

# Guidance on Completion of Documentation

## Written Scheme of Examination and Certificate for a Boiler below 3 bar litres

Background. The document comprising a combined Written Scheme of Examination and Certificate of Annual Inspection is used for a small boiler with a pressure-volume product below 3.0 bar litres. The document may be used by Clubs and Societies who operate such boilers on site where the Health and Safety at Work etc. Act 1974 applies.

The certificates are in a pre numbered book and there are two copies. The top white copy is for the boiler owner/user and the bottom yellow copy is for the boiler inspector to be kept in the book for record purposes. No carbon paper is required so make sure that the card sheet is inserted after the bottom yellow copy.

In the section, Written Scheme of Examination under the heading 'Boiler Material' paragraph (3), delete the material not used. Under the heading 'Items to be examined and tested' paragraph (4) delete the items not fitted to the boiler. The boiler inspector should then insert his name (block capitals), sign the document and insert the date.

In the section, Certificate of Annual Inspection, insert the name of the Club or Society and the associated affiliation number.

In Box A insert the relevant details of the pressure system boiler and model. The details of the Hydraulic tests may have been supplied by the manufacturer. Otherwise the hydraulic tests described in the Boiler Test Code BTC 2012 paragraph 14.3 shall be conducted.

In Box B insert the details of the current inspection and steam test conducted as described in the BTC 2102 paragraph 14.6.

In the signature box the boiler inspector, witness and owner should complete this section. If the Club or Society has formally authorised and registered the boiler inspector to conduct the tests without the presence of a witness, insert 'Not required' in the space for the witness name. Refer to the Boiler Test Code BTC 2012, paragraph 3.9(f).

Hand the top white copy to the owner/user of the boiler (this must be done within 28 days of the examination) and keep the yellow copy on file in the book.