

 AURA GAS LIMITED	Section	AGMS
	Issue No.	1.0
Quality Manual	Pages	1 of 4
	Date	
Title: Method Statements		AGMS-3

Servicing a Gas fan flued water heaters

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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, Preventitive 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	Scrap metal 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 servicing 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
	1.7 Visually inspect case seals, 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 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	Carry out Preliminary electrical tests
	2.1 Isolate the appliance/system from the electrical supply
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
4	Dismantle, inspect and clean the appliance
	4.1 Isolate the gas valve and completely remove the casing, inspect all seals
	4.2 Remove and clean the burner, injector, filters
	4.3 Renew seals and gaskets
	4.4 Visually inspect and clean main heat exchanger and combustion chamber, remove loose deposits and use a jet of water if necessary cover the electrics)
	4.4.1 Heat exchanger material may require the use of additional PPE

	4.4.2 Use a light brush on any insulation material
	4.5 Clean Flue area
	4.7 Check and adjust the spark gap between electrode rectification probe
	4.8 Inspect burner for integrity e.g. cracks between ports
5	Reassemble the appliance
	5.1 Carry out a visual inspection of the re-assembled appliance
6	Re-introduce gas/water and electrical supplies
	6.1 Carry out a test for tightness
	6.1.1 Use an appropriate gas tightness test for the appropriate gas
	6.2 Visually inspect for water leaks
7	Check appliance operation
	7.1 Carry out preliminary electrical tests and re-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 Set and adjust burner pressure if necessary
	7.5.1 Check appliance heat input
	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 gas or 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 electrical controls
	7.9.3 Check correct system insulation
	7.9.4 Check correct inhibitor levels
	7.10 Take note of any appliance display faults
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
	9.6 Any customer documentation, guarantees, e.g benchmark certificates
	9.7 Advise on correct appliance/system usage
	9.8 Advise on potential system efficiency improvements
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			