

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](#)

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[Examples of evidence](#)

Centre and personal detail

Center and personal details section

Example

Candidate name	Ian Han
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 ^{PM} 22 ^{as}
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):	Han
Address:	Millennium Falcon Lane Tatooine		
County:	Dagobah	Postcode:	
Home Tel:	01204 71212	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 5 Level:

Centre Details

Name:	Bolton College	Centre No:	032129
Address:	Beggs Road Bolton		
County:	Lancs	Postcode:	BL3 5BS
Telephone:	01204 480000	Centre Contact:	Janet Hough
Examinations Officer:	Janet Hough	Internal Verifier:	Brian Morris
External Verifier:	James Borman	Assessors:	Ian Hall

Employer Details

Name:	Jabba	Work Based	Chewie
Address:	Hutts Palace Tatooine		
County:	Dagobah	Postcode:	BL3 2BS
Telephone:	01204 2222	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	Har Patel
Candidate Signature	Har Patel
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	Peter Butler
Assessor Signature	Peter Butler
Date	1.1.22

Internal Quality Assurer (IQA) Name	Ian Hall
Internal Quality Assurer (IQA) Signature	Ian Hall
Date	1.1.22

External Quality Assurer (EQA) Name	James Borman
External Quality Assurer (EQA) Signature	James Borman
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 CCN4, CKR4, LAU4 and LEI 1 must be assessed

The candidate has covered necessary training required prior to the industry assessment

Mentor signature	D. Trainor	Date	15.06.2023
Candidate signature	A. Candidate	Date	15.06.2023

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
Luke Skywalker	Luke Skywalker	1.1.22
Lando Calrissian	Lando Calrissian	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	DOS	DOC	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	DOC
Assessment 3 Reflective Account Minimum of 2 accounts must come from site 1 account may be simulated	RAS	RAC	RAS
Assessment 4 Reflective Account Minimum of 2 accounts must come from site 1 account may be simulated	RAS	RAC	RAS
Assessment 5 Reflective Account (1 from either install, service or fault) Minimum of 1 account must come from site 1 account may be simulated	RAS	NA	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: Ian Hall

Place of Work: Gasfitting Plumbing

Assessor: Boba Jeff

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, installing 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: City & Guilds Registration Number:

Expert Observer Details: Name: Contact Location: Contact Phone/email: Expert Observer Signature: Principal assessor name:

For Course Assessor Use Only: Lead IQA Name: Approved by lead IQA: Signature: Date: Approved From: Date: Approval Expires: Date: Scheme Number(s):

GAS SAFE REGISTER LICENCE CARD

ATTACH A COPY OF THE FRONT OF THE LICENCE CARD IN THIS BOX

ATTACH A COPY OF THE REAR OF THE LICENCE CARD IN THIS BOX SUPPLEMENTED WITH ANY LICENCE COUNTERPARTY (if applicable)

To be completed by Assessor

Gas Work Log (6014, 6019, 9074, 9189)

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Recording Form - Expert Observer

Date of assessment training: Details of assessment training (eg. methods, appeals etc.):

Date of assessment criteria training: 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, 6019, 9074, 9189)

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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	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Pipework - Install	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Meter - Install	Yes	Yes	Yes	Yes	Yes	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.

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	<p>Evidence must be provided on two separate occasions in relation to either:</p> <ul style="list-style-type: none"> • New installation • Existing installation. <p>Direct observation requirements:</p> <p>Due to the nature of the assessment there are no minimum direct observation requirements.</p>

Section Contents	
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.

Ref. No.	Planning, Preparation and Assessment of Risk
Job location	1 Rensy Road Instalment of Gas System boiler & new gas Circuits
	Job description
	Tools and plant required
•	List tools & Specialist tools here.
•	
•	
	Work Programming
<ul style="list-style-type: none"> • Staff resources (Team/individual) • Other trades required 	Outline how other trades were involved and when here.
<p>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)</p> <p>Calculations here i.e. pipe Sizing & pressure loss Calculations.</p>	

[illegible]

Pre installation checks			
<h1>How did you check the System</h1>			
<p>Identify and apply risk assessment (method statement – or use of a competent person/method statement)</p> <p>Details of existing system deficiencies or unsafe situations including Safe Work Procedures (if applicable)</p> <p>Considerations for alternative green technologies – customer advice</p>	<p><i>Insert Competent or create</i></p> <p><i>N/A or as required as agreed</i></p> <p><i>Verbal/Written</i></p>	<p>Health and safety requirements (exclusion of live working, hot works, etc., lifting and handling etc.)</p> <p>Details of property and system protection measures, fire stops, glazing, prime coat, environmental bonding requirements (environmental etc.)</p> <p>Safe use of access equipment demonstrated – steps and ladders</p>	<p><i>Identify risks.</i></p> <p><i>How did you protect the property if used.</i></p>
Client agreed with proposal	<p><i>Joe Bloggs</i></p> <p><i>John Christie</i></p> <p><i>John Smith</i></p> <p><i>Ken Sato</i></p>	<p>_____ Date</p> <p>_____ Date</p> <p>_____ Date</p> <p>_____ Date</p>	<p>_____ Date</p> <p>_____ Date</p> <p>_____ Date</p> <p>_____ Date</p>

L01 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:	
Contact Phone Number(s):	
E-mail:	
Signature:	
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	

Attach a copy of the Front of the Licence Card in this Box

Attach a Copy of the Rear of the Licence Card in this Box Supplemented with any Licence Counterpart (if applicable)

Person Work with electric

Note: "Witness Approval" is granted until the expiry date of the relevant work category listed on this Licence Card or the expiry date of the Licence Card, whichever is the sooner, after this date an assessor will be required and a new form completed, retaining the superseded form in the Learner Portfolio.

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

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: P11	Pipework/Test – Install and Test a Direct Observation	
Job location	1 Pansy rd Renew Gas Co. Inc.	
Outline of task	To include: Pre installation and installation as per manufacturer's instructions and legislation, testing and purging procedures used	
Observation report	Your assessor will observe you and write their recordings here.	

Gas Work Log (Rev. 6, 6/19, 9/17, 12/18)

Pre installation checks Emergency control accessible: Yes/No Let by test satisfactory: Yes/No/NA Tightness test pressure: 2.0mb Tightness test satisfactory: Yes/No Identify any deficiencies or unsafe situations (GIUSP): Yes/NA Description of unsafe or reportable situations: if applicable	Post installation checks Let by test satisfactory: Yes/No/NA Tightness test pressure: 2.0mb Tightness test satisfactory: Yes/No Purge with volume <0.03m³: Yes/No Purge with volume >0.03m³ <0.035m³: Yes/No Identify safe disposal of decommissioned pipework and materials: if applicable
Record of pipework installed inclusive of types, materials, sizes and jointing methods and associated works	
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
IOA 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		
Note: at least 2 assessments must come from site		
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. Include ref when complete		Secondary Range – at least two of the following. Include ref when complete
<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
* mandatory		* 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 $< 0.02\text{m}^3$: Yes / No
Identify any deficiencies or unsafe situations (GIUSP): Yes / NA	Purge with volume $> 0.02\text{m}^3 < 0.03\text{m}^3$: 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	

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

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Description of work carried out (candidate write up)		
<i>Write up of how the job was done</i>		
Learner signature (confirm own work)	<i>Joe Bloss</i>	Date <i>_____</i>
Expert witness signature (confirm learners work to industry standards)	<i>Tony Christie</i>	Date <i>_____</i>
Assessor signature	<i>Bopa Fatt</i>	Date <i>_____</i>
QA Signature (where sampled)	<i>Alan Jolo</i>	Date <i>_____</i>

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

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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	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	DOS	DOS	DOC
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	DOS
Assessment 3 Reflective Account Minimum of 2 accounts must come from site 1 account may be simulated	RAS	RAS	RAC
Assessment 4 Reflective Account Minimum of 2 accounts must come from site 1 account may be simulated	RAS	RAC	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	RAS	RAC	X
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	

Assessor to Complete

Ref: IGB1 Gas Boiler and Water Heaters – Install & Direct Observation			
Job location	1 Pansyrd	Relevant PPE used	Yes/No
		Health and Safety observed	Yes/No
		Candidate prepared for assessment	Yes/No
		Candidate specific requirements discussed	Yes/No
		Candidate briefed on appeals procedure	Yes/No
Appliance location	kitchen	Appliance type (cross reference to range tracker)	Combi boiler
		Model/serial number	ABC 123456789
Preliminary checks			
Visual inspection of area	Pass/Fail	Tightness test complete	Pass/Fail
Adequate ventilation	Yes/No	Record test pressure	20mb
Installation record			
Flue type and flow test	Pass/Fail	Pressure (eg. Burner/operating)	As req'd
Gas catch/heat input	As req'd	Flame supervision device check	Pass/Fail
Appliance seal check	Pass/Fail	Condensate trap/clear	Pass/Fail
Sufficient ventilation	Pass/Fail	Flue gas analysis	As req'd
Safe operation	Pass/Fail	Handover procedure with customer	Yes/No

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

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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, flue and electrical supply. Post checks, flue, gas pressure, 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	
Learner signature	Joe Blogg	Date	
Assessor or Expert Observer	John Felt	Date	
IGA Signature (where sampled)	Ken Solo	Date	

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

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Learning outcome 3

Assessor to Complete

Ref: SGB1	Service Record & Direct Observation	Date
Job location	Manufacturer	
Employer details	Model/Type	
	Location	
GSR number	Flue type	
Service procedure / check		
Combustion performance analysis	CO %	O ₂ %
Initial results	CO ppm	CO/CO ₂
Final results	From CPA	
Ignition system operation	Pass / Fail	
Safety device/s operation	Pass / Fail	
Identify and deficiencies or unsafe situations including safety devices		
Tightness test (operating pressure / working pressure as applicable)		
Spillage Test satisfactory	Yes / No / NA	
Ventilation requirements		
Flue Flow Test and inspection - Flue Type	Pass / Fail	
Gas Rate/Heat Input - m ³ /h and kW's		
Outline service requirements		
Candidate signature	Date	
Assessor or expert observer	Date	
IQA (if required)	Date	

Gas Work Log (Ref: SGB1, SGB2, SGB3, SGB4)

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Candidate to Complete

Ref: SGB3	Service Record & RA	Date
Job location	Manufacturer	
Employer details	Model/Type	
	Location	
GSR number	Flue type	
Service procedure / check		
Combustion performance analysis	CO %	O ₂ %
Initial results	CO ppm	CO/CO ₂
Final results	From CPA	
Ignition system operation	Pass / Fail	
Safety device/s operation	Pass / Fail	
Identify and deficiencies or unsafe situations including safety devices		
Tightness test (operating pressure / working pressure as applicable)		
Spillage Test satisfactory	Yes / No / NA	
Ventilation requirements		
Flue Flow Test and inspection - Flue Type	Pass / Fail	
Gas Rate/Heat Input - m ³ /h and kW's		
Outline service requirements		
Candidate signature	Date	
Expert Witness signature	Date	
Assessor signature	Date	
IQA (if required)	Date	

Gas Work Log (Ref: SGB1, SGB2, SGB3, SGB4)

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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 Fault 1 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, 6189, 9076, 9189)

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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	Yes / No
				Identify notified persons	
Learner signature (confirm own work)				Date	
Assessor or Expert Observer				Date	
IOA Signature (where sampled)				Date	

RA From outside Candidate to Complete

Ref: BF3	Identify and Repair Fault 3 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, 6189, 9076, 9189)

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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

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	Yes / No
				Identify notified persons	
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 – 2 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)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Welfare facilities contamination	the use of the welfare facilities	they could get contaminated if they touch other things	always use facilities and always wash hands	2	2	4	have hand sanitiser around the site for when hygiene program	1	1	1	me	daily

Review date 1/9/22

Signature

G. Mac

Training Provider name

Tony Coe
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,

Photograph 1 – Ref criteria -




2e




2a
nothing
unobstructed

Photograph 2 – Ref criteria -






2d



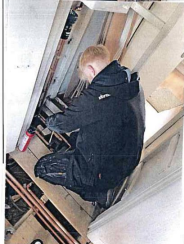
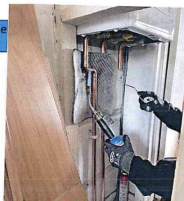


2b

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	Bridge club bottom	Install central heating, made sure the floors was safe with a saw route	25/4/22
Safe storage of materials tools and equipment	Prep 2b	Bottom bridge club	Install central heating, took some stand away which required	25/4/22
Reporting pre-existing damage	Prep 2c	Bottom bridge club	If I saw any damage I would report to my supervisor so I can get blamed	25/4/22
Protecting the building fabric	Prep 2d	Bottom bridge club	Install central heating, used a heat mat when soldering	25/4/22

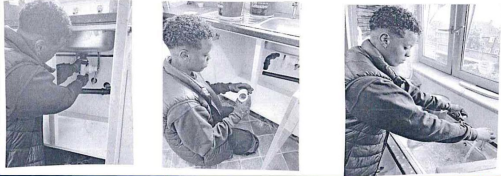
Learning outcome 3

Provide a supporting photograph or reference to supplementary evidence below		
<p>Evidence 1 To drain the radiator I used PTFE to wrap the new radiator valves. I then positioned the new radiator in position and leveled and marked it up. I then used a 7mm masonry drill SDS drill and drilled the right holes and used brown plugs and 2½" 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 valves to the pipework.</p>		
<p>Evidence 2</p> <p>Measuring and marking</p> 	<p>Drilling for brackets</p> 	<p>Checking the radiator is level</p> 
Candidate Signature	Candidate Name	Date

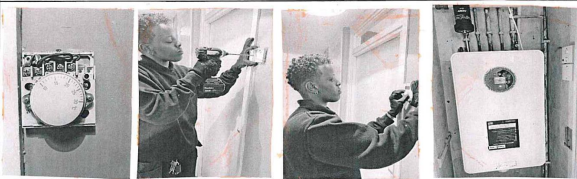
Details of soundness test if applicable	
<p>First I visually checked the fittings looked Soldered / was tight (compression) I then opened the gate valves allowing water through there was no problems.</p>	
	
	
Candidate Signature	Candidate Name
Date	

Learning outcome 4

(GROUP A)

4.1-5 Fault Diagnosis and Rectification Procedures				Reference/Job No		Fault 2	
Job location	132 Winchester Way B12 5AA			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. <i>Faulty trap Seal loss</i>							
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.					
<i>Foul smell went Kitchen Sink Empty</i>		<ul style="list-style-type: none"> - Bent under the trap - empty water from trap - took out trap 					
Overview of repair or replacement process		Recommissioning and handover process					
<ul style="list-style-type: none"> - Replaced Replace trap with Antibac - proved smell. 		<ul style="list-style-type: none"> - plug the sink - fill up sink with water - empty empty 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	17 Pinneross Grove, BL4 7AW			Date	10/6/22		
System type	CW	HW	CH	SAN	<input checked="" type="checkbox"/>	RWS	
Confirm what procedure below was used to diagnose the fault. <i>Faulty Thermostat</i>							
Customer/user discussion	<input checked="" type="checkbox"/>	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 working - use electrical testers to confirm power - found fault on switch 		<ul style="list-style-type: none"> - isolate the electrics, make safe. - looked fuse spare, warning label - confirmed no voltage at thermostat - MLE, LH, LE, NE 					
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 - Reference to drawings in Manufacturer instructions (wiring) 		<ul style="list-style-type: none"> - Unhook fuse spare, re install electric - checked operation, time clock on - Demand with Room stat - Explain New Control 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 Commission 1		Pre-Commission Document 1 Of 3 From 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 type="checkbox"/>	Sanitation and Drainage	<input type="checkbox"/>
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 were 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. The wash hand basin I set the cold tap to 64m to prevent spillage.</p>						
Overview of how the system was soundness tested, charged/filled						
<p>once I turned the water mains back on, I checked for leaks then I turned the isolation 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>						
What checks were made for leakage and how were these rectified as necessary.			How was the system flushed or cleansed as required			
I checked all components and fittings and pipework, there was no leaks.			system was filled then hot and cold taps were opened and let run to make sure the pipework was flushed out.			
Candidate Signature	Candidate Name		Date			

5.1-4 Commission Plumbing and Heating Systems (Pre-Commissioning)			Reference Commission 1		Pre-Commission Document 2 Of 3 From 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	<input type="checkbox"/>
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 kents was closed. I also checked the boiler flow and return and the hot and cold feed was tightened up correctly.</p>						
Overview of how the system was soundness tested, charged/filled						
<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/min hot water temp was 54 deg cold water was 14 deg AT 40 deg C.</p>						
What checks were made for leakage and how were these rectified as necessary.			How was the system flushed or cleansed as required			
All pipe work was checked and components and there was no leaks.			the system had been flushed prior to the commission.			
Candidate Signature	Candidate Name		Date			

5.5-8 Commission Plumbing and Heating Systems (Pre-Commissioning)		Reference Commission 1		Direct Observation Document 3 Of 3 From Commission 1	
Job location	Barton Walk Barton		Date	23/05/22	
System type (Choose 2)	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>TMS was a good assessment from Charles out the commissioning process to all necessary standards and following manufacturer's instructions (see commissioning sheet page 62B)</p>					
Details of how the candidate completed all required performance and operation checks					
<p>Room adjusted flow rates checked for the temperature rise between the CHW & HW at the flow rate following the manufacturer's data sheet. He also adjusted the flow and return temperatures through radiators by balancing the central heating system.</p>					
Identify performance readings eg. flow rates, temperatures, pressure readings on commissioning sheet.			Identify system adjustments to ensure correct operation and performance of system.		
Overview of what would be explained to the customer (assessor to represent customer as required)					
What documentation/commissioning record was completed					
Commissioning Sheet Page 62B					