



Candidate Registration #
CEA Office use

INDUSTRIAL GAS OPERATIVE ACCREDITATION SCHEME
MANDATORY INFORMATION – Complete in block capitals


Application form page 1 of 3
Version 3

CANDIDATE'S PERSONAL DETAILS

Surname		<p>Insert ID Card Photo Here 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 PRINT YOUR NAME ON THE REVERSE OF THE PHOTOS.</p> <p>The Assessor will verify the likeness of the photograph and candidate's signature. 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, and driving licence. All documents must be less than 6 months old or currently valid. Any queries regarding identity checks must be directed to CEA for clarification.</p> <p>Assessor to confirm photo likeness and proof of address from list of approved documents Identity check – Assessor sign below</p>
Forename(s)		
Date of Birth		
Home Address		
Town		
Postcode		
Country		
Home Tel		
Mobile		
e-mail		

EMPLOYER'S DETAILS

Employer			
Address			
Candidate's Position in Company			
Candidate's Manager's Name and Position			
Office Telephone		Manager's Mobile	
Manager's Email			

	Candidate Name
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APPLICATION CATEGORY tick below for each level to be applied for and add details as required	
Industrial Gas Level 1 Course	
Industrial Gas Level 2 Maintenance Assessment	
Industrial Gas Level 3 Technician Assessment	
Industrial Gas Level 4 Engineer Assessment	
Upgrade Assessment from one I-GAS Level to the next level - give existing cert no. and date of expiry	
Renewal of I-GAS Accreditation – give existing cert no., I-GAS Level and date of expiry	
TRAINING PROVIDER NAME	


**Important Information –
Please read before submitting your application.**

The Industrial Gas Operative Accreditation Scheme is intended to give accreditation to persons who already have some experience of industrial gas installations. CEA approved I-GAS courses are not intended to train persons completely new to gas work. We recommend that before being trained and assessed a candidate should have been working around gas equipment and installations or operating gas fired equipment as part of their duties for a minimum period of six months. CEA-approved I-GAS Training Providers will be able to assist I-GAS candidates with I-GAS Level 1 which will check you have the knowledge and experience required for embarking on I-GAS Level 2 or Level 3 Accreditation and beyond.

Should you feel that you have sufficient practical experience, you are still recommended to study the Level 1 I-GAS course material and examination by way of ensuring that you are up-to-date with current legislation and recognised best working practices. If you have held a GasSafe Commercial qualification you may be allowed to go straight to I-GAS Level 2. If you hold a current GasSafe Commercial Qualification and are currently employed in the gas industry as a practicing gas fitter or technician you may be allowed to go straight to I-GAS Level 3. Check first with the CEA or your Training Provider – other industry standard equivalent training may also be acceptable.

Without the recommended level of prior experience and study of the Level 1 material, you are likely to find the I-GAS Level 2 or Level 3 training and assessment process to be onerous and you are therefore unlikely to pass the examination and assessments first time. This application form may be used both for new applications and renewals, in which case your original certificate number and date of expiry needs to be stated. I-GAS qualifications are valid for 5 years and must be renewed before expiry to maintain continued accreditation.

**PLEASE COMPLETE ALL RELEVANT (SHADED) SECTIONS NEATLY IN BLOCK CAPITALS
AND USE ADDITIONAL SHEETS IF NECESSARY.**

	Candidate Name
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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, and this will be made available for both the Training Provider and the Independent Assessor to review.

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 separately and attach the list to this application form. Please tick this box to indicate that you have special requirements and have provided details on an attached list.

Data Protection Act. CEA and Training Providers will hold your details in accordance with the Data Protection Act 1998. Data will be used for I-GAS accreditation purposes and details passed to the CEA as part of the scheme requirements. Information relating to I-GAS competence and registration will be available to the public or any other parties with a legitimate interest.

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 on 01740 625538. They will be able to suggest other courses available from CEA-approved training providers which are appropriate for your needs.

Please list here any relevant qualifications that you hold (or have held), including GasSafe qualifications which you believe are suitable for dispensation from Level 1, 2 or 3; copies of these relevant GasSafe certificates will be required by your Training Provider.

Gas qualifications

Declaration:

- I understand that in making this application, should I give false or misleading information the CEA may withdraw or cancel I-GAS ID cards and certificates.
- I confirm that I am happy for all personal information provided in this form to be used for the sole purpose of I-GAS.

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

The Combustion Engineering Association would like to contact you from time to time with details of events, training or industry news we feel may be of interest to you. If you would prefer not to receive such correspondence, please tick here

NOTE:

All documentation provided by I-GAS candidates will be destroyed after the 6th year anniversary of their accreditation unless a candidate has renewed when their details will be retained for a further 6 year period.

**INDUSTRIAL GAS OPERATIONS 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.

The Evidence Pack requires that you provide specific details of your gas fired system or equipment, as well as information on the distribution system and the process equipment if relevant. 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 or equipment types it is only necessary for you to complete the Evidence Pack in respect of one example (preferably the largest). If your work on or around gas systems is carried out for a third party, perhaps as a Contractor or Service Organisation, and the details of the sites are confidential, please supply the relevant information with the site owner's name blanked out if necessary.

Please note the documents which are required to be provided in support of your application. Each candidate should present a log or other documents with details of the work that they personally have undertaken on the gas equipment or system. **They should also provide a brief CV or work history** which will be used as a discussion point during the oral assessment.

Prerequisites are some knowledge and understanding of gas demonstrated by:-

- Supply of a labelled line diagram of a gas system or gas equipment around which the candidate has worked regularly for the previous 6 months (hand drawn A4 preferred, use space provided below);
- Supply of the list of the main components which make up the line diagram;
- Details (with indicative dates) of his/her interactions with this gas system and the ability to discuss any problems that might have occurred or any routine maintenance that might be required with this system; these may include inspection of potential sources of leak, especially components subject to vibration and movement such as valve stems as required under DSEAR;
- A brief CV indicating a level of skill equivalent to a time served mechanical fitter, or other craft or technician of a level that he/she is able to complete tasks on complex plant under their own control;
- The ability to perform calculations to determine the volume and cross section of pipework and buildings, and to read and manipulate gas meter readings; simple maths questions form part of the I-GAS examinations and assessments.

For Level 2 and above, copies should be provided of at least TWO of the following documents that the candidate has PERSONALLY completed and legibly signed. The log sheets and records should be attested to by their IMMEDIATE SUPERVISOR as being their own work. **A maximum of 20 pages of documentation is required.**

**INDUSTRIAL GAS OPERATIONS ACCREDITATION SCHEME
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Documents to include, as relevant -

- Site gas pipework drawing or gas equipment drawings;
- Gas Emergency Procedures;
- Company organisation chart to show candidate's line management;
- Maintenance and service records completed personally or under their supervision (making flange joints, replacing components etc.), using flue gas analysers and gas detection equipment;
- Completed examples of Risk assessments prepared;
- Isolation and Method Statements for gas work;
- Completed examples of Permit to Work issued;
- Examples of project work undertaken on the gas system.

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.

All candidates, both for initial accreditation and renewal, should provide copies (NOT ORIGINALS) of the following documents. A maximum of 20 pages of documentation is required:

please tick below to confirm that they are included

Mandatory Documents for all applicants	√
Personal CV, brief, one page	
Company organisation chart to show candidate's position and line management	
Gas system or gas equipment diagram, hand drawn if necessary	
List of gas system main components and gas using plant items on the above diagram	
Additional documents to demonstrate experience – provide at least two from the list below	
Signed log book for work on gas system, countersigned by candidate's Line Manager	
Gas Maintenance and service records completed personally or under supervision	
Gas Emergency Procedures at candidate's site	
Completed examples of gas system Risk assessments prepared	
Completed examples of Permit to Work issued for gas work	
Isolation and Method Statements for gas work	
Examples of project work undertaken on the gas system	

**INDUSTRIAL GAS OPERATIONS ACCREDITATION SCHEME
CANDIDATE EVIDENCE PACK AND SUPPORTING DOCUMENTS**

If the Assessor is not provided with sufficient documentation to demonstrate that your gas system is currently operated in a safe manner you may not be accepted for assessment. 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 Assessor is required to report any clear breaches of legal requirements or obvious matters of unsafe operation to the CEA who will inform your employer.

Please provide a list of the type of equipment that you work on or the equipment that the gas system serves, and a sketch of the layout. This need not be an exhaustive list of all equipment, but sufficient for the Trainer and Assessor to understand what the gas is used for on your site or in your work routines.



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 gas system or equipment.

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