

Appendix 3 – Gas supplies, the network and network analysis results

Refer to separate document for **Appendix 3** which lists the gas supply points and a detailed description of the network and the results of the network analysis carried out in 2021.

Appendix 4 – Governor maintenance records

The governor maintenance work is in progress with the University nominated service provider PENSPEN LIMITED.

The maintenance records will be provided within the Appendix 4 document when completed by Penspen schedule for September 2021

Appendix 5 – Gas Emergency and Fumes response reporting form



Reported Gas Escapes and Fumes Form

Have you informed the customer to: Tick Box

- | | |
|---|--------------------------|
| 1. Turn off the gas supply at the emergency control valve, unless in cellar or basement | <input type="checkbox"/> |
| 2. Extinguish all sources of ignition/naked flames | <input type="checkbox"/> |
| 3. Not to smoke | <input type="checkbox"/> |
| 4. Not to operate any electrical switches/telephones or mobiles | <input type="checkbox"/> |
| 5. Ventilate the building by opening doors and windows | <input type="checkbox"/> |
| 6. Ensure access to the premises is possible | <input type="checkbox"/> |
| 7. If smell persists vacate the premises | <input type="checkbox"/> |

Record the following:			
Name of caller:		Name of customer: (if different from caller)	
Address:		Postcode:	
Telephone number:		Mobile:	
Location of gas escape / fumes			
Is the gas escape / fumes	Controlled <input type="checkbox"/>	or	Uncontrolled <input type="checkbox"/>
Report received by:			
Name:		Job role:	
Date/...../.....		Time am/pm	
Actions taken:			
Passed to ESP:	Date/...../.....		Time am/pm
ESP reference number:			
Passed to Mechanical Team	Name:	Date/...../.....	Timeam/pm

Employee Name..... Signature.....

Appendix 6 – Asset list and location of AECV and ECV’s

The asset list is provided as an appendix to the Safety case in a standalone Excel document.

Appendix 7 – Gas governor / meter asset data

The asset list is provided as an appendix to the Safety case in a standalone Excel document together with photographs of each installation

Appendix 8 – List of gas emergencies and incidents

Refer to separate document which lists the gas emergencies and incidents for a two year period. The Appendix will be updated annually.

Appendix 9 – Management Organisation chart

