

 AURA GAS LIMITED	Section	AGMS
	Issue No.	1.0
Quality Manual	Pages	1 of 4
	Date	
Title: Method Statements		AGMS-8

Safety Checks and visual inspections of a Gas Appliance

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1, Method Statement distribution List

1	Aura Gas Ltd Director	3	Aura gas Ltd Health and Safety Representative
2	Aura Gas Ltd Technical Manager	4	Aura Gas Ltd Gas Operatives

2, Personal Protective equipment Required (PPE)

Eye Protection	tick	Head protection	tick
Goggles		Bump Cap	
Safety Glasses		Hard hat	
Over specs		Ear Protection	
Hand protection		Disposable ear plugs	
Rigger gloves		Ear defenders	
Thermal gloves		Respiratory equipment	
Disposable gloves		Disposable faceletts	
Cut resistant gloves		Half face with replaceable filter	
First Aid Equipment		Footwear Protection	
General first Aid Kit		Safety Shoes	
Eye wash kit		Disposable shoe covers	

3, Specific equipment requirements for this task

General Tool kit		Servicing brush set	
Flue gas Analyser and printer		Gas test manometer	
Electrical test meter		Access equipment	
Protective dust sheets		Vacuum cleaner	

4, Preventive measures you must take for this task

1	You must be competent to carry out this task
2	You must be gas safe registered to work on gas installations
3	Warning signs, where applicable, must be placed at the entrance to the work area
4	Visitors to the work area must be made aware of any safety aspects
5	You must have a fire extinguisher nearby during hot works
6	You must follow all instructions given to you by the supervisor
7	All electrical works must be isolated before commencing work

5, Quality control measures

1	You must adhere strictly to the following procedure to ensure quality of service
2	If in doubt contact the supervisor for clarity before proceeding

3	All members of staff will have all method statements, Risk assessments and Cossh assessments made available to them
6, Waste Disposal Arrangements	
1	Any replacement parts to be suitably re-packaged and returned in accordance with the companies waste management procedure.
2	Special Waste arrangements are that any special waste is to be collected by the Aura Gas Ltd's agreed special waste handling sub-contractor. Special waste to be controlled by the companies licensed contractors
3	Waste arrangements are, any scrap metal is to be collected by or returned to the Aura Gas Ltd's agreed scrap metal waste handling sub-contractor. Recycling waste to be returned to the recycling waste bin at the rear of the office car park. General waste is to be returned to the general waste bin at the rear of the office car park

7, Types of Hazard relevant to this task	
1	Injuries arising from Slips, trips and falls
2	Electrical shock
3	Injuries arising from falling from Step ladders/Access equipment
4	Hazardous waste e.g. Asbestos
5	Manual handling
6	Eye Injury
7	Fire and explosion from Hot work
8	Injuries arising from Power tools
8, System of works	
1	Preliminary investigations
	1.1 Protect the working area with suitable dustsheets
	1.2 Give a brief explanation of the safety checking tasks to the customer
	1.3 Question the customer as to the current operation of the appliance/system
	1.4 Check the appliance location is suitable and compliant
	1.5 Confirm The correct distances to combustible materials
	1.6 Check suitable ventilation requirements (inc compartment)
	1.7 Carry out an appropriate tightness test of gas
	1.8 Check correct and sufficient supplies
	1.8.1 Gas, Water and Electricity
	1.9 Carry out a visual inspection of the flue throughout its route
	1.9.1 Check sealing
	1.9.2 Check distances to combustible materials
	1.9.3 Check terminal position
	1.9.4 Check flue support, size, materials, voids, hatches, bends and length
	1.10 Check appliance operation and visually inspect for defects
	1.11 Check the flame picture
2	Isolate gas to the property
	2.1 Isolate gas to the property
	2.2 remove ECV or add a blanking disc to the meter outlet
3	Inspection after another contractor has carried out their tasks
	3.1 carry out a visual inspection of the roof mounting, flue route and security of the flue
4	Re-connect the gas supply
	4.1 refit the ECV or remove the disc from the meter outlet
	4.2 carry out a new tightness test of the gas appliances
	4.3 Re-light the gas appliances
5	Provide feedback to the customer/client regarding
	5.1 Further works required

	5.2 NCS, AR or ID situations (NCS is no longer a gas safe category but can still be used for advice)
	5.3 Advise on potential system efficiency improvements
6	Complete suitable and appropriate documentation
	6.1 pass any paperwork to the customer that they require a copy of

9, Additional Information			
1	Specific attention should be drawn to the use of customer's own access equipment when entering the loft space e.g. roof ladders		
2	Paper work to be completed for any non compliances in the gas regulations		
3	Warning notices to be written if any problems		
10, Confirm that I have received, understood and will conform to this Method statement and any associated Risk Assessments listed previously in this document.			
Name	Signature	Position	Date
11, Emergency Contact details Emergency contact details			
Aura Gas Ltd 02392 252171			