

# Ventilation Assessment Guide



## What will the office assessment involve?

You will be required to show that you hold or have access to the following documents where appropriate.

### Domestic Extract Ventilation

- Building Regulations Approved Document F

### Domestic Fixed Air Conditioning

- BS EN 378 Pt 1, 2, 3, & 4
- Pressure Systems Safety Regulations
- Control of Substance Hazardous to Health Regulations

### Commercial Kitchen Ventilation Systems

- HVCA DW172
- HVCA DW 144
- BS 6173 or equivalent e.g. CORGI Commercial Catering Manual

As well as –

- £2m Public Liability Insurance
- Insurance Backed Warranty
- Records of all complaints
- Test/commissioning certificates (where required)
- Proof of qualification(s) (where required)
- Health and Safety Policy

The approved documents can be downloaded free of charge from the following web address: - <http://www.planningportal.gov.uk/>

We would also like to know who your Principle Duty Holder is. This is the person appointed by the business to have responsibility for the maintenance, the overall standard and safety of the ventilation work that is carried out by the business.

The operative your business is registering will have to demonstrate their ability to use the relevant ventilation test equipment onsite and the ability to complete any work records or certification.

## What equipment will I need?

The business will need to hold or have access to the following equipment where appropriate

### Domestic Extract Ventilation Systems

- Thermometer
- Air flow meter

### Fixed Air Conditioning Units

- Strength & tightness of pipework
- Installed pipe work and indoor unit dryness
- Correct charge weight
- Heating & Cooling performance
- Condensate drain function
- Electrical installation complies with BS7671 installation Standards

### Commercial Kitchen Ventilation Systems

- CO<sub>2</sub> analyser
- Thermometer
- Air flow meter

The business may own the equipment or have access to it when needed. Evidence will be required to the fact that the equipment has been hired.

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## What will the on-site assessment involve?

The visit which will be carried out by a CORGI inspector will include a technical assessment and an **on-site** assessment of the ventilation work carried out by your business. It will be necessary for you to make arrangements with the householder/business, please ensure they are aware that ventilation services within the building may be turned off for testing purposes. One site address will be acceptable providing the work shown covers the range of electrical work applicable to the scheme that you wish to become a member of.

What will I be asked?

The assessment for technical competence will be carried out by a CORGI assessor asking questions that are based on the following –

### **Domestic Extract Ventilation Systems**

- A working knowledge of Approved Document F
- design/installation best practice

### **Fixed Air Conditioning Units**

- A working knowledge of design/installation best practice

### **Commercial Kitchen Ventilation Systems**

- A working knowledge of design/installation best practice

This part of the assessment will be open book where the candidate(s) can reference any relevant literature in order to achieve the required answers for the CORGI assessor.

If you would like further information, please contact the CORGI assessor who is going to carry out the assessment of your business. Their details can be found on the appointment letter.