

## Overview

This standard is about preparing and carrying out sweeping, servicing, inspecting, and maintaining domestic or commercial chimney **services and systems** and appliances up to 50kW, interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, in accordance with the **work area** and the **organisational procedures** which are equal to or exceed the current statutory and legislative **documentation and specifications**

This standard covers the sweeping, servicing and inspection of all appliances up to 50kW output that operate under negative flue pressure and those without internal electronic control systems and covers the inspection of all flue systems that are not made from plastic

This standard is for people working in the occupational area of Chimney Occupations and can be used by operatives, supervisors and managers

A description of terms in bold font in this National Occupational Standard can be found in the Glossary which should be used as a reference point

	<b>Interpretation of information</b>	
<b>Performance criteria</b> <i>You must be able to:</i>	<b>P1</b>	interpret the information relating to the work and resources to confirm its relevance for the following: <ul style="list-style-type: none"> <li>• <b>documentation and specifications</b></li> <li>• drawings</li> <li>• schedules</li> <li>• contract information</li> <li>• pre-installation surveys</li> <li>• risk assessments</li> <li>• method statements</li> </ul>
	<b>Safe work practices</b>	
	<b>P2</b>	comply with the relevant legislation, official guidance and <b>organisational procedures</b> to carry out your work and maintain safe, healthy and environmentally responsible work practices relating to the following: <ul style="list-style-type: none"> <li>• methods of work</li> <li>• safe use of health and safety control equipment relevant to the task being undertaken and the working environment</li> <li>• safe use of access equipment</li> <li>• safe use, storage and handling of materials, tools and equipment</li> <li>• specific risks to health including mental health</li> <li>• specific risks associated with asbestos containing materials</li> <li>• specific risks associated with silica dust, mortars and sealants</li> </ul>
	<b>Selection of resources</b>	
	<b>P3</b>	select the required quantity and quality of resources for the methods of work: <ul style="list-style-type: none"> <li>• materials, components and fixings</li> <li>• tools and equipment</li> </ul>
	<b>Minimise the risk of damage</b>	
	<b>P4</b>	comply with <b>organisational procedures</b> to minimise the risk of damage to the work and surrounding area by: <ul style="list-style-type: none"> <li>• protecting the work and its surrounding area from damage</li> <li>• maintaining a safe, clear and tidy <b>work area</b></li> <li>• disposing of waste in accordance with current legislation and industry best practice</li> </ul>

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	<b>Meet the contract specification</b>	
<b>Performance criteria</b> <i>You must be able to:</i>	<b>P5</b>	<p>comply with the contract information to carry out the work efficiently to the required specification by the following:</p> <ul style="list-style-type: none"> <li>• demonstrating work skills to inspect, service, maintain, sweep, test, position and secure</li> <li>• using and maintaining hand and power tools and ancillary equipment</li> <li>• preparing for and carrying out external and internal inspection, servicing and sweeping domestic or commercial flues and <b>appliances</b> up to 50kW</li> <li>• advising end user of correct fuels, efficient use of <b>appliance</b> and importance of regular servicing and maintenance</li> <li>• identifying adequate ventilation to support correct performance</li> <li>• reporting identified defects to the appropriate party</li> <li>• carrying out suitable performance tests to ensure intended function and combustion</li> </ul>
	<b>Allocated time</b>	
	<b>P6</b>	complete the work within the estimated, allocated time in accordance with <b>organisational procedures</b> , the programme of work and to meet the needs of other occupations and/or client

		<b>P1 Interpretation of information</b>
<b>Knowledge and understanding</b>  <i>You need to know and understand:</i>	K1	why <b>organisational procedures</b> have been developed, to report and rectify inappropriate information and unsuitable resources, and how they are implemented
	K2	types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> <li>• <b>documentation and specifications</b></li> <li>• drawings</li> <li>• schedules</li> <li>• contract information</li> <li>• risk assessments</li> <li>• method statements</li> </ul>
	K3	the range of relevant digital services, tools and systems, and how they are used
	K4	the importance of <b>organisational procedures</b> to solve problems with the information and why it is important to follow them
		<b>P2 Safe work practices</b>
	K5	information for current legislation and official guidance and how it is applied
	K6	the types of fire extinguishers and how and when they are used in relation to water, CO <sub>2</sub> , foam, powder
	K7	how emergencies should be responded to and reported in accordance with organisational authorisation and personal skills in relation to: <ul style="list-style-type: none"> <li>• fires, spillages and injuries</li> <li>• emergencies relating to occupational activities</li> <li>• identification and reporting of asbestos containing materials</li> </ul>
	K8	the organisational security procedures for tools, equipment and personal belongings in relation to: <ul style="list-style-type: none"> <li>• operative</li> <li>• site</li> <li>• workplace</li> <li>• vehicles</li> <li>• company</li> <li>• customer</li> <li>• the general public</li> <li>• other occupations within the workplace</li> </ul>

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<p><b>Knowledge and understanding</b></p> <p><i>You need to know and understand:</i></p>	<p>K9</p>	<p>how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> <li>• methods of work</li> <li>• risk assessment</li> <li>• personal assessment</li> <li>• manufacturers' technical information</li> <li>• statutory regulations</li> <li>• official guidance</li> <li>• Control of Substances Hazardous to Health (COSHH)</li> </ul>
	<p>K10</p>	<p>the accident reporting procedures and who is responsible for making the report</p>
	<p>K11</p>	<p>why, when and how health and safety control equipment identified by the principles of prevention should be used in relation to:</p> <ul style="list-style-type: none"> <li>• collective protective measures</li> <li>• personal protective equipment (PPE)</li> <li>• respiratory protective equipment (RPE)</li> <li>• local exhaust ventilation (LEV)</li> </ul>
	<p>K12</p>	<p>how to comply with environmentally responsible work practices to meet current legislation and official guidance when dealing with potential accidents, health hazards and the environment in relation to working:</p> <ul style="list-style-type: none"> <li>• in the workplace</li> <li>• below ground level</li> <li>• in confined spaces</li> <li>• at height</li> <li>• with tools and equipment</li> <li>• with materials and substances</li> <li>• whilst moving and storing materials by manual handling and mechanical lifting</li> </ul>

		<b>P3 Selection of resources</b>
<b>Knowledge and understanding</b>  <i>You need to know and understand:</i>	K13	why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified
	K14	the <b>organisational procedures</b> to select resources, why they have been developed and how they are used
	K15	how to confirm the resources and materials conform with the specification
	K16	how the resources should be used and how any problems associated with the resources are reported in relation to: <ul style="list-style-type: none"> <li>• protective equipment and screens</li> <li>• replacement components</li> <li>• cleaning materials</li> <li>• fire cement</li> <li>• sealant and adhesive</li> <li>• hand and power tools, testing and inspection equipment</li> </ul>
	K17	how to identify the hazards associated with the resources and methods of work and how they are overcome
	K18	how to calculate quantity, length and area
		<b>P4 Minimise the risk of damage</b>
	K19	how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise damage to existing building fabric
	K20	why and how the disposal of waste must be carried out safely in accordance with the following: <ul style="list-style-type: none"> <li>• environmental responsibilities</li> <li>• <b>organisational procedures</b></li> <li>• manufacturers' information</li> <li>• statutory regulations</li> <li>• official guidance</li> </ul>
	K21	why it is important to maintain a safe, clear and tidy <b>work area</b>

<p><b>Knowledge and understanding</b></p> <p><i>You need to know and understand:</i></p>	<p><b>P5 Meet the contract specification</b></p>	
	<p>K22</p>	<p>how the methods of work to meet the specification, are carried out and how problems are identified and reported by the application of knowledge for safe, healthy and environmentally responsible work practices, procedures and skills relating to the following:</p> <ul style="list-style-type: none"> <li>• how to inspect, service, maintain and prepare to sweep domestic and commercial flues and <b>appliances</b> up to 50kW</li> <li>• why it is important to advise the end user of correct fuels and storage, efficient use of <b>appliance</b> and importance of regular servicing and maintenance</li> <li>• why and how it is important to protect surrounding areas of work</li> <li>• how to identify chimney structures for all fuel types</li> <li>• how to identify chimney defects</li> <li>• how to test chimney structures</li> <li>• why it is important to check, in accordance with statutory and manufacturer's instructions, for an alert to the release of carbon monoxide</li> <li>• the importance of flue designation and how to check that the flue is compatible with the <b>appliance</b> and its intended use</li> <li>• why it is important to ensure permanent access to installation data is available</li> <li>• why it is important to keep company records</li> <li>• why it is important to seek specialist skills and advice when isolating services, including but not limited to: electric, gas, oil, communication, water</li> <li>• the relevance of an assessment of significance and how to recognise, specific requirements for structures of special interest, traditional construction, hard-to-treat buildings and historical significance</li> <li>• how to work safely with, around and in close proximity to plant and machinery</li> <li>• how to use hand and power tools and equipment</li> <li>• how to work at height using access equipment</li> <li>• how and why operative care and maintenance of hand and power tools and equipment is carried out</li> </ul>
	<p>K23</p>	<p>the principles of combustion to include:</p> <ul style="list-style-type: none"> <li>• adequate fuel quality</li> <li>• combustion temperature</li> <li>• sufficient combustion air</li> <li>• combustion performance effects on emissions</li> </ul>

	K24	<p>the principles of chimney flue draft and design including but not limited to:</p> <ul style="list-style-type: none"> <li>• mechanical ventilation</li> <li>• natural flue draft</li> <li>• forced flue draft</li> <li>• adequate chimney draft to evacuate the products of combustion</li> <li>• effective flue height</li> <li>• effective flue area</li> <li>• impact of bends and restrictions</li> <li>• impact of flue outlet position</li> <li>• interaction with the building envelope and topography</li> <li>• meteorological effects</li> </ul>
	K25	<p>the importance of team-work and communication, <b>organisational procedures</b> with respect to site behaviours, and how to report inappropriate site behaviours</p>
	K26	<p>the needs of other occupations associated with sweeping, servicing and inspecting flues and appliances</p>
<b>P6 Allocated time</b>		
	K27	<p>the programme of work to be carried out including the estimated and allocated time and why deadlines should be kept</p>
	K28	<p>the types of progress charts, timetables and estimated times and the <b>organisational procedures</b> for reporting circumstances which will affect the work programme.</p>
<b>Glossary</b>		<p><b>Organisational procedures</b></p> <p>Organisational                  Insurances – public, product and employers liability, professional indemnity</p> <p>Company documents                  contract for the work, safety management plan, CDM, environmental policy, complaints procedure, information privacy and security policy, management structure</p> <p><b>Work area</b></p>



	<p>The area where the equipment will be installed and all areas affected by the work extending to topographical features and meteorological conditions</p> <p><b>Services and systems</b> Chimney and flue systems, appliances, ventilation systems and appropriate utilities</p> <p><b>Documentation and specifications</b> Manufacturers' instructions for all equipment that forms part of the work architect's plans and site-specific documentation local building rules and regulations Party Wall legislation Clean Air Act Environment Act Smoke Control Zones Permitted Development Conservation Areas Heritage status Areas of Outstanding Natural Beauty Sites of Special Scientific Interest specific requirements of insurance underwriters Building regulations in England and Wales, particularly ADJ but also ADA, ADB, ADF, ADL and AD7 Building Standards Technical Handbook in Scotland Technical Booklets in Northern Ireland, particularly B, D, E, F1, F2, K and L BSEN's particularly 8303, 15287, 1856, 16510, 1251, 3376, 4834, 12815, 13229, 13240, 15250</p> <p><b>Note:</b> Technical and BSEN documents may be withdrawn or superseded during review programmes, it is therefore important to check the currency and validity of all such documents to ensure the correct version is being referenced.</p> <p><b>Appliances</b> Solid fuel burning appliances up to 50kW output including but not limited to the following:</p>
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		<ul style="list-style-type: none"> <li>• open fires</li> <li>• free standing room heaters</li> <li>• inset room heaters</li> <li>• free standing cookers</li> <li>• independent boilers</li> <li>• slow heat release stoves</li> </ul>
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<b>Original URN</b>	COSVR56
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