

Overview

This standard covers carrying out installation or changing of single or 3-phase meters and associated equipment within the energy supply and use sector.

To meet this standard you will be able to:

- prepare the work area confirming it is in a safe condition to carry out the intended installation activities
- use the appropriate job specifications and instructions
- prepare and use tools, equipment and materials to install or change meters
- communicate with all customers and members of the public.

This standard is suitable for crafts persons or technician working in the energy supply and use sector with responsibility for installing or changing meters.

Performance criteria

You must be able to:

1. identify the location of the metering work using organisational systems and available information
2. communicate the planned work activity to all affected parties in accordance with organisational policies and procedures
3. select, inspect and wear relevant personal protective equipment for completing work activities in line with organisational procedures
4. carry out a site specific risk assessment of the work, identifying hazards and the required control measures
5. carry out a pre-use inspection of the tools and equipment to be used, checking condition and service information in accordance with organisational procedures
6. carry out pre and post installation tests and assessments in line with organisational procedures
7. plan the work to be undertaken in line with risk assessment
8. apply control measures to ensure the work area is fit for purpose in line with risk assessment
9. check meter details and accurately record meter readings
10. install or change the identified single or 3-phase meter and associated equipment using selected tools and equipment
11. check the completed installation complies with work instructions and equipment specifications
12. complete an report the required post activity documentation in line with organisational procedures
13. handle and dispose of waste materials in accordance with legislative and organisational procedures, where appropriate
14. communicate the technical requirements of the completed work activity to all affected parties answering any technical queries, where appropriate
15. store tools and equipment safely and securely, leaving the work area in a safe condition in accordance with organisational procedures
16. report problems outside role responsibility to designated personnel in line with organisational procedures, where appropriate
17. work safely at all times, complying with health and safety, environmental and other relevant regulations, directives and guidelines

Knowledge and understanding

You need to know and understand:

1. the principles of health and safety in the workplace, environmental legislation and relevant regulations in relation to the work to be carried out
2. the organisational safety rules, policies and procedures in relation to work on or near metering systems
3. the organisation's isolation and locking-off procedure relating to work on metering systems
4. the organisations safety document procedures that apply to work on metering equipment and systems
5. how to present and introduce yourself to customers
6. how to select, inspect and use personal protective equipment
7. how to carry out a risk assessment, identify hazards and assess risks of the site and proposed activity
8. the hazards associated with working on or near electrical systems and equipment and how to deal with them
9. the dangers of gas, electricity and how electric shock can be received including: direct contact, induced voltage and arcing
10. how to change single and 3-phase meters and associated equipment using specified methods, processes and procedures
11. how to carry out pre and post installation testing procedures
12. the importance of checking meter details and recordings
13. the importance of checking installation complies with manufacturers instructions and equipment specifications
14. how to update, report and record information in accordance with organisational procedures
15. the importance of communicating the technical requirements of the work to all affected parties throughout the activity
16. how to leave the work area secure and the importance of doing so
17. how to handle and dispose of hazardous and non-hazardous waste materials in line with relevant regulations

Glossary

Meters this refers to either single meters or 3-phase meters

Developed by	Energy & Utility Skills
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Originating Organisation	Energy and Utility Skills
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Relevant Occupations	Engineering Installation Engineer, Engineering Technicians, Gas Team Leaders, Craftspersons and Technicians, Gas Engineer
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Suite	Domestic Natural Gas, Installation and Maintenance, Down Stream Gas, Downstream Operations, Smart Metering
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