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| CoMCoP Application – Gas Meter Equipment Managers |
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CoMCoP – Application to become an accredited Gas MEM

Please complete responses to the questions below to be accredited as a Gas MEM under CoMCoP. Once you have completed your response, please upload the completed form, along with the required supporting material into the REC Portal. To upload files into the REC Portal, please navigate to Party Operations, then Performance Assurance, and click ‘Your Files’. As you will have multiple files to upload, please zip your files relating to this application, naming each file with the reference number relating to the question below where relevant.

| **#** | **Question** | **Your Response** |
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| 1 | Please provide your Gas Safe Register number |  |
| 2 | Which work categories are you applying for? | Category 1 & CoP 1/aCategory 2 & CoP1/cCategory 3A & CoP1/bCategory 3B & CoP1/bCategory 4A & CoP1/cCategory 4B & CoP1/c |
| 3 | Please provide a brief description of meter installation work in relation to the selected work categories |  |
| 4 | Please provide the designated contact details for the engineer or manager organising the site visits |  |
| 5 | Please provide contact details for the engineer or manager who is appointed to lead your review of competency (IENG, Eng Tech). |  |
| 6 | Please provide contact details for individual responsible for training for CoMCoP Audit purposes as a Gas MEM. |  |
| 7 | Please confirm that you have uploaded a Health and Safety policy signed by the current individual responsible within your organisation.  |  |
| 8 | Please provide evidence of how you ensure the competence of your staff / engineers in relation to CoMCoP activities as a Gas MEM.  |  |
| 9 | Please confirm that you have uploaded a copy of your policy or procedure in place to ensure that operatives are made aware of vulnerable consumers  |  |
| 10 | Please confirm that you have uploaded copies of your design control and approval procedures |  |
| 11 | Please confirm that you have uploaded a copy of your internal audit process and programme in relation to CoMCoP as a Gas MEM |  |
| 12 | Please confirm that you have uploaded evidence of the method of communication you use to send data required by the RGMA Baseline  |  |
| 13 | Please confirm that you have uploaded evidence of your compliance with the requirement to have a quality management system in place |  |
| 14 | Please confirm that you have uploaded evidence that meter installations are undertaken or checked by an AMI, within the required timescales  |  |
| 15 | Please confirm whether you use subcontractors and if so, confirm that you have uploaded a copy of your approval, appraisal and authorisation procedure. |  |
| 16 | Please confirm provide evidence of your procedure for obtaining the necessary site specific GT authorisations e.g. setting seals, bypass and stamped meters. |  |
| 17 | Please provide evidence of your proceedure for seeking necessary generic GT authorisations prior to undertaking metering work. |  |
| 18 | Please confirm that you have uploaded a copy of your pre-installation procedure  |  |
| 19 | Please confirm that you have uploaded a copy of your exchange policy |  |
| 20 | Please confirm that you have uploaded a copy of your commissioning procedures  |  |
| 21 | Please confirm that you have uploaded a copy of your maintenance procedures  |  |
| 22 | Please confirm that you have uploaded evidence demonstrating that accidents and dangerous occurrences are reported to the Health and Safety Executive  |  |
| 23 | Please confirm you have uploaded evidence records which detail compliance with RIDDOR reporting obligations for all the categories required  |  |
| 24 | Please confirm you have uploaded a copy of your policy for monitoring the performance and functionality of meters  |  |
| 25 | Please confirm you have uploaded a copy of your procedures to undertaking meter exchanges or removals (including third party installations)  |  |
| 26 | Please confirm you have uploaded a copy of your procedures for returning and/or retaining metering equipment  |  |
| 27 | Please confirm that you have uploaded evidence demonstrating that the mandatory meter installation records are maintained  |  |
| 28 | Please describe how the relevant information on the transfer of a meter installation is communicated between MEMs  |  |

I the undersigned hereby declare that the information contained in this form is correct to the best of my knowledge and belief. I understand that any false statements may affect the future inclusion on the register. I hereby agree to act in accordance with the REC agreement, and hereby apply to become a Gas MEM under the CoMCoP scheme above.

Name:

Signature:

Date:



To find out more please contact:

enquiries@recmanager.co.uk