

Gas work log exemplar

Ian Hall
9189

LO 1-5 (example Documents)

Click on each LO to be taken to the section you require to view or just work through the full slide deck covering Learning Outcomes 1-5 along with some example documentation after all 5 Learning Outcomes.

[LO1](#)

[LO2](#)

[LO3](#)

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[Examples of evidence](#)

Centre and personal detail

Center and personal details section

Example

Candidate name	Ian Hart
Centre name	Bolton College
Centre number	0123456
Principal Assessor name	Luke Skywalker
Expert Witness name	Boba Fett
Expert observer name (if applicable)	
Internal quality assurer (IQA) name	Han Solo
Qualification and pathway	9189-05
Programme start date	September 19 PTH 22
City & Guilds registration number	ABC 1234
Date of registration with City & Guilds	5.9.19

The Candidate's Workplace Evidence Record is his/her personal record of achievement in practical work carried out mostly in the workplace. It may not be possible to replace this document which therefore should be kept in good condition, in a safe place, to be used by the candidate to record progress of practical work.

Example

Level 3 Diploma in Plumbing & Domestic Heating (9189)			
Personal Details			
Candidate Details			
Surname:	SOLO	Forename(s):	Hart
Address:	Millennium Falcon Way		
Tattoo(s):	Tattoo in Dagobah		
County:	Dagobah		
Postcode:			
Home Tel:	01204 71222		
City & Guilds Enrolment No.:	A B C 1 2 3 4		
Awarding Details			
Programme:	Plumbing & Heating Technician		
C&G Scheme/Complex:	9 1 8 9 - 0 1 5 Level:		
Centre Details			
Name:	Bolton College	Centre No.:	032129
Address:	Deane Road		
Bolton			
County:	Lancs		
Postcode:	BL3 5B9		
Telephone:	01204 480000		
Centre Contact:	Janet Hough		
Examinations Officer:	Janet Hough		
Internal Verifier:	Brian Morris		
External Verifier:	James Bowman Assessors: Ian Hall		
Employer Details			
Name:	Jabba	Work Based:	Chewie
Address:	Hutt's Palace		
Tattoo(s):	Tattoo in Dagobah		
County:	Dagobah		
Postcode:	BL1 2DS		
Telephone:	01204 22222		
Contact Name:	Jabba		
Managing Agent			
Name:	Bolton College	Training Advisor:	Rachel Farrington
Address:			
County:			
Postcode:			
Telephone:			

Center and personal details section

Example

Logbook Sign Off	
Declaration	
I confirm that the evidence supplied for this logbook is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties. I have been observed in my workplace by my assessor on several occasions.	
Candidate Name	<i>Ian Hall</i>
Candidate Signature	<i>Ian Hall</i>
Date	1.1.22
I confirm that this candidate has achieved all criteria and the requirements of this logbook and this has been assessed accordingly. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.	
Assessor Name	<i>Peter Butler</i>
Assessor Signature	<i>Peter Butler</i>
Date	1.1.22
Internal Quality Assurer (IOA) Name	<i>Ian Hall</i>
Internal Quality Assurer (IOA) Signature	<i>Ian Hall</i>
Date	1.1.22
External Quality Assurer (EOA) Name	<i>James Dorman</i>
External Quality Assurer (EOA) Signature	<i>James Dorman</i>
Date	

EU Skills guidance for Accredited Certification Scheme (ACS) acceptance as part of a qualification.

Please refer to the appropriate course handbook for details of ACS exemption and acceptance.

Note: The relevant ACS assessments, must have at least 36 months remaining until the individual assessments expire at the time of claiming the full qualification.

How to use the assessment tables

Assessments are colour coded to assist with requirements.

Color code	Description	Codes for Assessment
Green	Directly observed	DOS – Directly observed real life activity onsite DOC – Directly observed simulated realistic activity in centre
Orange	Reflective account with supporting evidence and signed by expert witness	RAS – 'Reflective Account Site' from site with supporting evidence RAC – 'Reflective Account Centre' from simulated centre with supporting evidence

Exemplar assessment table

EXEMPLAR - Install, service and fault find domestic gas cookers, tumble dryers and leisure appliances		
Candidates must have been taught on requirements across a range of appliances and applications prior to assessment		
Candidates must be assessed on the minimum amount of occasions identified below		
The MoGS for CCN1, CRK1, LAU1 and LE1 must be assessed		
The candidate has covered necessary training required prior to the industry assessment		
Mentor signature:	<i>D. Trainor</i>	Date 25.06.2033
Candidate signature	<i>A. Candidate</i>	Date 25.06.2033

Gas Work Log (6014, 6585, 9074, 9189)

Example

Competent witness sample signatures.

Competent witness to read below statement and sign below.

I am suitably experienced or qualified in line with the industry requirements for workplace recorders. I acknowledge that I will only counter-sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

Name (print)	Sample signature	Date
<i>Luke Skywalker</i>	<i>Luke Skywalker</i>	1.1.22
<i>Lando Calrissian</i>	<i>Lando Calrissian</i>	1.1.22

Candidate to keep a record of relevant contact details in the space provided below this could be for assessors and competent witnesses you work with regularly

Name	Details

Learning Outcome 1- PP1 & PP2

Learning outcome 1

Information sheets

Assessment Requirements				
Total - 14 assessments for installation, service and fault finding		Install	Service	Fault Finding
Assessment 1	Directly Observed All three must be DO One must be DO on site The other two may be DO on site or in centre	<input type="radio"/> DOS	<input type="radio"/> DOC	<input type="radio"/> DOS
Assessment 2	Directly Observed All three must be DO One must be DO on site The other two may be DO on site or in centre	<input type="radio"/> DOS	<input type="radio"/> DOC	<input type="radio"/> DOC
Assessment 3	Reflective Account Minimum of 2 accounts must come from site 1 account may be simulated	<input type="radio"/> RAS	<input type="radio"/> RAC	<input type="radio"/> RAS
Assessment 4	Reflective Account Minimum of 2 accounts must come from site 1 account may be simulated	<input type="radio"/> RAS	<input type="radio"/> RAC	<input type="radio"/> RAS
Assessment 5	Reflective Account (2 from either install, service or fault) Minimum of 1 account must come from site 1 account may be simulated	<input type="radio"/> RAS	<input type="radio"/> NA	<input type="radio"/> RAC
Assessment to include <ul style="list-style-type: none"> Installation of appliance Full service of an appliance Fault find on appliance Completion of associated documentation 				
Range: <ul style="list-style-type: none"> Free Standing Cooker Hob Flexible Connection Rigid Connection 				

2 Gas Work Log - personal details

Candidate job profile related to gas work

If you already have your own CV you can use that instead of this form.

Name: *Tom Ho (1)*
Place of Work: *Joining, plumbing, Boba fett*
Assessor:

Outline of job role and related gas work

Installation of plumbing & Heating Systems, Service & Commission of gas supplies

Previous roles & responsibilities relevant to the qualification

Plumber, Installation Systems using a variety of pipework conveying water, gas to a range of appliances.

Previous qualification and training relevant to gas work

Studied plumbing & heating transferable skills for a number of years.

Registration Form - Expert Observer

Learner Details:	First Name: _____	GAS SAFE REGISTER LICENCE CARD
City & Guilds Registration Number: _____		
Expert Observer Details		
Name: _____		
Contact Location _____		
Contact Phone/email _____		
Expert Observer Signature _____		
Principal assessor name _____		
Police/Other Assessors Used On Our		
Approved by lead IQA:	Lead IQA Name: _____	Note: Your observer registration is granted until the expiry date of the relevant work category listed on the Licence Card or the expiry date of the Licence Card, whichever is earlier. If you require a longer duration of registration and assessment, contact the examination board. Registration does not extend beyond this date.
	Signature: _____	
Approved From:	Date: _____	
Approve Expires:	Date: _____	
Scheme Number(s): _____		

Completed

To be assessed

Assessor

Attach a copy of the front of the Licence Card in this box

Attach a copy of the back of the Licence Card in this box, supplemented with any Licence Counterpart (if applicable)

Gas Work Log (6014, 6189, 9074, 9189)

Recording Form - Expert Observer

Date of assessment training	Date of assessment criteria training
Details of assessment training (eg. methods, appeals etc.)	
Details of assessment criteria training (in reference to the appliances to be observed)	
Planned enhanced IQA details/dates	
Annual review date	On-going training needs
Lead IQA Name	Lead IQA Signature
	Date

Assessor to complete

Gas Work Log (6014, 6189, 9074, 9189)

LO1 detail that will appear

In the previous slide it featured information relating to upcoming tasks and assessment criteria. Some assessments will be Directly Observed by the assessor in the workplace or in centre. **DOS/DOC, (direct observation site) (direct observation centre). These will be carried out by your assessor.**

On the right are the (9189) criteria you will be assessed in on the gas pathway of your plumbing & heating gas pathway.

3 Gas Work Log Qualification Matrix

Completion Requirements

The table below shows which sections are required to be assessed depending upon the qualification and pathway taken by the candidate.

Qualification	9074	9074	9074	9074	9074	6189	9189	5014
Pathway	A	B	C	D	E			
Planning and Preparation	Yes							
Pipework - Install	Yes							
Meter - Install	Yes	No						
Gas Boiler and Water Heaters - Install	Yes		Yes	Yes	Yes	Yes	Yes	
Gas Boiler and Water Heaters - Service	Yes		Yes	Yes	Yes	Yes	Yes	
Gas Boiler and Water Heaters - Fault Find and Repair	Yes		Yes	Yes	Yes	Yes	Yes	
Space Heating - Install		Yes	Yes		Yes			
Space Heating - Service		Yes	Yes		Yes			
Space Heating - Fault Find and Repair		Yes	Yes		Yes			
Cookers - Install	Yes	Yes			Yes			
Cookers - Service	Yes	Yes			Yes			
Cookers - Fault Find and Repair	Yes	Yes			Yes			
Unvented Hot Water				Yes*		Yes*	Yes*	

*The evidence for unvented hot water is completed when completing unit 316 and is not a logbook requirement.

Dependant on pathway

Learning outcome 1

Candidate to complete-PP1 & PP2 no observation required.

These two assessments are to showcase your planning of gas installations, featuring calculations, communication and pre-installation checks that you carry out routinely during your work.

Section name	Planning and Preparation (relevant to all units)				
Section reference	PP				
Section aim	This performance section provides evidence of job competence in a variety of level 3 gas performance activities.				
Unit reference	Evidenced across all units within this qualification.				
Evidence requirements	Evidence must be provided on two separate occasions in relation to either: <ul style="list-style-type: none">• New installation• Existing installation. Direct observation requirements: Due to the nature of the assessment there are no minimum direct observation requirements.				
Section Contents	<table border="1"><tr><td>PP1</td><td>Evidenced from the workplace</td></tr><tr><td>PP2</td><td>Evidenced from the workplace or centre</td></tr></table>	PP1	Evidenced from the workplace	PP2	Evidenced from the workplace or centre
PP1	Evidenced from the workplace				
PP2	Evidenced from the workplace or centre				
Copy sheets and add additional jobs as required to help meet the range.					

PP - is for showcasing the planning of a system with detail.

Gas Work Log (6014, 6189, 9074, 9189)

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Ref: PP1	Planning, Preparation and Assessment of Risk
Job location	1 Parsons road
Job description	Install a new gas system boiler & flue system
Tools and plant required	Tools and plant required
List tools & specialist tools here.	
Outline how other trades were involved and when here.	
System or component calculations – these could include purge requirements, pipe sizing, and chimney sizing or ventilation requirements. (Continue on separate page if required, or reference alternative evidence)	
Calculations here i.e. pipe sizing & pressure loss Calculations.	

Gas Work Log (6014, 6189, 9074, 9189)

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Materials list – include all major components – Appliance, Flue type etc. as well as general pipe and fittings required. Alternative materials lists may be referenced and included		
Quantity	Description	Quantity
List all the materials here used on the job card above.		
Technical and normative documents required/referred to		

Gas Work Log (6014, 6189, 9074, 9189)

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Pre installation checks			
How did you check the system			
Identify and apply risk assessment/method statement – details of risk assessment/method statement location	Identify Company or organisation	Health and safety requirements inclusive of lone working considerations, lifting and handling etc.	Identify risks. How did you protect the property if used.
Details of existing system deficiencies or unsafe situations including GLASS/PROOF procedures (if applicable)	VA of Gas reg'd As req'd	Details of property and system protection measures; fire stops, smoke detectors, fire alarm, equipment bonding requirements etc.	
Considerations for alternative green technologies – customer advice	Client agreed with proposal	Safe use of equipment demonstrated – steps and ladders	
Client agreed with proposal	Client Signature (if available)	Client Signature	Date
Expert witness signature	Joe Blosa	Joe Blosa	Date
Assessor signature	John Charles	John Charles	Date
QA signature (where sampled)	Dolan Fife	Dolan Fife	Date
	Then John	Then John	Date

Gas Work Log (6014, 6189, 9074, 9189)

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LO1 detail that will appear

In the previous slide it featured PP1 & PP2 which are to be completed by the candidate without an assessor present however, all work must be signed off by your **Expert Witness** who must be gas safe registered and all documentation of their qualifications recorded within your work log (page 13). The activities of planning and preparation are to be completed twice.

Approval Form – Expert Witness		
Learner Details:	Print Name: City & Guilds Registration Number:	GAS SAFE REGISTER LICENCE CARD
Witness Details:		
Name:		
Contact Location:	PERSON WORKS THE SITES	
Contact Phone Number(s): E-mail:	Attach a copy of the Front of the Licence Card in this Box	
Signature:	Attach a copy of the Rear of the Licence Card in this Box Supplemented with any Licence Counterpart (if applicable)	
For Centre Assessor Use Only		
Approved by Principal Assessor	Principal Assessor Name: Signature:	
Approved From:	Date:	
Approval Expires:	Date:	
Scheme Number(s):		
Units Approved to Witness:		
Print Additional Sheets, as Required, if More Than One Technically and Occupationally Competent Witness Observes the Different Workplace / RWE Activities		
<small>Note: Witness Approval is granted until the expiry date of the relevant work category listed on the Licence Card or the expiry date of the Licence Card, whichever is the sooner, after the date of approval and is required and a new form completed, confirming the experienced Witness has the relevant Proficiency.</small>		

Learning Outcome 2- Pipe Install

Learning outcome 2

GREEN for Assessor to complete.

Assessor will observe you **On Site or In**

Centre

First Job to be Directly Observed

Ref: PI1 Pipework/Test – Install and test & Direct Observation

Job location	I Rans yrd Revert Gas Corus		
Outline of task	To include: Pre installation and installation as per manufacturer's instructions and legislation, testing and purging procedures used		
Observation report	<p>YOUR assessor will observe you and write their recording here.</p>		
Gas Work Log (60x6, 6x8a, 9x7a, 9x8g)			

Pre installation checks

Emergency control accessible:	Yes / No
Let by test satisfactory:	Yes / No / NA
Tightness test pressure:	20mbar
Tightness test satisfactory:	Yes / No
Identify any dangerous or unsafe situations (GI/USP):	Yes / NA
Describe any unsafe or RIDDOR reportable situations:	if applicable
Record of pipework installed inclusive of types, materials, sizes and jointing methods and associated works	if applicable List of joints & material etc ...

Record of appliance type pipework is connected to

Oral Q&A Record/Video/ Dictaphone references	Feedback and forward planning
Answers to Q's	Assessor feedback
Candidate signature	Date
Assessor or Expert Observer	Date
QA signature (where sampled)	Date

Installation of gas pipework (≤ 35 mm) and Test		
Candidates must have been taught on requirements across a range pipework and fittings prior to assessment		
Candidates must be assessed on the minimum amount of occasions and range as identified below		
The candidate has covered necessary training required prior to the industry assessment		
Mentor signature:	Date	
Candidate signature	Date	
Assessment Requirements		
Total - 5 assessments install gas pipework; these may be related directly to the installation requirements of an appliance		
<i>Note: at least 2 assessments must come from site</i>		
Assessment number	Type of permitted assessment	Insert assessment code when complete
Assessment 1	Directly Observed May be DO on site or in centre	DOS
Assessment 2	Directly Observed May be DO on site or in centre	DOS
Assessment 3	Reflective Account May be from site or simulated in centre	RAS
Assessment 4	Reflective Account May be from site or simulated in centre	RAC
Assessment 5	Reflective Account May be from site or simulated in centre	RAS
Installation to include		
<ul style="list-style-type: none"> • New or replacement pipework • Associated pipework fixings and joints 		
Range – at least two different pipe material types must be covered from the following list. <i>Include ref when complete</i>		Secondary Range – at least two of the following. <i>Include ref when complete</i>
<ul style="list-style-type: none"> • Copper Tube* • Steel Tube • Corrugated Stainless Steel Tube (CSST) • Polyethylene Tube (pe) 		<ul style="list-style-type: none"> • Capillary Joints* • Compression Joints • CSST Joints • Screwed Joints • Fabricated bending using mechanical tools
<ul style="list-style-type: none"> * mandatory 		

Learning outcome 2

On the previous slide you will have noticed it is again a **GREEN** checklist for the assessor to record how you completed the required criteria from Learning Outcome 2 Pipework Install.

It may have **DO1, DO2 or RA1, RA2, RA3** (**meaning they were seen when the candidate was directly observed or the candidate created a reflective account to evidence how they achieved the criteria with a signature from their expert witness**).

On the RA you complete the paperwork

Ref: Pl2 Pipework/Test - Install and test 3 RA

Job location <i>Where</i>	Outline of task/related tasks (cross reference to other tasks within this Work Log) <i>what did you do. See Work Log Code</i>
Emergency control accessible: Yes / No	Let by test satisfactory: Yes / No / NA
Let by test satisfactory: Yes / No / NA	Tightness test pressure:
Tightness test pressure:	Tightness test satisfactory: Yes / No
Tightness test satisfactory: Yes / No	Purge with volume <0.02m ³ : Yes / No
Identify any deficiencies or unsafe situations (GIUSP): Yes / NA	Purge with volume >0.02m ³ < 0.035m ³ : Yes / No
Description of unsafe or RIDDOR reportable situations:	Identify safe disposal of decommissioned pipework and materials:
Record of pipework installed inclusive of types, materials, sizes and jointing methods and associated works	
Record of appliance type pipework is connected to	

Description of work carried out (candidate write up)

Write up of how the job was done

Learner signature (confirm own work)	<i>Joe Bloggs</i>	Date <i>_____</i>
Expert witness signature (confirm learners work to industry standards)	<i>Tony Christie</i>	Date <i>_____</i>
Assessor signature	<i>Babs Fitt</i>	Date <i>_____</i>
IQA Signature (where sampled)	<i>Plan Jolo</i>	Date <i>_____</i>

Gas Work Log (6014, 6189, 9074, 9189)

Learning outcome 3- Install, Service & Repair

Learning outcome 3

Assessor tracking document

Used to monitor progress on the Learning Outcome, ticked off as and when candidate is observed or alternative evidence is supplied such as a reflective account.

Install, service and fault find gas water heating and wet central heating appliances The MoGS for CCN1 and CENWAT must be assessed			
Candidates must have been taught on requirements across a range of appliances and applications prior to assessment Candidates must be assessed on the minimum amount of occasions and range as identified below			
The candidate has covered necessary training required prior to the industry assessment			
Mentor signature:	Date		
Candidate signature	Date		
Assessment Requirements	Insert assessment code when complete		
Total - 14 assessments for installation, service and fault finding	Install	Service	
Assessment 1	Directly Observed All three must be DO One must be DO on site The other two may be DO on site or in centre	DOS	DOS
Assessment 2	Directly Observed All three must be DO One must be DO on site The other two may be DO on site or in centre	DOS	DOC
Assessment 3	Reflective Account Minimum of 2 accounts must come from site 1 account may be simulated	RAS	RAS
Assessment 4	Reflective Account Minimum of 2 accounts must come from site 1 account may be simulated	RAS	RAC
Assessment 5	Reflective Account (2 from either install, service or fault) Minimum of 1 account must come from site, 1 account may be simulated	RAS	RAC
Assessment to include	New or replacement appliance Associated pipework connections Associated flueing Commission, handover and completion of relevant documentation		
Range – at least two different types of appliance must be covered from the following list.	Insert assessment code when complete		
Traditional Boiler (open flued and room sealed) System Boiler Combination Boiler Multi point water heater	Suggested Two appliances		

Gas Work Log (6014, 6183, 9074, 9189)

Assessor to Complete		
Ref /IGBz	Gas Boiler and Water Heaters – Install a Direct Observation	
Job location	1 Lansy rd kitchen	
Appliance location	Combi boiler acc 121456789	
Preliminary checks		
Visual inspection of area	Pass / Fail	Tightness test complete
Adequate ventilation	Yes / No	Record test pressure
Installation record		
Flue type and flow test	Pass / Fail	Pressure (eg. Burner/operating)
Gas rate/heat input	As req'd	Flame supervision device check
Appliance seal check	Pass / Fail	Condensate trap/pipe clear
Sufficient ventilation	Pass / Fail	Flue gas analysis
Safe operation	Pass / Fail	Handover procedure with customer
Gas Work Log (6014, 6183, 9074, 9189)		
Direct Observation Report - description of work carried out Consider: Pre installation and installation as per manufacturer's instructions and legislation, marking out, installing and connecting pipework, boiler, and electrical supply. Post checks, flue, gas pressures, functional tests and notification.		
Assessor to Complete during & after observation		
Feedback and forward planning	Record of any Oral questions/Dictaphone references etc	
Things to work on & plan		Q's answers
Learnert signature	Joe Bloggs	
Assessor or Expert Observer	John FTH	
IDA Signature (where sampled)	Han Solo	
Gas Work Log (6014, 6183, 9074, 9189)		

Learning outcome 3

Assessor to Complete

Ref: SGB3	Service Record 3 Direct Observation			Date	
Job location				Manufacturer	
				Model/Type	
Employer details				Location	
GSR number				Flue type	
Service procedure / check	Comments to be provided as required below				
Combustion performance analyser	CO, %	O ₂ %,	CO ppm	CO/CO ₂	
Initial results					
Final results	From CPA				
Ignition system operation	Pass / Fail				
Safety device/s operation	Pass / Fail				
Identify and deficiencies or unsafe situations including safety devices					
Identify and operating pressure (working pressure as applicable)					
Spillage Test satisfactory	Yes / No / NA				
Ventilation requirements					
Flue Test and inspection - Flue Type	Pass / Fail				
Gas Rate/Heat input - mJ/h and K _v s					
Outline service requirements					
Candidate signature			Date		
Assessor or expert observer			Date		
QA (if required)			Date		

Gas Work Log (0014, 0015, 0017, 0018)

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Candidate to Complete

Ref: SGB3	Service Record 3 RA			Date	
Job location				Manufacturer	
				Model/Type	
Employer details				Location	
GSR number				Flue type	
Service procedure / check	Comments to be provided as required below				
Combustion performance analyser	CO, %	O ₂ %,	CO ppm	CO/CO ₂	
Initial results	From CPA				
Final results					
Ignition system operation	Pass / Fail				
Safety device/s operation	Pass / Fail				
Identify and deficiencies or unsafe situations including safety devices					
Identify and operating pressure (working pressure as applicable)					
Spillage Test satisfactory	Yes / No / NA				
Ventilation requirements					
Flue Test and inspection - Flue Type	Pass / Fail				
Gas Rate/Heat input - mJ/h and K _v s					
Outline service requirements					
Candidate signature	Joe Bloggs		Date	____	
Expert Witness signature	Tony Christie		Date	____	
Assessor signature	Han Solo		Date	____	
QA (if required)			Date		

Gas Work Log (0014, 0015, 0017, 0018)

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On the left is an Observation report from the assessor to the candidate.

The one here is for servicing gas appliances which the assessor has directly observed in centre or on site.

Green Border Assessor Direct Observation DO

Amber Border Candidate Reflective Account RA

Learning outcome 3

Direct obs OS or IC (on site)

Ref: BF1 Identify and Repair Faults Direct Observation				Date
Job location/location		Make and type of appliance		
Fault description		Specific tools required for testing electrical and gas supplies		
Record diagnostic checks and any unsafe situations				
Type of flue		Identify control defect		
Any pre-existing damage	Client notified of works	Safely isolated gas supply	Does the appliance have mains electrical supply?	
Yes / No	Yes / No	Yes / No	Yes / No	
Identify safe electrical isolation point and locked off – record isolation point	Method used to prove electrical test equipment	Carry out approved test to ensure equipment/appliance is dead	Retest electrical test equipment	
		Yes / No	Pass / Fail	

Assessor to observe & complete

Gas Work Log (6014, 6109, 9074, 9189)

RA From onsite Candidate to complete

Ref: BF3 Identify and Repair Faults RA				Date
Job location/location		Make and type of appliance		
Fault description		Specific tools required for testing electrical and gas supplies		
Record diagnostic checks and any unsafe situations				
Type of flue		Identify control defect		
Any pre-existing damage	Client notified of works	Safely isolated gas supply	Does the appliance have mains electrical supply?	
Yes / No	Yes / No	Yes / No	Yes / No	
Identify safe electrical isolation point and locked off – record isolation point	Method used to prove electrical test equipment	Carry out approved test to ensure equipment/appliance is dead	Retest electrical test equipment	
		Yes / No	Pass / Fail	

Gas Work Log (6014, 6109, 9074, 9189)

On the left is an Observation report from the assessor to the candidate.

The one here is for identify & Repair Faults on gas appliances which the assessor has directly observed in centre or on site.

Green Border Assessor Direct Observation DO

Amber Border Candidate Reflective Account RA

Assessor to observe & complete

Reinstated gas supply and checked		Reinstated electrical supply and checked	Yes / No	Operating pressure tests	Yes / No
Effectiveness of flue test	Pass / Fail	Supply of combustion air	Pass / Fail	Component operation checks successful	Pass / Fail
Identify procedure followed to correct fault				Carried out handover	
				Identify notified persons	Yes / No
Learner signature (confirm own work)			Date		
Assessor or Expert Observer			Date		
IOA Signature (where sampled)			Date		

Reinstated gas supply and checked		Reinstated electrical supply and checked	Yes / No	Operating pressure tests	Yes / No
Effectiveness of flue test	Pass / Fail	Supply of combustion air	Pass / Fail	Component operation checks successful	Pass / Fail
Identify procedure followed to correct fault				Carried out handover	
				Identify notified persons	Yes / No
Learner signature (confirm own work)			Date		
Assessor or expert observer			Date		
IOA Signature (where sampled)			Date		

Learning outcome 4

Learning outcome 5

Examples of evidence from LO's

Learning outcome 1

Health & Safety	
Supporting evidence requirements Direct observation reports 1-6 – should acknowledge reference to H&S Photographic evidence – 3 unique photographs in relation to any of the criteria 1.1 – 1.13 – may be provided from DO 1-6 or RA	
Photograph 1 – Ref criteria -	
Photograph 2 – Ref criteria -	

Risk assessment form												
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)				
				L	C	R		L	C	R		
Welfare facilities of the Contamination	the user	they could get contaminated by being near other things that have caused it	Always wear protective gear and always wash hands	2	2	4	Wear mask Sanitise around the site for extra hygiene regular cleaning	1	1	1	Me	daily

Review date 11/09/22 Signature G. Meek

Training Provider name

Tony Cole
Assessor
01/09/22

Learning outcome 2

Prep 2.4	
Supporting evidence requirements	
Photographic evidence - 4 unique photographs in relation to any of the Prep 2.4 - 2a-2h,	
Photographs - Ref criteria	
	
	
Photograph 2 - Ref criteria -	

2.4 Carry out preparatory work	Ref	Candidate description meeting each criteria identifying task and job location		
		Job location	Task Description	Date
Safe and unobstructed access to work areas	Prep 2a	Bolton bridge club	Install central heating, make sure the floors was safe within end route	25/4/22
Safe storage of materials tools and equipment	Prep 2b	Bolton bridge club	Install central heating, tools worn stored away while required	25/4/22
Reporting pre-existing damage	Prep 2c	Bolton bridge club	I saw any damage I would report to my supervisor so I can't get blamed	25/4/22
Protecting the building fabric	Prep 2d	Bolton bridge club	Install central heating, used a heat mat when soldering	25/4/22

Learning outcome 3

Provide a supporting photograph or reference to supplementary evidence below

Evidence 1 To drain the radiator I used PTFE to wrap the new radiator valve. I then positioned the new radiator in position and leveled and marked it up. I then used a 7mm masonry drill SDS and drilled the right holes and used brown plug and 2 1/2" Screws to support the radiator. I then put the radiator on its brackets and made sure that it was level. Finally I connected the new valve to the paperwork.

Evidence 2
Measuring and marking



Candidate Signature

Candidate Name

Date

Details of soundness test if applicable

First I visually checked the fitting I looked soldered I was tight (compression) I then opened the gate valves allowing water through there was no problems.



Candidate Signature

Candidate Name

Date

Learning outcome 4

(GROUP A)

4.1-5 Fault Diagnosis and Rectification Procedures			Reference/Job No	Fault 2		
Job location	132 Winchester Way B12 SAN			Date	27/5/22	
System type	CW	HW	CH	SAN	<input checked="" type="checkbox"/>	RWS
Confirm what procedure below was used to diagnose the fault. Faulty trap seal loss (D)						
Customer/user discussion	Manufacturer's instructions	Diagnosis flow charts	Service history/ system component analysis			
Overview of how the fault was diagnosed		Confirm process for decommissioning.				
Fault smell went down sink Empyed		<ul style="list-style-type: none"> - Block, unblock trap - empty water from trap - Jusk out trap 				
Overview of repair or replacement process		Recommissioning and handover process				
<ul style="list-style-type: none"> - Block Repair trap with Anti rats - prevent smell. 		<ul style="list-style-type: none"> - Plug the sink - full up sink with water - Operate tap and empty water - No smell coming through. 				
Provide a supporting photograph or reference to supplementary evidence in the below box for a minimum of three of the six (fault) tasks						
  						
Candidate Signature		Candidate Name		Date		

(GROUP B)

4.1-5 Fault Diagnosis and Rectification Procedures			Reference/Job No	Fault 4		
Job location	117 PRINCESS GROVE, B14 7AN			Date	10/6/22	
System type	CW	HW	CH	<input checked="" type="checkbox"/>	SAN	RWS
Confirm what procedure below was used to diagnose the fault. Faulty Thermostatic (E)						
Customer/user discussion	✓ Manufacturer's instructions	Diagnosis flow charts	Service history/ system component analysis			
Overview of how the fault was diagnosed		Confirm process for decommissioning.				
<ul style="list-style-type: none"> - NO central heating worked - use electrical testers to confirm power - Found fault on Smith 		<ul style="list-style-type: none"> - Isolate the electrics, Make safe. - locate fuse spare, having label - Confirmed no voltage at thermostat - MLNE, LH, LE, HE 				
Overview of repair or replacement process		Recommissioning and handover process				
<ul style="list-style-type: none"> - Disconnect wires - Removed all thermostat - replace with New thermostat - Referrege to drawing in Manufacturer instructions (wing) 		<ul style="list-style-type: none"> - UNLOCK fuse spare, re install electric - checked operation of time clock on - Demand with Room stat - clear key - Explains New Gated to customer. 				
Provide a supporting photograph or reference to supplementary evidence in the below box for a minimum of three of the six (fault) tasks						
  						
Candidate Signature		Candidate Name		Date		

Learning outcome 5

5.1-4 Commission Plumbing and Heating Systems (Pre-Commissioning)		Reference		Pre-Commission Document 1 Of 3 From Commission 1	
Commission 1					
Job location	65 Barton Walk BL4 9QS	Date	23/5/22		
System type (Choose 1)	Cold and Hot water <input checked="" type="checkbox"/>	Central Heating	Sanitation and Drainage		
Overview what was visually inspected and checked on installation completion before filling or commissioning commenced					
<p>Before I turned the Water main on, I checked all the Pipe work Joints and Pipework was soldered correctly. I also checked the Isolation Valves was fitted correctly and turned off before I performed a Staged fill. I also made sure the Toilet system was assembled correctly and nothing was loose. In the wash hand basin I set the cold tap to 60°m to prevent spillage.</p> <p>Overview of how the system was soundness tested, charged/filled</p> <p>Once I turned the Water mains back on, I checked for leaks then I turned the isolator valve on, the water did not reach the correct level of 6 litres so I adjusted the ball valve so the water reached the fill line. I then flushed a couple of times to make sure it filled up to 6 litres.</p> <p>What checks were made for leakage and how were these rectified as necessary.</p> <p>I checked all Components and fittings and Pipework, there was no leaks.</p> <p>System was filled then Hot and Cold taps was opened and let run to make sure the pipework was flushed out.</p>					
Candidate Signature		Candidate Name		Date	

5.1-4 Commission Plumbing and Heating Systems (Pre-Commissioning)		Reference		Pre-Commission Document 2 Of 3 From Commission 1	
Commission 1					
Job location	65 Barton Walk BL4 9QS	Date	23/5/22		
System type (Choose 1)	Cold and Hot water <input checked="" type="checkbox"/>	Central Heating	<input checked="" type="checkbox"/>	Sanitation and Drainage	
Overview what was visually inspected and checked on installation completion before filling or commissioning commenced					
<p>All Pipe work and fittings was checked and I made sure all vents was closed, I also checked the boiler, flow and return and the hot and cold feed was tightened up correctly.</p> <p>Overview of how the system was soundness tested, charged/filled</p> <p>I turned the filling loop on and then filled the system to 1.1 bar I then vented some of the radiators, I then topped the system back to 1.1 bar then I vented the last few radiators, then I filled the system again to 1.1 bar then I turned the filling loop of Hot Water flow rate 11 l/m hot water temp was 54 deg. Cold water was 14 deg. At 40 day</p> <p>What checks were made for leakage and how were these rectified as necessary.</p> <p>All Pipe work was checked and Components and there was no leaks.</p> <p>the System had been Flushed Prior to the Commission.</p>					
Candidate Signature		Candidate Name		Date	

5.5-8 Commission Plumbing and Heating Systems (Pre-Commissioning)		Reference		Direct Observation Document 3 Of 3 From Commission 1	
Commission 1					
Job location	BARTON WALK BARTON	Date	23/05/22		
System type (Choose 1)	Cold and Hot water <input checked="" type="checkbox"/>	Central Heating	<input checked="" type="checkbox"/>	Sanitation and Drainage	
Overview of the observation and more technical detail around the 2 of the above system types which were commissioned					
<p>This was a good assessment from carried out the commissioning process to all industry standards and following manufacturer's instructions</p> <p>(See Commissioning sheet page 62B)</p> <p>Details of how the candidate completed all required performance and operation checks</p> <p>From adjusted flow rates checked for the temperature rate between the cold & hot at the flow rate following the manufacturer's instructions - We also adjusted the flow and return temperatures throughout Pipelines by balancing the central heating system</p> <p>Identify performance readings eg. flow rates temperatures Pressure Readings on Commissioning sheet.</p> <p>Identify system adjustments to ensure correct operation and performance of system.</p>					
Overview of what would be explained to the customer (assessor to represent customer as required)					
Commissioning sheet Page 62B					