

	Candidate Name
	Candidate Registration # (CEA Office use)
BOILER OPERATION ACCREDITATION SCHEME APPLICATION MANDATORY INFORMATION – Complete in block capitals	Application form page 1 of 5 Version 6

Important Information – Please read before submitting your application.

The Boiler Operation Accreditation Scheme (BOAS) is intended to give Accreditation to persons who already have experience of boiler operation. CEA-approved BOAS courses are not intended to train persons with limited experience or those new to boiler plant. We recommend that before being assessed a candidate should have been operating boilers or managing boiler houses as part of their daily duties for a minimum period of six months or 100 boiler operational hours. If you are inexperienced, the CEA-approved BOAS Training Providers will be able to offer a suitable foundation course which, in conjunction with instruction from the boiler manufacturer, will enable you to safely operate your boiler plant under the guidance of a competent and experienced colleague.

Should you feel that you have sufficient experience, we would still recommend that you undertake the BOAS course by way of ensuring that you are up-to-date with current legislation and recognised best working practices. Similarly, if you hold a formal boiler operating qualification which is more than five years old, the BOAS training course should be undertaken to ensure up-to-date knowledge. Without the recommended level of prior experience you are likely to find the BOAS training and assessment process excessively onerous, for which reason you are unlikely to pass the examinations and assessment at the first attempt.

The BOAS assessment process requires proficiency in both written and spoken English, and in particular familiarity with the English words for boiler specific terms. Lack of proficiency in English may result in candidates not passing the assessment regardless of their technical capabilities and knowledge.

This application form must be used both for new applications and renewals. In the case of renewals the original certificate number and date of expiry must be stated. Renewal candidates whose qualification was gained before the BOAS qualification was awarded for either Operatives or Managers should now choose the appropriate category, and seek dual qualification only when essential.

Please confirm below that you meet the pre-requisites:

<i>I have read the above and</i>	<i>Please initial</i>
<i>I confirm that I have the appropriate experience to be assessed immediately or upon completion of the BOAS training course</i>	
<i>I consent to all personal information provided in this form to be used for the sole purpose of BOAS.</i>	

PLEASE PUT YOUR NAME ON THE TOP OF EVERY SHEET AND COMPLETE ALL RELEVANT SECTIONS NEATLY IN BLOCK CAPITALS - USE ADDITIONAL SHEETS IF NECESSARY.



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BOILER OPERATION ACCREDITATION SCHEME APPLICATION
MANDATORY INFORMATION – Complete in block capitals

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APPLICATION CATEGORY - tick below or add details as required

Operator	
Manager	
Dual <i>awarded only in exceptional circumstances</i>	
Renewal of Operator Accreditation – give existing cert no. and date of expiry	
Renewal of Manager Accreditation - give existing cert no. and date of expiry	
Upgrade from existing Operator to Manager - give existing cert no. and date of expiry	

CANDIDATE’S PERSONAL DETAILS

Date of Birth		<p><i>Insert ID Card Photo Here</i> If you are attaching a photograph, please ensure that it is either glued or stapled here such that the staples are not actually on the image, and also provide a second loose copy. PLEASE WRITE YOUR NAME ON THE BACK OF PHOTOGRAPHS.</p> <p>If you are completing this form electronically, a scanned image may be inserted here.</p> <p>The Assessor will verify the likeness of the photograph and candidate’s signature.</p> <p>The identity of the Candidate will be checked by the Assessor. Formal identification of photo likeness will be by passport, driving licence or Gov’t issued photographic identity card. Confirmation of the candidate’s address will be by a different document to that listed above, including council tax demand, utility bill, or driving licence.</p> <p>All documents must be less than 6 months old or currently valid. Any queries regarding identity checks must be directed to the Assessment Body for clarification.</p>
Forename(s)		
Surname		
Home Address		
Town		
Postcode		
Country		
Home Tel		<p>Assessor to confirm photo likeness and proof of address from list of approved documents</p> <p>Identity check – Assessor sign below</p>
Mobile		
e-mail		



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EMPLOYER'S DETAILS

EMPLOYER'S DETAILS			
Employer			
Address			
Candidate's Position in Company			
Candidate's Manager's Name and Position			
Office Telephone		Manager's Mobile	
Manager's e-mail			

CATEGORY OF PLANT

TICK BELOW

Please apply for the category of plant for which you seek qualification.

You may apply for more than one category if relevant to your needs, but this requires additional evidence of experience and will incur additional cost. Please ensure that the Approved Training Provider you choose can offer training on your chosen category / categories.

Category 1

Hot Water Boilers at any pressure & temperature

Conventional shell type hot water boilers. The training and all aspects of the assessment can usually be carried out on the Training Provider's site.

Category 2

Shell-type Industrial Steam Boilers

The training and all aspects of the assessment can usually be carried out on the Training Provider's site. This category is appropriate for coil-type steam generators, but you should ensure that the Training Provider will include this type of boiler in the course and supply specific plant details in your Evidence Pack.

Category 3

Water Tube Boilers

Assessment will take place at the candidate's place of work where the plant is located. Training may also be performed on site, but please note that this will entail extra costs. . This category is appropriate for coil-type steam generators, but you should ensure that the Training Provider will include this type of boiler in the course and supply specific plant details in your Evidence Pack

BOAS is intended to provide Accreditation to persons who are experienced boiler plant Operators or Managers. It is therefore required that candidates have a minimum of six month's operational (or Managerial) experience of boiler plant of the type for which they seek Accreditation. Candidates with less experience may find the course onerous, and are unlikely to pass the examination. Without evidence of the required level of experience they will not be able to complete the assessment process successfully. It is in the candidate's and employer's best interests to ensure the candidate has suitable foundation training and experience in boiler operations in line with the BOAS recommendations.

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If you do not have the recommended level of experience, it is important that you discuss this with the CEA before making an application. Please call the CEA Director on 01740 625538. He will be able to suggest foundation courses available from CEA-approved Training Providers which are appropriate for your needs.

In order to verify that you have the required level of experience, please state below the nature of boiler with which you are now working (please give the highest pressure and largest output if more than one)

Hot Water

Rating	MW input	Temperature	°C
Experience	Years		

Steam

Pressure	bar [g]	Rating	kg/h
Experience	Years		

Please list here any relevant qualifications that you hold and provide a CV and verified work experience record for the Assessor to review

Data Protection Act. The Assessment Body will hold your details in accordance with the Data Protection Act 1998. Data will be used for Training and Accreditation purposes and details passed to the CEA as part of the scheme requirements. Information relating to Operative/Manager competence and registration will be available to the public or any other parties with a legitimate interest.

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As part of the application AND renewal process, the Evidence Pack appended to this application form must be completed prior to attending the training course. This information forms part of the final assessment and will be made available for the Training Provider, the Independent Assessor and the CEA Certification Officer to review.

The Evidence Pack requires that you provide specific details of your boiler plant as well as information on the distribution system and the process equipment. This is required for three main reasons:

- firstly, the exercise of gathering the information is part of the training process itself;
- secondly, the information provided may enable the Training Provider to identify any detail of your plant which warrants specific attention during the training process;
- thirdly, it will enable the Independent Assessor to understand and therefore discuss your own plant.

If you are responsible for a number of sites (Boilermaker Service Engineer, Project Commissioning Engineer etc.) it is only necessary for you to complete the Evidence Pack in respect of one site (preferably the largest), although you may provide more. Managers need to provide evidence of tasks they have personally supervised or organised. Applicants who manage boiler houses on behalf of clients where confidentiality is required (such as contract energy management and contract maintenance organisations) should provide copies of their service or maintenance records with the boiler owner’s details blanked out.

Medical or Special requirements: Should you have any medical condition that may affect the way you work or the assessment process, or any other special requirements, then please list them below.

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I understand that in making this application, should I give false or misleading information the CEA may withdraw or cancel BOAS ID cards and certificates.

<i>Candidate’s Signature on application</i>		<i>Date</i>	
<i>I would like to defer my assessment to a later date (optional)</i>		<i>Proposed date</i>	
<i>Assessor’s Signature on completion of assessment</i>		<i>Date</i>	

NB: The Assessor will verify the likeness of the photograph and candidate’s signature and address during the oral assessment process

This form must be returned together with your order and payment to your Training Provider, who will include in their invoice the Assessment Body fees and CEA Administration fees as shown on the CEA website.



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BOILER OPERATION ACCREDITATION SCHEME - CANDIDATE EVIDENCE PACK AND SUPPORTING DOCUMENTS

As part of the application AND renewal processes, this document must be completed prior to attending the training course, to be made available for both the Training Provider and the Independent Assessor for their review. Please provide the information below that is relevant to your type of plant, the type of work you do, and the BOAS Category for which you are seeking Accreditation.

If the Assessor is not provided with sufficient documentation to demonstrate that your boiler plant is currently operated or managed in a safe manner the assessment may not be completed. If your current operating practices or procedures are, in the opinion of the Assessor, not safe or not to the required best practice standard, you will be expected to discuss how your current procedures may be brought up to the required standard and explain how you will bring this to the attention of your site management. The Assessment Body is required to report any clear breaches of legal requirements or obvious matters of unsafe operation to your employer.

Candidates are NOT expected to submit huge volumes of company procedures, manuals and drawings; the object of the evidence gathering exercise is for the Assessor to view the candidate's own work and their understanding of how they operate or manage their boilers. BOAS is awarded to the candidate, not their employer, so requires evidence of personal involvement, not reams of corporate paperwork.

A maximum of 20 sheets of relevant evidence per candidate is required.

The Evidence Pack requires that you provide specific details of your boiler plant, as well as information on the distribution system and the process equipment as appropriate. This is required for three main reasons:

- Firstly, the exercise of gathering the information is part of the training process itself;*
- Secondly, the information provided may enable the Training Provider to identify detail of your plant which warrants specific attention during the training process;*
- Thirdly, it will enable the Independent Assessor to understand and therefore discuss your own plant.*

If you are responsible for a number of sites (Service Engineer, Commissioning Engineer, Boiler Inspector etc.) it is only necessary for you to complete the Evidence Pack in respect of one site you work on, preferably the largest.

Please note the documents which are required to be provided in support of your application. Each candidate is expected to present a CV and log book, and other documents with details of the work that they personally have undertaken in the boiler house and around the Distribution system. These will be used as a discussion point during the oral assessment. Applicants who operate boiler houses on behalf of clients where confidentiality is required (such as contract energy management and contract maintenance organisations) should provide copies of their service or maintenance records with the site owner's details blanked out.

*It is recognised that not all sites may operate to the expected standards, and if any document is not available please put N/A in the tick box. You should, however, understand that by the time you are assessed you will be expected to discuss some of these with the Assessor. **You should provide at least three of the documents under the 'preferred' category.***

Training Providers will keep copies of the evidence provided by each candidate for sending to the Assessor and subsequently filing with the Assessment report and exam results. All other evidence will be returned to the candidate for them to keep. All candidates, whether for Operator or Manager qualification and both for initial Accreditation and renewal, should provide copies (NOT ORIGINALS) of the following documents. The log sheets and records should be legibly signed by the candidate and counter signed by their IMMEDIATE SUPERVISOR as being the candidate's work; please tick to confirm that they are included with the application form:



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BOILER OPERATION ACCREDITATION SCHEME - CANDIDATE EVIDENCE PACK AND SUPPORTING DOCUMENTS

Mandatory Documents – Operative	Tick here if provided	✓
CV for candidate with Company organisation chart to show candidate's line management. This CV should demonstrate the candidate's current role in detail.		
Schematic diagram of plant or boiler house equipment, hand drawn preferably		
Log Book entries signed by the candidate, or daily boiler house and machinery maintenance checks undertaken and signed by the candidate. These documents are to be checked and authorised by the candidate's manager.		

Required Documents – Operative (at least three from this list)	Tick here if provided	✓
Written start-up procedure for boilers		
Written shut-down procedure for boilers		
Written Emergency procedures for boilers/boiler house		
Weekly evaporation test report completed by the Operator, or checked and authorised by a Manager applicant		
Completed boiler house safety check / audit		

Alternative Documents instead of those listed above	Tick here if provided	✓
Current completed boiler house log sheets completed by the Operator-and authorised by the candidate's manager		
Example of boiler inspector's report		
Completed Permits to Work issued in carrying out candidate's duties		
Brief description of the operation of the Permit to Work system		
Completed water treatment records (results of candidate's own tests together with those of the treatment company)		
Maintenance and service records completed personally or under supervision		
Turbine/CHP Readings or other efficiency and energy reports		
Commissioning records for boiler plant		

The assessment is not a judgment of the candidate's particular site or the plant with which he works. It is to ensure that he is fully aware of how that site and plant should operate. However, if the Assessor uncovers an issue which he considers is dangerous, unsafe, or potentially illegal he should inform the candidate, ask for the candidate's view on the matter, and seek some reassurance that the matter will be raised to management level when the candidate returns to work. The Assessment Body will write to the candidate's manager to inform them of the Assessor's findings.



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BOILER OPERATION ACCREDITATION SCHEME - CANDIDATE EVIDENCE PACK AND SUPPORTING DOCUMENTS

Mandatory Documents – Manager	Tick here if provided	✓
CV for candidate with Company organisation chart to show candidate’s line management and subordinates. This CV should demonstrate the candidate’s current role.		
Schematic diagram of plant or boiler house equipment, hand drawn preferably		
Copies of Boiler House Log Book sheets or other operation/maintenance/construction record with entries checked and authorised by the candidate.		

Required Documents – Manager (at least three from this list)	Tick here if provided	✓
Written Scheme of Examination – Copy of index sheet or front sheet only		
Schedule of examinations as per Written Scheme of Examination		
Permit to Work (other than for Inspection of boiler)		
Completed examples of Permit to Work issued		
Completed examples of Risk Assessments prepared		
Lone Worker arrangements		
Isolation Method Statements		
Completed examples of Audits completed in the boiler house and actions required/completed		

Alternative Documents instead of those listed above	Tick here if provided	✓
Environment Agency/SEPA/NIHES Permit (where applicable) – Copy of front sheet or index sheet only		
Examples of project work undertaken to improve efficiency or for repairs to the system		
Completed examples of daily log sheet audits		
Completed examples of Fuel Monitoring (gas/steam/water consumption) and Environmental monitoring records		

Managers are expected to demonstrate that they are managing the installation, not necessarily doing all the tasks themselves but understanding what has to be done, and showing they have checked the work of their staff and that it is in accordance with legal requirements, recognised best practice, and site procedures.

In exceptional circumstances where assessment of Cat 3 candidates from outside the UK cannot be undertaken on site, the candidate must provide additional details of their plant including detailed drawings of the pipework and main components, and photographs showing the layout of the plant and the main operational and safety items.



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BOILER OPERATION ACCREDITATION SCHEME - CANDIDATE EVIDENCE PACK AND SUPPORTING DOCUMENTS

If you are responsible for more than three boilers, please make further copies of this form as necessary. Please complete the information so far as you are able.

General Boiler Details			
	Boiler 1	Boiler 2	Boiler 3
Make			
Pressure (bar [g])			
Output (kg/h)			
Date of manufacture			
Combustion Details			
	Boiler 1	Boiler 2	Boiler 3
Burner manufacturer/type			
Fuel(s) (and stored quantity / arrangements if applicable)			
Control (e.g. on/off or modulating)			
Boiler Feed Water Control			
	Boiler 1	Boiler 2	Boiler 3
Pump on/off or modulating valve			
Level sensors: direct-mounted or external chambers?			
Type: float or electrode?			
Low levels – standard or high-integrity?			
High level alarm fitted?			
Main Blowdown			
	Boiler 1	Boiler 2	Boiler 3
Manual or auto?			
TDS Control			
	Boiler 1	Boiler 2	Boiler 3
Auto TDS fitted? Yes/no			
Blowdown receivers			
Blowdown vessel or pit?			
Blowdown Heat Recovery			
System installed? Yes/no - type			
Blowdown Pipework			
In trench or floor-mounted?			



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BOILER OPERATION ACCREDITATION SCHEME - CANDIDATE EVIDENCE PACK AND SUPPORTING DOCUMENTS

Water Treatment	
Type (e.g. softener + chemical injection, or de-alk / de-min)	
Treatment chemicals Used	
Is eyewash / a shower provided?	
Who is responsible for treatment regime and routine test/sampling? How frequently?	
Who is monitoring and adjusting water treatment levels including boiler water TDS/ Conductivity levels	
Feedwater System	
Open tank / pressurised de-aerator?	
Capacity (m ³)	
Normal temperature range	
Steam injection?	
General Safety	
Fire alarm call points at every exit?	
Emergency lighting provided as required by Fire risk assessment?	
Fuel emergency stop button location(s)	
First aid kit provision	
Boilerhouse ventilation - natural or mechanical	

BOILER OPERATION ACCREDITATION SCHEME - CANDIDATE EVIDENCE PACK AND SUPPORTING DOCUMENTS

Please provide a list of the type of equipment that the boilers serve. This need not be an exhaustive list of all equipment, but should be sufficient for the Trainer and Assessor to understand what the steam or hot water is used for on your site and whether condensate is returned to the boiler house. If any of the listed equipment uses direct steam injection this should be mentioned.

Both Operative and Manager candidates must attach a sketch to show the layout of their boilers and how they connect to the various ancillaries such as the water treatment system, feedwater tank, and blowdown system.

If you have two or more boilers which are connected to provide a common steam supply to the plant, please also provide a drawing to show the layout of the manifold (header), including the positions of the steam inlets and outlets, as well as all valves and steam traps.

These drawings are not expected to be precise CAD engineering drawings; it is preferred that they be hand drawn by the candidate which will demonstrate that he/she has a proper understanding of the layout of his/her boilerhouse.

In the case of Cat 3 candidates, due to the complexity of water tube boilers, it is preferable that a Piping and Instrumentation Diagram (PID) be provided, however please note that the Assessor will expect the candidate to demonstrate a proper knowledge of how the boiler operates.

Insert sketch of plant above, or provide as a separate attachment.



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Guidance for candidates

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BOILER OPERATION ACCREDITATION SCHEME - CANDIDATE EVIDENCE PACK AND SUPPORTING DOCUMENTS

GUIDANCE FOR CANDIDATES – EVIDENCE REQUIREMENTS

*All candidates for the BOAS scheme are required to provide evidence of their involvement with relevant boiler installations over a period of at least 6 months before they are assessed. The requirements for evidence are specified in Appendix 2 of the BOAS Handbook. **A maximum of 20 relevant sheets of evidence are required.***

This additional note gives further guidance regarding what is, and is not, expected by the Assessor to meet the evidence requirements. It applies to new candidates and to renewing candidates. Print-outs of electronic records are acceptable if they are countersigned by a Manager.

Evidence pack requirements are listed below - candidates are expected to provide copies of the following documents which the Training Provider will scan and return to the candidate. The evidence supplied needs to make sure the candidate's contribution is clearly marked, especially where entries are simply initialled, and evidence of candidates following procedures they have submitted will be required.

Operators – mandatory evidence

- a cv, one or two pages only, giving brief details of current and recent employers, roles, responsibilities, etc.
- an organisation chart showing the candidate's position in the company and relevant relationships - one page, hand drawn if necessary;
- a line diagram of their boiler plant, hand drawn will do, showing main plant items and pipework etc. (an example is in the Handbook, Appendix 2);
- a copy of 3 or 4 pages of the boiler house logbook showing work done by the candidate himself on a few separate occasions spread out over time to demonstrate the six months experience requirement, and showing that their supervisor or manager has checked it.

Operators - additional evidence:

At least three of the following, all as carried out by the candidate and checked and authorised by a Manager,

- written start-up and shut-down procedure for boilers, as carried out by the candidate;
- water treatment test results from tests carried out by the candidate, 2 or 3 sheets only (**not** the water treatment company's reports);
- written emergency procedures for boilers/boiler house (alarms, leaks, fuel etc.);
- boiler house safety check/audit completed by the candidate;
- weekly evaporation test report completed by the candidate;

Alternative documents are listed in Appendix 2 if three of the above are not available, but they must in some way refer to the candidate and the work he personally carries out.



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Guidance for candidates

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BOILER OPERATION ACCREDITATION SCHEME - CANDIDATE EVIDENCE PACK AND SUPPORTING DOCUMENTS

Managers – mandatory evidence

- a cv, one or two pages only, giving brief details of current and recent employers, roles, responsibilities, etc.;
- an organisation chart showing the candidate's position in the company and relevant relationships - one page, hand drawn if necessary;
- a line diagram of their boiler plant, hand drawn will do, showing main plant items and pipework etc. (an example is in the Handbook, Appendix 2);
- a copy of 3 or 4 pages of the boiler house logbook showing work or entries supervised and signed by the candidate himself on a few separate occasions spread out over time to demonstrate the six months experience requirement.

Managers - additional evidence:

At least three of the following, all as carried out by the candidate; please do not send in material that does not make reference to the candidate:

- written scheme of examination – copy of index sheet or front sheet only;
- schedule of examinations as per written scheme – 2 or 3 sheets only;
- water treatment test records from staff and treatment company - 2 or 3 sheets only;
- permit to work (other than for inspection of boiler) written by candidate;
- completed examples of permit to work issued by the candidate;
- completed examples of risk assessments prepared or authorised by the candidate;
- lone worker arrangements;
- isolation method statements prepared or authorised by the candidate;
- completed examples of audits prepared or carried out by the candidate in the boiler house and the actions required/completed.

Alternative documents are listed in Appendix 2 if three of the above are not available, but they must in some way refer to the candidate and the work he personally carries out.

Evidence that does not meet the requirements:

We do not want, for example:

- evidence that cannot be directly related to the day-to-day work of the candidate;
- complete written scheme documents, operating manuals, installation records;
- detailed drawings of boiler pipework and fittings;
- copies of BG01, PSSR, PM5 etc.;
- boiler makers and burner makers operating instructions, especially if generic;
- operating instructions, wiring diagrams, and other plant operating instructions;
- copies of candidates' training records and certificates.

Process

Training Providers will scan the relevant information and send it to the Assessor for validation. The Assessor will advise if the evidence is sufficient or needs supplementing in some way. The candidate cannot be accredited for BOAS until all the evidence is complete and meets the Assessor's requirements. Candidates will take their original evidence away with them after scanning.