

 AURA GAS LIMITED	Section	AGMS
	Issue No.	1.0
Quality Manual	Pages	1 of 3
	Date	
Title: Method Statements		AGMS-7

Installing a Gas fire

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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		Soldering equipment	
Flue gas Analyser and printer		Gas test manometer	
Electrical test meter		Access equipment	
Protective dust sheets		Vacuum cleaner	

4, Waste disposal Arrangements

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 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 (as necessary)
	2.2 Check for possible electrical cables and conduits buried in the surface of wall where the proposed new Fire 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 (as necessary)
4	Installation of the appliance
	4.1 Unpack the appliance and check the contents list reflect the contents
	4.2 Use the manufacturer's instructions to mark out the position of the Fire and the fixings
	4.3 Apply the fixings to the fire and mount the in the desired location
	4.3.1 Check the fire is secure and level

5	Check appliance operation		
	5.1 Carry out preliminary electrical tests and introduce power supply, (as necessary)		
	5.2 Check correct sequence of appliance operation		
	5.3 Check suitable ignition and fire thermostat operation (if applicable)		
	5.4 Check appliance safety devices		
	5.4.1 Flame rectification devices (FSD)		
	5.5 Check, set and adjust inlet burner pressure (if applicable)		
	5.5.1 Check appliance heat input/ gas rate		
	5.6 Check flame picture		
	5.7 Check effectiveness of seals, gaskets, air/flue ducts system		
	5.8 System Operation		
	5.8.1 Check for correct operation of electrical controls		
6	Complete suitable and appropriate documentation		
	6.1 Bench mark forms		
	6.2 Manufacturer's warranty registration documents		
7	Provide feedback to the customer/client regarding		
	7.1 Any further parts replaced		
	7.2 Further works required		
	7.3 Cost implications		
	7.4 NCS, AR or ID situations (NCS is no longer a gas safe category but can still be used for advice)		
	7.5 Emergency actions required		
	7.6 Any customer documentation, guarantees, e.g benchmark certificates		
	7.7 Advise on correct appliance/system usage		
	7.8 Advise on potential system efficiency improvements		
8	Complete suitable and appropriate documentation		
	8.1 pass any paperwork to the customer that they require a copy of		
9, Additional Information			
1	Specific attention should be drawn to the use 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
11, Emergency Contact details			
Emergency contact details			
Aura Gas Ltd 02392 252171			