

# Inspection Services – an inspector calls

OFTEC are a registration scheme provider for the oil heating and cooking industry and run a 'competent persons' scheme for England and Wales appointed by the Department of Communities and Local Government (DCLG). We also operate in Scotland, Republic of Ireland, Northern Ireland, Isle of Man and the Channel Islands and under our rules for registration registered technicians in all areas have periodic inspections by appointed OFTEC Inspectors.

Please do not think of an OFTEC inspection as a daunting prospect, as it can be beneficial for both parties. It gives you the chance to be brought bang up to date on industry practices and gives us feedback on current issues in the oil heating and cooking industry.

Here are some frequently asked questions from technicians being inspected for the first time.

## Is it necessary to be inspected?

Yes, to prove to OFTEC that you are continuing to work to the required standards. Upon registering with OFTEC, technicians agree to comply with the scheme rules. (OFTEC Rules for Registration Ref: - R/100 is available from OFTEC on request).

## How frequent are inspections?

Inspections for technicians holding combustion appliance installation, oil tank installation or service and commissioning registrations are once every five year registration period. Inspections for defined scope electrical installation or unvented hot water storage systems registrations are annual. (This is subject to change in accordance with HM Government competent person's scheme requirements).

## Who will contact me and how long will the inspection take?

Your Regional Inspector will make contact when your inspection is due. A date for the appointment will be given and an approximate time for the inspection to start. Inspection durations can vary but please allow at least 2 to 3 hours per technician per inspection.

## Will the inspector need to see a sample of work?

Yes. If you are an installer of oil fired equipment the inspector will want to be shown a recent job (ideally done within the last 12-months). It is your responsibility to notify the householder and ensure access is gained on the appointment day.

## What if I only do service and commissioning work?

Not a problem. The inspector can accompany you to a service or commissioning job you have arranged. As most inspections are planned from 2 to 4 weeks in advance you will have time to program in an appropriate call.

## What paperwork will the Inspector need to see?

Your current OFTEC identification badge and your OFTEC technical books covering your scope of work. These should be in the current edition as required by the rules for registration. Please see [www.oftec.org](http://www.oftec.org) for current editions and for downloads of updates.

Valid public liability insurance.

A valid calibration certificate for electronic test equipment used by you and evidence of control documentation (i.e. TI/133, CD/10, CD/11 or equivalents) being used by you.



## How can I speed my inspection up?

By being prepared!

When you take your inspector to a recent installation have ready, as evidence, a copy of the control documents used by you relevant to the work. The following list will help you be prepared.

**Tank installation** – Spillage and Fire Risk Assessment (i.e. TI/133D) and Installation Completion Form (i.e. CD10 or equivalent)

**Combustion appliance installation** – Installation Completion Form (i.e. CD10 or Benchmark etc.)

**Non-condensing boiler installation in England and Wales since 1st April 2005**– As above but also a boiler installation assessment also known as exemption form (i.e. CD30) Fitting of a condensing boiler negates the need to issue this form.

**Commissioning (or service) of an appliance** – Service and Commissioning Form (i.e. CD11 / Manufacturers logbook / Benchmark etc.)

**For Scotland** evidence of a Building Warrant for certain oil related works carried out since May 2005 will be required. For further information see OFTEC Information Sheet Pub/11 'Working With Oil Heating and Cooking in Scotland'.

**For Jersey** evidence of notifying local authority building control (LABC) of controlled service work is required.

## What happens at the end of the inspection?

If your inspection proves adequate the inspector will inform you verbally. If a slight indiscretion was highlighted the inspector may offer the technician a recommendation for the future but still issue a pass.

## What happens if something is found incorrect on the inspection?

Any problems will be explained to you. OFTEC will give the business/technician the

opportunity to correct any matter under your responsibility. It depends on the situation but normally a period of 28-days is allowed for rectification. Your customer should not be charged for rectification of non-compliant work. We will then ask you to notify us when the work has been completed and ask the householder/occupier to verify your attendance.

## How are OFTEC inspectors qualified?

Appointed OFTEC inspectors will have the necessary experience and skills appropriate to carry out your inspection. They will hold valid certificates of competence for the areas in which they inspect, as well as undertaking continual professional development. Their OFTEC identification badge will show their qualifications and the position of inspector.

## Can I cancel/postpone or change the appointment date?

No one can avoid an inspection so cancellations are not allowed. If the date given is not convenient please tell the inspector immediately and negotiate an alternative date. OFTEC Inspectors arrange their own diaries, so please communicate directly with your Regional Inspector and not OFTEC head office. OFTEC are funded purely by registrants and members, and being a non-profit organisation means that short notice postponements of appointments will, unfortunately, usually result in a cancellation fee being charged.

## What other services are available?

Other organisations such as Trading Standards and Insurance companies or private householders can seek OFTEC Inspection Services and compliance checks on installation work. These are done on a fee basis depending on the work involved and distance travelled.

For further information please see [www.oftec.org](http://www.oftec.org) or call Tel +44 (0) 845 85 65 080

