



TOT procedures in 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 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. The engineer will visually inspect the current fitted equipment and identify any issues that do not comply with current standards and codes of practice.
6. Dust sheets will be set out on where deemed necessary to protect customer property and to maintain a safe working area.
7. 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.
8. Should continuity bonds not be present they will be fitted.
9. Update or replace target regulators as required.
10. Carry out and complete purging procedures as per IGEM/UP/1B regulations.
11. Relight appliance as per manufacturer's instructions and complete visual checks.
12. Should issues or problems be evident fully inform the customer of any conclusions that the engineer feels relevant.
13. Complete working pressure checks on installation and appliances.
14. Once satisfactory checks are completed reseal and check with approved LDF/leak detection fluid at meter test point.
15. Clear and clean site.
16. 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.
17. Inform the customer that there may be a slight gas odour for a very small amount of time, but this will quickly disperse.
18. If equipotential bonding is not installed leave customer with appropriate information card.

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.