

**On The Job Portfolio**  **Training Centre Portfolio**  **(Tick)** Job Number: \_\_\_\_\_

Trainee Name: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_

Job Address: \_\_\_\_\_

Work Type: Service  Install  Repair  other

Gas Pipework: Visual Inspection Pass  Tightness Test Pass  Meter Type \_\_\_\_\_

Was the meter/pipework removed and/or capped at any point:  Was temp continuity bonding used

Was a Purge required?:  Yes / No  Purge Volume: \_\_\_\_\_ m3 \_\_\_\_\_ ft3

Meter Pressure: Standing Pressure \_\_\_\_\_ mb Working Pressure \_\_\_\_\_ mb Pass  Fail

Appliance Make / Model / Type: \_\_\_\_\_

Fitted in Location / Position: \_\_\_\_\_

Flue Type: Open Flue  Lined  Unlined  Metal  Vertex  Other   
 R/Sealed  B.F.  Fan Flue  Vertical  Horizontal  Other   
 Flueless  Flue Visual Inspection: Pass  Fail

Flue Material and Manufacturer: \_\_\_\_\_

Flue Test: N/A  Pass  Fail  Spillage:  Pass  Fail

Ventilation: N/A  Calculated Size: \_\_\_\_\_ cm2 Vent Size: \_\_\_\_\_ cm2

Operating / Burner Pressure: Inlet Pressure \_\_\_\_\_ mb Burner Pressure \_\_\_\_\_ mb

Heat Input / Gas Rate Calculation = \_\_\_\_\_

Manufacturers Max HI or GR Value: \_\_\_\_\_ Manufacturers Max Gas Analysis Ratio or CO2: \_\_\_\_\_

High Fire or Oven FGA Ratio \_\_\_\_\_ Co2 \_\_\_\_\_ Co \_\_\_\_\_ Pass  Fail

Low Fire or Grill FGA Ratio \_\_\_\_\_ Co2 \_\_\_\_\_ Co \_\_\_\_\_ Pass  Fail

Flue Integrity Test CO \_\_\_\_\_ O2 \_\_\_\_\_ N/A  Pass  Fail

Visual inspection of Flames N/A  Pass  Fail

Safety Controls: FSD  Type and test time: \_\_\_\_\_

ASD  Regulator  Thermostat  Multi Funcion Control

Gas Taps  Solenoids  Igniters  Fan Pressure Switch

Cooker Lid Safety / Grill door Device  Cooker Thermostat Bypass  Other

Is the appliance safe for continued use?  Private  Landlord  Other

**Actions Taken, as a result of defects found:** **Give Detail & Take Pictures:**

Unsafe Category Used? **ID / AR / NCS**  
 Has the appliance been labeled? YES / NO  
 Turned Off or Capped Off? T.Off / C.Off  
 Form filled in and signed YES / NO  
 Has HSE / RIDDOR been Contacted YES / NO

\_\_\_\_\_

Gas Safe Engineer Name: \_\_\_\_\_ Engineer's Signature: \_\_\_\_\_

Engineer Registration Number \_\_\_\_\_ Date Completed: \_\_\_\_\_

Trainee Signature \_\_\_\_\_ Training Centre Checked by: \_\_\_\_\_

**\*\* Please take and attach photographs of the work undertaken & forms and Labels. Code the photos and include in Details of work**

### CH Boiler / Water Heater Install

	Condensing	Non-condensing	Insert the boiler manufacturer make & model
Traditional / Heat Only	<input type="checkbox"/>	<input type="checkbox"/>	
System Boiler	<input type="checkbox"/>	<input type="checkbox"/>	
Combination Boiler	<input type="checkbox"/>	<input type="checkbox"/>	
Water Heater	<input type="checkbox"/>	<input type="checkbox"/>	
Gas Fire + BackBoiler	<input type="checkbox"/>	<input type="checkbox"/>	

### Gas Pipework Installed

	Through Walls	Under floors	Surface Mounted	Type of fittings used/ Compression, threaded, soldered etc
Copper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trac Pipe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Polyethelene pipe (MDPE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Pipe Sizing & Purging

Produce a sketch, pipesizing calculation and purge volume calculation for at least **ONE** onsite installation, take picture of the data badge or MI. for your portfolio.

New Installation	<input type="checkbox"/>	Installation Volume If required:	
Existing Installation	<input type="checkbox"/>	Meter Included?	<input type="checkbox"/>

Purge Volume Show Calculation

### Servicing

	Open Flued	Balanced flued	Fan Flued		Condensing	Non Condensing
Traditional / Heat Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
System Boiler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Combination Boiler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Gas Fire + BackBoiler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Multi point Water heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

<b>Detail of Work Carried Out:</b>	Photograph Code Numbers **