



APHC (Certification) Ltd. Competent Persons Scheme **– Rules for Membership**

INTRODUCTION

The APHC (Certification) Ltd Competent Persons Scheme (henceforth known as the 'scheme') provides membership for firms that carry out domestic plumbing & heating work in accordance with the Building Regulations in the following areas –

- Oil fired combustion appliances and oil storage/supply pipework systems
 - Pressure jets burners.
 - Vaporising burners.
- Solid fuel combustion appliances.
- Plumbing work
 - Sanitary appliances, washing facilities or bathrooms.
 - Unvented hot water systems.
- Installation of electrical equipment arising from work carried out on plumbing & heating systems (defined scope part P).
- Installation of heating and open vented hot water systems.
- Installation of solar hot water systems.

Note:

- a. Scope of work primarily relates to dwellings.
- b. Oil fired and solid fuel combustion appliances restricted to 100kW heat output or less in buildings of up to 3 storeys.
- c. Work on shared or underground drainage systems is not within scope of the scheme.

The aim of the scheme is to provide membership for those firms that are, and continue to be, assessed as competent to self-certify that their domestic plumbing & heating work is compliant with the requirements of Building Regulations.

Scheme member firms can choose which areas of work they wish to be in membership to undertake based on the work carried out by the firm. APHC (Certification) Ltd will only permit self-certification against work areas which scheme members have requested to undertake. In the event that work is to be undertaken by the scheme member firm outside the scope of the firm's membership with APHC (Certification) Ltd. then it must either:

- extend the scope of the firm's membership with APHC (Certification) Ltd. via the application process and subsequent vetting of the application (prior to the work taking place); or
- notify the work to the local building control department using its laid down procedures (prior to the work taking place).

Any breach of these requirements will result in disciplinary action by APHC (Certification) Ltd. against the member firm.

1. MEMBERSHIP

1.1 Core Requirements for Initial Membership

The firm must:

- 1.1.1 have been trading as a plumbing & heating firm for no less than 12 months prior to making an application; and
- 1.1.2 if it is an applicant firm that holds, has held or has been expelled from membership for self-certification of plumbing & heating work with any organisation, declare that fact to APHC (Certification) Ltd. at the point of initial application; and

- 1.1.3 make an application for membership under the scheme for each trading title and each trading address (branch or depot) associated with the firm that wishes to self-certify that its domestic plumbing & heating work complies with the Building Regulations.

1.2 Key Requirements of Initial and Ongoing Membership

The firm must -

Performance Standards

- 1.2.1 Directly engage, and continue to be directly engaged in domestic plumbing and heating work which must be designed, installed and commissioned to the standards laid down in the appropriate part of the Building Regulations and associated British Standards (shown at Appendix A in this document).
- 1.2.2 Self-certify all work with APHC (Certification) Ltd. for which the firm is approved to notify, that falls under the scope of the Building Regulations, for the purposes of notification with the local building control department and the issue of a compliance certificate by APHC (Certification) Ltd. to the customer.
- 1.2.3 Make available for inspection sufficient domestic plumbing & heating work to enable an initial assessment of work by APHC (Certification) Ltd. At the application stage further periodic ongoing inspection of work will be required by APHC (Certification) Ltd. in order to maintain the member firm's membership status. The extent of inspection decided by APHC (Certification) Ltd. will be based on the scale and geographic spread of domestic plumbing & heating work carried out by the firm. An annual audit will be conducted on smaller firms. For larger firms a total of 1% of all jobs forwarded to local building control offices will be subject to audit (the 1% being a random sample), rising to a maximum of 100 jobs per annum for the largest member firms.
- 1.2.4 Provide to APHC (Certification) Ltd. within 30 days of a request, a list of all domestic plumbing & heating work in progress at the time and completed by the firm in the six months prior to the request being made.
- 1.2.5 Acknowledge that whilst APHC (Certification) Ltd. uses all reasonable care to assess the technical standard of the firm's work, it is not responsible for, or liable for, the technical standard of the firm's work.

Standards Documentation, Tools and Equipment

- 1.2.6 Have in their possession current copies of the relevant parts of the Building Regulations and British Standards (or alternative acceptable technical standards as identified by APHC (Certification) Ltd.) related to the range of work carried out by the firm and their membership with APHC (Certification) Ltd. (standards documentation requirements shown at Appendix A).
- 1.2.7 Have in their possession commissioning instruments (requirements shown at Appendix B) – related to the range of work carried out by the firm and their membership with APHC (Certification) Ltd.
- 1.2.8 Ensure that a maintenance and calibration programme is in place for commissioning instruments (requiring calibration) and maintain a log of all commissioning instruments detailing maintenance/calibration activities.
- 1.2.9 Ensure that standards documentation, tools and commissioning instruments are available for checking by APHC (Certification) Ltd. for the purposes of initial assessment and ongoing monitoring purposes.
- 1.2.10 Provide standards documentation, tools, commissioning instruments, access and facilities to those third parties assessing and/or monitoring the scheme, e.g. the United Kingdom Accreditation Service, Government body, when requested by APHC (Certification) Ltd.

Staff Competence

- 1.2.11 Employ operatives to carry out domestic plumbing & heating work who are competent and/or adequately supervised to ensure the safety of personnel (customers, the public & co-workers) during and on completion of the work.
- 1.2.12 Have sufficient operatives assessed by APHC (Certification) Ltd. and approved as Qualified Supervisors. All domestic plumbing and heating work must be under the control of one or more Qualified Supervisors. The ratio of Qualified Supervisors appointed by the firm will be appropriate to the range, scale, geographic spread and categories of plumbing and heating work undertaken and be the subject of assessment by APHC (Certification) Ltd. personnel. It will be the responsibility of the member firm to ensure that suitable numbers of qualified supervisors have been approved by the firm commensurate with the business activities.

Business Insurance

- 1.2.13 Have a minimum level of current public liability insurance cover prescribed by APHC (Certification) Ltd. for the range of domestic plumbing & heating work carried out by the firm and make the policy available for inspection during the assessment process.

Health & Safety

- 1.2.14 Have a written health and safety policy statement (when employing 5 or more operatives) and carry out risk assessments (where required by statute law).

Insurance Backed Warranty

- 1.2.15 Offer the option of an APHC (Certification) Ltd. insurance backed warranty to all customers against defective design and installation work by the member firm where the work falls under the scope of the Building Regulations (excluding product failure outside the manufacturer warranty period that cannot be attributed to defective design or installation work by the member firm).

Customer Complaints

- 1.2.16 Have a customer complaints procedure meeting the minimum requirements as laid down in the document APHC – minimum requirements for a customer complaints procedure.
- 1.2.17 Maintain a log of all customer complaints received, relevant paperwork associated with the complaint and the resolution action taken by the member firm. The log and associated complaint paperwork to be available to APHC (Certification) Ltd. for assessment purposes.

1.3 Additional Requirements of Ongoing Membership

The member firm must continue to meet the requirements for membership as detailed in item 1.2 and in addition must:

- 1.3.1 notify APHC (Certification) Ltd. of any changes to membership details within 25 days of the change occurring. APHC (Certification) Ltd. will decide if a new application or any additional assessment will be necessary, and
- 1.3.2 notify APHC (Certification) Ltd. within ten days of any Qualified Supervisor ceasing to be employed in that capacity. A replacement Qualified Supervisor must be proposed within 20 days of a previous Qualified Supervisor ceasing to be employed in that capacity. A replacement Qualified Supervisor shall be in post within 120 days of a previous Qualified Supervisor ceasing to be employed in that capacity, and
- 1.3.3 only utilise APHC (Certification) Ltd. approved Qualified Supervisors for undertaking commissioning work under the areas covered by the scheme and ensure that any compliance certification is completed by approved Qualified Supervisors; and
- 1.3.4 carry out remedial action in order to maintain membership as required by APHC (Certification) Ltd. for items which do not comply with these Rules.

2. PERSONNEL REQUIREMENTS OF MEMBER FIRMS

In order to become a scheme member (and maintain membership), member firms must establish Qualified Supervisor(s) within the member firm commensurate with the requirements laid down in item 1.2 under staff competence.

Recognition as a Qualified Supervisor

A Qualified Supervisor is a person who:

- 2.1 is a principal or supervisory level employee of the firm having responsibility for the technical standard of domestic plumbing & heating work undertaken by the firm and or a number of operatives; and
- 2.2 is a full time employee of the firm; and
- 2.3 satisfies the training and experience requirements prescribed by APHC (Certification) Ltd relevant to the work activities for which the Qualified Supervisor is responsible. These requirements are as prescribed in the documents - Minimum Technical Competency of Individuals Undertaking Plumbing & Heating Work (available from APHC (Certification) Ltd. on request), and;

- 2.4 has demonstrated to APHC (Certification) Ltd. adequate knowledge and understanding of Building Regulation requirements and has access to standards documentation, tools and commissioning instruments in order to complete their work; and
- 2.5 is nominated by the firm, assessed by APHC (Certification) Ltd. and, if acceptable has been confirmed in the role following satisfactory assessment(s) by APHC (Certification) Ltd.

The role of a Qualified Supervisor requires that:

- 2.6 commissioning results and records are completed in line with regulatory/standards requirements; and
- 2.7 work under the Building Regulations and the APHC (Certification) Ltd. scheme for which the Qualified Supervisor is responsible is communicated to APHC (Certification) Ltd. for the purposes of notification to the local building control department and for the purposes of issuing a compliance certificate to the customer; and
- 2.8 at least one Qualified Supervisor be a focal point for communication between the member firm and APHC (Certification) Ltd.; and
- 2.9 he/she be present throughout visits scheduled by APHC (Certification) Ltd. representatives; and
- 2.10 work under his/her responsibility is carried out in compliance with health and safety and all other relevant statutory requirements to accepted industry standards.

3. STANDARDS DOCUMENTATION REQUIREMENTS

Checklist

Member firms must be in possession of and have available for the purposes of assessment, the technical standards documentation listed at Appendix A.

4. COMMISSIONING EQUIPMENT REQUIREMENTS

Checklist

Member firms must ensure that Qualified Supervisor(s) have the use of the commissioning instruments listed at Appendix B related to the areas of membership of the firm.

5. SUBCONTRACTING

- 5.1 A member firm must not subcontract domestic plumbing & heating work under the scope of the scheme:
 - a. without first informing the person commissioning the work, and
 - b. unless it is to a firm which is in membership under the scheme or an equivalent approved competent persons scheme.
- 5.2 A member firm that subcontracts domestic plumbing & heating work to another firm must remain fully responsible for that work.

6. COMPLAINTS AGAINST MEMBER FIRMS

6.1 Complaints

- 6.1.1 The member firm is required to investigate complaints of a technical nature related to breaches of regulation/standard requirements under the Competent Persons Scheme and is also required to investigate complaints related to poor standards of customer service under the requirements of the APHC Customer Charter.
- 6.1.2 When a member firm receives a complaint, the complaint must be dealt with using procedures designed to meet the minimum requirements as laid down by APHC (Certification) Ltd. In the event that the member firm cannot resolve the complaint then the member firm should refer the complainant to APHC (Certification) Ltd for action.
- 6.1.3 When APHC (Certification) Ltd. receives a complaint alleging that plumbing & heating work carried out by a member firm does not meet with scheme requirements or demonstrates poor levels of customer service, the member firm must co-operate with APHC (Certification) Ltd. in resolving the complaint.
- 6.1.4 If the member firm fails to co-operate with APHC (Certification) Ltd, the member firm will face disciplinary action under scheme disciplinary arrangements.

6.2 Complaint Investigations

- 6.2.1 APHC (Certification) Ltd. personnel will investigate any complaint alleging that plumbing & heating work carried out by a member firm does not comply with scheme technical requirements or demonstrates poor levels of customer service. The member firm shall respond promptly to queries from APHC (Certification) Ltd (within a 14 day period) relating to a complaint. An investigation may require submission of documentation and/or a site inspection to be carried out, the site investigation will be met at APHC (Certification) Ltd's expense. The member firm will ensure that its appointed Qualified Supervisor is present during the site investigation and has the required standards documents, tools and commissioning instruments on-site and relevant to the work carried out.
- 6.2.2 If a site investigation and subsequent report shows that a member firm's domestic plumbing & heating work does not comply with scheme requirements, the member firm will, at its own expense, complete remedial action as required by APHC (Certification) Ltd. Arrangements must be made with the customer within a 14 day period to undertake the remedial work or an appeal against the decision must be made to the APHC (Certification) Ltd. Governing Board.
- 6.2.3 In the event that arrangements to progress the remedial work are not established during the 14 day period or are not progressed within a 30 day period following an appeal hearing during which the sub-committee of the APHC (Certification) Ltd. Governing Board uphold the schedule of remedial works to be carried out, the member firm will have their membership terminated and the insurance backed optional warranty (where taken) will be invoked.
- 6.2.4 In the event that the complainant does not agree with the findings of an investigation conducted by APHC (Certification) Ltd. personnel into a complaint raised over work carried out by a member company, then he/she will have the right of appeal which should be made directly to the APHC (Certification) Ltd. Governing Board. The appeal must clearly state the grounds for the appeal and the reasons why the appeal has been made. The decision of the Governing Board will be final.

7. TERMINATION OF MEMBERSHIP

7.1 Disciplinary Action by APHC (Certification) Ltd.

- 7.1.1 APHC (Certification) Ltd. may take disciplinary action against member firms in the event that the firm:
- fails to comply with these rules; or
 - makes a wilful or negligent misrepresentation on its initial application or annual monitoring documentation; or
 - designs, installs or commissions plumbing & heating systems components and equipment in breach of regulation and standards requirements; or
 - has performed an act which is contrary or prejudicial to the objects of APHC (Certification) Ltd.; or
 - is unable to pay its debts or becomes insolvent.
- 7.1.2 In circumstances where it becomes apparent that there may have been a breach of scheme requirements, APHC (Certification) Ltd. officials may implement disciplinary action against the member firm, disciplinary action based on a three tier (or action level) approach.

Examples of disciplinary action –

a. Insufficient detail or case unfounded

The APHC (Certification) Ltd. Governing Board on reviewing a disciplinary case concludes the case is unfounded or there is insufficient information to make a decision.

Outcome – no disciplinary action taken.

b. 1st action (advisory) level – verbal notice

The APHC (Certification) Ltd. Governing Board on reviewing a disciplinary case conclude that minor infringements have taken place, examples include -

- Minor technical issues related to work carried out.
- Minor issues related to poor customer service standards.
- Work has been undertaken under the Building Regulations that has not been forwarded to APHC (Certification) Ltd. for certification purposes.

Outcome – verbal instruction of business improvement actions to be made by the member firm, confirmed in writing to the member.

c. 2nd action level – serious warning notice

The APHC (Certification) Ltd. Governing Board on reviewing a disciplinary case conclude that major infringements of the scheme requirements have taken place or a number of 1st action notices have been issued. Examples include –

- Major technical issues related to work carried out.
- Major issues related to poor customer service standards.
- The issue of two or more first action level notices.

Outcome – formal written notice of urgent business improvement actions to be taken emphasising the need to take remedial action, the result of a re-occurrence being expulsion.

d. 3rd action level – expulsion from membership

The APHC (Certification) Ltd. Governing Board on reviewing a disciplinary case conclude that very serious infringements of scheme requirements have taken place or more than one second action level notice has been issued. Examples include –

- Very serious technical issues such as those posing a threat to life.
- Very serious customer service issues – insolvency in which there is a failure to communicate with the customer, criminal conviction relating to the firm's business activities e.g. fraud.
- The issue of two or more second action level notices.
- Failure under the complaints procedure (and following the issue of standard correspondence) by the member firm to undertake remedial action as outlined under the scheme requirements.

Outcome – expulsion from membership.

Note: In certain 3rd action level cases APHC (Certification) Ltd. reserves the right to place the firm's membership in suspense during the period in which disciplinary action is being considered, this course of action will be progressed by the Chief Executive Officer.

7.2 Cancellation of Membership by a Member Firm

- 7.2.1 Any resignation of a member firm must be made to APHC (Certification) Ltd. in writing by the member firm.

8. APPEALS AGAINST APHC (CERTIFICATION) LTD. DECISIONS

- 8.1 A firm may make written representation to APHC (Certification) Ltd. against any decision made by APHC (Certification) Ltd. to refuse the firm's application for membership or to cancel the firm's membership under the scheme. The written representation must include full reasons (or grounds) for such representation and must be sent to APHC (Certification) Ltd, by recorded delivery, within 14 days of the date of notification of the APHC (Certification) Ltd. decision. APHC (Certification) Ltd. will make a ruling on the representation submitted.
- 8.2 If the firm does not accept the APHC (Certification) Ltd. ruling, it may make a written appeal which shall be heard by a sub-committee of the APHC (Certification) Ltd. Board of Directors. The grounds for appeal, including all supporting documentation, must be sent to the Board of Directors of APHC (Certification) Ltd. by recorded delivery within 20 days of the date of notification of the ruling.
- 8.3 An appeal against disciplinary action taken by APHC (Certification) Ltd. may be made directly to the sub-committee of the APHC (Certification) Ltd. Board of Directors. The grounds for appeal, including all supporting documentation, must be sent to the Board of Directors of APHC (Certification) Ltd, by recorded delivery, within 10 days of the disciplinary action being taken.

9. USE OF APHC (CERTIFICATION) LTD. TRADE MARKS

- 9.1 APHC (Certification) Ltd. is the owner of scheme Trade Marks. All rights, title and interest in the scheme Trade Marks is reserved and belongs absolutely to APHC (Certification) Ltd.

- 9.2 Each member firm is granted a non-exclusive, non-transferable, licence to use the scheme Trade Marks only whilst in membership and only as designated by APHC (Certification) Ltd. When the membership of a firm ends or is cancelled, its licence to use scheme Trade Marks ceases with immediate effect. The firm must immediately cease all use of the Trade Marks including their complete removal from all stationery materials and the firm's equipment such as company vehicles.
- 9.3 Member firms must not use the scheme Trade Marks in conjunction with any other trading title or trading address other than those in membership with APHC (Certification) Ltd.

10. USE OF APHC (CERTIFICATION) LTD. DOCUMENTATION

APHC (Certification) Ltd. produces commissioning records to assist members in meeting their statutory requirements under the Building Regulations relating to commissioning work and to assist businesses with recording essential data whilst on site in order to produce notification information, these notes refer to such documentation.

- 10.1 APHC (Certification) Ltd's commissioning records must only be issued for domestic plumbing & heating work that is carried out by the member firm from the trading address and with the trading title in membership with APHC (Certification) Ltd.
- 10.2 Member firms must safeguard all unused commissioning records so as to prevent their loss, theft or misuse.
- 10.3 Member firms must notify APHC (Certification) Ltd. in writing immediately on discovery of any loss, theft or misuse of its commissioning records.
- 10.4 When a member firm resigns or is removed from APHC (Certification) Ltd's membership, it must immediately destroy all unused commissioning records.

Note: Under the scheme member firms must process compliance certification with APHC (Certification) Ltd. by electronic means or via the telephone.

11. OBLIGATIONS OF APHC (CERTIFICATION) LTD.

11.1 Changes to the Scheme

APHC (Certification) Ltd. shall:

- 11.1.1 determine and publish fees and charges, informing member firms at least 30 days prior to any change occurring, and
- 11.1.2 have the authority to revise these Rules of Membership, and also inform member firms at least 50 days prior to any change occurring, and
- 11.1.3 inform member firms at least 50 days prior to any change occurring to identified scheme requirements, such as training and experience requirements, and
- 11.1.4 inform member firms of changes to supporting scheme documentation.

11.2 Confidentiality

- 11.2.1 APHC (Certification) Ltd. will hold in confidence all information obtained and held about currently approved member firms and prospective member firms. The only exception being information that is published via the Listing of Member Firms and that required to confirm compliance with Building Regulations. Confidential information will not be disclosed to any third party without the prior written agreement of the member firm concerned, except as required by an accreditation or monitoring body or by law.
- 11.2.2 APHC (Certification) Ltd's policies and procedures shall be administered in a non-discriminatory manner in line with statutory requirements.

11.3 Complaints about APHC (Certification) Ltd.

- 11.3.1 APHC (Certification) Ltd. will undertake to investigate any expression of dissatisfaction about the organisation received from a member firm or a firm applying for membership. The expression of dissatisfaction must be in writing.
- 11.3.2 APHC (Certification) Ltd. will advise the complainant of the outcome of an investigation into their complaint.
- 11.3.3 If appropriate, APHC (Certification) Ltd will take corrective action.

12. FEES AND CHARGES

12.1 Fees Payable

Fees shall be paid for initial application and annual ongoing renewal. Items that may result in additional charges are -

- 12.1.1 Re-assessments considered necessary by APHC (Certification) Ltd. sufficient to confirm the member firm's compliance with these Rules.
- 12.1.2 Assessments and administration activities considered necessary by APHC (Certification) Ltd. due to changes by the firm, such as an acquisition by, or merger with another firm.
- 12.1.3 Failure to provide standards documentation, equipment, tools, commissioning instruments, facilities or access required by APHC (Certification) Ltd. in accordance with these Rules.
- 12.1.4 Failure of a Qualified Supervisor to be present throughout a visit by APHC (Certification) Ltd's representatives.
- 12.1.5 Cancellation by the firm of assessment/inspection visits giving less than 14 days written notice before the visit is due.
- 12.1.6 Building Regulations Compliance Certificates issued by the APHC (Certification) Ltd. on behalf of member firms.

The scale of fees for activities highlighted in 12.1.1 to 12.1.6 are as those published from time to time by APHC (Certification) Ltd., these are available on request from APHC (Certification) Ltd.

12.2 Payment and Automatic Renewal

- 12.2.1 Member firms shall pay fees for any initial application and annual ongoing renewal, and additional charges by any of the methods of payment permitted from time to time by APHC (Certification) Ltd. APHC (Certification) Ltd will keep member firm's payment details secure on file so that a member firm may elect to take advantage of the process for automatic renewal described in paragraphs 12.2.3 and 12.2.4 below.
- 12.2.2 On initial application the member firm agrees via the terms and conditions of business to a membership period of at least 12 months, the renewal of membership will occur on the 1st January immediately following that first 12 months of membership and annually on the 1st January thereafter.
- 12.2.3 APHC (Certification) Ltd will advise member firms in writing at least 21 days prior to the date on which the member firm's membership under the scheme will expire (the "membership date") that renewal is due, and of the fee payable by the member firm on renewal. APHC (Certification) Ltd. will also advise the member firm of how payment of the renewal fee will be taken or should be made if that member firm is renewed automatically.
- 12.2.4 Unless APHC (Certification) Ltd is advised by the member firm in writing prior to the renewal date either that:
 - a. the member firm does not wish to renew; or
 - b. the member firm wishes to renew but that it wishes to change the categories of work area for which it is in membership and/or its chosen method of payment;then, provided that the member firm satisfies all other requirements for renewal, the member firm will be renewed automatically with effect from the renewal date for the same categories of work area for which it was in membership prior to the renewal date. In such circumstances, the fee for renewal will be payable by the member firm as stated in the written communication from APHC (Certification) Ltd referred to in paragraph 12.2.3 above.

13. DATA PROTECTION

APHC (Certification) Ltd. may -

- 13.1 Keep and use personal data about personnel of member firms for all purposes that APHC (Certification) Ltd. requires to maintain properly a listing of member firms and to ensure compliance with the Rules. Including disclosure to third parties such as UKAS for the purposes of operation of the scheme.
- 13.2 Share personal data provided by member firms with APHC (Certification) Ltd. for the purposes detailed above.
- 13.3 Unless the firm requests otherwise, authorise the distribution to member firm's personnel of communications of sales and marketing materials that APHC (Certification) Ltd. believes would be of interest to them. These distributions may be made by APHC (Certification) Ltd. or by other persons authorised by it. If a member firm does not wish to have its information used in this way, then at any time it may inform the APHC (Certification) Ltd. in writing and APHC (Certification) Ltd. will cease to use the information for marketing purposes in this way.

APPENDIX A – STANDARDS DOCUMENTATION REQUIREMENTS

Work Area	Building Regulation Approved Document	Standard Industry Documents	Alternatives to Standard Industry Documents
<p>Installation or replacement of oil fired heat producing appliances up to 100kW heat output and oil storage tanks</p> <p>Vaporising appliances and/or pressure jet appliances</p>	<p>Approved Documents J & L1</p> <p>CLG Domestic Heating Compliance Guide</p> <p>Condensing Boiler Exceptions Procedure</p> <p>Note: all Building Regulation Approved Documents are accessible free of charge on the web site www.planningportal.gov.uk</p>	<p>Water Regulations Guide</p> <p>OFTEC book 3 – installation requirements for oil fired equipment</p> <p>plus</p> <p>OFTEC book 5 - service & commissioning of vaporising appliances and/or</p> <p>OFTEC book 2 – service & commissioning of pressure jet appliances</p>	<p>Water Regulations – current training course packs from a recognised course supplier</p> <p>Oil firing - current training course packs from a recognised course supplier</p>
<p>Installation or replacement of solid fuel heat producing appliances up to 100kW heat output</p>	<p>Approved Documents J & L1</p> <p>CLG Domestic Heating Compliance Guide</p>	<p>Water Regulations Guide</p> <p>BS 6461 – chimneys & flues for solid fuel appliances</p> <p>BS 8303 Parts 1 to 3 – installation of domestic solid fuel heating and cooking appliances</p>	<p>Water Regulations – current training course packs from a recognised course supplier</p> <p>Solid fuel British Standards - current training course packs from a recognised course supplier</p>
<p>Installation or replacement of sanitary appliances, washing facilities or bathrooms</p>	<p>Approved Documents G & H</p>	<p>Water Regulations Guide</p> <p>BS 6700 – hot and cold water for domestic use within buildings</p> <p>BS EN 12056 part 2 – sanitary pipework, layout & calculation</p> <p>BS 6465 part 1 – sanitary facilities & scale of provision</p> <p>BS 6465 part 2 – space requirements for sanitary appliances</p>	<p>Water Regulations – current training course packs from a recognised course supplier</p> <p>Sanitary appliances and pipework systems British Standards - current training course packs from a recognised course supplier</p>

Work Area	Building Regulation Approved Document	Standard Industry Documents	Alternatives to Standard Industry Documents
Installation or replacement of unvented hot water storage cylinders and associated pipework/controls	Approved Documents G & L1 CLG Domestic Heating Compliance Guide	Water Regulations Guide	Water Regulations - current training course packs from a recognised course supplier Unvented hot water systems British Standards - current training course packs from a recognised course supplier
Installation of electrical equipment arising from plumbing & heating work	Approved Document P	BS 7671 – requirements for electrical installations IEE – on site guide	Electrical British Standards - current defined scope training course packs from a recognised course supplier
Installation or replacement of heating and open vented hot water systems	Approved Documents G & L1 CLG Domestic Heating Compliance Guide	Water Regulations Guide BS 5449 – domestic central heating systems BS 6700 – hot and cold water for domestic use within buildings BS EN 12831 – heating systems in buildings	Water Regulations - current training course packs from a recognised course supplier
Installation of solar hot water systems	Approved Document L1 CLG Domestic Heating Compliance Guide	Water Regulations Guide Solar heating design & installation guide - CIBSE	Solar hot water systems - current training course packs from a recognised course supplier

APPENDIX B – COMMISSIONING EQUIPMENT REQUIREMENTS

Work Area	Commissioning Equipment
Installation or replacement of oil fired heat producing appliances up to 100kW heat output and oil storage tanks	Oil line pressure test kit Oil pressure gauge Combustion analysis kit (smoke reading, CO ² reading and flue draught)
Installation or replacement of solid fuel heat producing appliances up to 100kW heat output	Flue draught gauge Coring ball Smoke pellets
Installation or replacement of sanitary appliances, washing facilities or bathrooms	Hydraulic pressure test kit Air testing kit for sanitary pipework systems Pipe thermometer (or similar) Flow measuring cup Water pressure gauge (tap outlets)
Installation or replacement of unvented hot water storage cylinders and associated pipework/ controls	Hydraulic pressure test kit Pipe thermometer (or similar) Flow measuring cup Water pressure gauge (tap outlets)
Installation of electrical equipment arising from plumbing & heating work	Voltage measurement device Insulation resistance measurement device Earth continuity testing device Polarity testing device Device to measure earth fault loop impedance Device to measure operation of Residual Current Devices (May be in the form of a multi function tester)
Installation or replacement of heating and open vented hot water systems	Hydraulic pressure test kit Pipe thermometer (or similar) Method of measuring differential system temperatures (differential digital thermometer) Flow measuring cup Water pressure gauge (tap outlets)
Installation of solar hot water systems	Hydraulic pressure test kit Pipe thermometer (or similar) Method of measuring differential system temperatures (differential digital thermometer) Flow measuring cup Water pressure gauge (tap outlets)