4. Record date of signature.

5. Record date of assessment.

6. Record full site address where the oil storage tank is installed.

7. Record the full address of the owner of the property, if different to 6, above.

   NOTE 1 Where the owners name and address differs to the site address, it is necessary to record the owner details in this box as it is the owner who is legally responsible.

8. Environmental hazards that, if ticked yes, will require the oil storage tank to have secondary containment (bunding).

   NOTE 2 Refer to section 2.4 and the Regional Requirements at the back of this book.

   8.1 Identify the capacity of the oil storage tank.

   8.2 Identify whether the oil storage tank is located within 10m of controlled water. This can include rivers streams, lakes, canals, coastal waters, estuaries, groundwater. This means all water which is below the surface of the Ground in the saturation zone and in direct contact with the ground or subsoil, and any ditches soakaways, septic tanks and gullies which could pollute groundwater or reach controlled water through groundwater.

   8.3 Identify whether the oil storage tank is located in a position where, if there was an oil spill or leak, could the oil storage tanks contents reach open drains of loose fitting manhole covers. (Not sealed or screwed down manhole covers).

   8.4 Identify whether the oil storage tank is located within 50m of a borehole, well or spring. Detail on the location of water extraction sites can be obtained from local and regional environmental authorities.

   8.5 Identify whether the oil storage tank is to be located/already located over hard ground or hard surfaced ground which could enable spillage to run off and reach controlled water, e.g. where an oil storage tank is installed over a hard paved, concrete or tarmac driveway, which slopes towards a road and runoff could reach water drainage system.

   8.6 Identify whether the vent pipe of the oil storage tank can be seen from the fill point. The fill point is where the hose from the tanker enters the oil storage tank or associated pipework (e.g. extended fill lines).

   8.7 Identify whether the oil storage tank is supplying heating oil to another building other than a single family dwelling (e.g. on site offices).

8.8 Identify any other potential hazards that you feel would constitute a pollution risk.

NOTE 4 Additional enquiries may be necessary to local and regional environmental agencies to identify hidden or unseen potential environmental hazards, e.g. where the site is located over a ground water source such as aquifer.

9. Identify whether the tank is sited in flood risk area or is exposed to high wind.

10. Fire hazards that, if ticked yes, will require fire protection of not less then 30 minutes extending 300mm higher and wider that the tank on each end.

NOTE 2 Refer to section 2.4 and the Regional Requirements at the back of this book.

10.1 If identified that the oil storage tank is or has been located closer then 1.8m to a non-fire rated wall, fire protection will be required.

10.2 If identified that the oil storage tank is or has been located closer then 760mm to a non-fire rated boundary, fire protection will be required.

10.3 If identified that the oil storage tank is or has been located closer then 1.8m to non fire rated eaves, fire protection will be required.

10.4 If identified that the oil storage tank is or has been located closer then 1.8m to any windows or doors, fire protection will be required.

10.5 If identified that the oil storage tank is or has been located closer then 1.8m to a flue terminal (in any direction), fire protection will be required.

10.6 If identified that the oil storage tank is or has been located on a base which does not extend 300mm on all sides. The oil storage tank base will require extending to 300mm on all sides (see note 5).

NOTE 5 Excepting where the side and/or end of the base abuts a fire rated structure, such as a building, boundary or barrier. In these circumstances the base need only extend 100mm from the tank to the fire rated structure. Any exposed sides or ends should still be extended by 300mm. For further information refer to Section 2.5.

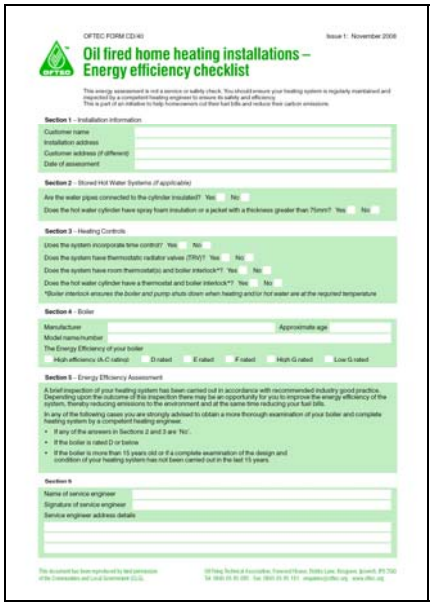
11. Record name of OFTEC Registered Technician completing the Risk Assessment and their OFTEC Registration number (this begins with a letter and then 5 digits and then OFTEC qualifications). The OFTEC Registered Technician should then sign and date the Risk Assessment.

P5.5 Technicians Stationary

Technicians stationary has been developed to assist technicians provide a professional service in their every day tasks, improve consumer energy efficiency understanding and fuel conservation measures as well as providing a means to satisfy additional consumer and end user requests.

This stationary is provided in NCR format. Thus, providing technicians with traceability for any advice offered.

CD/40 – Oil Fired Heating Installations Energy Efficiency Checklist


OFTEC FORM CD/40 Issue 1: November 2006

Oil fired home heating installations – Energy efficiency checklist

This energy assessment is not a service or safety check. You should ensure your heating system is regularly maintained and inspected by a competent heating engineer to ensure its safety and efficiency.
This is part of an initiative to help homeowners cut their fuel bills and reduce their carbon emissions.

Section 1 - Installation information

Customer name
Installation address
Customer address (if different)
Date of assessment

Section 2 - Stored Hot Water Systems (if applicable)

Are the water pipes connected to the cylinder insulated? Yes No
Does the hot water cylinder have spray foam insulation or a jacket with a thickness greater than 75mm? Yes No

Section 3 - Heating Controls

Does the system incorporate time controls? Yes No
Does the system have thermostatic radiator valves (TRV)? Yes No
Does the system have room thermostat(s) and boiler interlock*? Yes No
Does the hot water cylinder have a thermostat and boiler interlock*? Yes No
*Boiler interlock ensures the boiler and pump shuts down when heating and/or hot water are at the required temperature

Section 4 - Boiler

Manufacturer Approximate age
Model name/number
The Energy Efficiency of your boiler
High efficiency (A-C rating) D rated E rated F rated High G rated Low G rated

Section 5 - Energy Efficiency Assessment

A brief inspection of your heating system has been carried out in accordance with recommended industry good practice. Depending upon the outcome of this inspection there may be an opportunity for you to improve the energy efficiency of the system, thereby reducing emissions to the environment and at the same time reducing your fuel bills.
In any of the following cases you are strongly advised to obtain a more thorough examination of your boiler and complete heating system by a competent heating engineer.

- If any of the answers in Sections 2 and 3 are 'No'.
- If the boiler is rated D or below
- If the boiler is more than 15 years old or if a complete examination of the design and condition of your heating system has not been carried out in the last 15 years.

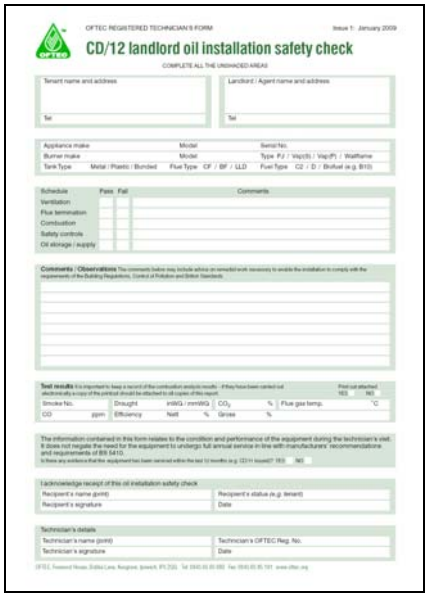
Section 6

Name of service engineer
Signature of service engineer
Service engineer address details

This form has been devised to meet compliance with the Energy Performance of Buildings Directive (EPBD), Article 8b in providing information to encourage home owners to improve their heating systems.

The completion of this form can assist the attending technician in surveying existing heating appliances, heating & hot water systems and controls. This information can then be relayed the equipment owner indicating where energy saving measures can be introduced in order to reduce carbon emissions released to the environment and reduce annual fuel costs.

CD/12 – Landlord Oil Installation Safety Check


OFTEC REGISTERED TECHNICIAN'S FORM Issue 1: January 2009

CD/12 landlord oil installation safety check

COMPLETE ALL THE UNSHADED AREAS

Tenant name and address | Landlord / Agent name and address
Tel | Tel

Appliance make | Model | Serial No.
Burner make | Model | Type PJ / Vap(S) / Vap(P) / Wallflame
Tank Type: Metal / Plastic / Bunded | Flue Type: CF / BF / LLD | Fuel Type: C2 / D / Biofuel (e.g. B10)

Schedule	Pass	Fail	Comments
Ventilation			
Flue termination			
Combustion			
Safety controls			
Oil storage / supply			

Comments / Observations

Test results

Smoke No.	Draught	mbG / mmWG	CO_2 %	Flue gas temp. °C
CO ppm	Efficiency	Net%	Gross %	

The information contained in this form relates to the condition and performance of the equipment during the technician's visit. It does not negate the need for the equipment to undergo full annual service in line with manufacturers' recommendations and requirements of BS 5410.

I acknowledge receipt of this oil installation safety check

Recipient's name (print) | Recipient's status (e.g. tenant)
Recipient's signature | Date

Technician's details

Technician's name (print) | Technician's OFTEC Reg. No.
Technician's signature | Date

This form has been devised at the request of Registered Technicians, Tenants and Property Agents and can be completed at the request of a Landlord or Tenant where there is a need to verify an installations compliance with the Building Regulations, Health & Safety and Efficiency Regulatory Requirements.

It is to be noted that the completion of this form should not require intrusive work to be carried out on the installed equipment and does not negate the need for equipmemt to undergo scheduled periodic maintenance. Information recorded should reflect the operational condition of the equipment at the time that the technician was in attendance.

P6 Work Notification England and Wales

P6.1 General

Changes to the Building Regulations in England and Wales mean that since April 1st 2005, Local Authority Building Control must be notified of any oil fired appliance, oil storage and supply system installation and commissioning works undertaken and self-certificated by OFTEC Registered Businesses and Technicians. Furthermore, householders must receive a certificate of any works undertaken in their home, and that they comply with the Building regulations in force on the date the works were completed.

OFTEC registered businesses can notify their works to OFTEC, and OFTEC will inform the relevant Local Authority and provide a compliance certificate to the householder on the businesses behalf.

For work notification in other regions, refer to the Regional requirements at the back of this book.

P6.2 Work Notification

OFTEC's Works Notification Scheme not only meets legal requirements, but is an added benefit that OFTEC Registered Technicians can offer their customers. The only other alternative means of compliance is to arrange a Local Authority Building Control Inspection for any works subject to Building Regulations, which can be costly and time consuming.

OFTEC offer two means of notifying work, either, registering work online (see P6.3) or by using the Building Regulations Work Notification Fax form (see P6.4).

P6.3 How to Register your Works Online

When notifying your works via the internet you will need to log into the Registered Technician's area of the OFTEC website (www.oftec.org).

Use your password to access Work Notifications. You can then:

- Add a new Work Notification.
- View Notification history.
- Change your password.

To add a new Notification you will need to input the following:

- Job completion date (once entered this cannot be amended).
- The address where the works were carried out (there is an option of providing different dispatch address, if different to the works address. For new build OFTEC will require details of the relevant Local Authority).
- At this point you can also add your own unique job reference number.