

LCA STANDARD FOR THE DELIVERY OF PLANT AND EQUIPMENT SERVICES

A) WHAT DOES THIS STANDARD COVER?

- 1** This service standard is for those providing services in the design, manufacture, supply, installation, refurbishment, modification, servicing, commissioning, etc., of any plant and/or equipment associated with the control of Legionella bacteria in water systems. This includes modification and refurbishment of water systems that could impact on Legionella control.
- 2** This standard does not apply to equipment supplied from a retail or trade outlet where the member has no further input to its use.
- 3** There are specific requirements on designers, manufactures, importers, suppliers and installers detailed in ACoP L8 paragraphs 75-86.
- 4** This standard is solely for items of plant or equipment that could impact Legionella control, either directly or indirectly, and covers the following aspects:
 - a.** Design and or selection
 - b.** Manufacture
 - c.** Supply of plant, equipment, spares etc.
 - d.** Installation of plant, equipment, spares etc.
 - e.** Commissioning of plant, equipment etc.
 - f.** Refurbishment of plant, equipment etc.
 - g.** Modification of plant, equipment etc.
 - h.** Servicing of plant, equipment, provision of spares etc.
- 5** This standard excludes:
 - a.** Use of plant or equipment
 - b.** Any testing of plant or equipment where no changes are made e.g. TMV failsafe testing, checking softener water quality, calibration of dosing and control equipment, etc.

B) COMPETENCE OF STAFF (INCLUDING SUB-CONTRACTORS)

- 6** There are six main areas of competence in the delivery of these services:
 - a.** Obtaining the required information to design the service (The Surveyor)
 - b.** Designing, costing and defining the scope of the service (The Designer)
 - c.** Planning and initiating the work. This could include indemnification of suppliers, procurement of parts, operation and maintenance manuals, identification of training needs & special equipment, etc. (The Planner)
 - d.** Carrying out installation, commissioning, servicing, maintenance, refurbishment, replacement, etc. (The Technician)
 - e.** Reporting and communicating results, outcomes and providing required documents and future recommendations (The Reporter)
 - f.** Ensuring the service has been delivered according to the LCA Member's company procedures (The Auditor)
- 7** These areas of competence require staff to have different knowledge, skills and experience to be competent and will vary with the service to be provided (please refer to item 4 above). The LCA Member should identify the skills required for the relevant task and system, provide appropriate training and assess the competence of the operative to carry out their assigned tasks.

C) SERVICE DELIVERY

- 8** To enable you to deliver plant and equipment services in an appropriate and safe manner you must have in place procedures to manage the following:

Section 1: Survey/Information Gathering

9 Information gathering by survey or other means, to obtain sufficient information to design and/or select, modify or service the appropriate plant, equipment or water system.

Section 2: Design/Selection of Equipment or Service

- 10** The LCA Member must ensure, where appropriate, that:
- a.** Systems are designed to reduce or eliminate Legionella risk where possible
 - b.** Systems are designed and installed to comply with relevant codes and guidance and state clearly what these are
 - c.** Systems are designed to facilitate inspection and maintenance
 - d.** Systems are so designed and constructed so that they will be safe and without risks to health
 - e.** The design considers all mechanical, operational, chemical and management aspects of any existing or proposed control programmes which are relevant

Section 3: Agreeing the Scope of Work

11 Detailed clarification is required of the scope of the services to be supplied and their objectives and outcomes. This includes, where applicable:

- a.** The project objectives
- b.** The premises and/or buildings to be included
- c.** The identification of the systems to be included or impacted
- d.** The scope of supply
- e.** Responsibility for waste disposal including any trade effluent or trade waste created by the work
- f.** Information and instructions on safe use of the installation are to be supplied
- g.** Access arrangements and timescales
- h.** An agreement between both parties defining the scope of the supply and referencing the agreed level of detail in, and format of, for example, drawings, asset registers, operation and maintenance manuals etc.

12 Where the Plumbing Notification Laws apply, in your proposal you should inform your customer of their responsibilities to notify their water undertaker. Where the installation will create an ongoing liquid waste you should inform your customer of their responsibilities for trade effluent consent.

Section 4: Preparation

- 13** Prior to attending site you must:
- a.** Ensure the staff/sub-contractor has the appropriate assessed competence/capability to carry out the task
 - b.** Provide suitable resources to your staff including, where appropriate:
 - i.* Appropriate method statement/work instruction
 - ii.* Task risk assessment
 - iii.* Emergency procedures (e.g. first aid, accident reporting, incident reporting, chemical handling/safety procedures, etc.)
 - iv.* Emergency equipment, required PPE/RPE and other safety/access equipment
 - v.* Calibrated monitoring and inspection equipment (keep testing records for audit)
 - vi.* Job reporting system (e.g. a paper or electronic record of the work when completed)

Section 5: Carrying out the Work

- 14** Immediately prior to commencing work the operatives should:
- a.** Complete a pre-work risk assessment or review and, if necessary, amend the preliminary task risk assessment
 - b.** Check PPE/RPE and equipment
 - c.** Check method statement/work instruction is valid
- 15** During the work the operatives should:
- a.** Carry out tasks in the method statement
 - b.** Complete report of work outcomes e.g. commissioning or test results, maintenance records, etc.

Section 6: Handover/Completion

- 16** The following may be required on completion:
- a.** Adequate information for the user about the risks and measures necessary to ensure that the plant and equipment, and (as appropriate) the water systems in which they are installed, will be safe and without risks to health
 - b.** Provision of drawings, asset registers, operation and maintenance manuals etc.
 - c.** Demonstration and instruction for the client
 - d.** Sign off by the customer on completion of the project

Section 7: Verification and Quality Control

- 17** The LCA Member must have procedures and records in place to ensure that, where applicable:
- a.** All required visits are done to schedule (missed visit control when part of an ongoing contract)
 - b.** Required plant and equipment tasks are completed
 - c.** Appropriate corrective actions are advised to the agreed contacts
 - d.** Significant non-conformances are recorded and tracked to conclusion
- 18** A representative proportion of output must be monitored to ensure compliance with the above.

D) WHAT YOU NEED TO TELL YOUR CUSTOMER

- 19** It is the responsibility of the dutyholder/responsible person to:
- a.** Consider that any changes to the system may alter the Legionella risk and therefore require a review of risk assessment, associated control scheme and records. This may result in:
 - a reassessment of the legionella risk
 - an update of the written scheme of control
 - a revised schematic diagram
 - a revision of the record keeping system
 - b.** Make appropriate notification under the requirements of the Plumbing Notification Laws.
 - c.** Ensure the necessary trade effluent discharge consent is in place for any effluent generated from any equipment installed.
 - d.** Ensure any preparatory work you are responsible for is completed prior to commencing plant and equipment work.
 - e.** Ensure any equipment is installed, commissioned, operated, and maintained correctly.

FOR AND ON BEHALF OF THE LEGIONELLA CONTROL ASSOCIATION