THE INSTITUTION OF GAS ENGINEERS AND MANAGERS



TECHNICAL CO-ORDINATING COMMITTEE GOVERNANCE MANUAL

IGEM House, 26 & 28 High Street, Kegworth, Derbyshire, DE74 2DA
TEL: 01509 678150
EMAIL: technical@igem.org.uk
WEBSITE: www.igem.org.uk

Document ref: CD12A/08/26

INDEX **PAGE**

1 Revision List 2024 onwards

2 Introduction 1

3 Document Control procedure 1

4 Mission Statement 1

5 Technical Committees structure 1

5.1 TCC 2

5.1.1 Composition 2
5.1.2 Quorum 3
5.1.3 Chairperson and vice-Chairperson 3
5.1.4 Scope 4
5.1.5 Research funding 4
5.1.6 Delegated Authority 4

5.2 TCC Sub-Committees 5

5.2.1 Composition 5
5.2.2 Quorum 10
5.2.3 Chairperson 10
5.2.4 Scope 10

5.3 Sub-Committee Working Groups (IGEM administered Standards) 12

5.3.1 Composition 12
5.3.2 Quorum 12
5.3.3 Chairperson 12

5.4 Sub-Committee Gas Industry Unsafe Situations Working Group (GIUSP) 13

5.4.1 Composition 13
5.4.2 Quorum 13
5.4.3 Scope 13
5.4.4 Chairperson 14

5.5 Panels 14

5.5.1 Composition 14
5.5.2 Quorum 15
5.5.3 Chairperson 15
5.5.4 Committee, Working Group and Panel representation 15
5.5.5 Scope 16
5.5.6 Policy statement 16

5.6 Other work undertaken by IGEM technical services 17

6 TCC, Sub-Committee, Sub-Committee Working Group and Panel proceedings 17

6.1 General strategy, policy and communications other than IGEM Standards 17

6.2 Drafting Process – IGEM owned Standards 18

6.3 Drafting Process – IGEM administered Standards 20

6.4 Approval requirements for all draft Standards and other documents 21

6.5 Approval requirements for formal committee communications (other than Standards) 23

6.6 Approval requirements for other than formal committee communications and technical Standards 23

6.7 Approval requirements for urgent amendments to IGEM Standards 23

7 Ownership and liability for all formal documents 23

7.1 IGEM owned Standards and other documents 23

7.2 IGEM administered Standards 23

8 Documentation 24

8.1 Committee minutes and Panel notes 24

8.2 Actions 24

8.3 Industry and committee comments 24

8.4 Response to industry comments 24

9 Resourcing the drafting and production of IGEM-owned and IGEM-administered Standards and other documents 25

9.1 IGEM owned 25

9.2 IGEM administered 25

10 Review of IGEM Standards 25

10.3 Amendments to Standards, guidance or specifications 26

10.5 Withdrawal of a standard, guidance or specification 27

11 Technical Enquiries 27

12 Standard Setting Body 28

13 Secretariat procedures 40

14 Records 40

15 Appeals against IGEM decisions 41

16 Glossary and acronyms 42

16.1 Glossary 42

16.2 Acronyms 42

APPENDIX

1 Panel scoping document 44

2 Appointment of a chairperson 45

3 Record of document revisions prior to 2024 47

TABLE

1 Requirement for Approval of draft IGEM owned Standards 22

2 Requirement for Approval of draft IGEM administered Standards 22

FIGURES

1 Technical Committee Structure 2

2 Drafting process. IGEM owned Standards. Flowchart 18

3 Drafting process. IGEM administered Standards. Flowchart 20

1 REVISION LIST FOR 2024 onwards

ISSUE NO	SECTION	DATE	DESCRIPTION OF REVISION
95		Feb '24	Update Committee Membership Figures 2 and 3
96	5.2.1.5	May '24	Update Committee Membership
97	5.1.1 5.2.1.1 5.2.1.2 5.2.1.3	July '24	Update TCC membership GTDC Committee membership GMC Committee membership GUC Committee membership
98	5.2.1.1 5.2.1.3	Sept '24	GTDC Committee membership GUC Committee membership
99	10.5 5.2.1.2 16.2 5.2.1.3	Oct.'24	Added clause amended re withdrawal of a standard, guidance or specification MAM was MEM UP/21 withdrawn
100	5.1.1	Dec '24	TCC members updated
101	10.2	Jan 25	TCC members updated GUC members updated GTDC member updated Addition of text to assist whether a Standard will be a new edition or an amendment
102	5.1.1 5.2.1.1 5.2.1.3 5.2.1.4	March 2025	TCC Committee membership GTDC Committee membership GUC Committee membership LNGC Committee membership
103	5.1.1 5.2.1.1 5.2.1.3 5.5.4 16.2	June 2025	TCC Committee membership GTDC Committee membership GUC Committee membership Criteria for appointing specialists added and organisations updated New abbreviations added to replace BEIS
104	5.2.1.1 5.2.1.3 5.2.1.5 5.4.1 5.5.4 16.2	August 2025	GL/4 removed from GTDC list of panels GUC Committee membership Hydrogen Committee Membership GIUSP Membeership CIBSE removed from organisations Acronyms updated

105	5.1.3	December 2025	Reference to TCC and sub-committee chair competence checklist added
	5.2.1.1 5.2.1.3 5.2.1.4		GTDC membership updated GUC membership LNGC membership
	5.2.3, 5.3.3, 5.4.4 & 5.5.3		Reference to competency checklist added
	10.6 App 2 App 3		New clause regarding technical enquires added Review of standards background checks added Revision records corrected
106	5.1.1		Biomethane sector added to TCC membership British Gas representative added
	5.2.1.1	March 2026	GTDC membership amended
	5.2.1.3		Removed SNIPEF from GUC members
	5.4.1		IGEM/G/11 composition updated
	10.7		Advise for Standard implementation timeline added
107			
	5.1.1	June 2026	TCC composition updated
	5.2.1.1		GTDC composition updated
	5.2.1.2		GMC composition updated
	5.2.1.3		GUC membership updated
	5.2.1.4		LNGC composition updated
	5.2.1.5		Hydrogen committee composition updated
	8.1		Privacy policy regarding recording meetings added
	12		Section 12 amended to add details of Standard Setting Body
	16		Acronyms updated
108	5.1.1	August 2026	TCC composition updated
	5.2.1.1		GTDC composition updated
	5.2.1.2		GMC composition updated
	5.2.1.3		GUC composition updated

	5.2.1.4		LNGC composition updated

2 INTRODUCTION

The aim of this Manual is to provide members of the Technical Team, Technical Coordinating Committee, (TCC); the Working Groups; the Sub-Committees and their Panels with guidance and reference material to enable them to operate effectively and in accordance with IGEM requirements.

3 DOCUMENT CONTROL PROCEDURE

To use this manual you must ensure you have obtained the most up-to-date version.

The most up-to-date copy of this manual can be obtained from IGEM's website, or IGEM's Secretariat Computer Network.

This Manual has been approved by the Technical Coordinating Committee and accepted by Council.

A Document Revision List is included in Section 1.

Any queries on the contents of this document should in the first instance be raised with the Head of Technical Services and Policy (HTS&P) and then with the Chair of the Technical Coordinating Committee.

This manual shall be reviewed and amended as necessary (see QAP 8) by the HTS&P. All amendments to the Manual shall be presented to the TCC for approval. The approval shall be included in the Minutes of the meeting.

4 MISSION STATEMENT

IGEM's Mission Statement is as outlined in IGEM's Governance Manual (CD4).

5 TECHNICAL COMMITTEE STRUCTURE

IGEM's Council and Committee structure is as given in IGEM's CD4. IGEM's technical committee structure is as follows. TCC reports to Council.

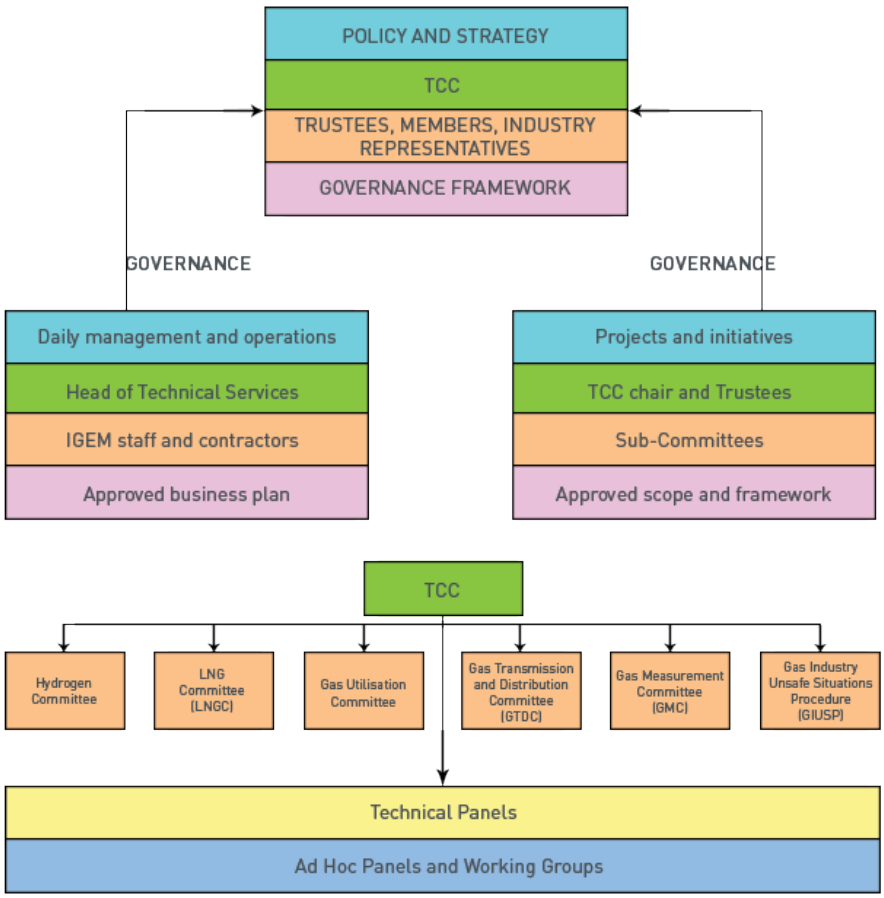

FIGURE 1 - TECHNICAL COMMITTEE STRUCTURE

The Structural Model illustrates the Governance hierarchy and reporting lines within IGEM Technical Services.

Secretariat reports to TCC and will have specific operational tasks, manpower and financial controls allocated to it via an agreed annual Business Plan, objective and scope documents and general requests. Secretariat is managed by the Chief Executive Officer (CEO). Once the Business Plan is agreed by TCC, the HTS&P is then responsible for the daily operational management of TCC.

5.1 TCC

5.1.1 Composition

The Committee shall comprise:

- chair
- deputy chair
- chairs of all technical Sub-Committees (5)
- chair of Gas Industry Unsafe Situations Procedure Working Group (GIUSPWG)
- representative of the IGEM Young Persons Network (YPN)
- independent specialists, as appropriate, who shall be IGEM Members (2)
- IGEM Trustees as appointed by Council (1) nominated representatives of:
  - Energy & Utilities Association (EUA) (2)

- Gas Safe Register (Capita)
- The Gas Forum
- Independent Networks Association (INA)
- Health and Safety Executive (HSE)
- Office of Gas and Electricity Markets (Ofgem)
- other organisations, as appropriate.

- nominated representatives of:
  - a utilisation company (currently British Gas Services)
  - Liquefied petroleum gas (LPG) specialist (2) (currently DNV and Liquid Gas UK)
  - a gas supply company (currently Centrica)
  - National Grid Transmission
  - Biomethane sector (PIE)
  - Distribution Network Owners (DNOs) (up to 5)(currently Cadent, Northern Gas Networks, Scotia Gas Networks, Wales and West Utilities, Phoenix Energy)

The Committee shall be supported at meetings by at least two of:

- IGEM CEO
- IGEM HTS&P
- IGEM Technical Officer (TO)
- IGEM Standards Officer (SO).

5.1.2 Quorum

Five, including the Chair or deputy Chair (unless an alternative is pre-nominated and accepted by the Committee).

5.1.3 Chairperson and vice Chairperson

A Chairperson will be appointed by Council. The Chairperson is appointed for a 3 year period and is eligible to be re-appointed for up to two further 3 year periods. The Chairperson will be confirmed by Council annually. The Chairperson shall be a Chartered Engineer Member of IGEM.

Where a new or re-appointment is made, the competency checklist included at Appendix 2 should be used.

The Chairperson shall not formally represent a stakeholder (but may be an employee of one).

Where the Chairperson is not a Trustee, the deputy Chairperson shall be appointed by TCC from the Trustees appointed by Council. Normally, this will be based on the term of trusteeship remaining and shall be for one year, i.e., the Trustee with the shortest remaining term of Trusteeship shall be vice Chairperson.

5.1.4 Scope

To study and review all gas engineering and other technically related matters incumbent upon IGEM as an independent Chartered body. Specifically, to review matters affecting engineering, technical and operational practices in the gas industry including the potential effect that such activity or use of gas may have on the environment, as defined in the By-Laws of IGEM and those affecting

the use of gas, on which IGEM might give advice by the publication of Reports and Standards or by other means and;

- advise Council on the structure for titles and status of IGEM Standards
- advise Council on the provision of research required to support the work of the TCC Sub-Committees
- consider what specialist committees are required and what should be their terms of reference and membership
- coordinate the work of Sub-Committees
- seek such advice from other individuals or organisations as may be appropriate, by co-option or otherwise and report to Council
- make recommendations for further action in collaboration with other technical bodies where appropriate
- consider and report on any other matters remitted to the Committee by Council
- plan the Committee's work programme taking into account availability of resource and viability of projects such as production of Standards.

To prepare and when necessary, revise the IGEM/G series of Standards and IGEM/IG series of Industry Guidance.

The Committee will meet as required subject to demand and availability with a minimum target of 4 meetings per annum.

5.1.5 Research funding

In order to fund research work to support the review and revision of Standards, the following is required:

- TCC to initiate a standing question to Technical Committees on what funding requirements are expected in support of the forecast for the following year's Standards review. This needs to be undertaken in the months of (April/May/June)
- TCC to capture and summaries the research work required and the estimated costs in (July/August). A paper to be presented to Council in September
- CEO to build requests into following year's budget
- Finance Committee to agree the funding request prior to budget approval by Council in November/December.

5.1.6 Delegated Authority

Cognisant of Council's Business Plan objectives, to approve for publication and printing the Standards and other documents within the Committee's remit.

5.2 TCC SUB-COMMITTEES

5.2.1 Composition

5.2.1.1 GTDC

The Committee shall comprise:

- chairperson
- chairpersons of all GTDC Panels
- representative of the IGEM YPN
- independent specialists, as appropriate, who shall be IGEM Members, including to cover the areas of:
  - legislation and standards
  - LPG (2)
  - electrical engineer
  - mechanical engineer
  - safety and environment adviser
  - safety engineering and storage.
- nominated representatives of:
  - Association of Independent Gas Transporters (INA)
  - British Steel
  - Energy and Utilities Alliance (EUA) (3)
  - Pipeline Industries Guild (PIG)
  - Health and Safety Executive (HSE).
- nominated representatives of:
  - Natural Gas suppliers/shippers (currently E-ON UK and Centrica plc)
  - LPG supplier/shipper (currently Calor)
  - gas transporters (2) (currently E-ON UK and Brookfield Utilities)
  - National Gas
  - Cadent
  - Scotia Gas Networks
  - Wales and West Utilities
  - Northern Gas Networks
  - a technology company (currently DNV)
  - Ministry of Defence
  - Steel pipe manufacturer (Tata Steel).

The Committee shall be supported at meetings by at least one of:

- IGEM HTS&P
- IGEM TO
- IGEM SO.

5.2.1.2 GMC

The Committee shall comprise:

- chairperson
- chairpersons of all GMC Panels
- representative of the IGEM YPN (Vacant)
- independent specialists, as appropriate, who shall be IGEM Members, including:

- on LPG
- high pressure metering (2).

- nominated representatives of:
  - Office for Product Safety and Standards, Department for Business and Trade)
  - Ofgem
  - Association of Meter Operators (AMO)
  - GIUSP
  - Gas Safe Register (Capita)
  - Energy and Utilities Alliance EUA (3)
  - Standard Setting Body
  - BSI/GSE/25
  - BSI/GSE/30-2
  - Retail Energy Code
  - ComCoP Auditors
  - Community of Meter Asset Providers (CMAP).
- nominated representatives of:
  - a Network Owner (2) (currently Scotia Gas Networks, Northern Gas Networks)
  - gas suppliers (2) (currently RWE and Centrica)
  - meter asset managers (MAMs) (2) (currently National Gas Metering and Energy Assets)
  - a gas technology company (currently DNV)
  - CEN Consultant.

The Committee shall be supported at meetings by at least one of:

- IGEM HTS&P
- IGEM TO
- IGEM SO.

5.2.1.3 GUC

The Committee shall comprise:

- chairperson
- chairpersons of all GUC Panels
- representative of the IGEM YPN
- representatives of G panels
- independent specialists, as appropriate, who shall be IGEM Members, including:
  - utilisation
  - on LPG
  - flues
  - high pressure pipework
- nominated representatives of:
  - Industrial and Commercial Heating Equipment Association
  - Combustion Engineering Association (CEA)
  - Standard Setting Body
  - Gas Safe Register
  - Health and Safety Executive (HSE)

- Energy and Utilities Alliance (EUA)
- Heating and Hot water Industry Council (HHIC)
- Liquid Gas UK
- Foodservice Equipment Association (FEA).

- nominated representatives of:
  - gas transporters (3) (currently British Gas New Housing Connections; Cadent; National Gas Networks)
  - MEMs (2) (currently National Gas Metering and Energy Assets)
  - gas supplier (Biogas) (British Gas)
  - gas supplier (LPG) (currently Calor)
  - a technology company (currently DNV)
  - installation and service companies (4) (currently; Homeserve, CRS Gas Solutions, British Gas).

The Committee shall be supported at meetings by at least one of:

- IGEM HTS&P
- IGEM TO
- IGEM SO.

5.2.1.4 LNGC

The Committee shall comprise:

- Chairperson
- LNG operators:
- Nominated Representative of:
  - BSI (Chair of CEN TC 234: WG 2 and BSI Committees GSE/33 and GSE/-/05 Gas Infrastructure).
- Regulators
  - DESNZ
  - HSE
  - DfT.
- Specialists
  Transport Vessels Manufacturers
- Strategic Partners
  - UKLNG

The Committee should be supported at meetings by at least one of:

- IGEM HTS&P
- IGEM TO.

All members shall represent an industrial affiliate of IGEM, or LNG Operator or shall represent a body recognised as being a Strategic Partner or a regulator.

5.2.1.5 Hydrogen Committee

The Committee shall comprise:

- Chairperson
- Chairpersons of all Hydrogen Panels
- independent specialists as appropriate, who shall be IGEM Members, including:
- nominated representatives of:
  - ARUP
  - DBT
  - Blue Flame Associates
  - BOC
  - Building Engineering Services Association (BESA)
  - BSI (Chair of CEN TC 234: WG 2 and BSI Committees GSE/33 and GSE/-/05 Gas Infrastructure)
  - Chartered Institute of Building Services Engineers (CIBSE)
  - Combustion Engineering Association (CEA)
  - Council for Gas Detection and Environmental Monitoring (CoGDEM)
  - DNV
  - Energy & Utility Skills
  - Energy Institute
  - Energy and Utilities Alliance (EUA)
  - Gas Safe Register (Capita)
  - HHIC
  - HSE
  - ICOM Energy Association
  - ITM Power
  - KIWA
  - National Standards Authority Ireland
  - Otto Simon
  - Jacobs
  - OFGEM
  - Vattenfall
- nominated representatives of:
  - National Gas Transmission (NGT)
  - Gas Distribution Networks (Cadent, NGN, SGN, WWU, GNI)
  - Independent gas transporter (1)
  - MEMs (1)
  - gas supplier (2) Shell, BP
  - Research partner GERG
  - a technology company (1) Progressive energy
  - Academia (3), (Birmingham University), (Durham University), (Imperial College London)
  - installation and service companies (1)

The Committee shall be supported at meetings by at least one of:

- IGEM HTS&P
- IGEM TO.

5.2.2 Quorum

Six, including the Chairperson (unless an alternative is pre-nominated and accepted by the Committee).

5.2.3 Chairperson

A Chairperson shall be appointed by TCC. The Sub-Committee may nominate a succeeding Chairperson to TCC. The Chairperson is appointed for a 3 year period and is eligible to be re-appointed for up to two further 3 year periods.

Where a new or re-appointment is made, the competency checklist included at Appendix 2 should be used.

The chairperson shall be a Chartered Engineer Member of IGEM.

The Chairperson shall not formally represent a stakeholder (but may be an employee of one).

5.2.4 Scope

To advise and report to TCC and:

(a) GTDC, GMC, GUC, Hydrogen and Gas Quality Committees

To consider all technical matters and new techniques on Natural Gas, LPG, LNG, unconventional gases, hydrogen and carbon dioxide; including the environmental impact of the construction and use of installations relating to:

- (GTDC) gas transmission and distribution, including
  - materials and ancillary plant
  - health and safety of people
  - the safe construction, commissioning, operation, maintenance decommissioning and ultimate dismantling of plant and equipment and related engineering processes, all in respect of gas production, storage, transportation and use.
- (GMC) meter installations, associated pressure regulation and measurement of flow of gas and measurement of gas quality as it affects the billing of energy used.
- (GUC) the utilisation of gas and, in addition where appropriate and with the agreement of relevant leading organisations in the respective field, to include other energy sources such as oil and other fuel gases.

(b) LNGC

The scope of the committee will be to consider all technical matters and new techniques relating to Liquified Natural Gas (LNG). The committee will also discuss areas of common interest regarding health and safety and share safety alerts rapidly across the LNG industry. The committee will also provide leadership and focus in the following areas;

- discuss areas of common interest regarding health and safety
- share safety alerts rapidly across the LNG industry
- develop best practice guidelines for LNG operations

- provide suitable references for public domain LNG statistics
- provide guidance and support to member companies regarding Safety Cases, COMAH, HAZOP surveys, planning enquiries etc.
- provide expert input to the gas quality debate
- influence the regulatory debate regarding LNG
- the review of current European and British legislation and Standards, as well as International Standards, relating to LNG. In addition to provide input through proper channels on draft legislation and Standards.
- to maintaining an effective liaison with regulating authorities for example HSE and other bodies concerned with the gas supply industry;
- promoting knowledge and understanding throughout the gas industry by providing technical updates from the publication of new or revised technical Standards or Guidance and provide training as required by industry. This may be through the technical Panels, Working Groups, IGEM Training Events, industry experts and training companies.

(c) Hydrogen Committee

Hydrogen operations specifically to:

- discuss areas of common interest regarding health and safety
- share safety alerts rapidly across the Hydrogen industry
- develop best practice guidelines for Hydrogen operations
- provide suitable references for public domain Hydrogen statistics
- provide guidance and support to member companies regarding Safety Cases, COMAH, HAZOP surveys, planning enquiries etc.
- provide expert input to the gas quality debate
- influence the regulatory debate regarding Hydrogen.

(d) To agree technical work plans for the preparation or review of technical Standards or Guidance drafted by HTS&P.

(e) To set up and monitor the work of Technical Panels that may be required to meet the objectives of TCC.

(f) To prepare and when necessary, revise:

- (GTDC) IGEM/TD, SR and GL series Standards
- (GMC) IGEM/GM series Standards
- (GUC) IGEM/UP and GL series Standards
- (LNGC) IGEM/LNG series Standards
- (Hydrogen) IGEM/Hydrogen series Standards
- (All Committees) IGEM/G series Standards and IGEM/IG series of Industrial Guidance as directed by TCC.

All in consultation with other Sub-Committees as appropriate.

(f) To review current European and British legislation and Standards, as well as International Standards, relating to the Sub-Committee's scope.

In addition to provide input through proper channels on draft legislation and Standards.

(g) To monitor important gas related developments worldwide.

(h) To nominate IGEM representatives to other bodies concerned with matters under the Sub-Committee's scope.

(i) To obtain, examine and consider reports of unusual occurrences and prepare reports for publication.

(j) To maintain an effective liaison with regulating authorities for example HSE and other bodies concerned with the gas supply industry.

(k) To promote knowledge and understanding throughout the gas industry by providing technical updates from the publication of new or revised technical Standards or Guidance and provide training as required by industry. This may be through the technical Panels, Working Groups, IGEM Academy, industry experts and training companies.

The Sub-Committees will meet as required subject to demand and availability with a minimum target of 3 meetings per annum.

5.3 SUB-COMMITTEE WORKING GROUPS (IGEM administered Standards)

5.3.1 Composition

The Working Group shall comprise:

- Chairperson
- a member of the relevant Sub-Committee who does not represent the owners of the Standard
- three representatives of the owners of the Standard
- where appropriate one member of National Grid, National Transmission System.

Meetings shall be supported by at least one of:

- IGEM HTS&P
- IGEM TO.

5.3.2 Quorum

Three.

5.3.3 Chairperson

The Chairperson shall be the Chairperson of the relevant Sub-Committee or as otherwise nominated by the Sub-Committee.

Where a new appointment is made, the competency checklist included at Appendix 2 should be used.

5.4 SUB-COMMITTEE GAS INDUSTRY UNSAFE SITUATIONS WORKING GROUP (GIUSP)

5.4.1 Composition

- Chairperson
- Secretariat
- Independent Gas Industry Experts covering the following gas sectors:
  - Natural Gas (downstream) expertise drawn from within the GIUSP WG (all members)
  - Liquefied Petroleum Gas (LPG)/LPG/Air (3 members, consultation with independent) (currently Flogas Britain, Calor, Independent)
  - Domestic gas utilisation (2 members) (currently Homeserve, Kier)
  - Metering (2 members) (currently National Gas, EON)
  - Non-domestic gas utilisation (~~2~~ 1 member) (Blueflame Associate)
  - Emergency Service Provision (ESP) (2 members) (Cadent Gas Ltd, Wales & West Utilities)
  - Registration body – Gas Safe Register (1 member)
  - Health and safety enforcement authorities in the geographical areas covered by Gas Safe Register (1 member)
  - Standard Monitoring Body (SMB) (1 member).

Note: The Health and Safety Executive (HSE) in Great Britain will attend with the authority of the other relevant geographical health and safety enforcement authorities.

5.4.2 Quorum

The minimum number of GIUSP WG members shall be six and the maximum number shall be twelve.

5.4.3 Scope

The aim of this Technical Governance document is to provide participants of the Gas Industry Unsafe Situations Procedure (GIUSP) Working Group (WG) with guidance and reference material to enable them to operate effectively.

The purpose of the GIUSP is to assist and support registered gas businesses, to correctly identify, classify and deal with a wide variety of gas-related unsafe situations that they are likely to encounter during the course of their work.

The information developed and provided by the GIUSP WG will be relevant to all existing gas installations and appliances for both 'lighter' and 'heavier' than air gases, installed in both domestic and non-domestic properties in Great Britain, Northern Ireland, the Isle of Man and Guernsey. The resulting guidance will be based on assessed risk with the intent to provide sound engineering guidance on how competent gas operatives should deal with various situations which currently affect, or may in the future affect safety.

The GIUSP should deal only with situations that arise out of duties under the primary legislation concerning the safe installation, maintenance and use of gas systems and appliances, (e.g. in Great Britain – the Gas Safety (Installation and Use) Regulations (GS(I&U)R)) and also other gas safety situations which may be encountered and affect gas users.

Note: Similar gas safety legislative requirements apply in Northern Ireland, the Isle of Man and Guernsey.

5.4.4 Chairperson

A Chairperson will be appointed by the GIUSPWG through nomination and consensus. Representatives from HSE and Gas Safe Register will not be eligible to undertake the role of Chair. The Chair will be appointed for a period of three years. If the chair is unable to attend a meeting, he/she will appoint a deputy.

Where a new appointment is made, the competency checklist included at Appendix 2 should be used.

5.5 PANELS

5.5.1 Composition

(a) For all IGEM-owned Standards except IGEM/G series:

- Chairperson who shall be appointed by the relevant Sub-Committee and who preferably shall be a Member of IGEM
- a suitable cross section of representatives active and expert in the subject matter all approved by the Panel Chair for the Standard being reviewed
- representatives of other sectors of the gas industry that may be affected directly or indirectly by the Standard being reviewed.

Priority should be given to membership by organisations that represent a significant number of the companies involved in the subject matter and to companies with a significant share of the relevant market activity in the sector.

Individuals not representing an organisation or company shall be Members of IGEM.

The minimum number of Panel Members shall be four and the maximum number of Panel Members shall be fifteen, both unless approved otherwise by the relevant Sub-Committee.

(b) For IGEM/G or IG series:

- Chairperson who shall be appointed by TCC and who preferably shall be a Member of IGEM
- a suitable cross section of representatives active and expert in all gas industry sectors covered by the Procedures.

Priority should be given to membership by organisations that represent a significant number of companies involved in the subject matter and to companies with a significant share of the relevant market activity in the sectors.

Individuals not representing an organisation or company shall be Members of IGEM.

The Panel shall, as far as possible have balanced representation from the different sectors.
The minimum number of Panel Members shall be six. The maximum number of Panel Members shall be fifteen, unless approved otherwise by TCC.

(c) For IGEM administered Standards

(i) Chairperson who shall be appointed by the relevant Sub-Committee and who shall be a Member of IGEM.

(ii) a maximum of four and a minimum of two representatives nominated by the owners of the Standard and which shall include at least one representative of the owners themselves.

(iii) one representative, active and expert in the subject matter and not a representative or employee of any of the representatives in (ii) above who shall be approved by the relevant Sub-Committee and shall be a Member of IGEM.

The minimum number of Panel Members shall be four unless approved otherwise by the relevant Sub-Committee and agreed by the owners of the Standard.

5.5.2 Quorum

A Panel is quorate if 50% of the total number of Panel members is present, including the Chairperson (unless an alternate is pre-nominated and accepted by the Panel). The total number of the Panel members does not include corresponding Panel members.

5.5.3 Chairperson

(a) Where a Panel is to be reconvened for any purpose the Chairperson of the dormant Panel will be invited to Chair the reconvened Panel.

(b) For any reconvened Panel without a continuing Chairperson (see (a) above) and for any new Panel a Chairperson will be sought from:

- the relevant Sub-Committee or TCC or alternatively;
- a company or organisation represented on the relevant Sub-Committee or TCC or alternatively;
- IGEM Industrial Affiliate companies via the Industrial Affiliate section or alternatively;
- volunteers resulting from publicity in IGEM's journal, website or social media advertisements.
- where a new appointment is made, the competency checklist included at Appendix 2 should be used.

(c) In the event of more than one nominee, the Sub-Committee (or TCC for IGEM/G series) will select a Chairperson.

5.5.4 Committee, Working Group and Panel representation

Representation to IGEM shall be determined by the scope of the work.

Organisations shall be identified whose members are involved in working in the relevant subject area such as FEA, B&ES, COMA, HHIC, ICOM, INA etc. This will include as appropriate the Regulator (HSE, Ofgem) or their nominated partner (Gas Safe Register) and may include Government departments such as MHCLG, DESNZ and DEFRA.
It may also be necessary to identify industry or subject specialist in the form of companies or individuals which need inviting to participate.

Representatives of the organisations are appointed by each nominating organisation. Appointment of independent experts must be ratified by consensus of the committee – this may be at a meeting or by email.

The current list of such organisation is to be found in S:\1 - Working Area\(B.04.) - Tech Team Administration\B.04. - 2016-00013 - List of Standard consultees

At the start of any new or revision to any existing Standard or Guidance communication by IGEM secretariat shall be made with all the relevant consultees and invited to actively support the work.

5.5.5 Scope of technical work

The scope and target deadlines for the completion of any work of Technical Panels shall be determined by the relevant Sub-Committee (or TCC for IGEM/G series).

To aid this planning process a scoping document (see Appendix 1) shall be completed at the first Panel meeting.

5.5.6 Policy Statement

The following applies to any work on any IGEM administered Standards and shall be agreed to when scope and ideal completion dates are set:

In order to fulfill the Institution's stewardship obligations and at the same time sustain an adequate financial business model, IGEM asserts and protects its copyright over its publications and the intellectual property associated with the activities of its technical Committees and Panels.

Contributions towards the creation and development of IGEM technical Standards, whether written or verbal are accepted on the following terms unless otherwise specifically agreed in advance of submission.

a) Contributions made by Committee, Panel members or others towards the preparation and publication of IGEM standards and related presentational material are accepted on the basis that the contributor has the right or permission to contribute.

b) No material known to infringe another party's copyright shall be included within a Standard unless permission has been obtained from the copyright holder.

c) Copyright in material created by Committee, Panel members or others for the purpose of the Standard are exclusively and irrevocably assigned to the Institution and that all intellectual property in such material shall for the purposes of the Standard be fully vested with the Institution.

d) Contributors accept that exploitation whether in full or in part may take place without reference to them or mention of their name.

e) Contributors are allowed to continue to use unique contributions provided that:
   - they existed prior to commencement or arose during the collaborative process of developing the standard; and

- the use of copyrightable material does not adversely affect the promulgation or exploitation of the Standards by the Institution.

f) Other than as stated in e) above, reproduction in any form of materials published by the Institution is subject to approval in advance by the Institution. Where such permission is granted an appropriate reference and acknowledgement to the standard as the source shall be made.

5.6 OTHER WORK UNDERTAKEN BY IGEM TECHNICAL SERVICES

IGEM either tender for technical work to act as secretariat for gas industry bodies such as HSE, Gas Safe Register and Ofgem or volunteer to act on behalf of industry to provide technical services.

The scope of the work shall be agreed in writing between the parties and a contract prepared and agreed as required if appropriate.

Terms of reference and membership of the working group shall be agreed and principles outlined in Sub-section 5.4 may be taken into consideration.

6. TCC, SUB-COMMITTEE, SUB-COMMITTEE WORKING GROUP AND PANEL PROCEEDINGS

6.1 GENERAL STRATEGY, POLICY AND COMMUNICATIONS OTHER THAN IGEM STANDARDS

Decisions shall be taken by majority consensus. In cases of clear division, matters shall be referred to the relevant Sub-Committee, to TCC or to Council, as appropriate.

6.2 DRAFTING PROCESS – IGEM-OWNED STANDARDS

The drafting process shall be as outlined in Figure 2.

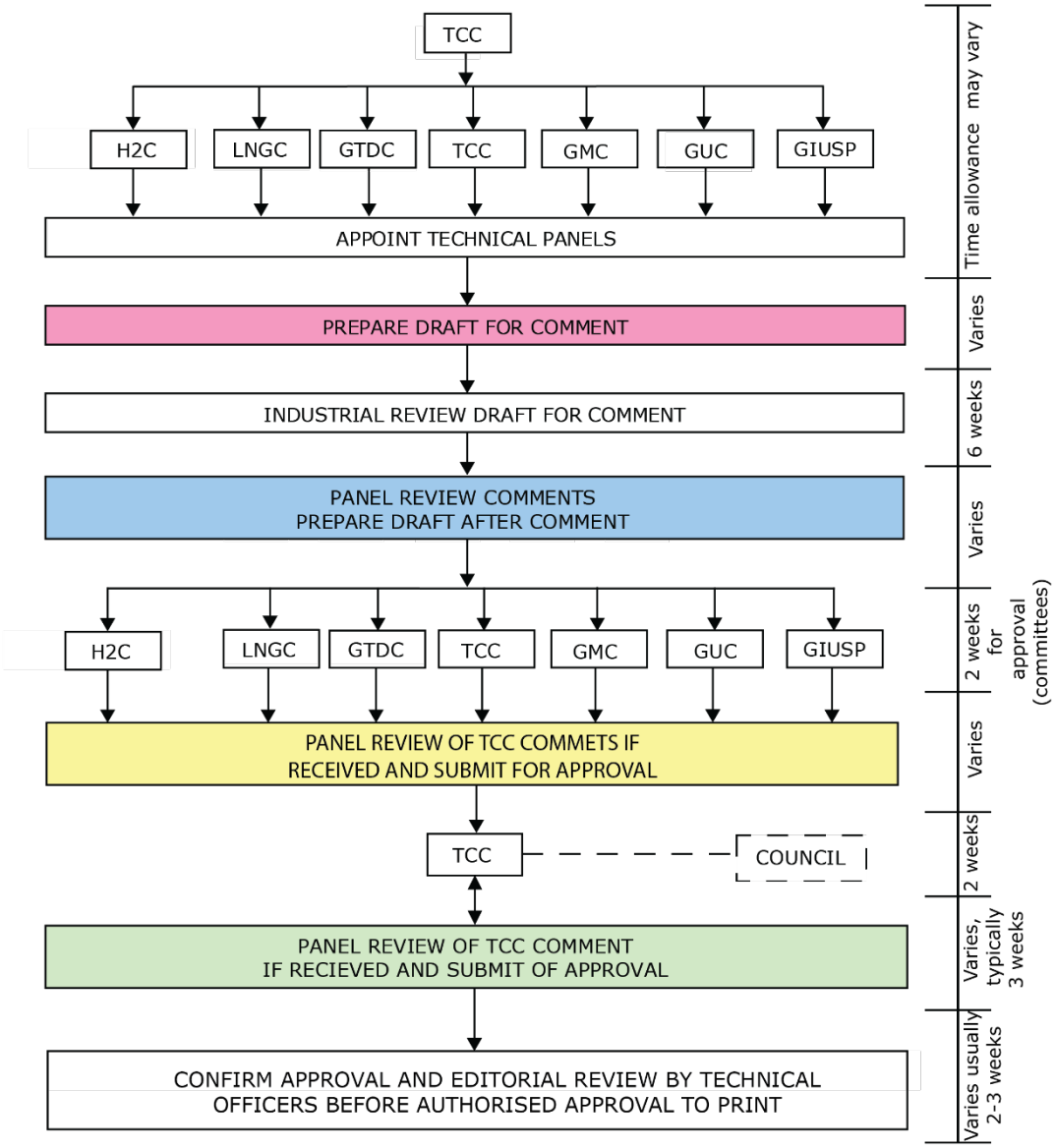

FIGURE 2 – DRAFTING PROCESS. IGEM OWNED STANDARDS. FLOWCHART

6.2.1 Initiation of a Guidance or Standard document

a) New documents

IGEM is approached with request for a new document. This maybe though a consultation, Committee members or by an approach from industry.

b) Existing documents
Through the age of the document around five years old or request for review because of changes in legislation or technology (see Section 10).

6.2.2 Document creation

a) New document
A draft document, entitled 1st Working draft will be created by either IGEM secretariat, by the Panel, an expert on the subject or an industry body.

b) Existing document (see Section 10)
A draft document, entitled 1st Working draft will be created by either IGEM secretariat, by the Panel or a member of the existing Panel.

The 1st Working draft will be sent to the Panel before the first meeting and members actively invited to make comments ready for the review. The 1st working draft may also be sent out to all the relevant consultees and invited to actively support the work. They will be requested to supply initial comment on the document, seeking views on subjects to be added or details included or excluded on the subjects already included in the draft. This period for comment will be four weeks.

At this time, a Chairman for the Panel will be sought if the document is new work or the Panel Chairman has retired or discussions will have taken place with the existing Panel Chairman about the review and the changes that were known to be required.

A Panel Chair can be recruited by several means. IGEM would seek a volunteer by nomination from an organisation knowing that the creation or review is underway or enlisting an industry expert. The nomination of all Panel Chairs will be referred to the relevant Committee for approval.

6.2.3 Technical Panel work

Decisions on technical content shall be taken by overwhelming majority consensus of the Technical Panel. In cases of significant division, matters shall be referred to the relevant Sub-Committee, to TCC or to Council as appropriate (see Sub-Section 6.3)

The Panel chairman, with the nominated secretary will seek Panel members from across the relevant part of the industry and the Chairman is obliged to ensure that the make-up of the technical Panel represents the relevant industry sector. This maybe by looking for new members or confirming the retention of existing Panel members.

The Panel will then review the document, considering in the first instance the initial comment received from the consultees to bring it to a version entitled 'Draft for comment'.

This will be sent out to all industry consultees for a period of six weeks.
All comments will be collated and reviewed by the Panel who will agree responses. The document drafts are then entitled '1st Working draft after comment' etc.

When the Panel has agreed all responses, the document is sent for approval to the parent Committee for a period of two weeks. The document is then entitled 'Draft after comment v1 etc'.

Subject to the receipt of comment by the Committee, which needs to be resolved by the Panel and accepted by the Committee, the document is then sent to TCC now entitled 'Draft for Approval and Publication' for two weeks. Finally and subject to comment by TCC, which has to be resolved by the Panel and accepted by TCC the document is reviewed for editorial and IGEM style conformance then sent for publishing.

6.3 DRAFTING PROCESS – IGEM-ADMINISTERED STANDARDS

The drafting process shall be as outlined in Figure 3. Decisions on technical content shall be taken by overwhelming majority consensus of the Technical Panel. In cases of significant division, matters shall be referred to the pre-selected Sub-Committee Working Group.

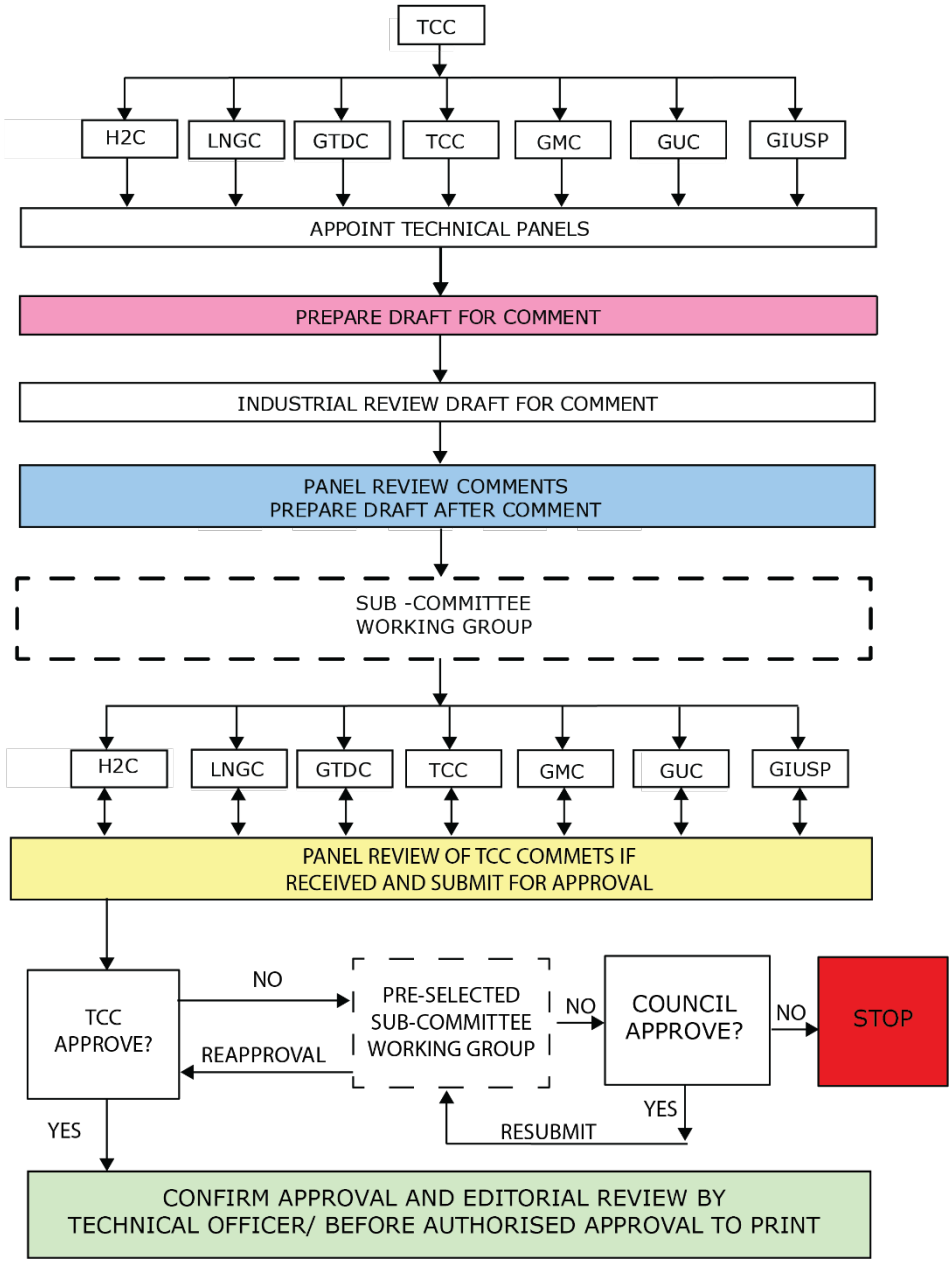

FIGURE 3 - DRAFTING PROCESS. IGEM ADMINISTERED STANDARDS. FLOWCHART

6.4 APPROVAL REQUIREMENTS FOR ALL DRAFT STANDARDS AND OTHER DOCUMENTS

6.4.1 In general, all drafts shall be approved by unanimous consensus at all stages. However, provided the majorities shown in Table 1 or Table 2 as appropriate are achieved, drafts may proceed to the next stage in which case all comments (not including industry comments) that remain unresolved shall be conveyed to the approving Committee for consideration.
For Drafts for Approval and Publication, all outstanding comments shall be resolved by TCC. If this cannot be achieved by correspondence the matter shall be addressed at a TCC meeting. The majorities shown in Table 1 or Table 2 as appropriate shall always be achieved. Any comments not accepted by TCC shall result in a formal notification of TCC decisions to the Sub-Committee(s)/Panel Member(s) concerned. However, for IGEM administered Standards, publication is not permitted without the consent of the relevant Sub-Committee Working Group.

6.4.2 All "nil response" shall be assumed as "approved unconditionally".

6.4.3 When approval is sought by correspondence, members' responses shall be classified by the Committee/Panel Secretary as:

(a) Approved unconditionally
(b) Approved subject to consideration of proposed amendment
(c) No comment (taken to be "approval")
(d) Rejected subject to amendment
(e) Rejected.

Note: Rejection under (d) and (e) assumes it is accompanied by the reason(s) for rejection and preferably, alternative suggestions.

Any Draft after Comment shall be approved by the Panel Chairperson(s) and where applicable Sub-Committee Working Group Chairperson(s) before proceeding.

Any Draft for Approval and Publication shall be approved by the relevant Sub-Committee Chairperson(s) before proceeding.

DRAFT	BY	APPROVAL AT MEETING	APPROVAL BY CORRESPONDENCE*
FOR COMMENT or REJECTED DRAFT AFTER COMMENT or REJECTED DRAFT FOR APPROVAL AND PUBLICATION	PANEL	AT LEAST 75% PRESENT	AT LEAST 75% RESPONDENTS OTHERWISE A MEETING SHALL BE CONSIDERED
AFTER COMMENT	SUB-COMMITTEE	AT LEAST 75% PRESENT	AT LEAST 75% RESPONDENTS
FOR APPROVAL AND PUBLICATION	TCC	AT LEAST 75% PRESENT	100% RESPONDENTS OTHERWISE A MEETING SHALL BE CONSIDERED
FOR PRINTERS	SECRETARIAT	-	-

***** All "nil response" are assumed as "approved unconditionally".

TABLE 1 - REQUIREMENT FOR APPROVAL OF DRAFT IGEM OWNED STANDARDS

DRAFT	BY	APPROVAL AT MEETING	APPROVAL BY CORRESPONDENCE*
FOR COMMENT or REJECTED DRAFT AFTER COMMENT or REJECTED DRAFT FOR APPROVAL AND PUBLICATION	PANEL	AT LEAST 75% PRESENT	AT LEAST 75% RESPONDENTS OTHERWISE A MEETING SHALL BE CONSIDERED
ALL	SUB-COMMITTEE WORKING GROUP	AT LEAST 75% PRESENT	100% RESPONDENTS OTHERWISE A MEETING SHALL BE HELD
AFTER COMMENT	SUB-COMMITTEE	AT LEAST 75% PRESENT	AT LEAST 75% RESPONDENTS
FOR APPROVAL AND PUBLICATION	TCC	AT LEAST 75% PRESENT	100% RESPONDENTS OTHERWISE A MEETING SHALL BE CONSIDERED
FOR PRINTERS	SECRETARIAT	-	-

***** All "nil response" are assumed as "approved unconditionally".

TABLE 2 - REQUIREMENT FOR APPROVAL OF DRAFT IGEM-ADMINISTERED STANDARDS

6.4.4 To assist compliance with Table 1, TCC and Sub-Committees as appropriate shall identify in advance of receiving relevant drafts those Committee Members having specific expertise in the relevant subject, and obtain the agreement of those Members to review and approve/comment upon the drafts.

6.4.5 Drafting Panels shall identify on all Drafts after Comment, those areas which were subject to varying industry views or which have been demonstrated to be potentially controversial, for example if industry would incur significant additional costs as a result.

6.5 APPROVAL REQUIREMENTS FOR FORMAL COMMITTEE COMMUNICATIONS (other than Standards)

All formal Committee communications, not agreed previously at Committee level, shall be pre-approved before circulation by the Chairperson of the relevant Committee before wider circulation.

6.6 APPROVAL REQUIREMENTS FOR OTHER THAN FORMAL COMMITTEE COMMUNICATIONS AND STANDARDS

All Committee communications other than those under 6.4 and 6.5 shall be approved by HTS&P or TO as appropriate.

6.7 APPROVAL REQUIREMENTS FOR URGENT AMENDMENTS TO IGEM STANDARDS

Where the need for an urgent amendment to an IGEM Standard is identified:

- the urgency shall be assessed by the HTS&P. Where the amendment is not considered urgent, the matter shall be referred to the appropriate Technical Sub-Committee or TCC as appropriate. Otherwise, the HTS&P shall consult the CEO. Thereafter if determined not urgent the matter shall be referred to the appropriate Sub-Committee or TCC as appropriate.
- where determined as urgent, a meeting shall be called (which may be via a conference call) of the Chairpersons of the respective Committee(s) and Panels, the HTS&P and representatives of the Committees and Panels who are key in the urgent issue.
- suitable action, which may include issue of an amendment shall be determined and implemented. The procedures as in Section 6 above shall be motioned as seen as practicable but approval for the chosen action and amendment may if necessary, be sought/given after formal issue of an amendment.

Note: "Urgency" would be categorised according to potential adverse effects on safety, financial, political or social grounds.

7 OWNERSHIP AND LIABILITY FOR ALL FORMAL DOCUMENTS

7.1 IGEM OWNED STANDARDS AND OTHER DOCUMENTS

IGEM accepts legal ownership and any liability for the content of IGEM owned documents. The copyright and intellectual property of any content shall be solely owned by IGEM except where material donated by another party is acknowledged as solely owned by that other party or jointly owned by that party and IGEM.

7.2 IGEM ADMINISTERED STANDARDS

IGEM accepts custodianship of all such documents on behalf of a 3rd party organisation but does not accept legal ownership and therefore does not accept liability for any content of such documents.

8 DOCUMENTATION

Secretariat responsibilities in support of the technical Committees, Working Groups and technical Panel are:

- the point of contact for all correspondence in relationship to the work of that group
- arrange all the meetings and book meeting rooms
- arrange refreshments and catering
- attend all the meetings and take the Minutes or Notes
- coordinate and facilitate the completion of agreed actions of the group
- take all necessary steps to expedite the work of the group
- make amendments to the document as agreed and supplied by the Panel
- maintain the integrity of the document throughout the review process
- coordinate with the Communications team on the work of the group to enable dialogue with IGEM membership and community through the Flame and Journal
- coordinate with the Events team for seminars and training events as the result of work by the technical groups.

8.1 COMMITTEE MINUTES AND PANEL NOTES

Written minutes will remain the only official record of the meeting, and any transcripts or recordings are used solely to support the preparation of accurate minutes. These materials will not be shared and will be deleted once the minutes are formally approved.

Minutes and Notes of Committee and Panel meetings preferably shall be issued within 2 weeks of the meeting and in any event as soon as practicable.

8.2 ACTIONS

All actions will be recorded on the meeting Notes and secretariat will facilitate the actions for completion ensuring any actions are done.

8.3 INDUSTRY AND COMMITTEE COMMENTS

8.3.1 A standard Comment Submission Form shall be issued with every Draft for Comment (Form TS/C/1A) and unless otherwise decided by TCC the period allowed for return of comments will be 6 weeks. Normally industry comments will only be accepted if submitted on this form.

8.3.2 A standard Approval Form (Form TS/AP/1) shall be issued with every Draft after Comment and Draft for Approval and Publication. Unless otherwise decided by TCC, the period allowed for return of completed forms will be 2 weeks.

8.4 RESPONSE TO INDUSTRY COMMENTS

All comments shall be consolidated by Secretariat on a Form TS/C/1D for Panel consideration. Consolidated comments and the agreed responses will remain available on request to the Technical Services Team.

9 RESOURCING THE DRAFTING AND PRODUCTION OF IGEM OWNED AND IGEM ADMINISTERED STANDARDS AND OTHER DOCUMENTS

9.1 IGEM OWNED

A business plan shall be prepared for each proposed item of work and this shall assume:

- all associated expenditure by IGEM is to be recovered by income from subsequent sales of the documents and if applicable associated Technical Seminars.

  Note: It is acceptable for the income from one or more document(s) to subsidise the expenditure on one or more other Standards/document(s) at the discretion of TCC.

- the input by all relevant Committee and Panel Members is provided on a voluntary basis.

Note:It is acceptable to pay one or more members a fee provided the project has been sufficiently subsidised by a party other than IGEM, for example by sponsorship.

- where application is made travel and if unavoidable, accommodation expenses may be payable for individual relevant Committee and Panel Members.

  Note: Normally such expenses will be covered by the organisation or company represented.

9.2 IGEM ADMINISTERED

A business plan shall be prepared for each project or individual proposed item of work as applicable and this shall assume:

- all associated expenditure by IGEM is to be covered by income from fees payable in advance by the owner(s) of the documents and from subsequent sales of the documents. Cross subsidy from income from any other source in particular from 9.1 above is not permitted at any point

- the input by all Panel members representing the owners of the documents is provided on a voluntary basis and no expenses will be payable

- the input by all Panel members not representing the owners of the documents is provided on a voluntary basis unless requested by/agreed with the owners of the document

- where application is made for Panel members not representing the owners of the documents travel and if unavoidable, accommodation expenses may be payable and this would represent "associated expenditure" (see above).

10 REVIEW OF IGEM STANDARDS

10.1 The month of publication of any Standard is recorded.

10.2 Every Standard shall be reviewed no more than 5 years after publication.

a) If 5 years has lapsed the Standard is reviewed at a high level (usually within a 6 month period prior to the due date) by a limited number of experts (including the Chairman of the Panel that drafted it if still active).

A report shall be made to the parent Technical Sub-Committee which then decides on one of these actions;

(i) Set up a Panel to revise the Standard to the next edition or
(ii) Agree updates for either a new edition or amendment of existing edition or
(iii) Confer a further period of approval for the existing edition (usually, this is 1, 2 or 3 years) after which time the high level review is repeated or
(iv) Confer "obsolescence" with no replacement or
(v) Confer "obsolete" with a replacement.

Once option (i) or (ii) is selected, the Standard is considered "under review" and no time limits are set for completion, although clearly there are ideal deadlines set. Such Standards are continually under review by the parent Sub-Committee which will determine any need for urgent amendment of the existing edition while work on the new edition is being carried out.

New edition or amendment to a Standard
The following considerations need to be made:
- age of the document 5 years or over
- major changes to any of the legal requirements upon which the standard relates
- major changes to the British or European standards to which it relates
- addition or withdrawal of any Section
- changes to any formula or methodology
- addition or withdrawal of Figures Tables or Appendices
- major changes or new techniques, materials or processes.
- The necessity to rewrite a significant number of clauses across several Sections.

Should it be decided that a significant number of the above or any will have a significant impact, then the Standard will be deemed a new edition. Should the impact of the review not be significant in any of the aspects above, then the Standard will become amended.

A period of up to 6 months beyond the 5 year Review date is allowed to implement steps (iii), (iv) or (v).

(b) At any time in the life of a Standard, its parent Sub-Committee may consider representations for amendment or revision to a new edition which if agreed would then follow either step 10.2(a)(i) or 10.2(a)(ii), or could result in step 10.2(a)(iv) or 10.2(a)(v).

10.3 Amendments to Standards, guidance or specifications

Representations to amend IGEM documents may be made through technical enquiries, by Committee or Panel members or requests from industry.

All such requests are to be entered on an industry revision table (TS/C/1D) and the enquiry/request is to be sent to the relevant Panel Chair or Technical Committee Chairman in the absence of a Panel Chairman.

If the enquiry/request is seen to be justified, then proposed text should be proposed by the appropriate Panel member and circulated to the Panel for approval.

Subject to approval and acceptance by the Chairman of the relevant Technical Committee an amendment to the document is to be drafted by the Panel secretary and published.

10.4 Every decision made with respect to 10.2 above is recorded in Meeting Minutes or agreed papers of the respective parent Sub-Committee.

10.5 Withdrawal of a standard, guidance or specification

In the case that the Panel agrees that on review of the document it considered that the industry has no further need of it, the following action is required.

The case to withdraw the document is to be presented to the Parent Committee for their consideration and approval.

On approval by the parent Committee, the withdrawal needs to be presented to TCC for ratification of the decision.

In both cases, the Minutes of the meetings are to record the withdrawal of the document.

The Secretariat then are to delete the document from the Standards list and website.

The Technical Services update for Gi is to record the withdrawal to more widely advise industry accordingly.

The withdrawn standard is to remain in the library for reference in the case of installations constructed and/or in use when that standard was current.

10.6 When the review of a standard is to commence, a summary of relevant technical enquiries will be provided to the panel for awareness in accordance with the appropriate technical services guideline.

10.7 Each panel should set the implementation timescale following publication for their respective Standards, reflecting the complexity and industry impact, refer Appendix 1.

11 TECHNICAL ENQUIRES

IGEM provides a technical enquiry service via the Secretariat. Enquiries are received via IGEM's Website, email, letter, or fax.

All technical enquiries about IGEM Standards or a related gas engineering subject must be submitted in writing.

The TO responsible for the enquiry will, if necessary pass the enquiry onto an appropriate Consultant/Panel member who will respond to the TO. The TO responsible for the enquiry will then pass the response to the enquirer.

Any subject regarded as being potential controversial must have the reply approved by IGEM through the CEO prior to release.

There is a detailed procedure for processing technical enquires, see QAP16.

12 STANDARD SETTING BODY

12.1 The Standard Setting Body (SSB) is an established structure within the down stream gas industry to provide an effective and robust process for ensuring the competence criteria of gas operatives meets current legislation requirements and remains 'fit for purpose'.

- Operating under the Gas Safety (Installation & Use) Regulations (GSIUR) the Gas Safe Register's purpose is to operate and maintain the public register of gas businesses, whose named employees are assessed as competent to safely carry out gas work.

- All Matters of Gas Safety (MoGS) criteria and Training Specifications leading to operative's registration with Gas Safe Register are developed through the technical/consultation arrangements established through the SSB structure.

- Matters relating to Building Regulations Mandatory Technical Competencies are currently in draft format and expected to be finalised by 2026. Training Specifications leading to operative's registration to enable engineers to self-certificate with Gas Safe Registers are expected to be developed through the technical/consultation arrangements established through the SSB structure.

- Facilitate the Strategic Management Board, Standards Consultation Forum and Technical workings groups.

- Produce and circulate agendas and papers for all SSB associated meetings.

- Ensure the website is kept up to date with all Matters of the Gas Safety (MoGS) criteria, IGEM/IG/1, Training Specification and all related information.

- Be the single point of contact for all SSB related queries and provide the specialist material expert (SME) knowledge and consultation when required.

- Monitor all technical working groups, plus the quarterly and extraordinary meetings.

12.2 Key Objectives

1.) The SSB has overall responsibility through its structure for the implementation and maintenance of the Matters of Gas Safety criteria, IGEM/IG/1, future relevant specifications and all related information.

2.) Implement regular independent reviews of the training and assessment process to ensure it is fit for purpose and producing intended results i.e. safe gas work. Reviews to be documented and results shared with Gas Safe Register, HSE.

3.) The SSB shall look for innovative ways to improve knowledge, competence, and safety of new industry entrants and already competent persons in a cost-effective manner and simplifying the process where appropriate.

12.3 Strategic Management Board (SMB)

12.3.1 Purpose

To ensure that the mechanisms and processes established for the production, maintenance and implementation of Matters of Gas Safety (MoGS) criteria, IGEM/IG/1, Mandatory Technical Competencies and Training Specifications are 'fit for purpose' and follow due process

12.3.2 Scope

12.3.2.1 Issues relating to the development and implementation of competence requirements on "matters of gas safety" for the purposes of Registration of businesses with Gas Safe Register under the Gas Safety (Installation and Use) Regulations 1998 and other relevant legislation.

12.3.2.2 To act as the highest authority (as delegated by the HSE) in respect of these matters by ratifying all decisions made by the Standards Consultation Forum to ensure due process has been followed.

12.3.2.3 To act as the Scheme Committee for the Nationally Accredited Certification Scheme for Individual Gas Operatives as required by the Standard BS/EN/ISO/IEC.

12.3.2.4 The development and implementation of IGEM/IG/1 for the purpose of maintaining standards of training in gas work.

12.3.3 Representation

12.3.3.1 Standing Members

a) Independent Chair
b) Standard Setting Body (SSB) provider
c) Energy & Utility Skills
d) Plumbing and Heating Skills Partnership
e) Gas Safe Register
f) Awarding Body as defined by Gas Safe Register
g) Chair of the Standard Consultation Forum (SCF).

12.3.3.2 Observers

a) HSE
b) HSE NI
c) IGEM/IG/1 Authoriser
d) UKAS.

12.3.3.3 To aid consistency Senior Representatives of the SMB shall be named persons, with alternates attending by exception.

12.3.3.4 The SMB shall fairly and equitably represent the interests of all groups significantly concerned with Matters of Gas Safety criteria, IGEM/IG/1 and Training Specifications, without any particular interest dominating.

12.3.3.5 Alternate representation shall be accepted but must be empowered to make decisions on behalf of those SMB members they represent.

12.3.3.6 Decisions will be made based on a majority decision of the standing SMB members.

12.3.3.7 The membership of the SMB will be kept under regular review by the existing members and will be changed to reflect changes of interests, industry changes and representations from others.

12.3.3.8 SMB discussions will be open and transparent unless specific confidentiality is required and agreed by the SMB.

12.3.3.9 SMB members are expected to declare any potential conflicts of interest as they may arise and act accordingly.

12.3.3.10 SMB members are mindful of UK Competition Law which prohibits agreements or practices that restrict free trading and competition between business entities.

12.3.4 Chair

12.3.4.1 The SMB will appoint and elect an independent Chair, who will have tenure of two calendar years from the date of appointment. It is acceptable for extension of the existing tenure with the agreement of the SMB

12.3.5 Frequency of Meetings

12.3.5.1 Quarterly or extraordinary meetings held as necessary.

12.3.5.2 The SSB provider will facilitate quarterly and/or extraordinary meetings as required and will act as the secretariat.

12.3.6 Objectives

12.3.6.1 To ensure that the mechanisms and processes established for the production, maintenance and implementation of Matters of Gas Safety (MoGS) criteria, IGEM/IG/1 and Training Specifications are 'fit for purpose' and follow due process i.e. SCF have conformed to its Terms of Reference.

12.3.6.2 To provide governance (as delegated by the HSE) through the ratification of SCF decisions and to ensure due process has been followed (as per Terms of Reference).

12.3.6.3 To act as the custodian of all the Gas Safety Competence Specification requirements i.e. competence criteria including the Operational Requirements for the Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives (commonly known as ACS) and other schemes leading to Gas Safe Registration.

12.3.6.4 Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives (commonly known as ACS) and other schemes leading to Gas Safe Registration.

12.3.6.5 To provide the governance and validation function of IGEM/IG/1 for the purpose of maintaining standards of training in gas work.

12.3.6.6 To work collaboratively with Gas Safe Register to ensure that competence levels of registered engineers and those seeking registration are of an appropriate Standard.

12.3.6.7 To establish frameworks and processes that deliver appropriate Categories of Registration.

12.3.6.8 To ensure that processes developed to facilitate the delivery of efficient and effective gas safety assessment and training material operate in a timely manner and to a high-quality standard.

12.3.6.9 To liaise effectively with Key Industry Stakeholders to promote and support the Gas Safe Register operation.

12.3.6.10 To align the operation of the SMB to meet the requirements of external standards (e.g. ISO 17024 and ISO17021) as these apply to specific schemes within the scope of registration on the Gas Safe Register.

12.3.6.11 To receive and ratify proposals for all "Routes to Registration" and/or innovation in the demonstration of competence to enable Gas Safe registration.

12.3.6.12 To establish and maintain a Risk Register and Complaints Log that record issues raised, and actions initiated to mitigate identified risks and respond to any complaints made.

12.4 Standards Consultation Forum (SCF)

12.4.1 Purpose

To ensure that Gas Safe registered businesses, employers and self-employed registered engineers and stakeholders allied to the gas industry are appropriately consulted as an integral part of the process of competence and training standards setting.

To discuss and agree via a majority decision the necessary changes to the Matters of Gas Safety (MoGS) criteria, IGEM/IG/1 and Training Specifications,

arising from changes to legislation, Industry standards, technical bulletins, safety alerts, gas safety related issues and technological innovation, in order to ensure that competence and training standards are current and fit for purpose.

12.4.2 Reporting

Proposals agreed through the Standards Consultation Forum (SCF) shall be communicated via the Standards Setting Body (SSB) to the Strategic Management Board (SMB) for ratification that due process has been followed.

12.4.3 Representation

12.4.3.1 Standing Members

a) Gas Safe registered employer businesses
b) Gas Safe registered sole trader businesses
c) Energy & Utility Skills
d) Plumbing & Heating Skills Partnership
e) Trade Associations operating in the Gas Utilisation Industry
f) Trade Associations operating in the Plumbing & Heating Industry
g) Awarding Bodies delivering Matters of Gas Safety (MoGs) qualifications
h) IGEM/IG/1 authoriser
i) Recognisers of Training as defined by IGEM/IG/1
j) Technical Standards writers e.g. BSI, IGEM and Liquid Gas UK.

Representation will be consistently reviewed by the current standing members of the SCF.

12.4.3.2 Observers

a) HSE
b) UKAS
c) Gas Safe Register
d) Co-opted specific sector representation as required/necessary as agreed by the members of the SCF.

Employer businesses shall reflect the structure of the gas industry sectors (i.e. large, medium and small employers).

Standing members shall either hold a senior post within a relevant company or organisation or be the owner of a sole trading business.

Standing members shall be responsible for the groups they represent in that they disseminate information from the SCF and collate and relay feedback back to the SCF therefore ensuring all feedback and comments are included in any final proposals.

SCF members are mindful of UK Competition Law which prohibits agreements or practices that restrict free trading and competition between business entities.

12.4.4 Chair

The SCF will appoint and elect an independent Chair, who will have tenure of two calendar years from the date of appointment. It is acceptable for extension of the existing tenure with the agreement of the SCF. The appointment of the SCF chair shall be ratified by the SMB.

12.4.5 Frequency of Meetings

Quarterly or extraordinary meetings held as necessary.

The SCF provider will facilitate quarterly and/or extraordinary meetings as required and will act as the secretariat.

12.4.6 Objectives

12.4.6.1 Ensure employers, SME's, self-employed registered engineers and other key gas industry stakeholders are appropriately consulted.

12.4.6.2 To discuss and agree via a majority decision the options and recommendations developed by the Standards Development Unit (SDU) on proposed changes to the Matters of Gas Safety (MoGS) criteria, IGEM/IG/1 and Training Specifications.

12.4.6.3 Receive, consider and make decisions on proposals for alternative "Routes to Registration" and/or innovation in the demonstration of competence by registered businesses and competent persons.

12.4.6.4 Acknowledge and seek mitigation against conflicts of interest related to the decisions being made by the SCF.

12.4.7 Tasks (to deliver the above objectives)

12.4.7.1 Amend, remove or introduce new criteria to the Matters of Gas Safety (MoGS) criteria and Training Specifications.

12.4.7.2 Develop and maintain standards, processes and procedures that support the delivery of the Matters of Gas Safety (MoGS) criteria and Training Specifications.

12.4.7.3 Liaise effectively with all interested parties and stakeholders to promote and support the operation of Gas Safe Register.

12.4.7.4 Following consultation, send all decisions and proposals to the SMB for ratification that due process has been followed.

12.4.7.5 Advise the SMB when it is perceived commissioned project work requires expert contractor engagement at a financial cost.

12.4.7.6 Advise the SMB of complaints received so a response can begin.

12.5 Standards Development Unit

12.5.1 Purpose

To ensure that the Matters of Gas Safety (MoGs) criteria and Training Specifications remain up to date and 'fit for purpose' following changes to legislation, Industry standards, technical bulletins, safety alerts, gas safety related issues and technological innovation.

12.5.2 Objectives

12.5.2.1 Maintain and facilitate a consultative structure to ensure that all sectors of the gas industry as identified through consultation with SMB and SCF have a voice and representation.

12.5.2.2 Build and maintain effective and trusted relationships with the key stakeholders to ensure all related processes and procedures are current and up to date and relevant as possible.

12.5.2.3 Undertake and incorporate the function of the Nationally Accredited Certification Scheme (ACS) and the Group Competency Scheme (GCS) Scheme Committees to ensure compliance with BSEN ISO 17024 and BS EN ISO 17021.

12.5.2.4 Provide options and recommendations developed on proposed changes to the Matters of Gas Safety (MoGS) criteria, Training Specifications and supporting processes and procedures.

12.5.3 Tasks

12.5.3.1 Maintain the associated operating processes and procedures e.g. Operational requirements for Certification Bodies operating the Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives (ACS).

12.5.3.2 Facilitate Group Competency Scheme moderation and other meetings.

12.5.3.3 Undertake review of IGEM/IG/1 at a timescale of no more than four years to ensure the implementation and maintenance of the IGEM/IG/1 standard is fit for purpose.

12.5.3.4 Analyse and evaluate Industry Standards and Technical Bulletins including updates from Gas Safe Register leading to SCF proposals.

12.5.3.5 Produce a range of options for consultation, including the rationale and impact assessment for each option through its responsibilities as SDU.

12.5.3.6 Maintain and operate processes and procedures that ensure that the MoGS criteria and training specifications, via all approved 'routes to registration' including qualifications, awards etc. demonstrate competence for Gas Safe registration and are developed.

12.5.3.7 Maintain and operate a dedicated website that contains and updates all relevant documentation and information on the Standards Setting Body Structure, MoGS criteria and training specifications.

12.5.3.8 Facilitate Technical Working Groups (TWG) including representatives from Awarding Organisations, industry and relevant technical experts, in line with agreed procedures to bring forward recommendations for implementation of the MoGS assessment criteria and training specifications in assessment centres and training locations.

12.5.3.9 Issue MoGS assessment criteria, training specifications and other relevant documentation e.g. practical provisions requirements to Awarding Organisations/Recognisers of Training annually.

12.5.3.10 Issue training specifications and other relevant documentation to 'Recognisers of Training' and 'Independent training providers'.

12.5.3.11 Analyse and evaluate changes in technical standards (as instructed by Gas Safe Register). Taking account of the impact on customer safety, Gas operative's skills and knowledge, practical provisions, industry innovation and implementation.

12.5.3.12 Manage and facilitate complaints and queries from members of the public, gas operatives, assessment centres and training providers regarding matters of gas safety, training and assessment needs.

12.5.3.13 Manage and facilitate queries coming from non-UK citizens looking to work in the downstream gas industry in the UK.

12.5.3.14 Consider qualifications issued and provide guidance to queries regarding aligned trades e.g. plumbing and heating, in their suitability to reduce training needs prior to entering ACS assessments.

12.5.3.15 Through dialog with the appropriate Awarding Organisations ensure all awards are incorporated and aligned to the MoGS and training specifications for the following routes to registration: -

a) Regulated Qualification Framework (RQF), previously Qualification Credit Framework (QCF)
b) Qualifications awarded by approved Awarding Organisations and Regulatory Bodies in the devolved administrations of the United Kingdom which contain content in gas work leading to Gas Safe registration
c) Apprenticeship Standards (England only)
d) Recognised training programmes referred to as Managed Learning Programmes (MLP) including Modern Apprenticeships which contain gas compliant content which lead to Gas Safe registration
e) Qualifications issued within EU member state, which have been identified as having the equivalence as those issued within the UK
f) Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives (ACS)

g) Group Competence Scheme (GCS) (Re-assessment only)
h) Non-Accredited Assessments.

12.5.4 Resource

12.5.4.1 The appointed SSB are to provide the resources for this activity.

12.6 Recognition of training

12.6.1 The gas industry document IGEM/IG/1 "Standards of training in gas work", referenced in L56 paragraph 87 was prepared by a Working Group which included representatives from the Strategic Management Board (SMB) and Standards Consultation Forum (SCF) facilitated by IGEM and Energy & Utility Skills with industry stakeholder support.

12.6.2 IGEM/IG/1 provides criteria and guidance to training providers, trainee gas engineers and employers on the scope, standards and quality of training required to enable a gas engineer to achieve competence. The training provider is required to design and develop training programmes to meet the needs of the trainee, taking account of their level of skill, knowledge and experience of gas work.

12.6.3 The objective of IGEM/IG/1 is to provide the gas utilisation industry with an agreed training structure for those entering the industry, along with those providing training, a clear, robust route to achieve well trained and knowledgeable persons able to work safely within the UK gas utilisation sector. In order for the industry to implement the intent of IGEM/IG/1 the SMB has created a governance structure to enable recognition of the training for new entrants to the industry to be managed.

12.6.4 Authoriser for the recognition of training

12.6.4.1 IGEM was appointed as the Authoriser for the Recognition of training by the SMB on 28th September 2017. The SMB's Governance for the Recognition of training is available on Energy & Utility Skills website www.euskills.co.uk and the requirements for the Authoriser are detailed within the document. In order to manage the requirement of this position the following governance has been implemented.

12.6.4.2 The Training Working Group has been established reporting to TCC.

12.6.4.3 Terms of Reference

Reporting to TCC, the daily management of the task is delegated to Head of Technical Services. Composition of the group as detailed below:

- Chairperson of TCC
- Chairperson of GTDC; GMC and GUC
- Representative of Energy & Utility Skills
- Chairperson of Standards Consultation Forum (SCF)
- where appropriate invited industry representatives.

12.6.4.4 Meetings shall be supported by at least one of:
IGEM HTS&P
IGEM TO.

12.6.4.5 Quorum: Three, including the Chairperson (unless an alternative is pre-nominated and accepted by the Committee).

12.6.5 Application Process

12.6.5.1 The Authoriser is required to have procedures and a set of parameters along with trained personnel to effectively and consistently review applications from the Recognisers of training, Independent Training providers or organisations developing training courses.

12.6.5.2 The Authoriser shall review the application from the Recognisers of training, Independent Training providers or organisations developed training course(s) and either:

- accept the application as initial recognition
- accept the application subject to amendments to the procedure or parameters provided
- withhold initial recognition pending site audit (for instance; if the application is from a new training provider and there is concerning over the provision of the necessary resources that are required to deliver the training). This audit may also cover the requirements set out in clause 12.5.4
- reject the application providing clear reasons for the decision.

12.6.5.3 The Authoriser shall notify the SMB and Energy & Utility Skills in writing of the acceptance of the Recogniser of training's, Independent Training provider's or organisation's developed training course(s) initial recognition.

12.6.5.4 Subsequently, the Authoriser shall audit the Recognisers of training or Independent Training providers at their premises to confirm that the on-site conditions and activities match those submitted in writing and either:

- accept the application as full recognition
- accept the application subject to amendments to the procedure or parameters provided
- reject the application providing clear reasons for the decision.

12.6.5.5 The Authoriser shall notify the SMB and Energy & Utility Skills in writing of the acceptance of the Recogniser of training's or Independent Training provider's full recognition.

12.6.5.6 The Authoriser shall undertake a surveillance audit to the Recogniser of training" or "Independent Training provider" at least yearly to verify that the conditions of the recognition remain satisfactory and either:

- confirm the status of full recognition
- confirm the status subject to amendments to the procedure or parameters provided
- suspend the status providing clear reasons for the suspension.

12.6.5.7 The Authoriser shall notify the SMB and Energy & Utility Skills of the suspension of the recognition status.

12.6.5.8 The Authoriser shall accept appeals and complaints and manage them within its appeals and complaint procedure, see Section 15. This procedure is aligned to that detailed in the SMB governance document.

12.6.6 The Authoriser's procedures

12.6.6.1 IGEM/IG/1 and the industry training specifications gives the auditor a useful explanation of standards and expectations of courses, course design, course content, structure and balance, admission guidelines for recognised courses.

12.6.6.2 The Course provider shall be asked to formally submit to IGEM full details of the courses offered for which recognition is required. The Training Working Group will use the course provider's submission as the basis of their recognition assessment.

12.6.6.3 IGEM provides a full administrative and secretarial service to the Training Working Group. This may include facilitating any training required by an auditor, routine correspondence with the course provider, taking of accurate minutes for meetings, accurate transcription of the recognition visit, and the transposition of those notes into a recognition report.

12.6.6.4 IGEM may wish to take specialist advice or co-opt a specialist for the visit. Ideally, a programme for the visit should initially be agreed with the training provider, and the schedule should allow a chance to privately question those trainees who have recently completed the course.

12.6.6.5 *Auditor*

12.6.6.5.1 IGEM will appoint suitably qualified and experienced auditor(s) to undertake auditing of "Recognisers of Training"/"Independent Training Providers"/"Training Providers" and training course developers.

12.6.6.5.2 Auditors should be registered, as a minimum an Engineering Technician Member with IGEM, hold a relevant Level 3 qualification in Teaching/Training or have evidence of Auditor training and experience.

12.6.6.5.3 Training of new recognition auditors shall be provided through a "shadowing" induction process that requires them to attend recognition visits initially as observers with increasing subsequent participation. Established auditors should receive material and presentations, as appropriate, on relevant recognition matters.

12.6.6.6 *Audit plan*

12.6.6.6.1 There is to be an audit plan to provide a three year rolling annual audit programme for those wishing to become an Authorised Recogniser of training and those currently Authorised.

12.6.6.6.2 Contact will be made with each organisation, requesting three possible dates for each "Recogniser of training" audit and three possible dates for the

Training provider audit. If the audit is for an Independent training provider then only one day will be required.

- the proposed dates will be reviewed by the independent auditor for availability
- if the proposed dates are suitable then a confirmation of the dates will be advised.

12.6.6.6.3 If the dates given are not suitable then there will be further negotiations to obtain a suitable date for the "Recogniser of training" or Independent Training provider and the independent auditor.

12.6.6.7 *Audit criteria and report*

12.6.6.7.1 The Auditor shall be provided with all the necessary documentation and the Recogniser of training/ (Independent) Training provider shall be advised of the Auditor and if appropriate, should be provided with their brief biographical details.

12.6.6.7.2 Documentation necessary for the audit will include as a minimum an audit plan, audit checklist, the name and contact details of the auditor. The Auditor's CV will also be available on request.

12.6.6.7.3 The audit shall be arranged in consultation with the Recogniser of training/(Independent) Training provider and take place normally within 4-6 weeks of the receipt of the application or as agreed when the first training is in progress following the receipt of initial recognition of that training.

12.6.6.7.4 At the end of the audit, the auditor shall meet with the Recogniser of training/(Independent) Training provider to discuss the audit. The auditor shall not disclose the conclusions or recommendations, but the training organisation will be advised of the general views and, in the event of any concerns and queries, they will have the opportunity to discuss and clarify these.

12.6.6.7.5 The auditor's report and recommendation/s shall be prepared immediately after the audit, in the following stages:

- the first draft report, excluding recommendation shall be sent to the Recogniser of training/(Independent) Training provider for confirmation of and accuracy of factual statements
- the final report, signed by the head of the Authoriser/Recogniser of training organisation shall be sent to the Recogniser of training/ (Independent) Training provider and retained as a record.

12.6.6.7.6 The Recogniser of training/ (Independent) Training provider shall be advised in writing, normally within 10 working days of the outcome of the visit and recommendation which will be either:

- Accept the status of full recognition
- Accept the status subject to amendments to the procedure or parameters provided
- Reject the status providing clear reasons for the denial.

12.6.6.7.7 The Authoriser shall notify the SSB in writing of the acceptance of the Recogniser of training's or Independent Training provider's full recognition. This shall be within 3 working days of notifying the Recogniser of training organisation

12.6.6.7.8 The Recogniser of training shall notify the Authoriser and SSB in writing of the acceptance of the Training provider's full recognition. This shall be within 3 working days of notifying the Training organisation.

12.6.6.7.9 For those applications that are rejected there is a complaints process that shall be followed (see Section 15).

12.6.7 Training provider codes

Gas Safe Register generate a code for every training provider offering Recognised training.

Training provider code is a requirement for Gas Safe Register's record on application of any new entrant to become registered.

12.6.7.1 The Authoriser shall liaise with Gas Safe Register by submitting any new Training provider's details, who is offering industry Recognised training.

Gas Safe Register generate a code for the Training provider and advises the Authoriser. The Authoriser shall advise the Recogniser of training or independent training provider accordingly.

In addition, when the Authoriser is advised that a Training provider has ceased to offer Recognised training shall notify Gas Safe Register accordingly.

13 SECRETARIAT PROCEDURES

13.1 Procedures governing the work of the Technical Services secretariat team are developed by the team to manage the processes described in this manual and in compliance with the requirements of the Governance manual CD4.

13.2 These procedures are reviewed and approved by the HTS&P.

13.3 These procedures have version control and are reviewed and updated as necessary.

13.4 These procedures are made available to the members of the Technical Services team on the IGEM IT system at S:\1 - Working Area\(B.04.) - Tech Team Administration.

14 RECORDS

14.1 Records of all Committee, Working Group and Panel meetings shall be in paper and electronic format.

14.2 All drafts of technical documents and the information provided from the Committee or Panel members shall be captured in a Technical Services Paper(s) or document appropriately referenced in the relevant Minutes or Notes and retained as an electronic record.

14.3 Archiving of all technical Committee, Working Groups or Panels is to be carried out in accordance with Technical Services Guidelines 14 and 14a.

14.4 The management of Technical Services records is undertaken in accordance with the Records management manual.

14.5 Technical records are to be retained indefinitely because the legal, safety, research and technical justification contained in IGEM's Guidance, Standards and Specification documents can confirm the basis of design and installation of gas systems for management of change and investigations on existing assets as well as providing an historical perspective on the development of the industry.

15 APPEALS AGAINST IGEM'S DECISIONS AND COMPLAINTS CONCERNING RECOGNITION OF TRAINING

(a) Appeals

In the case of conditional, provisional or deferred recognition the training organisation may appeal in writing to the CEO of the Institution. The Appeal will be referred to the Institution's Council who in consultation with the Chairman of the Training Working Group and CEO may decide whether:

- the decision not to accredit shall be upheld
- the application shall be re-considered by the Training Working Group
- to seek further evidence from the training organisation for further consideration.

(b) Complaints

In the case of a complaint concerning Recognition of training the training organization or new entrant may appeal in writing to the CEO of the Institution. The Appeal will be referred to the Institution's Council who in consultation with the Chairman of the Training Working Group and CEO may decide whether:

- the decision not to accredit shall be upheld
- the application shall be re-considered by the Training Working Group
- to seek further evidence from the training organisation for further consideration.

16 GLOSSARY AND ACRONYMS

16.1 GLOSSARY

IGEM owned documents	Documents that are drafted by and solely owned by IGEM.
IGEM administered documents	Documents that are drafted, but which are not owned, by IGEM.
unconventional gases	mostly methane gas produced from anaerobic digestion, landfill sites, shale, coal beds and manufactured such as town gas etc

16.2 ACRONYMS

ACS	Nationally Accredited Certification Scheme
INA	Independent Networks Association
AMO	Association of Meter Operators
CD	controlled document
CEO	Chief Executive Officer
CEA	Combustion Engineering Association
CoGDEM	Council for Gas Detection and Environmental Monitoring
COMA	Coke and Oven Manufactures Association
DBT	Department of Business and Trade
DEFRA	Department of the Environment, Food and Rural Affairs
DESNZ	Department for Energy Security and Net Zero
DNO	Distribution Network Owner
EUA	Energy and Utilities Association (was SBGI)
GCS	Group Competency Scheme
GIIGNL	International Group of Liquefied Natural Gas Importers
GMC	Gas Measurement Committee
GSIUR	Gas Safety (Installation & Use) Regulations
GUC	Gas Utilization Committee
GTDC	Gas Transmission and Distribution Committee
HSE	Health and Safety Executive
IGEM	Institution of Gas Engineers and Managers
LNG	Liquefied Natural Gas
LNGC	Liquefied Natural Gas Committee
LPG	Liquefied Petroleum Gas
MAM	Meter Asset Manager
MHCLG	Ministry of Housing, Communities and Local Government
MLP	Managed Learning Programme
MoGS	Matters of Gas Safety
NMRO	National Measurement & Regulation Office
Ofgem	Office of Gas and Electricity Markets
QCF	Qualification Credit Framework
PIG	Pipeline Industries Guild
RQF	Regulated Qualification Framework
SCF	Standard Consultation Forum
SIGTTO	Society of International Gas Tanker & Terminal Operators
SMB	Strategic Management Board
SME	specialist material expert
SSB	Standard Setting body
TCC	Technical Co-Ordinating Committee
TO	Technical Officer
TWG	Technical Working Groups

HTS&P Head of Technical Services and Policy
YPN Young Persons Network.

APPENDIX 1 : PANEL SCOPING DOCUMENT

Technical Panel Review - scoping document

Title of standard		**Reference No.**	
Authorising Committee			

	Name	Email contact details	Sponsoring organisation	Signature *	Date
Chair					
Secretary					
Panel members					

* By signing this scoping agreement, you are agreeing to the terms and conditions of the Institutions policy statement (See CD12 5.4.5) with regard to copyright and intellectual property. In addition, you are confirming that contributions made by you as a panel member have the permission to contribute to IGEM any and all intellectual property in such material; and all rights of copyright in the materials and texts contributed shall, for the purposes of the standard, be fully vested with IGEM.

Target project timeline and deliverables

First draft for comment	
Issue for industry comment	
Final draft for approval	
Publication	
Summary article for publication to membership	

APPENDIX 2 : APPOINTMENT OF A CHAIRPERSON

Nominee / Appointee / Committee / Panel:											
IGEM Body	**TCC Governance Manual reference**	**Date of Appointment**	**Date of re-appointment (Second Term)**	**Date of re-appointment (Third Term)**	**Is the appointee a Chartered Engineer Member of IGEM?**	**Does appointee represent a stakeholder**	**Is appointee a Trustee**	**Is the nominee the chair of the parent Sub committee?**	**Was the nominee appointment approved by consensus of the GIUSP working group?**	**Does the nominee represent HSE or Gas Safe Register?**	**Is the appointee a Member of IGEM?**
TCC	**5.1.3** **A Chairperson will be appointed by Council. The Chairperson is appointed for a 3 year period and is eligible to be re-appointed for up to two further 3 year periods. The Chairperson will be confirmed by Council annually. The Chairperson shall be a Chartered Engineer Member of IGEM.** **The Chairperson shall not formally represent a stakeholder (but may be an employee of one).** **Where the Chairperson is not a Trustee, the deputy Chairperson shall be appointed by TCC from the Trustees appointed by Council. Normally, this will be based on the term of trusteeship remaining and shall be for one year, i.e., the Trustee with the shortest remaining term of Trusteeship shall be vice Chairperson.**				Yes / No	Yes / No	Yes / No				
TCC Sub Committees	**5.2.3** **A Chairperson shall be appointed by TCC. The Sub-Committee may nominate a succeeding Chairperson to TCC. The Chairperson is appointed for a 3 year period and is eligible to be re-appointed for up to two further 3 year periods.** **The chairperson shall be a Chartered Engineer Member of IGEM.** **The Chairperson shall not formally represent a stakeholder (but may be an employee of one).**				Yes / No	Yes / No					
Sub committee working groups	**5.3.3** **The Chairperson shall be the Chairperson of the relevant Sub-Committee or as otherwise nominated by the Sub-Committee.**							Yes / No			
Sub Committee Gas Industry Unsafe Situations Working Group (GIUSP)	**5.4.4** **A Chairperson will be appointed by the GIUSPWG through nomination and consensus. Representatives from HSE and Gas Safe Register will not be eligible to undertake the role of Chair.** **The Chair will be appointed for a period of three years. If the chair is unable to attend a meeting, he/she will appoint a deputy.**								Yes / No	Yes / No	
Panels	**5.5.3** **For all IGEM-owned Standards except IGEM/G series:**										Yes / No

	• **Chairperson who shall be appointed by the relevant Sub-Committee and who preferably shall be a Member of IGEM** **(a) Where a Panel is to be reconvened for any purpose the Chairperson of the dormant Panel will be invited to Chair the reconvened Panel.** **(b) For any reconvened Panel without a continuing Chairperson (see (a) above) and for any new Panel a Chairperson will be sought from:** **· the relevant Sub-Committee or TCC or alternatively;** **· a company or organisation represented on the relevant Sub-Committee or TCC or alternatively;** **· IGEM Industrial Affiliate companies via the Industrial Affiliate section or alternatively;** **· volunteers resulting from publicity in IGEM's journal, website or social media advertisements.** **(c) In the event of more than one nominee, the Sub-Committee (or TCC for IGEM/G series) will select a Chairperson.**											
Additional supporting information:												

APPENDIX 3 : RECORD OF DOCUMENT REVISIONS BEFORE 2024

ISSUE NO	SECTION	DATE	DESCRIPTION OF REVISION
1	ALL	09/06	New Controlled Document
2	5.2.4	05/07	Revision of GSEC Scope
	5.4.1(c)(ii)	05/07	Revision of number of representatives
	All	05/07	Various editorial changes
3	5.4.1(c)	02/08	Revised Panel composition. Owners' representation increased from 3 to 4 (to cater for the 4 DNOs)
	New 10	02/08	Addition of policy on review of standards.
	New 11	02/08	Change Section 10 to Section 11.
	2	02/08	Deletion of paragraph referring to CD12A.
	5.1.1	02/08	Editorial changes.
	5.1.3	02/08	Editorial changes.
	5.2.1.2	02/08	Editorial changes.
	5.2.1.6	02/08	Add option of TO to support LNGC meetings.
	Various	02/08	Editorial changes to reflect "IGEM Standards" not "Technical Publications".
	5.3	02/08	Amendment to number of owner representatives (i.e. to include NTS)
4	Various	05/08	Amendment of "IGE/" to "IGEM/"
	6.7	05/08	New Sub-Section to cover urgent amendments to IGEM Standards
5	Section 5	11/08	Minor editorial change to reflect organizational changes
6	Various, 6.7 & 3	02/09	Correction for omission in last issue, plus revised document control to align all Control Documents
7	Various	03/09	Amendment to reflect amalgamation of GTDC and GSEC. Number of Committee meetings. Dissolving of LPGC
8	Various	07/09	Editorial Update and correction to clause 6.4.1 after internal audit ref: A09/11

9	Section 5.2	03/10	Committee membership update
10	Section 5.2	04/10	Committee membership update
11	Section 5.2	06/10	Committee membership update and DBERR now DBIS
12	Various	08/10	Committee membership update and addition scoping and policy statement for Panels
13	Various	12/10	Committee membership update
14	Various	03/11	Committee membership update
15	Section 5.2 Clause 5.4.5 Section 11	04/11	Committee update Copyright statement added Technical enquiries added
16	Clause 5.2.1.1	04/11	Committee update
17	Section 5.1 and 5.2	08/11	Committee update
18	Section 5.1	09/11	Committee update
19	Section 5.1	01/12	Committee update
20	Section 5.1	02/12	Committee update
21	Section 5.1	04/12	Committee update
22	Section 5.1	08/12	Committee update
23	Section 5.1	02/13	Committee update
24	Section 5.1	05/13	Committee update
25	Section 5.1	08/13	Committee update
26	Section 5.1	11/13	Committee update

27	Section 5.1	12/13	Committee update
28	Section 5.1	01/14	Committee update
29	Section 5.1 and 5.2	02/14	Committee update
30	Section 5.1	03/14	Committee update
31	Section 5.1	04/14	Committee membership update
32	Section 5.1	06/14	Committee membership update
33	Section 5.1	07/14	Committee membership update
34	Section 5.1	08/14	Committee membership update
35	Section 5 Section 6 Section 8 Section 12 Section 13	08/14	Clause 5.1.1 update organizations names Clause 5.1.4 added reference to the environment Clause 5.2.1.1 update organizations names and added new representation Clause 5.2.1.2 update organizations names and added new representation Clause 5.2.1.3 update organizations names and added new representation Clause 5.2.4 added reference to unconventional gases Clause 6.2 Clarity on the creation of documents and their review and the process of selecting a chairman and member for the Panel. New section 8 Secretariat responsibilities described New Section 12 Secretariat procedures described Clause 13.1 add new term Committee membership update
36	Section 5.1	10/14	Committee membership update
37 Section 5.1		04/15	Committee membership update
38	Section 5.1	04/15	Committee membership update
39	Section 5.1	08/15	Committee membership update

40	Section 5.1	11/15	Committee membership update
41	Section 5.1	03/16	Committee membership update
42	Section 5.1	04/16	Committee membership update
43	Index Sub-Section 5.2 Section 13	04/16	Added 13 Records Remove 'active' New Section Records
44	Section 5.1	05/16	Committee membership update
45	Section 5.1	07/16	Committee membership update
46	Various sections Section 5 Section 6 Section 8 Section 11 Section 5.1	09/16	Update throughout for staff roles and titles Clause 5.2.1.4 BG Group replaced with Shell, addition of UKLNG and NGV Network to kindred bodies Clause 5.2.4 Addition of IGEM Academy Clause 5.4.1 Panel members approval updated and maximum number of Panel members altered Clause 5.4.2 Quorate explanation reworded Clause 5.4.3 Social media advertisements added in for Chair interest Clause 5.4.4 Location of file for standard consultee list changed Clause 6.2.2 Update for document creation Update secretariat responsibilities Clause 8.2 Update on Panel actions Clause 8.4 Update on Panel response for industry comment Update for Technical Enquiry process Committee membership update
47	Section 5.1	01/17	Committee membership update
48	Section 5.1	02/17	Committee membership update
49	Sub-Section 5.1.1 5.4 Figure 1	06/17	Added Sub-Committee Gas Industry Unsafe Situations Working Group (GIUSP)

	Sub-Section 5.1 clauses 8.4; 5.5.4; 14.2		Committee membership update Amended industry consultation form reference Update to Government department name
50	Sub - Section 5.1	07/17	Committee membership update
51	Sub - Section 5.1	09/17	Committee membership update
52	Sub - Section 5.1	10/17	Committee membership update
53	Sub - Section 5.1	01/18	Committee membership update
54	Sub - Section 5.1	03/18	Committee membership update
55	Sub - Section 5.1	04/18	Committee membership update
56	Sub - Section 5.1	05/18	Committee membership update
57	Sub - Section 5.1	06/18	Committee membership update
58	Sub - Section 5.1	09/18	Committee membership update
59		05/19	Update to match CD12/01/19 Committee membership update
60	Sub - Section 5.1	09/19	Committee membership update
61	Sub - Section 5.1	10/19	Committee membership update
62	Sub-section 5.1	05/20	Committee membership update

63	Sub-Section 5.1	05/20	Committee membership update
64	Sub-Section 5.1	11/20	Committee membership update
65	Sub-Section 5.1	11/20	Committee membership update
75	5.2.1.4	Jan 22	Update LNG Committee
76	5.1.1 5.2.1.2 5.2.1.3	Feb 22	Update of Committee members
77	5.2.1.5	May 22	Update of Committee members
78	5.2.1.5	June 22	Update of Committee Members
79	5.1.1 5.2.1.1 16.2	June 22	Update of Committee Members Change of name of entity MAM to MEM
80	5.2.1.3 12.6.8 16.2	August 22	New Standard and Panel chair added New clause added re Training provider codes Acronym updated
81	5.2.1.1 5.2.1.2 5.2.1.3	October 22	Updated Committee membership
82	5.2.1.1	November 22	Updated Committee membership
83	5.2.1.2 5.2.15	December 22	Update Committee Membership
84	5.2.1	February 23	Update Committee Membership
85	5.2.1.5	March 23	Update Committee Membership
86	5.1.1 5.2.1.1 5.2.1.2 5.2.1.3	March 23	Update Committee Membership
87	5.2.1.5	March 23	Update Committee Membership
88	5.2.1.1 5.2.1.4	April 23	Update Committee Membership
89	5.2.1.4	May 23	Update Committee Membership

90	5.2.1.1 5.2.1.3	June 23	Update Committee Membership
91	5.1.1 5.2.1.1 5.2.1.3	July 23	Update Committee Membership
92	5.2.1.4	Aug 23	Update Committee Membership
93	5.2.1.2	Oct '23	Update Committee Membership
94	5.2.1.1 5.2.1.2 5.2.1.3 5.2.1.4	Nov '23	Update Committee Membership

BLANK PAGE