

**CODE OF PRACTICE FOR  
APPROVED METER INSTALLERS**

**Version: 1.0**

**Effective Date: 1 April 2017**

## Version Control

<b>Version Number</b>	<b>Implementation Date</b>	<b>Reason for Change</b>
1.0	1 April 2017	Implementation of a new SPAA Product to support the migration of the Approved Meter Installer Scheme

## INTRODUCTION

This document sets out the standards required of Approved Meter Installers.

In April 2017, the three Codes of Practice (1a, 1b, 1c) which previously applied to different categories of meter installation were combined into one document since much of the material in each of these previous documents was similar and the content has generally been revised in the light of experience gained since their original publication in July 1996. Where requirements differ for meter installations operating at different pressure levels, this is made clear in the text, and will facilitate the existing accreditation levels to continue. A summary of these responsibilities can be found in Section 3.

Persons who install and/or maintain meter installations within the requirements of the Gas Safety (Installation and Use) Regulations (GSIUR) must be competent to do so and be a 'member of a class of persons' as specified in the GSIURs. A register is maintained of the businesses who are a "member of a class of persons". This register is administered by an agency appointed by the Health and Safety Executive.

In addition to the above requirements with regards to safety, the Gas Supplier Licence places obligations on Gas Suppliers for a meter to be installed by a person who is "approved" (or that the installation must be inspected by an "approved meter installer" within a 20-working day period). An "approved meter installer" is one who is approved for the parts of this combined Code of Practice which apply to the relevant Category of meter installations.

SPAA EC administers the 'Approved Meter Installer' ("AMI") Scheme, which approves persons as Approved Meter Installers for the purpose of this Code of Practice. The AMI Scheme requirements are detailed within Schedule 40 of the SPAA. Where a provision of the SPAA applies as if it were included within this CoP, that provision shall have the meaning which is given to it in the SPAA as amended from time to time.

AMIs will be assessed against the relevant requirements of this Code of Practice. The content of this Code of Practice is intended to be consistent with the Code of Practice for Meter Asset Managers (MAMCoP) that was developed to facilitate the competitive market for metering services.

A Meter Asset Manager (MAM) has the overall responsibility for the whole life of a meter installation, whereas an AMI is the person approved for the purposes of installing meters.

This Code of Practice sets out the minimum standards that must be complied with by those registered to perform work within the scope of this document as well as an overview of statutory requirements from other bodies which will affect an AMI. In addition, the Code of Practice provides guidance on best practice to carry out meter installation services.

The original documents from which this one is based were originally prepared with the help of a number of institutions, participants in the gas supply industry, consumer representative bodies, meter manufacturers, data collection companies, the caring agencies and individuals and we would like to acknowledge their assistance.

## **CONTENTS**

<b>CODE OF PRACTICE FOR</b>	<b>1</b>
<b>APPROVED METER INSTALLERS</b>	<b>1</b>
<b>1 SCOPE</b>	<b>7</b>
<b>2 EXCLUSIONS</b>	<b>7</b>
<b>3 RESPONSIBILITIES</b>	<b>8</b>
<b>3.1 Approval</b>	<b>8</b>
<b>3.2 Approved Meter Installer</b>	<b>8</b>
<b>3.3 SPAA Executive Committee</b>	<b>8</b>
<b>3.4 Ofgem</b>	<b>8</b>
<b>3.5 Regulatory Delivery</b>	<b>9</b>
<b>3.6 Suppliers</b>	<b>9</b>
<b>3.7 Gas Transporter</b>	<b>9</b>
<b>3.8 Meter Asset Manager</b>	<b>9</b>
<b>4 REGISTRATION REQUIREMENT</b>	<b>10</b>
<b>4.1 Competency Registration for Gas Safety</b>	<b>10</b>
<b>4.2 Safety and Integrity of the System</b>	<b>10</b>
<b>4.3 Competency of Employees</b>	<b>10</b>
<b>4.4 Contractors</b>	<b>10</b>
<b>4.5 Gas Supply Requirements</b>	<b>10</b>
<b>4.6 Installation Design and Meter Selection</b>	<b>10</b>
<b>4.7 Inclusion of By-Pass</b>	<b>11</b>
<b>4.8 AMI Responsibility for Design</b>	<b>11</b>
<b>4.9 Use of Stamped Meters</b>	<b>11</b>
<b>4.10 Location of Meter Installation and Installation Materials.</b>	<b>12</b>
<b>4.11 GT Installation Approval and Notification</b>	<b>12</b>
<b>4.12 Commissioning</b>	<b>12</b>

4.13	Control and Care of Meters and Associated Equipment	13
4.14	Maintenance of Meter Installations	14
4.15	Meter Replacement	14
4.16	Confidentiality	15
4.17	Audit	15
<b>5</b>	<b>METER INSTALLATION REQUIREMENTS</b>	<b>17</b>
5.1	Metering Issues	17
5.2	Safety and Accuracy	17
5.3	Location and Housing	17
5.4	Testing and Purging	17
5.5	Replacement of Batteries in Meter Installations	18
5.6	Interfaces to Data loggers, AMR and Other Equipment	18
5.7	Pre-payment Meters	18
5.8	Tamper Checks	18
5.9	Data Protection Act	19
<b>6</b>	<b>GUIDANCE ON BEST PRACTICE</b>	<b>20</b>
6.1	General	20
6.1.1	Liability Insurance	20
6.1.2	Lead Time and Planning	20
6.1.3	Meter Point Reference Number	20
6.1.4	Gas Suppliers' Licence Obligations	20
6.1.5	Gas Act Obligations	20
6.1.6	Meter Asset Managers Obligations	20
6.2	Relationship with Gas Consumers	20
<b>7</b>	<b>REFERENCED DOCUMENTS</b>	<b>23</b>
	APPENDIX 1 - DEFINITIONS	27
	APPENDIX 2 - AN EXAMPLE OF AN EMPLOYEE VETTING PROCEDURE	29
	APPENDIX 3 – METER INSTALLATION AND EXCHANGE RECORD – MINIMUM REQUIREMENTS	31
	APPENDIX 4 - AN EXAMPLE OF A CODE OF CONDUCT	33
<b>1</b>	<b>SAFETY AND SECURITY</b>	<b>33</b>
<b>2</b>	<b>GENERAL CONDUCT AND PERFORMANCE AT WORK</b>	<b>33</b>

<b>3</b>	<b>THEFT, FRAUD, PERSONAL GAIN AND DISCLOSURE OF CONFIDENTIAL INFORMATION</b>	<b>33</b>
<b>4</b>	<b>MISCELLANEOUS</b>	<b>33</b>
<b>5</b>	<b>IF IN DOUBT</b>	<b>33</b>
	APPENDIX 5 - EMERGENCY GUIDELINES (GAS ESCAPE)	34
<b>1</b>	<b>DOMESTIC PREMISES</b>	<b>34</b>
<b>2</b>	<b>INDUSTRIAL AND COMMERCIAL PREMISES</b>	<b>34</b>
	APPENDIX 6 - APPROVAL DOCUMENTATION	35
	APPENDIX 7 -	36
	ACS Certificates of Competence for Meter Installers	36
	Appendix 8 - Contact Details of Gas Emergency Service Providers in the United Kingdom.	37

## 1 SCOPE

This Code of Practice (CoP) sets out the specific requirements and duties of an “Approved Meter Installer (AMI)” as referred to in standard condition 12 of the Gas Supplier Licences, for specified categories of meter installation.

The specified categories of meter installation are defined as follows:

<i>Work Category</i>	<i>Installation Details</i>	<i>Installation Description</i>	<i>Required Standard</i>
<b>Category 1 &amp; CoP 1/a</b>	$Q_{\max} \leq 6 \text{ m}^3 \text{ h}^{-1}$ MOP $\leq 75$ mbar Standard Installation	Meter installations supplied at low pressure	BS 6400 Pt 1
<b>Category 2 &amp; CoP1/c</b>	$Q_{\max} \leq 6 \text{ m}^3 \text{ h}^{-1}$ $75 \text{ mbar} < \text{MOP} \leq 2 \text{ bar}$ Standard Installation	Meter installations supplied at medium pressure	BS 6400 Pt 2
<b>Category 3A &amp; CoP1/b</b>	$6 \text{ m}^3 \text{ h}^{-1} < Q_{\max} \leq 40 \text{ m}^3 \text{ h}^{-1}$ MOP $\leq 75$ mbar Standard Installation	Meter installations up to U40 supplied at low pressure	IGEM/GM/6
<b>Category 3B &amp; CoP1/b</b>	$6 \text{ m}^3 \text{ h}^{-1} < Q_{\max} \leq 1076 \text{ m}^3 \text{ h}^{-1}$ MOP $\leq 75$ mbar Standard Installation	Meter installations supplied at low pressure	IGEM/GM/6
<b>Category 4A &amp; CoP1/c</b>	$Q_{\max} > 6 \text{ m}^3 \text{ h}^{-1}$ MOP $\leq 38$ bar Non-standard Installation	Meter installations supplied at pressures up to and including 38 bar	IGE/GM/8
<b>Category 4B &amp; CoP1/c</b>	$Q_{\max} > 6 \text{ m}^3 \text{ h}^{-1}$ $38 \text{ bar} < \text{MOP} \leq 85 \text{ bar}$ Non-standard Installation	Meter installations supplied at pressures between 38 bar and 85 bar	IGE/GM/4 or IGEM/TD/13 (as applicable in accordance with those standards)

This CoP applies to meter installation work for all gas supply meter installations where the meter installation is (or is to be) used for measuring the gas conveyed to a premises by a Gas Transporter (GT) for billing by a Gas Supplier.

This CoP applies to meter installations intended to measure and control natural gas (a second family gas as defined in BS EN 437).

In this CoP, whenever reference is made to the Gas Safety (Installation and Use) Regulations (GSIUR) or to the Gas Act, the reference is made to the latest version of the Regulations or Acts. The obligations within the Gas Act, together with its associated licences, take precedence over this CoP where a conflict is identified.

Where a situation appears to be within the scope of this CoP, but it is not explicitly covered by the text, reference shall be made to the [SPAA](#) helpdesk for guidance.

## 2 EXCLUSIONS

The temporary disconnection of a meter, and its reconnection, to allow for safe working on gas installation pipework downstream of the meter, is not deemed to be meter installation work within the scope of this CoP. Such work is subject to the requirements of the GSIUR. This exclusion does not apply to the re-location of a meter installation, and re-location is to be considered as meter installation work.

An AMI shall not be responsible for the selection of an appropriate meter or the design of the installation.

### **3 RESPONSIBILITIES**

Further details of various parties' responsibilities are given in Appendix 2.

#### **3.1 Approval**

An AMI shall gain SPAA EC approval by demonstrating that the AMI is able to comply with the requirements of this CoP on an on-going basis, via an initial audit (which will comprise some or all of the requirements of the on-going audit process). Schedule 40 of the SPAA details the approvals process.

#### **3.2 Approved Meter Installer**

An AMI shall be responsible for ensuring that their actions and procedures are in accordance with the requirements of this CoP.

An AMI shall be responsible for the secure and safe handling of meters in their control and for the passing of relevant information (including any meter losses or the illegal use of meters) to the meter owner, the Meter Asset Manager (MAM), Gas Supplier, or Gas Transporter. AMIs must be aware of the requirements for, and effect of, any other equipment which is to interface with the meter installation e.g. data loggers or AMR equipment.

An AMI shall only carry out work in respect of the Categories of meter installation for which it has been approved and shall not make any false claim in relation to the extent of its approval.

Prior to commencing work, the AMI shall ensure it understands and complies with the scope of the work required in relation to the replacement and/or retention of meters and/or meter installation components in accordance with the MAMCoP.

#### **3.3 SPAA Executive Committee**

The SPAA Executive Committee (SPAA EC) shall, or shall arrange for a third party to, administer the registration scheme for persons and or organisations performing meter installation work as AMIs, to ensure meter installation accuracy in accordance with this CoP. The SPAA EC shall be responsible for AMI accreditation, in accordance with this CoP.

#### **3.4 Ofgem**

The Office of Gas and Electricity Markets (Ofgem), a non-ministerial government department which regulates the gas and electricity industry within Great Britain, shall be responsible for appeals and escalation route for AMIs, in accordance with SPAA Schedule 40.



### **3.5 Regulatory Delivery**

The Regulatory Delivery (RD), a directorate within the Department for Business, Energy and Industrial Strategy (BEIS), has the statutory responsibility for the metrological performance of gas meters (this was transferred from Ofgem on 1st April 2009).

RD are responsible within Great Britain for ensuring that the regulations covering pattern, construction, manner of marking and stamping of meters, are enforced, as required by the Gas Act and the Measuring Instruments Directive, and for the subsequent testing of such meters where accuracy is disputed.

### **3.6 Gas Suppliers**

Gas Suppliers must arrange for the provision of meters if requested to do so by domestic Gas Consumers. For domestic Gas Consumers, GTs must install and fit meters, of a type reasonably available, if requested to do so by Gas Suppliers via the relevant Gas Shipper.

Gas Suppliers may also request the provision of a meter by a MAM.

For domestic Gas Consumers, Gas Transporters and Gas Suppliers must use MAMs that have been approved in accordance with the Meter Asset Manager Code of Practice (MAMCoP).

For non-domestic Gas Consumers, the arrangements for the provision of meters is by agreement between two or more of the Gas Supplier, the Gas Consumer and/or the MAM (which agreement may require compliance with this Code of Practice).

### **3.7 Gas Transporter**

The relevant GT shall be responsible for granting authorisation to any activity associated with the initial setting, sealing, breaking of a seal and any adjustment to the setting of a meter regulator and any associated pressure control or pressure protection devices, associated with a gas supply meter installation which is or is intended to be connected to its network.

The relevant GT shall be responsible for granting approval for the type and construction of the housing/accommodation either for generic meter installation(s)/design(s) with gas supplied at a specific inlet pressure, or for a one off design, where the circumstances are individually assessed and approval is only given in relation to that particular design.

The relevant GT, in conjunction with the relevant Gas Supplier, shall be responsible for granting approval for the provision and use of a meter by-pass.

The relevant GT must, when requested, provide information about the range of operating pressures of the gas at the outlet of a service pipe.

### **3.8 Meter Asset Manager**

The MAM shall be responsible for ensuring the design, installation, commissioning, maintenance, removal and disposal of gas supply meter installations is performed by competent, suitably qualified persons or organisations in accordance with industry standards.

The MAM shall only carry out work in respect of the Categories of meter installation for which it has been approved, in accordance with MAMCoP.

## **4 REGISTRATION REQUIREMENT**

### **4.1 Competency Registration for Gas Safety**

All AMIs shall maintain their competency registration, in the appropriate work categories, as required by the Gas Safety (Installation and Use) Regulations 1998.

### **4.2 Safety and Integrity of the System**

The AMI, MAM and GT will discuss and agree at the design stage, the pressure control and safety arrangements of the meter installation, in order to ensure the safety and integrity of the system.

The AMI shall ensure that the meter installation is installed in accordance with the agreed specification.

### **4.3 Competency of Employees**

The AMI shall ensure that all work under its control is undertaken by competent persons, having the appropriate training, qualifications, assessment and accreditation and that they are fit and proper persons as required by standard condition 13 of the Gas Supplier Licences.

In addition to the skills required for Gas Safety registration, other skills may be needed for some installations. For example, certain types of installation may require the use of fabricated or welded components, and a meter installation may incorporate flow computers (which might include calorific value conversion) other conversion systems or other electronic instrumentation and control equipment. Any person performing such work shall possess the necessary skills, qualifications and training to be competent for that work.

Appendix 3 contains an example of an employee vetting procedure.

### **4.4 Contractors**

Where an AMI contracts work within the scope of this CoP to another party, it is the responsibility of the AMI to ensure the sub-contractor complies with the relevant requirements of this CoP.

The persons undertaking work on gas fittings shall be appropriately registered.

### **4.5 Gas Supply Requirements**

The AMI shall ensure that the MAM obtains details of the Gas Consumer's requirements including the minimum and maximum flow rate, the load profile and any proposed use of compressors or engines, or the proposed use of any associated compressed air or other gases where appropriate, and major seasonal variations of consumption.

The AMI shall also ensure that the MAM obtains confirmation from the Gas Supplier or GT, as appropriate, of the availability of a gas supply to meet the Gas Consumer's requirements, and the range of supply pressures that will be available at the end of the gas service.

### **4.6 Installation Design and Meter Selection**

Any issues identified with the installation design and / or meter selection, including but not limited to those identified below, shall be notified to the appropriate organisation.

### **Gas Flow Variations**

The AMI shall take account of any effects of variation in flow rates which could affect the size and type of meter, particularly with respect to measuring the minimum flow rates, when selecting an appropriate meter and installation design. This may include interchangeable orifice plates being required for summer and winter flow variations.

### **Large Loads at Elevated Pressures**

When the Gas Consumer's installation involves large gas loads at either elevated pressures, or compression takes place within the Gas Consumer's premises, protection of the meter and supply is required. This is usually provided by non-return or slam-shut valves. The GT's agreement will be required regarding the protection to be afforded by the valves.

### **Pigging Facilities**

The AMI shall consult the GT at the design stage for larger high pressure installations to determine any addition space requirements to accommodate pigging facilities.

#### **4.7 Inclusion of By-Pass**

The AMI shall not commission an installation that contains a by-pass unless they are in possession of agreement from the Gas Supplier or GT. GT approval must be sought as part of the meter installation approval process. The GT will recommend the type of meter by-pass valve and method of sealing to be applied. The sealing of the meter by-pass valve must be undertaken in accordance with the MAMCoP and by agreement with the GT.

#### **4.8 AMI Responsibility for Design**

The AMI shall ensure that the meter installation is fit for purpose, taking into consideration Gas Consumer vulnerabilities, and in line with current industry standards listed in Appendix 1.

The AMI must advise the MAM of any issues that may render the installation or meter selection inappropriate.

Where the meter installation is owned by the Gas Consumer and an AMI is engaged directly by the Gas Consumer (rather than via a MAM) to install the meter, the AMI accepts all the MAM responsibilities that would apply under MAMCoP.

#### **4.9 Use of Stamped Meters**

Stamped meters shall be used as required by the current industry standards listed in Appendix 1 and the requirements of the Gas Act or the Measuring Instruments (Gas Meters) Regulations 2006. Meters shall have either official seals fixed to the meter (for meters approved up to 30 October 2006) or bear the 'CE', 'M' markings and notified body identification number (for meters approved after 30 October 2006). The meter manufacturer should be contacted if there is any doubt over the approval status of the meter.

In accordance with the Measuring Instruments (Gas Meters) Regulations 2006, meters which are used under an agreement providing for the supply of a quantity of gas at a rate of flow which, if measured at a temperature of 15 °C and a barometric pressure of 1013.25 millibars, would exceed a flow rate of 1600 cubic metres an hour or the equivalent quantity in kilowatts do not need to be approved or stamped.

It is an offence to alter, break or deface the official seal or markings and continue to allow the meter to be used. (The Measuring Instruments (Gas Meters) Regulations 2006 Part 3 section 15(1))

#### **4.10 Location of Meter Installation and Installation Materials**

The AMI shall ensure that the meter installation location complies with the relevant gas industry standards listed in Appendix 1 and in the event that the location does not, the AMI shall notify the Gas Consumer and/or Gas Consumer representative and the MAM.

The AMI shall be responsible for ensuring installation materials are compliant with the appropriate standards.

#### **4.11 GT Installation Approval and Notification**

The AMI shall ensure that, for Category 1, 2 and 3 meter installations, the MAM gains generic authorisation from the GT to install a meter on the GT's particular gas network with the use of a specified AMI and design on that network. For Category 4 installations the authorisations are issued on a site-specific basis. For Category 4B installations, the authorisations are issued on a site-specific basis following the satisfactory completion of a Gas Consumer warrant.

An AMI shall mark seals used for regulators, by-passes or sealed purge points with its AMI registration number.

A meter by-pass shall not be installed without the provision and use of the by-pass being approved by the Gas Supplier. A meter by-pass should also not be installed without the approval of the GT, in most cases the GT's network code requires that the GT approves the provision and use of a meter by-pass. The design of the by-pass and sealing arrangements shall be in accordance with the MAMCoP.

Where an AMI is required to carry out an inspection of a meter installation by a relevant Gas Supplier, in accordance with the Gas Supplier's licence, then the AMI shall seek the appropriate approval, appraisal or authorisation from the relevant GT.

The AMI shall advise the Gas Consumer to formally notify the GT if it intends to use compressors or engines, or any associated compressed air or any other gases, in accordance with paragraph 17 of Schedule 2B of the Gas Act. The GT may, in these circumstances, decide that it needs to participate in the selection and specification of protective equipment at the design stage.

The completed meter installation may be subjected to inspection and acceptance by the GT.

#### **4.12 Commissioning**

The AMI shall ensure that the meter installation is commissioned in accordance with the relevant standard(s) for each Category of meter installation listed in Section 1 (Scope).

The AMI shall ensure that any volume conversion system is commissioned in accordance with IGE/GM/4 or IGE/GM/5 as appropriate.

Where the GT is to provide data logging equipment, commissioning and maintenance of the system will be the responsibility of the GT.

The AMI shall ensure that any actions have been completed in accordance with the manufacturer's instructions. This may include the lubrication of installation components.

The AMI shall set the meter regulator operating pressure to the range of pressures detailed in the GT's letter of authorisation. Wherever possible, meter regulators that are supplied by the manufacturer, shall be pre-set to the correct operating pressure and pre-sealed, with a seal

marked with the manufacturer's trademark or name. Where this is not possible, the AMI shall seal the regulator with a seal marked with their AMI registration number to prevent unauthorised adjustment.

#### **4.13 Control and Care of Meters and Meter Installation Components**

Where the AMI comes into possession of a meter and/or other meter installation component, it shall hold it in the condition in which it was received with the index unaltered and contact the meter owner(s) or the Gas Supplier (if known) for further instructions.

The AMI shall handle all meters and other meter installation components with care and store them in a secure manner at all times.

#### **Meter Removal**

When removing a meter and/or a meter installation component, the AMI shall take care to ensure that the meter and/or meter installation component that is removed is not damaged so that it can be tested in the event of a dispute and, where appropriate, be recycled or refurbished.

Where required in order to implement IGE/UP/1, IGE/UP/1A, IGEM/UP/1B or IGEM/UP/1C, or other IGEM Standards or recommendations, the AMI shall purge the removed meter and/or meter installation component and then cap or seal the inlet and outlet connections, to prevent the ingress of air, dirt or moisture.

The AMI shall ensure that any liquid present in any removed meters and/or meter installation components shall be drained and disposed of in accordance with applicable legislation. For the avoidance of doubt, the disposal of oil or other liquids present in such meters and/or meter installation components is the responsibility of the AMI that removed them.

Any removed meter shall be stored and transported in the same orientation as it was when installed and used.

Where required in order to implement IGE/UP/1, IGE/UP/1A, IGEM/UP/1B or IGEM/UP/1C or other IGEM Standards or recommendations, outlet pipework shall be purged.

Any open ends of pipework (including the ECV) left by the removal of a meter shall be sealed with an appropriate fitting, taking into account the GT's requirements in respect of sealing the ECV. The Gas Supplier must be informed if the meter is not immediately replaced; in turn the Gas Supplier must notify the GT so that they can close any service valve controlling the supply of gas to that meter if that valve does not supply other meters.

Where a meter is removed and a replacement meter is not to be fitted immediately, disconnection, purging and capping of the supplies and open ends shall be carried out in accordance with the Gas Safety (Installation and Use) Regulations 1998.

Where a disputed meter accuracy test is needed, the meter must be handled with extreme care in order that it arrives at the test station in the same condition as when it was disconnected. If liquid is present in the measuring chamber of the meter it must not be drained but an estimate of the amount should be noted and submitted with the meter. However, any purpose provided lubrication oil shall be drained and placed in a suitable container and returned with the meter. Arrangements for any necessary special equipment for transporting such meters shall be made available.

#### **Transportation, Handling and Storage of Meters and Meter Installation Components**

A gas meter is a precise measuring instrument and therefore the AMI must take care during transportation, handling and storage in accordance with the manufacturer's recommendations.

The AMI shall store, handle and transport meters in their original packaging materials wherever possible, with any inlet and outlet connections covered to prevent the ingress of dirt and moisture; and otherwise in accordance with the applicable requirements of the MAMCoP. The AMI shall have due regard to the manufacturer's recommendations on stacking and orientation.

Where the original packaging materials are not available, the AMI shall ensure suitable precautions are taken to protect the meter from damage. The meter shall be stored in a clean, dry location.

Care shall always be taken to avoid damage to any meter seal.

### **Disposal of Meters**

The AMI should dispose of a meter and/or meter installation component in accordance with the process detailed in MAMCoP. Where an AMI disposes of a meter and/or meter installation component, any official seals shall be permanently defaced. Where practicable, the meter shall be rendered inoperable e.g. diaphragm meters can be spiked. The AMI shall maintain sufficient auditable meter and/or meter installation component disposal records.

### **4.14 Maintenance of Meter Installations**

The AMI shall, where known at the time of installation, notify the MAM, or owner of the metering equipment if known, or the Gas Supplier, of any required and/or recommended maintenance procedures.

### **4.15 Meter Replacement**

Meters may be replaced for a variety of reasons. During any meter work, the AMI shall assess the connected load and load profile to identify if the size and type of meter is appropriate for flow measurement and its associated controls.

If, as a result of the assessment, a meter of a different capacity is required, the AMI shall advise the MAM or Gas Supplier to determine what action should be taken before the meter work is completed. If a different capacity meter is required, the relevant part of this CoP shall apply to the new meter installation.

Following a risk assessment if the meter installation is safe and meets the current industry standards in accordance with Section 8, it can continue to be used and will be accepted for gas measurement purposes, provided that only a simple replacement of a meter, regulator, filter or strainer (or any combination thereof) by other components of similar size and type is undertaken. The installation can continue to be considered acceptable for gas measurement purposes without fully updating it, however there may be occasions where certain specific changes will be required e.g. for safety or security reasons. In this instance the meter installation shall be brought up to current industry standards in accordance with Section 8.

When undertaking work that invalidates the existing design approval, the AMI shall advise the MAM who will obtain a new authorisation from the GT.

Any sealing equipment, security collars or other security fittings shall be kept secure and shall only be used as directed.

### **Notification of Meter Details**

It is an offence (paragraph 12 (4) of Schedule 2B, Gas Act 1986, as amended) to fail to notify connection of a meter to the Gas Supplier, where known, or otherwise the GT, of each meter connected, removed or exchanged. To fulfil this requirement, the AMI shall provide the meter installation, exchange or removal information in a timescale that enables the MAM to fulfil its legal requirement. This notification will normally be carried out by the MAM.

Notification should be given at least 48 hours in advance. Even if advance notice is given, then notification must also be given within 48 hours of completion of the work in accordance with the Gas Meters (Information on Connection and Disconnection) Regulations 1996. The minimum requirements of a meter installation record form have been provided in Appendix 4.

The AMI shall retain a copy of each meter installation record form for six years.

The completed form should be sent to the MAM, Gas Supplier (where known) or the GT, at least 48 hours before the work is undertaken. It is an offence (Schedule 2B, paragraph 12(4) of the Gas Act) to fail to submit the form later than 48 hours after installation.

Where the meter has been removed, the AMI shall take all reasonable steps to identify the meter owner and inform it of where the meter can be retrieved. Where ownership of the meter is not clear, contact should be made with the Gas Supplier, GT or MAM as appropriate.

#### **4.16 Confidentiality**

##### **Gas Consumer Details**

In order to carry out meter work, the AMI shall have access to information that includes personal details of Gas Consumers (e.g. name, address, security password etc.) and commercially sensitive details (e.g. name of supplier, meter capacity etc.).

The AMI and its employees shall act in accordance with the Data Protection Act 1998 and not unnecessarily divulge any of this information to a third party.

##### **Commercial Information**

The AMI shall implement a policy for all its employees to be bound by a confidentiality agreement regarding the control of commercially sensitive information. In particular, if the AMI carries out meter work for a number of companies, it shall develop procedures to ensure that one company's data is not divulged to another company.

#### **4.17 Audit**

Having gained approval, an AMI's quality of work and adherence to this CoP shall be monitored through audits in accordance with Schedule 40 of the SPAA.

The AMI shall permit and co-operate with audits and respond to any requests for information which the Scheme Auditor makes for the purpose of the audit to ensure their continued approval.

#### **4.18 Investigations, Suspension and Withdrawal**

An AMI's approval may be withdrawn if the AMI cannot demonstrate that it is capable of complying with this Code of Practice on an ongoing basis.

The processes for investigating alleged breaches of this Code of Practice, for determining disputes in relation to compliance with this Code of Practice, and for suspending or withdrawing approval in respect of this Code of Practice are all set out in Schedule 40 of the SPAA.



## **5 METER INSTALLATION REQUIREMENTS**

### **5.1 Metering Issues**

The AMI shall maintain close liaison between all the parties involved for metering issues, particularly between the MAM, Gas Supplier and the GT.

### **5.2 Safety and Accuracy**

Where a meter is removed and a replacement meter is not to be fitted immediately, the AMI shall carry out the disconnection, purging and capping of the supplies and open ends in accordance with the Gas Safety (Installation and Use) Regulations 1998.

In the interests of safety, the AMI shall apply the requirements of the Gas Safety (Installation and Use) Regulations 1998 in all circumstances, even to those categories of installation excluded from the scope of those Regulations, i.e. factories, mines, quarries and agricultural installations.

Where the AMI discovers or suspects a gas escape or related danger, the AMI shall attempt to make the situation safe and inform the Gas Consumer accordingly.

If the situation cannot be made safe the AMI shall immediately and personally report the fact to the National Gas Emergency Service listed in Appendix 9.

### **5.3 Location and Housing**

Where the Gas Consumer is vulnerable, the AMI shall ensure that the design of the meter installation is appropriate for their needs and comply with the relevant legislation and Code of Practices.

IGE/GM/6, BS 6400-2, IGE/GM/4 and IGE/GM/8 provide recommendations on the requirements of meter housings. Where a meter module is to be installed, reference should also be made to the module fabricator for housing specifications.

The AMI shall ascertain if the proposed meter installation location is in an area classified as hazardous, and the classification zone in such cases, by discussion with the gas consumer. This may include hazardous areas such as dust, which are not a result of the gas equipment.

Any equipment installed in a hazardous area or connected to a meter installation located in a hazardous area shall be suitable for use in such areas and shall be installed in accordance with the relevant standards e.g. BS EN 60079, IGE/GM/7 or IGE/SR/25 as appropriate.

### **5.4 Testing and Purging**

Where meter work is undertaken which involves any part of the meter installation or the Gas Consumer's pipework being depressurised, the AMI shall verify its gas tightness in accordance with the Gas Safety (Installation and Use) Regulations 1998.

The methods of testing and purging may vary according to the applicable standards for each of the Categories of meter installation detailed in Section 1 (Scope).

Immediately after such testing and examination, purging shall be carried out by the AMI throughout the meter installation and every fitting through which gas can subsequently flow, so as to safely remove all air.

Where the Gas Consumer has extensive pipework, e.g. large commercial premises, the AMI shall consider maintaining this under pressure with natural gas in a safe manner during meter installation work. This will minimise the need to test and purge the Gas Consumer's pipework on completion of the work. However, the risks associated with this approach should be carefully considered by the AMI through a site-specific risk assessment of the installation.

### **5.5 Replacement of Batteries in Meter Installations**

If the AMI fits batteries to metering equipment, it shall follow the relevant equipment manufacturer's instructions for replacing the batteries and shall ensure that the old batteries are disposed of in a safe and secure manner, having due regard to the appropriate environmental legislation.

### **5.6 Interfaces to Data loggers, AMR and Other Equipment**

The AMI shall notify the gas consumer and the MAM so that suitable arrangements can be made in instances where equipment connected to the meter, such as Data loggers or AMR Equipment may be affected by work carried out on the meter installation. This will allow the MAM to contact the GT or Gas Supplier as appropriate.

Where the Gas Transporter has provided data logging equipment for regulatory compliance, commissioning and maintenance of the system is the responsibility of the Gas Transporter.

Where the AMI finds the supplementary equipment during its metering work, the AMI shall notify the MAM of the presence of such equipment.

The AMI shall provide a suitable connection point, where instructed by the MAM, and ensure the data logger is left on site for reinstallation by the Gas Transporter. Where the supplementary equipment needs to be temporarily moved or disconnected in order to carry out work on the metering, the AMI shall restore the connections of this equipment and leave it functioning as found where instructed by the MAM.

### **5.7 Prepayment Meters**

An AMI shall not install a prepayment meter as a primary meter through which gas passes to a secondary meter. Pre-payment meters may not be suitable for all locations.

The AMI shall take into account the ability of the Gas Consumer to conveniently access the payment mechanism of the meter and the security of the payment mechanism against unauthorised access when choosing the meter location.

At the time of installation, the AMI shall draw the Gas Consumer's attention to any warning notices and operating instructions for the meter.

Prior to installation, maintenance, replacement or removal of pre-payment meters, the AMI shall ensure that it has clear instructions from the company regarding the financial aspects of the work to be carried out e.g. the handling of outstanding credit or the setting of the meter.

An AMI shall not install, replace or remove a pre-payment meter without the approval of the Gas Supplier.

### **5.8 Tamper Checks**

An AMI shall determine whether, on the balance of probabilities and taking into account all of the evidence then available, one or more instances of tamper has occurred. In making such a determination, the AMI shall have regard to the descriptions in Schedule 33 (Theft of Gas Code of Practice) of the SPAA concerning what constitutes theft of gas. The AMI may

not make such a determination unless it has sufficient evidence to substantiate the occurrence of theft of gas.

The AMI shall record the meter, converter readings and the meter details, if different from those expected and any meter status displays that are activated as a result of tampering. This evidence shall be made available to the Gas Supplier, MAM and GT.

If an AMI deems the meter installation is unsafe (i.e. the integrity of the installation has been affected by interference), the AMI shall report the gas escape immediately and follow the procedures detailed in the Theft of Gas Code of Practice (SPAA Schedule 33).

The AMI must at all times be mindful of its safety, the safety of the gas consumer and the safety of the general public. The AMI should use its own judgement, when carrying out this procedure, to ensure that safety is not compromised.

### **5.9 Data Protection Act**

The control of personal information may be covered by the Data Protection Act 1998. The AMI is required to ensure that all its responsibilities in this context are properly understood and met.

## **6 GUIDANCE ON BEST PRACTICE**

### **6.1 General**

It is not compulsory for AMIs to comply with the guidance given in this chapter for the purposes of registration. However, it is suggested that consideration is given to the following guidelines on best practice.

#### **6.1.1 Liability Insurance**

The AMI must maintain adequate Public and Employers Liability Insurance. Whilst minimum cover of £5,000,000 per incident is considered satisfactory for the majority of situations, a higher level of cover may be appropriate.

#### **6.1.2 Lead Time and Planning**

The size and complexity of meter work covered by this CoP may include components which are not immediately available. This will need to be taken into account by all concerned when planning such meter work.

The approval of the installation by the GT will be dependent on an assessment of the implications of the additional load on the system upstream of the meter installation. Any reinforcement work required may also have an impact on timescales.

#### **6.1.3 Meter Point Reference Number**

GTs have numbering systems to individually identify each meter point on their network. These are usually referred to as Meter Point Reference Numbers or “MPRNs”. Details of the “MPRN” can be obtained from the MAM or Gas Supplier.

#### **6.1.4 Gas Suppliers’ Licence Obligations**

Gas Suppliers are obliged by the standard conditions of the Gas Supplier Licences to fulfil certain duties. Some of these duties relate to the Gas Supplier’s metering arrangements. A Gas Supplier cannot delegate its licence obligations to an agent. A Supplier is always responsible for ensuring its licence obligations are met. Nevertheless, this Code of Practice requires AMIs (where acting on behalf of a Gas Supplier) to act in accordance with these obligations (to the extent relevant to the AMI’s activities). It is recommended that the AMI gains an understanding of what is expected of Gas Suppliers. Copies of the standard conditions of Gas Supplier Licences can be obtained from Ofgem.

#### **6.1.5 Gas Act Obligations**

The Gas Act places obligations on a number of parties besides GTs, Gas Shippers and Gas Suppliers. These include meter owners and Gas Consumers. It is recommended that AMIs understand these Gas Act obligations. Most of the meter related obligations are to be found in Schedule 2B of the Gas Act. Copies of the Gas Act can be obtained from Her Majesty’s Stationary Office.

#### **6.1.6 Meter Asset Managers Obligations**

It is recommended that the AMI gains an understanding of what is expected of the MAM. Copies of the MAMCoP can be obtained from the SPAA website.

### **6.2 Relationship with Gas Consumers**

### **6.2.1 Identity Cards**

A meter installer should carry at all times, and show to a Gas Consumer when gaining access to premises, a valid identity card which shall include a photograph. The AMI shall control the issue, use and redemption of the identity cards for its employees. As AMIs are Gas Safety registered, they should also carry at all times a valid identity card and show this to a gas consumer when gaining access to premises.

Standard Condition 13 of the Gas Supplier Licences requires that members of the public may readily confirm the identity or authority of a representative of the Gas Supplier and that the Gas Supplier should ensure that identity cards, uniforms, liveried vehicles etc. are not misused. AMIs shall comply with these requirements when acting on behalf of a Gas Supplier (whether appointed directly or via a MAM).

### **6.2.2 Uniform**

All AMIs shall wear at all times, whilst carrying out meter work, a valid and recognisable uniform. The AMI shall control the issue, use and redemption of uniforms for its employees.

### **6.2.3 Appointments**

A meter installer shall only call at a Gas Consumer's premises or home by prior appointment, except where a visit is made in respect of a suspected theft of gas or disconnection for non-payment, or an emergency.

### **6.2.4 Meter Installation Work**

An AMI shall not cause gas consumption to be incorrectly registered.

### **6.2.5 Keys - Gas Consumers**

Keys to a Gas Consumer's premises, or meter housing, may be issued. These shall be kept secure when in the meter installer's possession, not passed on to a third party, and returned promptly. Copies of keys shall not be made.

### **6.2.6 Passwords - Gas Consumers**

The installation information may include passwords or security details which are used to gain entry to premises. Such details shall remain restricted information and not be divulged to any third party.

### **6.2.7 Other Activities**

A meter installer shall not abuse his opportunity to enter premises and homes for the purpose of performing meter work to promote or sell products, services or advice to Gas Consumers. This does not affect the duties and responsibilities of AMI employees to recognise and respond to unsafe gas situations as required by the Gas Industry Unsafe Situations Procedure – published by Gas Safe.

### **6.2.8 Vehicles**

AMIs should ensure that, as far as possible, all vehicles used by AMI carry their recognisable company logo.

### **6.2.9 Handling of Complaints**

The AMI shall ensure that its employees are competent to handle complaints from Gas Consumers. As a minimum, they shall be able to identify the relevant party for complaints as appropriate e.g. billing and meter accuracy queries/complaints to the Gas Supplier.

### **6.2.10 Rights of Entry**

If the AMI is not working for a Gas Supplier or a GT (whether or not via a MAM), for example when working for a Gas Consumer, the AMI does not have any statutory rights of entry.

AMIs only have statutory rights of entry where they are acting as the agents of a licensed GT or Gas Supplier or for a MAM who is contracted to one of these. AMIs do not have an automatic right of entry to Gas Consumers' property. AMIs may enter a Gas Consumer's property to perform meter work if the Gas Consumer allows them entry.

Where the AMI is acting as the agent of a GT or Gas Supplier in reliance on the Gas Supplier's or GT's statutory rights of access, the AMI shall comply with the provisions of the Gas Safety (Rights of Entry) Regulations 1996.

AMIs should consider producing a Code of Conduct for their employees. This would set out clearly what is, and is not, acceptable conduct. An example of such a Code of Conduct has been provided within Appendix 5.

## **7 CHANGE PROCESS**

- 7.1 AMIs shall be required to comply with the most recent version of this Code of Practice from time to time.
- 7.2 The process by which changes may be made to this Code of Practice is set out in Schedule 40 to the SPAA, which process shall apply to this Code of Practice as if it was set out in this Code of Practice.

## APPENDIX 1 - REFERENCED DOCUMENTS

Listed below are certain of the technical documents referred to in the text of this Code of Practice. Except where stated in the text, reference should always be made to the latest edition or amendment.

<b>Publication Reference</b>	<b>Description</b>
<b>BAU1</b>	Business as Usual Issues Document
<b>BS 6400-1</b>	Specification for the installation, exchange, relocation and removal of domestic-sized gas meters (2 <sup>nd</sup> and 3 <sup>rd</sup> family gases)  Part 1. Low pressure 2 <sup>nd</sup> family gases
<b>BS 6400-2</b>	Specification for the installation, exchange, relocation and removal of domestic-sized gas meters (2 <sup>nd</sup> and 3 <sup>rd</sup> family gases).  Part 2. Medium pressure 2 <sup>nd</sup> family gases
<b>BS 7671</b>	IET Wiring Regulations
<b>BS 7834 (ISO 9951)</b>	Turbine meters used for the measurement of gas flow in closed conduits
<b>BS 8499</b>	Specification for domestic gas meter boxes and meter bracket
<b>BS EN 1359</b>	Gas meters – diaphragm gas meters
<b>BS EN 12480</b>	Gas meters – Rotary displacement gas meters
<b>BS EN 60079-10-1</b>	Explosive atmospheres. Classification of areas. Explosive gas atmospheres
<b>BS EN 60079-14</b>	Explosive atmospheres. Electrical installation design, selection and erection
<b>BS EN 60079-17</b>	Electrical Apparatus for explosive gas atmospheres. Inspection and maintenance of electrical installations in hazardous areas (other than Mines)
<b>BS EN ISO 9001: 2015</b>	Quality management system. Requirements



<b>BS ISO 3951-1</b>	Sampling procedures for inspection by variables
<b>BS ISO 55001</b>	Asset management. Specification for the optimized management of physical assets
<b>Directive 2014/32/EU</b>	Measurement Instrumentation
<b>GER2</b>	Gas Engineering Recommendation 2 provided a guide for industry parties regarding 'Business as Usual' issues relating to Smart Meters.
<b>GDN/PM/GT/1</b>	Management Procedure for requesting gas, service pipe pressure and capacity information from Gas Transporters
<b>GDN/PM/GT/2</b>	Management Procedure for requesting a Gas Transporter to: Authorise the setting and sealing of regulators and associated safety devices, authorise the installation of a meter by-pass, Approve a meter housing design
<b>IGEM/G/1 Edition 2</b>	Defining the end of the Network, a meter installation and installation pipework
<b>IGEM/G/4 Edition 2</b>	Definitions for the gas industry
<b>IGEM/G/5 Edition 2</b>	Gas in multi-occupancy buildings
<b>IGEM/G/6</b>	Gas supplies to mobile dwellings
<b>IGEM/G/7</b>	Risk assessment techniques
<b>IGEM/G/10</b>	Non return valves
<b>IGEM/GM/5 Edition 3</b>	Selection, installation and use of electronic gas meter volume conversion systems
<b>IGEM/GM/6 Edition 2</b>	Non-domestic meter installations. Standard designs
<b>IGEM/GM/7A</b>	Electrical connections for gas metering equipment
<b>IGEM/GM/7B</b>	Hazardous area classification for gas metering equipment
<b>IGE/GM/8 Parts 1 to 5</b>	<i>Non-domestic meter installations. Flow rate exceeding 6 m<sup>3</sup> h<sup>-1</sup> and inlet pressure not exceeding 38 bar</i>

<b>IGE/UP/1 Edition 2</b>	Strength and tightness testing and direct purging of industrial and commercial gas installations
<b>IGE/UP/1A Edition 2</b>	Strength and tightness testing and direct purging of small low pressure industrial and commercial Natural Gas installations
<b>IGEM/UP/1B Edition 3</b>	Tightness testing and purging of domestic sized Natural Gas installations
<b>IGEM/UP/1C</b>	Strength testing, tightness testing and direct purging of Natural Gas and LPG meter installations
<b>IGEM/UP/2 Edition 3</b>	Installation pipework, on industrial and commercial premises
<b>IGEM/UP/6 Edition 2</b>	Application of compressors to Natural Gas fuel systems
<b>IGE/UP/9 Edition 2</b>	Application of Natural Gas and fuel oil systems to gas turbines and supplementary and auxiliary fired burners
<b>IGEM/UP/16</b>	Design for Natural Gas installations on industrial and commercial premises with respect to hazardous area classification and preparation of risk assessments
<b>IGEM/SR/15 Edition 5</b>	Integrity of Safety – related Systems in the Gas Industry
<b>IGEM/SR/25 Edition 2</b>	Hazardous area classification of Natural Gas installations
<b>IGE/TD/4 Edition 4</b>	Gas services
<b>IGEM/GL/6 Edition 2</b>	Permitry for the safe flow of gas
<b>IGEM/GL/8 Edition 3</b>	Reporting and investigating gas related incidents
<b>IGEM/TD/13 Edition 2</b>	Pressure regulating installations for transmission and distribution systems
<b>SMICoP</b>	Smart Metering Installation Code of Practice

## **APPENDIX 2 - DEFINITIONS**

### **Approved Meter Installer**

In respect of one or more specific Categories of meter installation, a person or persons who are registered as an Approved Meter Installer in accordance with the SPAA for those specific categories of meter installation.

### **AMR Equipment**

The equipment that enables gas meters to be read remotely.

### **Category**

Each of the categories of meter installation identified in Section 1

### **Code of Practice**

This Code of Practice for Approved Meter Installers (and, in the context of a specific category of meter installations, means the sections of this document that are relevant to that category of meter installations).

### **Additional Emergency Control Valve**

An AECV is a valve, not being the ECV (see below for the definition of ECV), for shutting off the supply of gas in an emergency, intended for use by a consumer of gas. An AECV may be located within either the meter installation or installation pipework and, as such, may not isolate all of the consumer's pipework or meter installation.

*Note: An AECV does not denote the end of the Network and is always fitted downstream of the ECV. The existence of an AECV does not affect the existence of an ECV (which is always required). Advice on labelling ECVs and AECVs is given in IGE/GM/8.*

### **Emergency Control Valve**

The ECV is a valve, not being an "additional emergency control valve" (AECV) (see above) for shutting off the supply of gas in an emergency, intended for use by a consumer of gas and being installed at the end of a service or distribution main. The outlet of the ECV terminates, and thus defines the end of, the Network.

*Note: The gas conveyor (which is, normally, a Gas Transporter) has to agree the designation of the ECV which defines the end of the Network. For all "recommended gas supply arrangements", the ECV will be upstream of all components of the meter installation.*

### **Gas Act**

The Gas Act 1986 (as amended from time to time).

### **Gas Consumer**

The person supplied, or requesting to be supplied, with gas at a premises.

### **GAS-SAFE**

GAS-SAFE is responsible for the mandatory registration of businesses as required by regulation 3(3) of the Gas Safety (Installation & Use) Regulations 1998. Registration is only granted to those businesses deemed competent to carry out work on gas fittings. It might be helpful to think in terms of GAS-SAFE as the HSE's agent as regards installer registration.

### **Gas Shipper**

Holder of a licence authorising that person to arrange with any gas transporter for gas to be introduced into, conveyed by means of, or taken out of a pipeline system operated by that transporter, as defined in the Gas Act.

**Gas Supplier**

Holder of a Gas Supplier Licence, who contracts with the Gas Consumer for the supply of gas, as defined in the Gas Act.

**Gas Supplier Licence**

A gas supply licence granted (or treated as granted) under the Gas Act.

**Gas Transporter**

A company, licensed by Ofgem, which transports gas through its network on behalf of a Gas Shipper.

**HSE**

The Health and Safety Executive (HSE) are statutory bodies whose overall purpose is to ensure that risks to people's health and safety from work activities are properly controlled. HSE and Local Authorities have the day to day responsibility for enforcing gas safety legislation.

**IGEM**

The Institution of Gas Engineers and Managers (IGEM)

**MAM Code of Practice (MAMCoP)**

The Meter Asset Manager Code of Practice maintained pursuant to the SPAA.

**Meter Asset Manager (MAM)**

The person appointed by the Gas Supplier to perform the role of meter asset manager, as described in the Gas Supplier Licence. They could control the meter replacement program, arrange meter work or arrange purchase of new meters. The MAM will act as the point of contact for a meter point and can supply all known information regarding that meter point. There will only be one MAM per meter point. The MAM in the context of the RGMA flows (as opposed to contracts or Organisational names) is the role who holds all metering information. MAMs are not licensed entities but are periodically assessed to confirm their competence in accordance with the requirements of the MAM Code of Practice.

**Meter Owner**

The owner of the meter installation is responsible for its correct operation and maintenance in respect of the registration of gas consumption.

**Section**

Is a section of this Code of Practice.

**SPAA**

The Supply Point Administration Agreement maintained pursuant to Gas Supplier Licences.

**SPAA EC**

The SPAA Executive Committee established under the SPAA.

**Scheme Auditor**

A body appointed by SPAA to manage the registration scheme for the approval of AMI, who demonstrate that they operate within the requirements of this Code of Practice.

### APPENDIX 3 - AN EXAMPLE OF AN EMPLOYEE VETTING PROCEDURE

The information in column 1 below is required from all applicants who shall sign to confirm the information is correct. Any false declaration shall constitute grounds for immediate dismissal.

All information shall be verified in accordance with column 2.

The verification is to be recorded in column 3 and signed by the supervisor/manager responsible.

Information to be obtained	Verification required	Verification OK? Yes/No
Applicant's Name	Documentary evidence of identity, ideally with photograph or minimum 2 documents with name and address e.g. driving licence.	
Current Address and length of time at this address.	Documentary evidence of residence e.g. driving licence, utility bill.	
Is current address a permanent or temporary home?	Applicant to confirm details in writing.	
Previous Address(es) if less than 5 years at current address.	As for current address.	
Is Applicant registered on the Electoral Role? If so, at what address?	Applicant to confirm details in writing.	
Applicant's NI Number.	Documentary evidence e.g. P45, P60 Tax Coding notice.	
Previous employment history (minimum 10 years or since leaving full time education).	Confirm employment history with each employer.	
Name and addresses of 2 referees.	References to be obtained in writing.	
Any previous convictions or criminal record.	Applicant to confirm details in writing.  Any convictions not regarded as spent under the Rehabilitation of Offenders Act 1974 to be subject to management review with due regard to the duties to be undertaken.	
Undertaking to notify employer of any change to the above information.	Written undertaking required.	

Undertake a competency check against the required work category	Documentary evidence of Appropriate ACS Accreditation. Further guidance can be found in the Competency Section of the MAMCoP.	

## **APPENDIX 4 – METER INSTALLATION AND EXCHANGE RECORD – MINIMUM REQUIREMENTS**

The list below provides the minimum requirements for inclusion in a meter installation and exchange record:

### Administration and Contact Details:

- Supplier contact details if known, other the relevant GT details
- AMI Registration Number
- AMI Company contact details, including registration number
- Operative contact details and competency level
- Name of person requesting meter work (Supplier / MAM / Consumer)
- Name of person who placed contract for meter work
- Contact details, including address, of the person who placed the contract for meter work
- Details of the meter work location, including the site name, contact name and meter point reference number
- Name of person / company authorising work, their position and contact details

### Job Details (to be completed on site):

- Meter Installed / Exchanged / Removed and the reason for doing so
- Old and New meter details:
  - Date and time installation / exchange / removal
  - Final meter reading
  - Meter module diagnostic flags
  - Meter Serial Number
  - Manufacturer
  - Condition of seal
  - Type (Diaphragm /Ultrasonic / Turbine / Rotary)
  - Meter Model
  - Maximum Stamped Capacity
  - Year of manufacture
  - Number of reading dials
  - Index scaling (x1, x10, x100)
  - Registration units (Cubic Ft / Meters)
  - Meter Type (Credit, Prepayment – token / credit)
  - Data logger / AMR equipment details
  - Any secondary meters installed (Y/N)

### Housing Details

- meter housing details (type, size etc)
- hazardous area classification and drawing
- records of any outstanding issues with housing/consumer equipment.
- declaration to the GT concerning suitability of the housing
- record of any consumer complaints (excluding personal data)
- description of any technical complaint only
- details of status of the ownership of the housing and responsibility for maintenance
- agreements relating to housing.

Details for Meters above 25,000tpa/732,000kWh:

- Gas meter height above sea level (metres)
- Meter pressure (millibars)
- Meter locator
- Confirmation of
  - GT approval of Bypass
  - Bypass fitting
  - Bypass seal
- Confirmation of if a meter collar is fitted

Converter details:

- Disconnection from meter and connection to meter details:
  - Manufacturer
  - Year of manufacture
  - Converter model
  - Serial number
  - Reading (converted / unconverted)
  - Number of dials (converted / unconverted)
  - Temperature conversion
  - Pressure conversion
  - Compressibility conversion
  - Density conversion

New Meter / New Converter owner details:

- Name of owner
- Address of owner
- Post code
- Telephone number
- Emergency contact telephone number

Appliance details where required:

- Appliance
- Location
- General condition
- Flue
- Ventilation
- Flame picture
- Warning notice issued (yes, including reference / no)
- RIDDOR notice raised (yes, including reference / no)



## **APPENDIX 5 - AN EXAMPLE OF A CODE OF CONDUCT**

The following is an example of General Rules of Conduct for all employees of an AMI employed on meter work.

### **1 SAFETY AND SECURITY**

You shall:

- Observe all gas and other safety regulations, statutes and authorised Codes of Practice.
- Not act in a manner likely to endanger yourself or any other person (including members of the public) or property.
- Not smoke in any area designated as a 'No Smoking' zone, where safety or a special health hazard might exist, e.g. 'Live Gas Working'.
- Co-operate with security and safety measures prescribed to protect life and property, using safety equipment where appropriate.

### **2 GENERAL CONDUCT AND PERFORMANCE AT WORK**

You shall:

- Ensure when on duty that your performance is not affected by drink or drugs.
- Not smoke whilst on gas consumer's premises.
- Not act in an abusive, violent or irresponsible manner towards persons or property.
- Not discriminate against gas consumers on any grounds e.g. sex, colour, race, creed, nationality or ethnic origin.
- Obey reasonable instructions and follow laid down working procedures.
- Act in a manner which will maintain satisfactory relations with gas consumers and members of the public, avoiding unwelcome physical advances, suggestive remarks and language likely to cause distress or offence.
- Carry out work in a careful, attentive and competent manner, to the required standards.
- Avoid bringing the gas industry into disrepute or in any way hindering the efficiency of its operation.

### **3 THEFT, FRAUD, PERSONAL GAIN AND DISCLOSURE OF CONFIDENTIAL INFORMATION**

You shall not:

- Misappropriate property.
- Divert business to a competitor.
- Reveal confidential information to an unauthorised party.

### **4 MISCELLANEOUS**

You shall:

- Wear such uniform or protective clothing as is provided.
- Produce a Gas-Safe identity card when required, and wear it in such a manner that it can be seen at all times.
- Dress in a presentable manner suited to your job and the circumstances in which it is performed.

### **5 IF IN DOUBT**

This Code has been prepared to give guidance. If you are ever in doubt about any matter concerning conduct or any other issue regarding your work, you should seek advice from your manager.

## **APPENDIX 6 - EMERGENCY GUIDELINES (GAS ESCAPE)**

### **General Rules for AMI Employees**

The following are general rules that should be followed when a gas escape is discovered by any employee of the AMI employed on meter work.

This is not intended to be a definitive procedure.

#### **1 DOMESTIC PREMISES**

- The AMI shall adhere to TB 001 - Gas Industry Unsafe Situation Procedure, published by Gas Safe Register.

#### **2 NON DOMESTIC PREMISES**

The same rules as in paragraph 1 above apply but note that:

- You shall make every effort to inform the responsible person e.g. the site manager, site supervisor, or appropriate person in authority, of the gas escape.
- The responsible person shall take the decision to turn off the gas supply. If in your judgement an immediate danger exists, you may turn off the supply of gas in the absence of a person in authority.
- When reporting the gas escape, it is necessary, where possible, to give details of the nature of the escape, the location within the premises and in addition the complexity of the meter installation to the emergency service provider.

## **APPENDIX 7 - APPROVAL DOCUMENTATION**

Prior to, and to permit, connection of any meter installation to the GT's network, the AMI shall ensure that the MAM submits a warranty in accordance with appropriate Energy Networks Association GT procedure (GT2) and obtain written authorisation from the GT to break any seal, set and seal any meter regulator and any associated pressure control and protection device(s). This warranty shall specify the agreed pressure rating and pressure control performance envelope (that will ensure a suitable pressure is available at any appliance under all foreseen conditions) for the installation and shall represent the installation as it is designed and installed.

Note 1:GTs may grant generic authorisation for meter installations within their safety case.

Note 2:The majority of GTs operate an authorisation scheme for unregulated installations.

Note 3:Each appraisal (including generic appraisals) will, normally, be given a unique appraisal reference number, together with authorisation, where appropriate, for the meter installer (AMI) to break any regulator seal and set and adjust any meter regulator and any associated pressure protection device (see also Note 4 below).

Note 4: A typical GT appraisal procedure is based on the following principals:  
the GT will make available, on request, the necessary information relating to any pipeline connected to its network

Any person installing a meter installation must be competent for the category of work they are undertaking. The GT will carry out appraisals for any competent meter installer and will only authorise AMIs to act on their behalf with respect to the breaking of a seal, the initial setting and any subsequent adjustment of a meter regulator or associated pressure protection devices.

The GT will require the MAM to give a warranty that any meter installation that they install, which will be connected to the GT's network, will meet specified criteria that ensure that a suitable pressure is available for the safe operation of any appliance supplied through that meter installation.

Note 5:Prior to giving any authorisation, the GT probably will require the applicant to warrant that any meter installation to be installed under that application will meet the criteria set out in clause. The basis of such a warranty would be the completion of an appropriate form.

## APPENDIX 8 - ACS Certificates of Competence for Meter Installers

CODE	DESCRIPTION
CCN 1	Core domestic gas safety assessment
CMA 1	Core gas safety assessment for meter installers
CMA 2LS	Core domestic gas safety assessment for meter installers (limited scope)
COCN 1	Core commercial gas safety assessment (Heating)
CCN 1 & CoDNCO 1	Core domestic gas safety assessment criteria & changeover core domestic Natural Gas to commercial Natural Gas (Heating)
MET 1	Install, exchange, remove and commission primary and secondary domestic meters up to 6m <sup>3</sup> capacity
MET 2	Install, exchange, remove & commission primary domestic meters up to 6m <sup>3</sup> capacity
MET 3LS	Install and commission new fix primary domestic meters up to 6m <sup>3</sup> capacity (limited scope) (sealed at the meter outlet with no connection made to installation pipework)
REGT 1	Install and commission of domestic medium pressure regulators and associated controls
MET 4	Install, exchange, remove & commission diaphragm gas meters up to 40m <sup>3</sup> capacity & pipework up to 50mm (2 inches) diameter fitted with anaconda connections
TPCP 1A	Testing & purging of low pressure pipework not exceeding 1m <sup>3</sup> in volume, MOP ≤ 40 mbar at the outlet of the primary meter regulator
CMET 1	Install, exchange, remove & commission (low pressure) diaphragm & RPD meters
CMET 2	Install, exchange, remove & commission diaphragm, RPD & turbine meters up to 7bar
ICPN 1	Installation of pipework > 35mm (1¼ “)
TPCP 1	Strength testing, tightness testing & direct purging of commercial and industrial pipework exceeding 1m <sup>3</sup> in volume, up to 16 bar operating pressure
REGT 2	Install and commission of non-domestic medium pressure regulators and associated controls

### Appendix 9 - Contact Details of Gas Emergency Service Providers

UK Region	Gas Type	Contact Details	Telephone Details	
<b>England, Scotland and Wales</b>	Natural gas	Contact the National Emergency Service Call Centre	0800 111 999	
	Natural gas	Energy Theft Tip Off Service	0800 023 2777	
	LPG*	Bulk (Tank) supplies		Telephone number on the bulk storage vessel or at the meter
		Cylinder (Bottle) supplies	For cylinder supplies on caravan parks and hire boats, the site owner/boat operator may also have responsibilities. Advice may be obtained from the gas company identified on the cylinder through their emergency contact details.	Gas supplier emergency contact details in the local telephone directory
<b>Northern Ireland</b>	Natural gas	Phoenix Natural Gas	0800 002 001	
	LPG*	Bulk (Tank) supplies		Telephone number on the bulk storage vessel or at the meter
		Cylinder (Bottle) supplies	For cylinder supplies on caravan parks and hire boats, the site owner/boat operator may also have responsibilities. Advice may be obtained from the gas company identified on the cylinder through their emergency contact details.	See emergency contact details in the local telephone directory
<b>Isle of Man</b>	Natural gas & LPG*	Manx Gas Ltd.	01624 644444	
<b>Channel Islands - Guernsey</b>	Mains gas‡ & LPG*	Contact Guernsey Gas Ltd.	01481 724811	
<b>Channel Islands - Jersey</b>	Mains gas‡ & LPG*	Contact Jersey Gas Company Ltd.	01534 755555	