

<b>Job 1 Service Relay Assessor Checklist</b>		
LFSEPEPA Service entry points		
SLDIEPA Service laying dead insertion		
SLTCLPEPA Testing and Commissioning LP		
<b>Apprentice Name:</b>	<b>Apprentice No:</b>	
<b>Date:</b>	<b>Assessor Name:</b>	
<b>General</b>	<b>Pass</b>	<b>Fail</b>
Works safely and ensures compliance with health, safety, environment and other regulations and guidelines		
Carries out site specific risk assessment, and reviews in accordance with company procedures		
Confirms all tools, equipment and materials to complete the task are available on site		
The procedure is communicated to and confirmed as understood by any others working on site		
Selects and wears the designated PPE and ensure all site-specific safety equipment is deployed		
<b>Service Laying - Service entry points</b>	<b>Pass</b>	<b>Fail</b>
Positions the service with minimum damage to the property with no affect to fire resistance or to damp proof courses		
Checks the condition and position of any meter box to ensure compliance with procedures		
Assesses the location of the meter installation to ensure it complies with procedural requirements		
Connects the service pipe to the house entry tee or meter box in accordance with procedures		
Connects the emergency control valve in accordance with procedures		
<b>Service laying - Dead Insertion</b>	<b>Pass</b>	<b>Fail</b>
Visually inspects the existing steel service for severe signs of corrosion		

Attaches temporary continuity bonds where required		
Safely clears the service of gas and debris in line with procedures		
Determines the length of pipe required to complete the task		
Confirms the diameter of the service is compatible with the PE pipe diameters and length of service to be used		
Demonstrates the use of "protective devices" to protect the PE pipe during insertion		
Demonstrates the use of a bullet type nose fitting to assist insertion and prevent debris entering the insertion pipe		
Ensures operatives are present at both ends of the job		
Demonstrates the insertion with sufficient pipe available at both ends of the job to allow connection and inspection		
Examines the inserted pipe for defects and takes remedial action as required		
Prepares the inserted service for connection to the main and the house entry point		
<b>Service Laying - Low pressure testing, purging and commissioning</b>	<b>Pass</b>	<b>Fail</b>
Determines the testing requirements for low pressure services		
Assembles the test equipment used for low pressure service testing in accordance with procedures		
Confirm the emergency control valve is in the open position and blanked / plugged off		
Introduce air in to the service until the test pressure of 100 mbar is achieved		
Test the service for 5 minutes duration ensuring no perceptible pressure drop		
Checks all exposed joints with leak detection solution		
Ensures the test pressure is released from the end of the service opposite to where the test apparatus was connected in order to prove the whole service was tested and free from blockages.		

Prepares for commissioning through the provision of a purge hose and flame trap fitted at the emergency control valve - this must vent to an appropriate position outside the building		
Ensures a suitable communication system is in place between the person at the main and at the emergency control valve		
Calculates the purge time as one second for each metre length of service pipe not greater than 32 mm diameter, and four seconds for each metre length for a 63 mm diameter service.		
On PE connections- drill the main with the integral cutter and withdraw it into the top of the tapping tee;		
On metallic connections – withdraws the internal plug in to the top of the service tee		
Completes the purge, removes all equipment, caps the emergency control valve in the closed position		
Confirms the cap on the tapping tee is securely tightened and leak detection fluid applied		
All records are completed accurately		
<b>Feedback</b>		
<b>Feedback (including any evidence towards a distinction grade)</b>		
<b>Overall Result</b>	<b>Pass / Fail</b>	
<b>Assessor Signature</b>	<b>Date</b>	
<b>Apprentice Signature</b>	<b>Date</b>	