



Defence Infrastructure Organisation

Gas Safety Management Plan (Section A)

Pellew House Devon ACF CTC (Exeter)

05/04/2025

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

Unique Document Reference: Establishment: Pellew House Devon ACF CTC (Exeter)
 WX61-A-20240126
 Issued by DIO TS PGE

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 307006 07850 833956	wx-dev-cqm@rfca.org.uk
Establishments 4C's Coordinator	Brian Snowden	07384252448	wx-dev-csa@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	Brian Snowden	07384252448	wx-dev-csa@rfca.org.uk
Gas Safety Manager (GSM)	Justin Westcott	07793222820	Justin.Westcott@vivodefence.com
Gas Responsible Person (GRP)	Riona Moroney	07854053184	Riona.moroney@vivodefence.com

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

Signature: *JP Westcott*

Date: 05/04/2025

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 – 26 January 2024

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: 08/05/2025

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: 08/05/2025

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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
21/06/2022	All	Initial Development
11/10/2022	N/A	No Amendments Required
16/01/2023	N/A	No Amendments Required
14/04/2023	7 & Annex	Inserted Gas Line Drawing Details, Icon and Drawing
24/07/2023	ii & 1	Updated HoE Details
31/10/2023	N/A	No Amendments Required
02/01/2024	N/A	No Amendments Required
15/04/2024	N/A	No Amendments Required
31/07/2024	4,6	Added Measured Gas Pressure
18/10/2024	ii, 1 & 2	Updated HoEstablishment and HoEstates
18/10/2024		GSM re-authorisation (previously authorised 02/01/2024)
19/02/2025	ii	Update GSM & GRP Contact details
19/02/2025	All	Update literature to reflect Vivo as MMO and responsible for Gas safety Management.

Date	Reviewed by	Authorised by	Comments
11/10/2022	M Fenwick	M Fenwick	Quarterly Review
16/01/2023	M Fenwick	M Fenwick	Quarterly Review
28/02/2023	M Fenwick	N King	Initial Review
14/04/2023	M Fenwick	M Fenwick	Quarterly Review
24/07/2023	M Fenwick	N King	Annual Review
31/10/2023	M Fenwick	M Fenwick	Quarterly Review
02/01/2024	M Fenwick	N King	Quarterly Review
15/04/2024	M Fenwick	M Fenwick	Quarterly Review
31/07/2024	M Fenwick		Annual Review
18/10/2024	M Fenwick	M Fenwick	Quarterly Review
18/10/2024	Neville King	Neville King	GSM re-authorisation
24/01/2025	M Fenwick	M Fenwick	DNV De-Mobilisation Review / Handover
19/02/2025	R Moroney	R Moroney	Quarterly Review
05/04/2025	J Westcott	J Westcott	Initial review/approval

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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:	Pellew House Devon ACF CTC (Exeter)	
Establishment Address:	Pellew House Dryden Rd Exeter EX2 5BY	
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 GSMR and the MOD GSC, including this GSMP.)	Name: Position: Organisation: Address:	Neville Holmes MBE Chief Executive Wessex Reserve Forces' and Cadets' Association Mount House Mount Street Taunton Somerset TA1 3QE ☎: 01823 217930 or 07850 655017 ✉: wx-ce@rfca.mod.uk
Senior DIO representative or equivalent (This may be the SEFM, but will vary depending on the contract this establishment falls under)	Name: Position: Organisation: Address:	Mark Cubitt Head of Estates Wessex Reserve Forces' & Cadets' Association Mount House Mount Street Taunton Somerset TA1 3QE ☎: 07955 280440 ✉: wx-est-hd@rfca.mod.uk

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1.4. Maintenance Management Organisation (MMO).		
The MMO for this establishment is:		VIVO Defence Services
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 Helpdesk 25 Goodlass Road Hunts Cross Liverpool L24 9HJ ☎: 0800 030 9320
Gas Safety Manager (GSM)	Name: Organisation: Address:	Justin Westcott VIVO Defence Services Building 003 CTCRM Lympstone NR Exmouth Devon EX8 5AR ☎: 07793 222820 ✉: Justin.Westcott@vivodefence.com
Gas Responsible Person (GRP)	Name: Organisation: Address:	Riona Moroney VIVO Defence Services Building 003 CTCRM Lympstone NR Exmouth Devon EX8 5AR ☎: 07845053184 ✉: Riona.Moroney@vivodefence.com
1.5. Additional Gas Contacts.		
Gas Supplier	Organisation: Address:	Totalenergies Gas & Power 55-57 High Street Redhill Surrey RH1 1RX 01737 275 746 ☎: ✉: gp.redhill.ccs@totalenergies.com
LPG Supplier	Organisation: Address:	Not Applicable, no bulk LPG on site. ☎: ✉:
Meter Asset Manager (MAM)	Organisation: Address:	Energy Assets Ltd 6 Almondvale Business Park Almondvale Way Livingston EH54 6GA 0800 001 4310 ☎: ✉: box.ngm.meteringdataenquiries@nationalgrid.com
National Gas Emergency Centre (24 Hours)	Organisation:	National Gas Emergency ☎: 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.

Pellew House Devon ACF CTC (Exeter) is a single site establishment with 1 building on site which is supplied by gas direct from the EGDN Low Pressure (LP) network. The gas runs through the EGDN ECV and feeds a single stream MAM owned and operated gas meter and regulator. Pellew house was built in 1959 and was then the Officers mess and was part of Wyvern barracks. It is now the headquarters of The Devon Cadet Force and a standalone site. The building is used for office space, meeting/conference rooms, stores, catering, drills and a lounge/bar. Day to Day there are around 15 people on site and there can be up to 100 people on site when there are functions, 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.

The main building is fed by a single low pressure natural gas supply from the EGDN network. The gas runs through the EGDN ECV and feeds a single stream MAM owned and operated gas meter and regulator. This is Single Supply Meter 01. This in turn feeds installation pipework to supply the plant room and the kitchen with a total of 6 appliances at 22.8mbar. The meter is located in a brick-built meter house adjoined to the back of the main building.

Single Supply Meter 01 – Elster BK–G16m,
S/N – M025 K05096 14 D6
25m³/hr
MPRN – 4241377809

The meter inlet pipework supplied by the EGDN is a 63mm PE riser, transitioning to 2" steel on the meter inlet. The meter outlet pipework is 2" steel and increases to 3" steel before exiting the gas meter house and running directly into the main building. There is an AECV at the point of entry and the gas continues at high level to feed:

Kitchen

The gas enters the kitchen at high level in 2" steel. There is a manual isolating valve at the point of entry. The gas continues through the kitchen at high level, reducing to 1½" steel through an interlocking solenoid valve and drooping to low level. The steel pipework further reduces to 1" steel before feeding four catering appliances.

Plant Room

The gas pipe enters the plant room in 3" steel and drops to low level, reducing to 1½" steel to feed two boilers. These boilers are currently capped from the gas supply and the boilers are awaiting replacement.

The demarcation point between EGDN and MoD responsibility is the meter outlet valve. There is only steel pipe within the installation.

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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	office space, meeting/conference rooms, stores, catering, drill hall and a lounge/bar.	EGDN Network	Heating, 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

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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)	
Single Supply 01	4241377809	Main Building	Adjoined to Back Wall of Main Building	LP	LP	22.8	Steel	50	25

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)	

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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.

Drawing Number	Building	Comments
WX61-A-A3	Main Building	Not to Scale Gas Line Drawing
		 WX61-A-A3.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 on 0800 030 9320, open 24 hours per day.
- The VIVO help line will contact the EGDN who shall attend and make safe a gas incident.
- VIVO Gas Responsible Person shall be informed immediately by the site personnel and text alert.

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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
Fed from Single Supply 001						
Main Building	Plant Room	Ideal Falcon with Nu-Way Burner	TBC	TBC	Open Flue	Capped from Gas Supply
Main Building	Plant Room	Ideal Falcon with Riello Burner	TBC	TBC	Open Flue	Capped from Gas Supply
Main Building	Galley	Moffat GT 46 Deep Fat Fryer	440891	22.5	Flueless – Canopy Extract	
Main Building	Galley	Falcon Dominator Grill	F476645	6.65	Flueless – Canopy Extract	
Main Building	Galley	Falcon 6 Burner Range with Oven	F501172	45	Flueless – Canopy Extract	
Main Building	Galley	Falcon 6 Burner Range with Oven	Not Visible	45	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 on annual service.

7 ANNEXES

Gas Line Drawing

