

Guide to LPG Reassessment

National
Accredited Certification Scheme
(ACS)

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1. Introduction

The Accredited Certification Scheme, or ACS, is the nationally recognised qualification for those working with Liquefied Petroleum Gas (LPG).

The ACS Reassessment relevant to the marine industry comprises three parts:

- Generic LPG Reassessment Core (CCLP1)
Contains 10 Common Core Competencies relating to general domestic gas safety
- Specific LPG Sector Core
Sector-specific Core for Boats, Yachts & Other Vessels (CCLP1/B) contains 3 Competencies
- Appliances
For example, cookers, warm air heaters, refrigerators, etc.

Further details of these competencies can be found in section 11 of this guide.

2. Who Should Apply for Reassessment?

Only gas operatives who hold a current or recently lapsed (within the last 12 months) ACS qualification are eligible to apply for reassessment.

If you do not hold an ACS qualification you should apply for the initial ACS assessment, details of which can be found in the BMF Guide to LPG ACS. This can be downloaded from the BMF Website – www.britishmarine.co.uk/training - then follow the LPG links, or contact the Training Department on 01784 473377 or training@britishmarine.co.uk.

3. When to Apply for Reassessment

ACS certificates are valid for 5 years. Operatives need to apply for reassessment:

- Before the expiry date of an existing certificate of gas safety competence (ACS). Please note that although you can apply for reassessment with a recently lapsed ACS certificate, **you must hold a current certificate in order to be Corgi registered and to carry out any gas work.**
- In sufficient time to ensure that assessment can be successfully completed and for the certification body to issue a certificate of competence, before the existing certificate expires. Some certification bodies issue an assessment result notification to candidates, but this notification is not a certificate of competence. Neither Corgi nor the HSE will accept this notice as a means of a candidate demonstrating competence.

4. Relationship Between Training and Reassessment

Reassessment is not dependent upon completing a programme of training beforehand; the choice of whether to attend a training course or not is a personal or preferred choice, depending on how you and/or your operatives have kept up to date with industry developments, changes to legislation, standards and to working practices and procedures. Assessment centres cannot insist that training is carried out before reassessment.

It should however be noted that there have been changes to the ACS criteria over the past five years, and a one/two day training course prior to reassessment will update operatives on these changes in order to fully prepare them for assessment.

5. Applying for Reassessment

Application for reassessment is normally made directly to the assessment centre of your choice. However if you are uncertain as to which assessment centre to choose, contact should be made to any one of the accredited certification bodies. A list of certification bodies is given on the Corgi website at: http://www.Corgi-gas-safety.com/section_use_gas/registration.asp.

Both certification bodies and assessment centres are currently advertising their services in a range of trade publications in addition to 'The Gas Installer'. You should ensure that your chosen assessment centre is approved to offer the specialism you require, eg LPG on Boats (CCLP1/B).

BMF have also compiled a list of centres offering training and assessment for LPG on Boats. Please follow the LPG links from the BMF website www.britishmarine.co.uk/training or contact the Training Department on 01784 473377 or training@britishmarine.co.uk.

The assessment centre will provide applicants with an application form which must be fully completed by the applicant. The form will typically ask for name and address, you and/or your business's Corgi registration number, recent passport size photograph(s), National Insurance number, date of birth and the gas safety assessments being applied for. You will also need to provide a copy of your previous ACS certificate.

6. Assessment vs Reassessment

The reassessment will be conducted in the same way as the initial assessment, and will comprise a combination of assessing the candidate's performance and their knowledge and understanding.

Performance is assessed by completing practical tasks, whereas knowledge and understanding is assessed by answering pre-set written questions (both with and without the use of reference documents) and by answering oral questions posed by the assessor.

The way the theory and practical questions are set is dependent on the certification body. Theory questions may be turned into practical elements but practical may not be turned into theory.

The main difference between assessment and reassessment is that there are fewer performance criteria for reassessment. In initial assessment there are 14 generic core competencies and 6 sector specific competencies. In reassessment this is reduced to 10 generic core and 4 sector specific competencies. For full details of the performance criteria please see Section 10 of this guide.

It is therefore likely that reassessment will not take as long as initial assessment – typically 3-4 days for both training and reassessment as opposed to approximately 5 days for training and initial assessment.

7. What is the Pass Mark?

As with initial assessment, the pass mark for reassessment is 100% for both practical and for knowledge and understanding parts of the assessment. This initially may appear to be harsh, but let's remember the assessment is only measuring **matters of gas safety** therefore there is no room to allow someone to be 50%, 60% or even 80% competent in safety matters, so all assessment criteria has to be met.

If the candidate does not demonstrate competence in all of the performance criteria, the assessor has the discretion to either ask the candidate oral questions or request the candidate to repeat those performance criteria. This process builds in a high degree of flexibility to assist a competent operative achieve the 100% mark.

During the open book written assessments, candidates will have available to them as previously mentioned a range of documents to refer to and find the correct answer. 90% of questions come into this category of questions. Closed book questions do require candidates to answer questions without reference to documents.

If however a candidate answers between 80% and 90% of questions right at the first attempt, the candidate is said to be **referred**. The assessor has the discretion to orally question the candidate on those questions originally answered incorrectly. If a candidate scores less than 80% the candidate is again said to be referred, that is to say he/she can be given the opportunity to reattempt those questions answered incorrectly in writing again.

So you can see, there are a number of steps in the assessment process that supports the candidate to achieve the 100% result.

8. How Long Will the Reassessment Take?

The duration of each assessment will vary depending on the candidate and which assessment is being taken. Typically, the core assessment will take two days to complete and the majority of appliance assessments can be completed in less than half a day each.

9. Assessment Results

At the completion of an assessment(s) the centre will mark and score the assessment. At this stage of the process, the assessment centre can only advise a candidate that they are going to make a recommendation to the certification body to either issue or not to issue a certificate of competence to the candidate. The reasons that the assessment centre cannot tell the candidate for definite the assessment result is because:

- The assessment documentation, when it has been completed by the assessor, has to be verified by the assessment centre's internal verifier. The internal verifier must be satisfied that the assessment has been conducted correctly and fairly in accordance with the requirements of the certification body.
- Only the certification body can make a decision whether or not to issue a certificate of competence. That decision is based on the assessment evidence presented to the certification body by the assessment centre.

The rules of the scheme do not allow certification bodies or assessment centres to issue temporary or interim certificates of competence to candidates.

Some certification bodies however issue an assessment result notification to candidates, but this notification must make it very clear that it is **not a certificate of competence**. **Neither Corgi nor the HSE will accept this notice as a means of a candidate demonstrating competence.**

The ACS certificate is valid for 5 years.

10. Information Provided by Certification Bodies to the National Database

When the certification body has come to a decision to issue a certificate or not, it has to transmit the assessment result details via electronic data transmission to a register known as the National Database of Individual Gas Fitting Operatives which is operated and maintained by Corgi.

Only certification bodies can input assessment data to the register. Any statistical assessment information published by Corgi regarding assessment performance and results is taken directly from the register and therefore will always be current, technically correct and accurate. It is the only reliable and dependable information source of ACS results data.

11. Assessment Criteria

The following shows the **Reassessment** Criteria:

This generic part of the gas safety assessment is common to all LPG sectors and comprises ten competencies (CCLP1):

1. LPG supply pressures
2. Identification of unsafe situations and use of emergency notices
3. Installation of pipework and fittings
4. (ii) Soundness test LPG installations in boats, yachts and other vessels
5. Characteristics of combustion of LPG
6. The operation and checking of LPG appliance safety devices/controls
7. Flueing standards for LPG appliances
8. Flue testing
9. The installation of open, closed, balanced and fan assisted flue assemblies
10. Re-establishing existing LPG supplies and re-lighting appliances

Plus specific core competencies relating to Boats, comprising three competencies:

12. Installation of LPG pipework and fittings
13. Ventilation requirements for LPG appliances
14. Flueing standards for LPG

Plus applicable domestic appliances.

Please see the complete reassessment criteria documents for full details. Copies are available from Corgi – telephone 0870 401 2200.

For comparison purposes, below are the **initial** Assessment Criteria:

This generic part of the gas safety assessment is common to all LPG sectors and comprises fourteen competencies:

1. Characteristics of LPG
2. Cylinder location, safety requirements and sizing
3. LPG supply pressures, operation of and positioning of emergency isolation, flow controls and valves
4. Gas emergency actions and procedures
5. Identification of unsafe situations and use of emergency notices
6. Installation of pipework and fittings
7. (ii) Soundness test LPG installations in boats, yachts and other vessels
8. LPG safety legislation
9. Characteristics of combustion of LPG
10. The operation and checking of LPG appliance safety devices/controls
11. Flueing standards for LPG appliances
12. Flue testing
13. The installation of open, closed, balanced and fan assisted flue assemblies
14. Re-establishing existing LPG supplies and re-lighting appliances

Plus specific core competencies relating to Boats (16-19 & 22):

16. Cylinder locations and safety requirements
17. Installation of LPG pipework and fittings
18. Ventilation requirements for LPG appliances
19. Flueing standards for LPG
22. Re-establishing existing LPG supplies and re-lighting appliances

Plus applicable domestic appliances.

Please note that these assessment criteria were published by Corgi in January 2007 and were correct at the time of publishing this guide.