



### **Alteration of existing supplies to domestic properties.**

In order for an effective and correct installation to take place the following methods of work and specific procedures will be adhered to and carried out as per this method statement. Any deviation from normal installation procedures will be set out on an alternative and site-specific method statement.

This method statement will also be supported by risk assessments. Additional random site audits together with photographic documentation on each project will also be attached where applicable.

1. Correct PPE will be worn in line with the Clients minimum standards and company procedures section 15.0. Flame-retardant long-sleeved polo shirt, flame retardant cargo trousers & bump caps. Safety boots with appropriate ankle support must be worn when working at height. NOTE: Hard Hat to be worn when working on or under scaffolding/pasma /mast climber /working at height) or where risk assessment highlights the requirement.
2. Tools & equipment required to complete the task in hand will be checked and calibrated/PAT tested (where applicable) and records to support this will be available. All power tools will be fit for purpose tagged with PAT test/calibration label.
3. An appointment shall be made, and the engineers will arrive to carry out these works at the appointed time (it may sometimes be subject to re appointment as agreed with the homeowner/resident).
4. Prior to arrival the engineer or person making the appointment must discuss the issue of Covid-19, asking if any persons within the house is showing symptoms at this time. Engineer to reference the Clients 'house entry procedures/Covid-19 house entry procedures' and Covid-19 RA47 v3.0 at this time.
5. Upon arrival to the site, relevant site identification will be produced, and it will be required to confirm that an adult/responsible person is available at the property. Should an elderly or vulnerable person be identified, a separate risk assessment will be carried out and the engineer will contact the contractor/client/line manager and seek advice before proceeding with any works.
6. Engineers' footwear will be clean and stain free. Where possible the use of dust sheets must be laid down from house entry to point of work area, where this is not practicable then the use of 'over-shoes' must be considered and applied to protect the customers property. Should the engineer feel that 'over-shoes' may not be suitable (i.e. a slip hazard), they must STOP and consult with their supervisor before proceeding.
7. The engineer will survey the property with the service layers and identify a practical location for the meter to be located. Once the position has been agreed the consumer will be notified of the new pipe route and obtain signed consent from the resident. Once the consent has been given the works will commence and carried out in accordance with the gas industry code of practice. A site-specific risk assessment shall be carried out and all existing appliances at the property shall be visually inspected. Should the existing appliances not be satisfactory the engineer will inform the customer, site supervisor and client of any failure mode. Engineer will then take appropriate steps in line with the IGEN G11 v2 Gas industry unsafe situation procedures.
8. Should consent not be given the engineer will contact the site supervisor and client and await further instructions.
9. Dust sheets will be set out on where deemed necessary to protect customer property and to maintain a safe working area.
10. Prior to touching any metallic surface or installation pipework; in line with GD PM MSL1 procedures the engineer will check the status of their volt stick and a volt stick check will be carried out on the existing installation.
11. Prior to disconnecting any meter installation, a temporary earth bond shall be installed in line with procedures highlighted in GD PM MSL1 and OWOW engineering bulletin EB186. Engineer to fit continuity bonds as required.

12. Carry out and complete tightness and purging procedures as per IGEM/UP/1B.
13. Relight appliances and carry out visual inspections of each appliance as per client procedures.
14. Carry out working pressure tests on installation.
15. On completion of satisfactory checks reseal and check with approved LDF/leak detection fluid the meter test point
16. Make good as required.
17. Clear and clean site and leave the site in a respectful condition.
18. Clean any marks from walls doors etc.
19. Inform the customer of all works carried out and if possible, seek confirmation that the site is left in a correct and clean condition. Where possible ask for signature / PP customers signature on service card conformation, advise of any issues identified during customer service engineers works, where any non -compliance or unsafe situation had been identified a warning notice shall be issued and explained to customer this will be captured and recorded with the service card app.
20. Inform the customer that there may be a slight gas odour for a very small amount of time, but this will quickly disperse.
21. If equipotential bonding is not installed leave customer with appropriate information card.
22. If equipotential bonding requires extending to the new meter position carry out these works as per BS7671 requirements for earthing and bonding. Where operative hold MEB/PEB1 competency then alteration to Main Earth Bonding Terminal external to Fuse Board, may be undertaken. Where alteration to fuse board is needed then competent person shall adhere to the industry standards. Following any of these works a minor works certificate shall be issued in line with BS7671 and Guidance notes 3 industry standards. Additional guidance and advise has been populated on OWOW EB 186, EB 193.
23. If unable to carry out equipotential bonding, complete appropriate paperwork, or App, take appropriate steps to pass to customer concerned for all follow up works required. Installation shall be left in a safe condition and not be left without temporary Earth bond left in situ or the original earth bonding still attached to original meter position.
24. Notify property owner / occupier of proposed works and alteration to gas main earth Bonding, arrange appointment and notify site manager of works needed.

Note:

Where installations and or appliances are found to be unsafe and non-compliant with current standards they should be dealt with under the "gas unsafe" industry procedures. The Company Site Supervisor, Manager and Director shall be notified, and all issues will be recorded for future reference.