

 AURA GAS LIMITED	Section	AGMS
	Issue No.	1.0
Quality Manual	Pages	1 of 4
	Date	
Title: Method Statements		AGMS-5

Installing a Gas condensing boiler

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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 facelets	
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	x	Soldering equipment	x
Flue gas Analyser and printer	x	Gas test manometer	x
Electrical test meter		Access equipment	x
Protective dust sheets	x	Vacuum cleaner	x
Portable electrical hand Tools	x		

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
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 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 Aura Gas Ltd's agreed scrap metal waste handling sub-contractor. Recycling waste to be returned to the recycling waste bin outside at the rear of the office General waste is to be returned to the general waste bin outside at the rear of the office

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 installation tasks to the customer
	1.3 Question the customer as to the location of the new appliance/system design
	1.4 Check the proposed new appliance location is suitable and compliant
	1.5 Confirm the correct distances to combustible materials from the new appliance
	1.6 Check suitable ventilation requirements (Inc compartment) consult Manufacturer's instructions, Gas safe regulations and relevant building regulations
	1.7 Visually inspect proposed location for suitability of surface finish, build material and suitability for which wall fixings, etc.
	1.8 Check correct and sufficient supplies
	1.8.1 Gas, Water and Electricity
	1.9 Carry out a visual inspection of the proposed flue position throughout its new route
	1.9.1 Check distances to combustible materials from proposed flue route
	1.9.2 Check proposed flue terminal position
	1.9.3 Check flue support, size, materials, voids, hatches, bends and length over the proposed route
2	Carry out Preliminary electrical tests
	2.1 Check the availability of an electrical supply and isolate the appliance/system from the electrical supply
	2.2 Check for possible electrical cables and conduits buried in the surface of wall where the proposed new boiler position will be
3	Carry out a test of tightness
	3.1 Use an appropriate gas tightness test for gas type
	3.2 Visually inspect for water leaks in any pre-existing water supply pipes
4	Installation of the appliance Jig/back plate
	4.1 Unpack the appliance and check the contents list reflect the contents
	4.2 Use the manufacturer's instructions/boiler template the mark out the position of the boiler and

	the fixings
	4.3 Apply the fixings to the wall and mount the boiler jig in the desired location
	4.3.1 Check the boiler jig is secure and level
	4.4 Assemble and join new boiler jig to the existing services, gas and water pipes.
	4.4.1 Carry out pipe cutting, pipe assembly and pipe soldering using standard first fixing procedure
	4.5 Mark on the wall the central point of the proposed flue hole
	4.6 Clean the immediate area in preparation for the boiler to be offered to the jig
	4.6.1 Refer to procedures for using portable electrical tools and hole cutting tools and referring to risk assessments for the use of portable electrical tools and hole cutting tools.
	4.6.2 Check for serviceability of both the portable electrical appliance and hole cutting tool
	4.6.3 Check that you have and wear the correct PPE in position to cut the flue hole
	4.7 Cut the correct sized flue hole in the correct position in relation to the boiler jig using the manufacturer's instructions for the correct information
	4.7.1 clean the immediate area again to clear the brick dust and debris from the flue hole
5	Installing the appliance on the jig/back plate
	5.1 Carry out a visual inspection of the assembled appliance jig
6	Fitting the appliance to the boiler jig
	6.1 Lifting the boiler into place on to the jig should be carried out in accordance with the manufacturer's instructions to prevent damage to the boiler and its associated connections
	6.1.1 Refer to the manual handling risk assessment procedure for boilers
	6.1.2 Refer to the risk assessment for access equipment if necessary for the location
	6.1.3 Ensure the correct PPE is used to protect hands and feet specially when handling heavy loads
	6.1.4 Lift boiler on to the jig using manual handling techniques to prevent injury
	6.2 Ensure that the boiler is correctly fitted and connected to the boiler jig in accordance with the manufacturer's instructions
	6.2.1 Correctly assemble and fit the flue to the boiler using reference to the manufacturer's instructions and the gas safe regulations for flues.
	6.3 Check gas, water and electrical connections are safe and leak free
	6.3.1 Ensure using the correct gas test equipment for the gas type that the system is gas tight
	6.3.2 Visually inspect for water leaks
7	Check appliance operation
	7.1 Carry out preliminary electrical tests and introduce power supply, also
	7.1.1 Check supplementary bonding
	7.1.2 Check fuse rating
	7.1.3 Check MCB
	7.1.4 Check cable size, suitability and heat resistant properties
	7.1.5 Correct safe isolation system
	7.1.6 Ensure there is only one power supply to the system
	7.2 Check correct sequence of appliance operation
	7.3 Check suitable ignition and boiler thermostat operation
	7.4 Check appliance safety devices
	7.4.1 Flame rectification devices (FSD)
	7.5 Check, set and adjust inlet burner pressure
	7.5.1 Check appliance heat input/ gas rate
	7.6 Check flame picture
	7.7 Check effectiveness of seals, gaskets, air/flue ducts system, voids, hatches
	7.8 Check unit for any leaking water
	7.9 System Operation
	7.9.1 Check for correct operation of domestic hot water circuit including temperature setting
	7.9.2 Check for correct operation of central heating circuit including temperature setting

	7.9.3 Check for correct pipework design and configuration e.g. auto bypass valves
	7.9.4 Check domestic hot water for common T position (if relevant)
	7.9.5 Check for correct operation of electrical controls
	7.9.6 Check correct feed and expansion operation and water levels (if relevant)
	7.9.7 Check correct system insulation
	7.9.8 Check correct inhibitor levels
	7.9.9 Carry out any sealed systems checks (if relevant)
	7.10 Take note of any appliance display faults
	7.11 Check operation of the condense trap
8	Finishing and handover
	8.1 Inspect all work for quality of finish
	8.2 carry out any repair work as necessary
	8.3 Clean and clear all tools from the work site
	8.4 Sweep and clean area and ensure all debris is removed
	8.5 Remove any barriers and other warning signs
	8.6 Handover to the client
9	Provide feedback to the customer/client regarding
	9.1 Any further parts replaced
	9.2 Further works required
	9.3 Cost implications
	9.4 NCS, AR or ID situations (NCS is no longer a gas safe category but can still be used for advice)
	9.5 Emergency actions required
10	Complete suitable and appropriate documentation
	10.1 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	Ensure any sealed systems arrangements comply with the manufacturer's instructions and are tested for correct operation		
3	Take note of any frost risks and testing of pipe and frost stats		
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			