

# OFTEC Registration, the Oil-Fired Heating and Cooking Industry and Your Business



For several years now the oil-fired heating/cooking industry has been subject to British Standards and regional Building Regulations. Manufacturers installation instructions also need to be followed so installing a new oil tank or boiler/cooker is a specialised job.



**Registration Services**

The legislation side of the industry constantly changes due to environmental issues and the need to conserve fuel. OFTEC recognise that there is much for a new business to know but unfortunately no easy way to obtain this information.

**“As a benefit to new entrants onto OFTEC’s competent persons register each will have an audit of their business at no extra charge”**

The audit will be carried out by your regional OFTEC Inspector who will be a member of an established OFTEC Inspectorate operating throughout England, Wales, Scotland, Northern Ireland and the Republic of Ireland. The Inspector will visit within 3 months of you joining and is a condition of our rules for registration. Failure to have an audit within 3 months of joining may result in a suspension until an audit is undertaken. If an appointment is made for an inspector to call but not kept a cancellation charge may be made.

**The visit is intended to measure a new business in accordance with:**

- compliance with their regional Building Regulations,
- evaluate technical competence
- health and safety for employees and their customers
- look at levels of insurance required
- the use of control documentation (including work notification/building warrants in participating regions)
- in-house complaints procedure.





OFTEC Inspectors will be able to offer a wealth of experience and knowledge to help your business.

**Important Note: Being prepared for the visit will help to keep the duration to a minimum so please have the following ready.**

1. Public Liability Insurance.
2. OFTEC Technical Books (each technician is required to maintain an up to date set)



3. Any complaints procedure you follow (don't worry if you don't have one, we can offer guidance)
4. Any Health and Safety Policy (again, don't worry if you don't have one, we can offer guidance)
5. Electronic gas analyser and calibration records (if used)
6. Any installation, commissioning or service forms/reports you use
7. A register of all oil work conducted or details of how this will be collated
8. Any other documents required to conduct your business
9. A property that you can take the Inspector to that has a working oil-firing heating or cooking system. This does not have to be one you have installed or serviced but can be an existing installation. You and the Inspector will only need access to this installation for a short period. If you yourself do not hold individual OFTEC registration, one of your registered technicians will have to be made available at this installation.

## Here are several typical comments heard from technicians setting up a new oil business for the first time or diversifying a present business:

*"I never knew there was so much legislation to be aware of when installing a new oil tank, boiler and heating system! It would be good to talk to someone face to face who can advise me what to look out for"*

*"I only service and commission oil boilers. I hear commissioning a new oil boiler is a controlled service under England and Wales Building Regulations, how does this affect me?"*

*"Several of my customers ask me will I be arranging a Building Regulations Compliance Certificate to be supplied after I've installed their new oil-fired heating system. What is this?"*



For more information please do not hesitate to contact our Inspection Services Department at:

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