ENERGY & UTILITIES INDEPENDENT ASSESSMENT SERVICE

Job 4 Service Transfer Assessor Checklist

SLPMCEPA PE Mains connection

SLTCMPEPA Testing and Commissioning MP

Apprentice Name:	**Apprentice No:**
Date:	**Assessor:**

General	**Pass**	**Fail**
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		
Selects and wears the designated PPE and ensure all site specific safety equipment is deployed		
Service laying - PE Main connection	**Pass**	**Fail**
Checks the PE main to determine the diameter and SDR rating and selects the appropriate electro-fusion saddle		
Ensures electro-fusion fittings are stored in their plastic bags until they are ready for use.		
Inspects all pipes and fittings for cuts, deep scratches or other damage before use		
Recognises when a fitting or pipe would be deemed unsuitable for use		
Determines the atmosphere is safe to undertake Electro-fusion processes		
Ensures the electro-fusion control box is located outside of the excavation		
Determines and marks the position of the saddle, maintaining minimum distances between fitting and other joints		
Uses the appropriate method for preparing the service pipe and main for electro-fusion		
Demonstrates the correct use of alignment clamps throughout the operation		
Commences the fusion process without delay in line with procedures		

Check the fusion indicators have risen when the control box indicates fusion is complete,		
Allows sufficient cooling time on completion of the fusion before removing any alignment clamp		
Prepares for the installation of the electro fusion coupler ensuring sufficient room is available for the use of an alignment clamp		
Prepares the branch saddle and the service pipe by marking the depth of penetration and then correctly preparing both surfaces for fusion		
Commences the fusion process without delay in line with procedures		
Check the fusion indicators have risen when the control box indicates fusion is complete,		
Allows sufficient cooling time on completion of the fusion before removing any alignment clamp		
Service laying - Medium pressure testing, purging and commissioning	**Pass**	**Fail**
Determines the testing requirements for medium pressure services		
Selects the appropriate type of test gauge for the test		
Assembles the test equipment used for medium pressure service testing in accordance with procedures		
The MP test is from the main to the inlet valve of the service governor, which must be open and capped		
Recognises where boundary regulators are encountered that the LP side must be tested as an LP service		
Introduces air in to the service until the 3 bar test pressure is achieved		
Tests 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		
Ensures care is taken when releasing the pressure so as to prevent an injury occurring		

Prepares for commissioning through the provision of a purge hose and flame trap fitted at the inlet valve of the service governor - this must vent to an appropriate position outside the building		
Ensure a suitable communication system is in place between the person at the main and at the inlet valve to the service governor		
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- drills the main with the integral cutter and fully withdraws it into the tapping tee		
On metallic connections – withdraws the internal plug in to the top of the service tee		
Completes the purge, close the inlet valve of the service governor and allow the service to pressurise.		
Checks the operation of the SEFV in accordance with company procedures		
Where a meter is not to be immediately connected, the emergency control valve is closed the handle secured to make it inoperable.		
Completes the purge, removes all equipment, cap 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		
Feedback (including any evidence towards a distinction grade)		
Overall Result **Pass / Fail**		
Assessor Signature	**Date**	
Apprentice Signature	**Date**	