



**Defence
Infrastructure
Organisation**

**Gas Safety Management Plan
(Section A)**

Bodmin ARC ACF ATC

18/02/25

**Produced to meet the requirements of the Gas Safety
(Installation and Use) Regulations 1998**

ESTABLISHMENT KEY PERSONALITIES (GAS) CONTACTS

Role	Name	Tel No.	Email
Head of Establishment	Lt Col John Porter	07984867792	john.porter173@mod.gov.uk
Establishment's SHEF	SSgt Wayne Ludkin	0300 161 5458	wayne.ludkin523@mod.gov.uk
Establishments 4C's Coordinator	SSgt Wayne Ludkin	0300 161 5458	wayne.ludkin523@mod.gov.uk
Senior DIO Estate Representative or Equivalent	Mark Cubitt	07955280440	wx-est-hd@rfca.mod.uk
Site DIO Estate Representative or Equivalent	Josh Palmerino	01823792672 07842319286	wx-est-mgr4@rfca.mod.uk
MMO Site Manager or equivalent	Captain Dawn Rees	01208 73183	dawn.rees827@mod.gov.uk
Gas Safety Manager (GSM)	Justin Westcott	07793222820	justin.westcott@vivodefence.com
Gas Responsible Person (GRP)	Scott Bayton	07793223104	scott.bayton@vivodefence.com

The Content of this Gas Safety Management Plan (GSMP) have been Approved by the Gas Safety Manager:

Signature:	<i>J P Westcott</i>	Date: 18/02/2025
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Authorisation for Implementation

The content and format of this GSMP has been agreed and authorised for implementation by Defence Infrastructure Organisation Technical Services Principal Gas Engineer (DIO TS PGE) and a unique reference number has been generated to support this.

Approved – J Obbard PGE – 3rd November 2021

The Content of this GSMP have been agreed by the Senior DIO Estate Representative or Equivalent and future works following the findings will be supported:

Signature:	<i>M Cubitt</i>	Date: 07/05/2025
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The content of this GSMP have been agreed by the Head of Establishment and future works following the findings will be supported.

Signature:	<i>J G Porter</i>	Date: 01/09/25
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REVIEWS AND AMMENDMENTS

GSMPs are 'living documents' that should be subject to continual review and updating as required. Although the level of attention required will vary considerably depending on the size and complexity of each site, GSMPs should be reviewed at least once per quarter by the GRP, unless otherwise agreed by the PGE. Although it is likely that changes are not required at each review, the date of review and any changes made should be indicated on the tables below. The review of the GSMP will include a site visit to ensure that the site and the content of the GSMP remain valid. The reviews and amendments made will be deleted during the DIO TS three yearly review when the GSMP is re-authorised by the PGE.

Date	Page No.	Amendment
03/11/2021	All	Initial Development
11/02/2022	8 & 11	Inserted PDF of CAD gas line drawing as Icon and added new CAD gas line drawing to annexe
11/02/2022	2	Updated emergency gas call/helpdesk number
11/02/2022	3	Updated emergency gas call/helpdesk number
11/02/2022	9	Updated emergency gas call/helpdesk number
09/05/2022	1	Changed Jez Obbard's telephone number
09/05/2022	3	Added new gas supplier details
09/05/2022	3	Changed MAM details to Energy Assets
09/05/2022	4 & 7	Added 001 to single supply meter reference
02/08/2022	ii	Updated key personalities – site SHEF
14/02/2023	ii & 1	Updated key personalities – Head of Establishment
10/05/2023	N/A	No Amendments Required
11/08/2023	N/A	No Amendments Required
16/11/2023	N/A	No Amendments Required
27/02/2024	10	6.1 – Updated appliance details and 6.2 – Added SSOV Information
15/05/2024	N/A	No Amendments Required
18/08/2024	ii, 1	Updated HoE states details
17/10/2024		GSM re-authorisation (previously authorised 16/11/2022)
13/11/2024	N/A	No Amendments Required
18/02/2025		Amend all key personalities and remove DNV from the GSMP and add Vivo's details instead.
03/09/2025	ii & 1	Change of HoE

Date	Reviewed by	Authorised by	Comments
11/02/2022	M Fenwick	M Fenwick	Quarterly Review
09/05/2022	M Fenwick	M Fenwick	Quarterly Review
02/08/2022	M Fenwick	M Fenwick	Quarterly Review
16/11/2022	M Fenwick	N King	Annual Review
13/02/2023	M Fenwick	M Fenwick	Quarterly Review
10/05/2023	M Fenwick	M Fenwick	Quarterly Review
11/08/2023	M Fenwick	M Fenwick	Quarterly Review
16/11/2023	M Fenwick		Annual Review
27/02/2024	M Fenwick	M Fenwick	Quarterly Review
15/05/2024	M Fenwick	M Fenwick	Quarterly Review
18/08/2024	M Fenwick	M Fenwick	Quarterly Review
17/10/2024	Neville King	Neville King	GSM re-authorisation
13/11/2024	M Fenwick		Annual Review
17/01/2025	M Fenwick	M Fenwick	DNV De-Mobilisation Review/Handover
18/02/2025	S Bayton	S Bayton	Annual review
18/02/2025	J Westcott	J Westcott	Initial review & approval
20/05/2025	S Bayton	S Bayton	Quarterly Review
19/08/2025	S Bayton	S Bayton	Quarterly Review

FORWARD

MOD, as a gas conveyor within Great Britain, has submitted an Exemplar Gas Safety Case (MOD GSC) to demonstrate compliance with the Gas Safety (Management) Regulations 1996 (GS(M)R). Maintenance Management Organisations (MMO's) are engaged who have the overall contractual responsibility to operate and maintain the gas network assets under their Contract, including the management of the safe flow of gas within the system and the provision of an emergency service. The MOD delegate specific duties to the MMO but accountability for gas safety on each site rests with the Head of Establishment.

Whilst gas downstream of the Emergency Control Valve (ECV) fall outside of the scope of (GS(M)R) similar criteria as those referred to above must be accommodated within an appropriate management system. The specific criteria required to adequately manage gas infrastructure downstream of the ECV are described in the Gas Safety (Installation and Use) Regulations 1998 (GS(IU)R).

The MOD GSC considers all parts of the MOD estates gas supply system that forms part of the gas supply network. This includes all parts of the MOD gas network from the Bulk Primary Meter Installation to the individual gas appliances and the safe release of the products of combustion. The MOD GSC considers primarily those matters that relate to the management of the safe flow of gas within the system and the provision of an emergency service for all aspects of the gas system.

Following initial approval of the Gas Safety Management Plans (GSMPs) by the DIO Principal Gas Engineer (PGE), the Gas Safety Manager (GSM) is required to reapprove this GSMP annually. GSMPs must be submitted to DIO PGE every three years for authorisation.

GSMP Section A document contains site specific details of the establishments utilisation infrastructure to assist with measures to ensure compliance with the GS(IU)R for installation pipework and associated components.

GSMP Section B documents contain site specific details and arrangements as a direct annex to the MOD GSC in line with the Gas Safety (Management) Regulations 1996 (GS(M)R).

GSMP Section C document contains site specific details and requirements of the establishment's LPG networks.

Although the legal status of this document applies in the UK only, the MOD apply the same requirements to the management of gas on its overseas estate, in accordance with the currently published Secretary of State's Health and Safety policy statement.

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1 THE DUTY HOLDER AND ESTABLISHMENT LEVEL KEY PERSONALITIES

1.1. Gas Safety Case Duty Holder.

The duty holder for the MOD Gas Safety Case is the Permanent Under Secretary for Defence (PUS). However, day to day responsibility for the preparation and maintenance of the document is delegated to the DIO TS Head of Engineering and Construction, who also has the responsibility for managing the system in accordance with the Safety Case. PUS delegates maintenance responsibility to the Top-Level Budget Holders (TLB's), to manage safety of the gas network. The TLB's utilise MOD Contracts i.e. MMOs who have responsibility for maintaining the gas network on behalf of the MOD.

Name:	Permanent Under Secretary
Address:	Main Building Horse Guards Parade Whitehall London SW1A 2HB

1.2. DIO Technical Services Principal Gas Engineer (PGE).

The PGE assumes the role of Senior Authorising Authority which is a term used within the MOD to recognise the authority of the person responsible for overseeing the appointment of, and auditing Authorising Engineers (AEs). For Gas the AEs are replaced by Gas Safety Managers (GSMs).

Name:	Jeremy Obbard
Address:	DIO HQ Whittington Barracks Lichfield WS14 9TJ
☎:	07748 903260
✉:	Jeremy.obbard100@mod.gov.uk

1.3. Establishment Personalities.

Name of Establishment:	Bodmin ARC ACF ATC	
Establishment Address:	Bodmin ARC ACF ATC Castle Canyke Road Bodmin Cornwall PL31 1DX	
Head of Establishment (HoE) (This is the most senior MOD person identified, by the chain of command, as responsible for the establishment. The HoE holds accountability for ensuring site compliance with the requirements of GSCMR and the MOD GSC, including this GSMP.)	Name: Position: Organisation: Address: ☎: ✉:	Lt Col John Porter Commanding Officer MoD Derriford ARC Brest Road Plymouth Devon PL6 5EW 07984867792 John.porter173@mod.gov.uk

<p>Senior DIO representative or equivalent</p> <p>(This may be the SEFM, but will vary depending on the contract this establishment falls under)</p>	<p>Name: Mark Cubitt</p> <p>Position: Head of Estates</p> <p>Organisation: Wessex Reserve Forces' & Cadets' Association</p> <p>Address: Mount House Mount Street Taunton Somerset TA1 3QE</p> <p>☎: 07955 280440</p> <p>✉: wx-est-hd@rfca.mod.uk</p>
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1.4. Maintenance Management Organisation (MMO).

The MMO for this establishment is:		VIVO Defence Services
<p>Gas Emergency Helpdesk (Typically, MMO Helpdesk) (24 Hours)</p> <p>Note: Please do not contact the general public National Gas Emergency Service for suspected gas escapes on RFCA infrastructure.</p>	<p>Organisation:</p> <p>☎: 0800 030 9320</p>	<p>VIVO Helpdesk Helpdesk 25 Goodlass Road Hunts Cross Liverpool L24 9HJ</p>
Gas Safety Manager (GSM)	<p>Name: Justin Westcott</p> <p>Organisation: VIVO</p> <p>Address: Bld 003 CTCRM Lympstone Nr Exmouth Devon EX8 5AR</p> <p>☎: 07793222820</p> <p>✉: Justin.Westcott@vivodefence.com</p>	
Gas Responsible Person (GRP)	<p>Name: Scott Bayton</p> <p>Organisation: VIVO</p> <p>Address: Building W75 RNAS Culdrose Helston Cornwall TR12 7RH</p> <p>☎: 07793223104</p> <p>✉: Scott.Bayton@vivodefence.com</p>	

1.5. Additional Gas Contacts.

Gas Supplier	Organisation: Address: ☎: ✉:	Total Energies Gas & Power 55-57 High Street Redhill Surrey RH1 1RX 01737 275746 gp.redhill.ccs@totalenergies.com
LPG Supplier	Organisation: Address: ☎: ✉:	N/A.
Meter Asset Manager (MAM)	Organisation: Address: ☎: ✉:	Energy Assets Ltd 6 Almondvale Business Park Almondvale Way Livingston EH54 6GA 0800 001 4310 info@energyassetsnetworks.co.uk
National Gas Emergency Centre (24 Hours)	☎:	0800 111 999

2 SITE SPECIFIC DETAILS

2.1 Site Overview.

A brief description of the establishment and its current use. This should include how many separate sites are present and the number of buildings being supplied by gas.

Bodmin ARC ACF ATC is a single site establishment with 3 buildings on site and 1 building supplied by gas – the Main Building. This building is supplied with gas direct from the EGDN network and has a MAM owned and operated gas meter.

The reserve centre is occupied by 232 Port Squadron of the 165 Port and Maritime Regiment Royal Logistics Corps, 2533 (Bodmin) ATC squadron and is the Headquarters of the Cornwall Army Cadet Force.

The main building is used for office space, meeting/conference rooms, stores, catering, drills, and a lounge/bar.

Day to Day there are around 8 people on site and there can be up to 100 people on site when there are events or parades.

2.2 Natural Gas.

A brief description of the natural gas installations, including how many MOD networks are present, the number of buildings each MOD network supplies and how many buildings are supplied direct from the EGDN. This should also include any demarcations in place between stakeholders and responsibilities.

Meter 1 – Main Building

The main building is fed by a single low pressure natural gas supply from the EGDN network. This feeds an individual single stream MAM owned and operated gas meter and regulator which supplies gas to the plant room, galley, and the ladies and gents toilets with a total of 7 appliances at a pressure of 22.1mbar.

The demarcation point between EGDN and MAM responsibility is the ECV. The demarcation point between MAM and MoD responsibility is the meter outlet valve.

Single Supply Meter 001 – BK -G25m
40m3/hr
S/N- M040K0307514D6
MPRN – 4483303

The gas meter house is located within the wire just to the side of the main building entrance. The meter inlet supplied by the EGDN is 2" steel and the meter outlet pipework is 2" steel and exits the back of the meter box directly into the building with no external pipework.

The gas supply enters the plant room containing 2 x Vaillant heating boilers. The tee'd section within the plant room supplying the boilers is 2" stainless steel Mapress. The tee outlet continues in 2" steel internally through the building with tee sections for the ladies and gents toilets which both contain multipoint water heaters. (Chaffoteaux and Worcester). The supply feeding the ladies toilet is 22mm copper and this continues to the gents toilets in 15mm copper.

From within the ceiling area by the ladies toilets there is a 20metre section of external 2" steel pipework which exits the building and runs at high level externally and re-enters the building, runs through a storeroom and enters the Galley at two different points. One section enters in 1 ¼" steel and runs directly to the water heater. This reduces to 15mm copper to feed the water heater. The second section enters in 1" steel through a manual isolation valve, reducing to 15mm copper and running through the interlocking solenoid before feeding the two cooking appliances. The Galley contains a Grill, (Falcon) and Multipoint water heater (Ariston).

The total load on the gas meter is 247.75 KW.
There is a mix of steel, stainless steel, and copper pipe within the installation.

2.3 LPG Gas.

A brief description of the LPG installations, including how many compounds are at the establishment, condition and make up of each compound, the number and size (kg) of vessels in each compound, the number of LPG MOD networks, the number of buildings supplied from the LPG MOD networks, how many buildings are supplied direct and not from an LPG MOD network. Details of the LPG pipework after the first stage regulator up to the building(s).

Note: The demarcation agreement between the LPG supplier and the MOD has been agreed and the MOD take responsibility from the outlet of the first stage regulator. The LPG supplier is responsible for the vessel, vessel associated components (excluding any earth bonding) pipework up to and including the first stage regulator.

No LPG on this establishment.

2.4 External Installation Pipework.

A brief description of the external installation pipework (above or below ground) on each building. This is from the ECV to where it enters the building(s), the material, diameter, lengths, supports, conditions etc.

There is a section of external pipework which exits the building by the ladies toilets, runs externally at high level for approx. 20 metres and re-enters the building via the store to supply the Galley.

2.5 Details of buildings served.

A list of the buildings being supplied by gas via an MOD network, LPG compound or directly from the EGDN and the usage of the gas (catering, hot water, heating, fire training, etc) at the building.

Ser	Building Number	Building description	Supplied by	Gas usage
1	Main Building	Office space, meeting/conference rooms, stores, catering, drill hall and a lounge/bar.	EGDN	Heating, Hot water, Catering

2.6 Additional details of buildings being served.

Any additional detail about a building that may be required or useful in an emergency or requires more details than captured above.

NOTE: This section is to be used to capture the Service Family Accommodation (SFA) properties where it is not practical to fit above.

N/A

3 METER DETAILS

3.1 Primary Meter Details.

The following table describes the basic arrangement of the primary meter installation(s). (These are the responsibility of the MAM)

NOTE: More detail on the primary meters that supply MOD networks can be seen in the GSMP part B.

Number of primary meter installations:		1 (EGDN Single Supply)							
Meter Name / ID	MPRN	Supplying (MOD network ID or Bldg number)	location	Incoming pressure tier – HP, IP, MP, LP	Outlet pipeline				Max Flow (M ³ hr)
					P tier – HP, IP, MP, LP	Pressure (mbar)	Material	Diameter (mm)	
EGDN Single Supply 001	4483303	Main Building	By Front Building Entrance	LP	LP	22.1	Steel	50mm (ID)	40m ³ /h

3.2 Utilisation Meter Details. (meters supplied directly from the MOD gas network)

The following table describes the basic arrangement of the utilisation meter installation(s). (These are the responsibility of the MOD)


Number of utilisation meter installations:		N/A – No MoD Network on Site								
Meter Name / ID	Being supplied from (MOD network ID)	Inlet pipeline				Outlet pipework				Max Flow (M ³ hr)
		P tier – HP, IP, MP, LP	Pressure (mbar)	Material	Diameter (mm)	P tier – HP, IP, MP, LP	Pressure (mbar)	Material	Diameter (mm)	

4 DIAGRAMS AND DRAWINGS

4.1 Line diagrams for building(s) internal gas installation pipework.

This section is to contain line diagrams for building internal installation pipework and associated components. This diagram should be fixed to the building at a practical and accessible location as well as within any associated document centres. It may be embedded as a PDF to this document for online use.

NOTE: Drawings are only required for commercial installations or for installation in commercial settings (non-domestic use). This may mean more installations than listed in IGEN/UP/2 Edition 3 (4.2.14), depending on the installations intended use.

Drawing Number	Building	Comments
WX06-A-A3	Main Building	Fed from EGDN Network – NTS
		 Bodmin ARC.pdf

4.2 Additional drawings.

This section is to contain any additional drawings that may be required or may be of benefit to this GSMP or emergency procedures.

Drawing Number	Building	Comments

5 GAS INCIDENTS

5.1 Site reporting procedures for dealing with gas incidents.

This section is to contain the establishment's site-specific procedure for dealing with reports of gas incidents with regards the external installation pipework, internal installation pipework and equipment. Details of all individuals with responsibilities under this procedure should be included.

Procedure for an incident involving the gas installations on site:

- Call Vivo Helpdesk Team on **0800 030 9320** open 24 hours per day.
- The Helpdesk will in turn call National Grid **0800 111 999** to attend and make safe a gas incident.
- The Vivo Gas Responsible Person shall be informed immediately by the site personnel.

6 GAS EQUIPMENT

6.1 Equipment List.						
This section is to include details of all the gas equipment being used at the establishment.						
Building number	Equipment location	Equipment type (make, model)	Serial Number	Appliance kW rating	Flue classification	Comments
Main Building	Plant Room	Vaillant VU GB 806/5-5 R4 Heating Boiler	21184800100107670001005342N5	82.3	Open Flue	
Main Building	Plant Room	Vaillant VU GB 806/5-5 R4 Heating Boiler	21184800100107670001005350N8	82.3	Open Flue	
Main Building	Gents Toilets	Chaffoteaux Britony 2T Multipoint Water Heater	Not Available	21	Room Sealed	
Main Building	Ladies Toilets	Worcester HR 325-1 Multipoint Water Heater	7 702 340 008	25.5	Room Sealed	
Main Building	Galley	Ariston Next Evo X SFT 16 NG UK EU	3632533CN221	30	Room Sealed	
Main Building	Galley	Falcon Dominator G2532 Gril	F502052	6.65	Flueless – Canopy Extract	

6.2 Additional equipment information.

This section is to contain any additional equipment information that may be required or may be of benefit to this GSMP or emergency procedures.

Safety shut off valves are required to be frequently checked every year in accordance with CRFCA hard FM task list:

160418-GL-EST-Task2Ser9-GasApplianceandPipework

A list of the checks is captured below.



160418-GL-EST-Task
2Ser09-GasAppliance

Kitchen Canopy Gas Interlock installed in Main Building Kitchen, with SSOV and emergency stop button by exit door. Confirmed as working on annual gas maintenance checks by inspection by supply chain, Boden Group on 12/12/2025.

Unique Document Reference:
WX06-A-20211103
Issued by DIO TS PGE

Establishment: Bodmin ARC ACF ATC

The left photograph shows a 'PART 2' Commercial Catering Gas Safety Inspection form. The inspection was performed on a Falcon grill (G2532) at a location in Cornwall. A defect was identified: 'Dead leg would benefit from being removed and capped'. The defect was noted as 'Warning Action Required (Y/N)'. The gas pressure was recorded as 30372363. The grill was tested for gas safety, and a dead leg was cut and capped. The form is signed by a Gas Engineer, and the date is 12/12/24.

The right photograph shows a 'PART 1' Commercial Catering Gas Safety Inspection form. The inspection was performed on a Worcester-Bosch boiler at a location in Cornwall. The gas pressure was recorded as 303 650. The form is signed by a Gas Engineer, and the date is 12/12/24. The total score is 9.

7 ANNEXES

Gas Line Drawing – Main Building Fed Direct from EGDN Network

