

# Gas Safety Management Plan (Section A)

# **Crownhill ACF**

11/04/2025

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	Neville Holmes MBE	01823 217930 or 07850 655017	wx-ce@rfca.mod.uk
Establishment's SHEF	Lee S Davis	01392 256251 (Option 3)	wx-dev-cqm@rfca.org.uk
Establishments 4C's Coordinator	Scott Henshaw	01752 261525	wx-dev-bcoy@rfca.org.uk
Senior DIO Estate Representative or Equivalent	Mark Cubitt	07955 280440	wx-est-hd@rfca.mod.uk
Site DIO Estate Representative or Equivalent	Kelvin Walker	07508 130359	wx-est-mgr2@rfca.mod.uk
MMO Site Manager or equivalent	Scott Henshaw	01752 261525	wx-dev-bcoy@rfca.org.uk
Gas Safety Manager (GSM)	Justin Westcott	07793222820	Justin.Westcott@vivodefence.com
Gas Responsible Person (GRP)	Wayne Ashford	07483 929760	wayne.ashford1@vivodefence.com

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

Signature: JP Westcott	Date: 11/04/2025
------------------------	------------------

## **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 – 08 December 2023

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:	M Cubitt	Date:	02/05/2025

The content of this GSMP have been agreed by the Head of Establishment and future works following the findings will be supported

Signature:	N Holmes	Date:	02/05/2025	

#### **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	
08/06/2022	All	Initial Development	
29/09/2022	N/A	No Changes	
22/12/2022	N/A	No Changes	
	N/A	No Changes	
07/06/2023		No Changes	
	ii & 1	Updated HoE Details	
19/12/2023	4 & 9	Added New Gas Meter & Boiler Details, Added Measured Installation Gas Pressure	
28/03/2024	ii & 1	Updated HoE Details	
27/06/2024	N/A	No Amendments Required	
27/09/2024	ii & 2	Added New Head of Estates Details	
18/10/2024		GSM re-authorisation (previously authorised 01/11/2023)	
31/12/2024	N/A	No Amendments Required	
07/04/2025		Amended all key personalities and changed DNV details to VIVO details	

Unique Document Reference: WX28-A-20231208 Issued by DIO TS PGE

Date	Reviewed by	Authorised by	Comments
	M Fenwick	N King	Initial review
29/09/2022	M Fenwick	M Fenwick	Quarterly Review
22/12/2022	M Fenwick	M Fenwick	Quarterly Review
27/03/2023	M Fenwick	M Fenwick	Quarterly Review
07/06/2023	M Fenwick	N King	Annual Review
18/09/2023	M Fenwick	M Fenwick	Quarterly Review
19/12/2023	M Fenwick	M Fenwick	Quarterly Review
28/03/2024	M Fenwick	M Fenwick	Quarterly Review
27/06/2024	M Fenwick		Annual Review
27/09/2024	M Fenwick	M Fenwick	Quarterly Review
18/10/2024	Neville King	Neville King	GSM re-authorisation
31/12/2024	M Fenwick	M Fenwick	Quarterly Review
24/01/2025	M Fenwick	M Fenwick	DNV De-Mobilisation Review /
			Handover
07/04/25	W Ashford	J Westcott	Initial quarterly review
11/04/2025	J Westcott	J Westcott	Initial review and approval

Unique Document Reference: WX28-A-20231208 Issued by DIO TS PGE

#### **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.

# Contents

ES	TABLI	SHMENT KEY PERSONALITIES (GAS) CONTACTS	
RI	EVIEW:	S AND AMMENDMENTS	
FC	ORWAI	RD	v
1	ТН	E DUTY HOLDER AND ESTABLISHMENT LEVEL KEY PERSONALITIES	1
	1.1.	GAS SAFETY CASE DUTY HOLDER	1
	1.2.	DIO TECHNICAL SERVICES PRINCIPAL GAS ENGINEER (PGE).	1
	1.3.	ESTABLISHMENT PERSONALITIES	
	1.4.	MAINTENANCE MANAGEMENT ORGANISATION (MMO)	2
	1.5.	ADDITIONAL GAS CONTACTS.	3
2	SIT	E SPECIFIC DETAILS	4
	2.1	SITE OVERVIEW.	4
	2.2	NATURAL GAS	
	2.3	LPG GAS.	
	2.4	EXTERNAL INSTALLATION PIPEWORK	5
	2.5	DETAILS OF BUILDINGS SERVED	5
	2.6	ADDITIONAL DETAILS OF BUILDINGS BEING SERVED	5
3	ME	ETER DETAILS	6
	3.1	PRIMARY METER DETAILS	6
	3.2	UTILISATION METER DETAILS. (METERS SUPPLIED DIRECTLY FROM THE MOD GAS NETWORK)	
4	DIA	AGRAMS AND DRAWINGS	7
	4.1	LINE DIAGRAMS FOR BUILDING(S) INTERNAL GAS INSTALLATION PIPEWORK	7
	4.2	ADDITIONAL DRAWINGS.	
5	GA	IS INCIDENTS	8
	5.1	SITE REPORTING PROCEDURES FOR DEALING WITH GAS INCIDENTS	8
6	GA	S EQUIPMENT	9
	6.1	EQUIPMENT LIST	9
	6.2	ADDITIONAL EQUIPMENT INFORMATION	9
7	ΔN	INFXFS	10

#### 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:	Crownhill ACF		
Establishment Address:	Crownhill ACF Smallack Drive Crownhill Plymouth PL6 5EA		
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	Position: Organisation: Address:	Neville Holmes MBE Chief Executive Wessex Reserve Forces' and Cadets' Association Mount House Mount Street Taunton Somerset TA1 3QE	
with the requirements of GSMR and the MOD GSC, including this GSMP.)	<b>☎</b> : ⊠:	01823 217930 or 07850 655017 wx-ce@rfca.mod.uk	

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

1.4. Maintenance Management Organisation (MMO).				
The MMO for this es	tablishment is:	VIVO		
Gas Emergency Helpdesk (Typically, MMO Helpdesk) (24 Hours)  Note: Please do not contact the general public National Gas Emergency Service for suspected gas escapes on RFCA infrastructure.	Organisation:	Vivo Helpdesk 0800 030 9320		
Gas Safety Manager (GSM)	Name: Organisation: Address:	Justin Westcott VIVO Bld 003 CTCRM Lympstone Nr Exmouth Devon EX8 5AR 07793 222820 Justin.Westcott@vivodefence.com		
Gas Responsible Person (GRP)	Name: Organisation: Address:			

1.5. Additional Gas Cont	1.5. Additional Gas Contacts.				
Gas Supplier	Organisation: Address:				
LPG Supplier	Organisation: Address:	Not applicable - no bulk LPG on site.			
Meter Asset Manager (MAM)	Organisation: Address:	6 Almondvale Business Park Almondvale Way Livingston EH54 6GA			
National Gas Emergency Centre (24 Hours)	<b>2</b> :	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.

Crownhill ACF is a single site establishment with one building on site which is supplied by gas. This is supplied direct from the EGDN network and has a single stream MAM owned and operated gas meter and regulator.

This site is used by the Crownhill Detachment, B Company of the Devon ACF.

The main building is used as a drill hall, offices and stores and contains toilet and mess facilities.

The site is generally unmanned day to day and only opens for 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.

The gas supply to Crownhill ACF is fed direct from the EGDN network and there is a 20mm PE riser entering the external GRP wall mounted meter box where the gas runs through an EGDN ECV to feed the MAM owned and operated meter and regulator which in turn supplies the installation pipework at low pressure (20.5 mbar) for one building only.

Single Supply Meter 001 – Honeywell BK-G4M Meter S/N – G4 K0026323 21 01 6 m³/hr MPRN – 4215542508

The gas pipe exits the back of the meter box in 22mm copper and enters the building directly into the plant room. There is a short section of 22mm copper gas pipe within the plant room that feeds a single gas appliance.

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

#### 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 no external installation pipework.

## 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	Drill hall, Offices,	EGDN Network	Heating & Hot water		
		Stores		-		

## 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.			

#### Crownhill ACF

## 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	y meter instal	lations:	1						
M / N / //D	MDDM	Supplying		Incoming		Outlet	pipeline		M E
Meter Name / ID	network ID o	(MOD network ID or Bldg number)	location	pressure tier + – HP, IP, MP, LP	P tier – HP, IP, MP, LP	Pressure (mbar)	Material	Diameter (mm)	Max Flow (M³ hr)
Single Supply Meter 001	4215542508	Main building	External Meter box	LP	LP	20.5	Copper	22	6

# **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 this site.

				Inlet p	ipeline			Outlet pi	pework		
	Meter Name / ID	Being supplied from (MOD network ID)	P tier – HP,	Pressure	Material	Diameter	P tier – HP,	Pressure	Material	Diameter	Max Flow (M³ hr)
L		(MOD Hetwork ID)	IP, MP, LP	(mbar)		(mm)	IP, MP, LP	(mbar)		(mm)	(IVI TII)

## 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 IGEM/UP/2 Edition 3 (4.2.14), depending on the installations intended use.

IGEM/UP/2 Edition 3 (4.2.14), depending on the installations intended use.					
Drawing Number	Building	Comments			
WX28-A-A3	Main building	Not to Scale Gas Line Drawing			
		WX28-A-A3.pdf			
4.2 Additional drawi		beguings that may be required as may be of			
benefit to this GSMP or		lrawings that may be required or may be of edures.			
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 <u>0800 111 999</u> to attend and make safe a gas incident.
- The Vivo Gas Responsible Person shall be informed immediately by the site personnel.

# Crownhill ACF

# **6 GAS EQUIPMENT**

Building number	Equipment location	Equipment type (make, model)	ment being used at the estab Serial Number	Appliance kW rating	Flue classification	Comments
lain building	Plant Room	Worcester 8000 Lite 30 R	37302772357057738100809	30	Room Sealed	
	nal equipment inf to contain any ad		information that may be requi	ired or may be of be	enefit to this GSMP or	emergency

#### 7 ANNEXES

## **Gas Line Drawing**

