



STANDARD OPERATING PROCEDURE GAS INSTALLATIONS

Governing standards and regulations:

- Gas Acts 1986 and 1995 (GA)
- Gas Safety (Installation and Use) Regulations 1998 (GSIUR)
- Gas Appliances (Safety) Regulations 1995 (GASR)
- Boiler (Efficiency) Regulations 1993 and 2006 Amendment
- Building Regulations 2010 Approved Document J 2010 edition - Combustion appliances and fuel storage systems incorporating 2010 and 2013 amendments

SOP Number 014

SOP Title Gas Installations

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Acronyms:

BS: British Standard

CPT: Corporate Property Team

FM: Facilities Management

HSE: Health & Safety Executive

NCC: Norfolk County Council

SOP: Standard Operating Procedure.

UK: United Kingdom

1. PURPOSE & SCOPE

Gas Installations includes Gas Boilers and Gas Air/Water Heaters as well as anything associated with the installation, repair and maintenance of these systems. The repair, maintenance and installation of these systems should be limited to a competent person. This Standard Operating Procedure (SOP) will set out how we will ensure that when this equipment is present, it is in an operable condition, safe to use and any issues are, as best as possible, negated. This can be achieved by way of good regular maintenance and regular inspections carried out daily, monthly, and annually, as per United Kingdom (UK) standards and any regulations related in UK law.

The purpose of this SOP is to establish clear and comprehensive guidelines for the inspection, maintenance, and repair of Gas installations in commercial and domestic buildings managed by Norfolk County Council (NCC) Corporate Property team (CPT). It ensures compliance with the Gas Act 1986 (External Reference 1), UK, and Health and Safety Executive (HSE) regulations, detailing the frequency and procedures for these tasks. By following this SOP, we aim to maintain fully functional and reliable Gas Installations, thereby ensuring the safety and well-being of building occupants.

2. RESPONSIBILITIES

2.1 Responsible or Accountable Person

The owner or person in control of the premises is the responsible person. The responsible person is defined as **Norfolk County Council** for the purpose of this SOP. The duties of the responsible person can be delegated, however, ultimately the responsible person, NCC, will remain accountable.

2.2 Responsibility by Proxy

The Responsible person, NCC, can appoint one or more competent persons to assist in undertaking the preventative and protective measures. A competent person is defined as someone with sufficient training, knowledge, and experience. This will be determined and recorded by NCC CPT using the NCC training log. NCC CPT FM Operations Managers assigned to a specific portfolio in collaboration with the appointed Premises Manager for the individual properties and or portfolios will undertake duties to assist the responsible person.



3. OPERATIONAL PROCEDURE & ACTIVITIES

3.1 Gas-Fired Equipment Installation & Setup

The NCC CPT FM Operations Manager will ensure that a suitably trained, qualified and competent engineer is appointed to tasks related to the installation and setup of said equipment. Suitably qualified is deemed as registered with Gas Safe (External Reference 2). The NCC CPT FM Operations Manager will instruct a suitably qualified supplier to design, deliver, and install required items to site. This will be achieved using the Appointed Supplier Database (Internal Reference 1).

The NCC CPT FM Operations Manager will liaise with the Premises Manager to ensure an asset list is created for the premises manager to complete any daily, weekly or monthly visual inspections as set out in NCC’s Premises Manager Handbook, (Internal Reference 2). This is a premises manager obligation and the NCC CPT FM Operations Manager is there only to monitor completion and assist.

3.2 Gas-Fired Equipment Service & Inspection Schedule

Once the Gas-Fired equipment has been installed as set out in Section 3.1, the NCC CPT FM Operations Manager will arrange service and inspections as detailed in Table 1.

All inspections and Services must comply with Gas Safe (External Reference 2) rules and engineers must have Gas Safe registration. All inspections will be at their set frequency as shown in Table 1 from the installation date. These service and inspections can be brought forward to reduce cost, such as in line with other sites but cannot be put back to ensure the system will not be out of date.

The compliance checks to be arranged are:

Scheduled Task	Task ID	Frequency
Gas Appliance Service	NCC-TASK-05-07	Annual
Gas Tightness Test	NCC-TASK-05-09	5 Yearly

Table 1 : Service schedule

During all gas appliance servicing, the tightness test will also be completed where possible. Where a full installation cannot be tightness tested during the Annual Service a 5 yearly tightness test will be required.

Also, where Gas Pipes and Flexi Pipes are not accessible, for example have been buried or are not visually accessible, then a 5 yearly Tightness test must be completed as shown in Table 1. This again must be implemented from the



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installation date and can be brought forward to save cost but cannot be delayed ensuring system does not become out of date.

NCC CPT will adopt these schedules for all service and inspections of gas installations. The NCC CPT FM Operations Manager will set this schedule up on the CAFM System using the Asset Naming Convention document (Internal Reference 3) to set the asset and the scheduled tasks as per CAFM System training.

3.3 Gas Installations Reactive/Remedial Works

If, during any visual inspection or Annual Service & Inspection, any defect is found the article in question will be identified and repair shall be scheduled. The repair will be achieved through the CAFM reporting system by raising a Follow-on Work Order.

Once the defect has been raised either by Premises Manager, Inspection engineer or NCC CPT FM Operations manager through the helpdesk or direct on the CAFM System and a work order raised, the NCC CPT FM Operations manager or Admin will instruct a suitable repairer to carry out maintenance. This may be the same as the installer.

The NCC CPT FM Operations Manager will select the supplier from the Appointed Supplier Database (Internal Reference 1) and will update the work ticket on the CAFM System.

3.4 Other Considerations

If there should be a leak of Gas or other fossil fuel into the environment the NCC CPT FM Operations Manager or Premises Manager must immediately report the leak or suspected leak to Cadent by telephone on 0800 111 999 and must report the leak as an environmental incident to NCC Health and Safety team. The NCC CPT FM Operations Manager will also instruct a suitably trained engineer as soon as possible to assist in reduction of leak.

The NCC CPT FM Operations Manager will ensure area is cordoned off and ventilated either by appointing persons on site or by contractor.

The NCC CPT FM Operations Manager will follow all instructions given by NCC Health and Safety once reported, and all communications and steps taken will be recorded on the CAFM System.

4. FORMS/TEMPLATES TO BE USED

Asset Naming Convention to be used for all assets and scheduled tasks on the CAFM System.

5. INTERNAL AND EXTERNAL REFERENCES

5.1 Internal Resource References

1. Appointed supplier database
2. Norfolk County Council – Premises Manager Handbook



3. Asset Naming Convention

5.2 External Resource References

1. Gas Act 1986
2. Gas Safe Register

6. CHANGE HISTORY

Should this SOP require alterations of any kind, they must be recorded as follows:

- **SOP Number:** The current SOP and new version number.
- **Effective Date:** The date the updated SOP becomes effective.
- **Changes:** A brief description of the main changes from the previous version.
- **Previous SOP Number:** The previous SOP and version number.

SOP no.	Effective Date	Changes	Previous SOP no.
014	01/12/24	Rebranding to NCC specifications	121