

SMART METERING INSTALLER
NATIONAL ASSESSMENTS | MEDIUM PRESSURE GAS

Existing Staff	<input type="checkbox"/>	New Entrant (Qualification Route)	<input type="checkbox"/>
Candidate Name			NI No.
Work Based Experience Carried Out?			<input type="checkbox"/>
Work Experience Employer			
Evidence of Work Experience			
Assessor Name			
Company			
Location		Date	
Special Requirements?			
Smart Metering (Gas): Medium Pressure up to U6 only			<input type="checkbox"/>

ASSESSMENT REQUIREMENTS

The assessment MUST meet ALL of the following requirements –

1. Prior to the practical assessment each delegate must have been assessed as having sufficient underpinning knowledge as outline within the scheme rules.
2. The practical assessment must be completed following completion of a work placement
3. The assessment must be conducted by a person has gained **ALL** of following –
 - a) Completed, and successfully passed, the National Assessment Specification for the category against which they are assessing.
 - b) Proven occupational experience of work in the context of the activity for which they are assessing
 - c) One or more of the following assessor awards or an equivalent -
 - Minimum requirement: Understanding the principles or practice of assessment (Unit certificate from any Ofqual regulated Awarding Body, mostly known as TAQA from City and Guilds)
 - Level 3 Certificate in Assessing Vocational Achievement
 - Level 3 Award in Assessing Competence in the Work Environment
 - Working towards one of the above
 - or hold one of the predecessor qualifications, which includes:
 - A1 Assess candidates using a range of methods
 - A2: 'Award in Assessing Candidates' Performance through observation
 - D32/33 Assess candidate performance, using differing sources of evidence

SMART METERING INSTALLER

1.0 DELIVERING CUSTOMER SERVICE IN THE SMART METERING SECTOR

(This module may be assessed through simulation where necessary)

Candidates are required to successfully complete ALL of the following criteria

	Pre Installation Assessment Criteria	Pass Y/N	Assessor Comments
1	Introduce and identify self to customers in line with company protocols/ requirements		
2	Explain to the customer the purpose of the visit in a polite and professional manner		
3	Explain the work-plan to the customer, providing all relevant information including the required interruption of gas and/or electricity supply		
4	Listen to the customers queries and respond appropriately to customer requirements		
	Post Installation Assessment Criteria	Pass Y/N	Assessor Comments
5	Confirm the completion of smart metering installation work with the customer		
6	Explain the benefits of the smart installation in terms of energy efficiency and provide guidance in line with Company requirements / procedures		
7	Listen to any customer queries and respond in a polite and professional manner		
8	Record relevant information from the work activity in line with Company procedures/requirements		

Declaration of completion

I confirm that the evidence provided by the learner meets the full requirements for Standard 1.0 Delivering customer service in the smart metering sector.

Employee/Trainee signature:

Name of assessor:

Assessor signature:

Completion date:

2.0B PREPARE, INSTALL AND COMMISSION MEDIUM PRESSURE NATURAL GAS SMART METER AND REGULATOR UP TO 6.0M³/HR

Candidates are required to successfully complete ALL of the following criteria

	Assessment Criteria	Pass Y/N	Assessor Comments
9	Carry out a site specific risk assessment of the work area, identifying the hazards and implementing the control measures required (e.g. barriers, warning notices and informing others)		
10	Inspect and wear personal protective equipment (PPE) compatible with the risk assessment and health and safety regulations		
11	Carry out a visual inspection of the integrity of the gas metering equipment to be worked on checking for damage, defects and/or abnormalities		
12	Select and check the tools and test equipment in line with the work plan, risk assessment and Company procedures		
13	Test for the presence of voltage at the meter installation using an approved voltage sensing device		
14	Confirm the siting of the emergency control valve is accessible, correctly labelled and operating correctly, reporting any defects to the network owner for rectification		
15	Identify and confirm the meter installation is supplied with medium pressure ($\leq 2\text{bar}$) and has the correct regulator and is operating within maximum capacity (75mbar or less).		
16	Check that conditions within the gas and earthing systems permit safe de-commissioning		
17	Use designated safe isolation methods, tests and procedures to de-commission meters, regulators, gas installation and components		
18	Take appropriate precautionary action to ensure that temporarily de-commissioned meters, regulators and gas installation components do not present a safety hazard		
19	Correctly label any live gas pipes following permanent removal of a meter leaving a permanent bond or other electrical safety measures in place		
20	Install the natural gas smart meter (2.5 to 6.0m ³ /hr) and associated equipment on low pressure gas service using appropriate tools, pipe and fittings and equipment, in line with manufacturer's specifications and relevant regulations and standards		

	Assessment Criteria	Pass Y/N	Assessor Comments
21	Correctly carry out testing procedures on completed installations in line with industry and organisational standards		
22	Check the completed installation meets and complies with the work plan and equipment specifications		
23	Check for adequate earthing and bonding to the installation		
24	Confirm the integrity of the installation and gas system using tightness and purging procedures (low pressure testing only)		
25	Complete and attach a warning notice where the situation requires		
26	Handle and dispose of waste materials in line with Company and statutory procedures		
27	Confirm that conditions within the gas installation are suitable and will permit safe commissioning		
28	Select and use appropriate tools and equipment for the commissioning and de-commissioning activity (including use of temporary continuity bonds)		
30	Confirm the gas operating pressure is correct for the activity and adjust to achieve the correct pressure		
31	Relight any previously connected appliances to manufacturer's instructions and visually inspect for unsafe situations		
32	Record/report results of the removal/installation operation in accordance with Company procedures		
33	Store tools, equipment and resources safely and securely and leave the work area in a safe and secure condition in accordance with Company procedures		

Declaration of completion

I confirm that the evidence provided by the learner meets the full requirements for Standard 2.0B Prepare, install & commission medium pressure natural gas smart meter and regulator up to 6.0M³/HR.

Employee/Trainee signature:

Name of assessor:

Assessor signature:

Completion date:

