

WX89-A-20220218

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Defence Infrastructure Organisation

Gas Safety Management Plan (Section A)

Trowbridge ACF

25/02/2025

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

Unique Document Reference:

Establishment: Trowbridge JCC ACF

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ESTABLISHMENT KEY PERSONALITIES (GAS) CONTACTS

Role	Name	Tel No.	Email
Head of Establishment	Neville Holmes MBE	01823 217930 07850 655017	wx-ce@rfca.mod.uk
Establishment's SHEF	Joey Clough	07850 024704	wx-wil-cgm@rfca.org.uk
Establishments 4C's Coordinator	Steven Davies	07775 675268	wx-wil-ccoy@rfca.org.uk
Senior DIO Estate Representative or Equivalent	Mark Cubitt	01823 217949 07955 280440	wx-est-hd@rfca.mod.uk
Site DIO Estate Representative or Equivalent	Rory Simpson	07957 436139 01823 217941	wx-est-mgr1@rfca.mod.uk
MMO Site Manager or equivalent	Paul Wakeford	07356 101565	paul.wakeford@vivodefence.com
Gas Safety Manager (GSM)	Justin Westcott	07793 222820	justin.westcott@vivodefence.com
Gas Responsible Person (GRP)	Ian Bradley	07793 222771	ian.bradley1@vivodefence.com

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

Signature: JP Westcott

Date: 25/02/2025

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 – 18th Feb 2022

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: 09/05/2025

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: 09/05/2025

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Date	Reviewed by	Authorised by	Comments
28/01/2022	D. Cooper	N King	Initial review
28/04/2022	D. Cooper		Q1 review
27/07/2022	D. Cooper		Q2 review
28/10/2022	D. Cooper		Q3 review
26/01/2023	D. Cooper		Annual review
26/04/2023	D. Cooper		Q1 review
26/07/2023	D. Cooper		Q2 review
01/11/2023	D. Cooper	N King	Q3 review
26/01/2024	D. Cooper		Annual review site visit
26/04/2024	D. Cooper		<i>Q1 review</i>
20/06/2024	D. Cooper		<i>Site Visit</i>
07/10/2024	D. Cooper		<i>Review</i>
18/10/2024	Neville King	Neville King	GSM re-authorisation
10/01/2025	D. Cooper		DNV demobilisation review
18/02/2025	I Bradley		Initial review after site visit.
25/02/2025	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:	Trowbridge JCC ACF ATC	
Establishment Address:	Frome Road Trowbridge Wiltshire BA14 0DQ	
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: Neville Holmes MBE Position: Chief Executive Officer Organisation: Wessex Reserve Forces' and Cadets' Association Address: Mount House Mount Street Taunton Somerset TA1 3QE ☎: Tel:01823 217930 Mob:07850 655017 ✉: wx-ce@rfca.mod.uk	

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Senior DIO representative or equivalent (This may be the SEFM, but will vary depending on the contract this establishment falls under)	Name: Mark Cubitt Position: Head of Estates Organisation: WX RFCA Address: Mount House Mount Street Taunton Somerset TA1 3QE ☎: 01823 217949 Mob:07955280440 ✉: 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 (24 Hours)	Organisation: ☎: ✉:	VIVO Helpdesk 25 Goodlass Road Hunts Cross Liverpool L24 9HJ 0800 030 9320 helpdesk@vivodefence.com
Gas Safety Manager (GSM)	Name: Organisation: Address: ☎: ✉:	Justin Westcott VIVO Building 002, CTCRM Lympstone Nr Exmouth Devon, EX8 5AR 07793 222820 justin.westcott@vivodefence.com
Gas Responsible Person (GRP)	Name: Organisation: Address: ☎: ✉:	Ian Bradley VIVO Trenchard Lines, Upavon, Pewsey, Wiltshire. SN9 6BE 07793 222771 ian.bradley1@vivodefence.com

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1.5. Additional Gas Contacts.		
External Gas Distribution Network (EGDN)	 :  :	Wales & West Utilities Ltd Wales & West House Spooner Close Celtic Springs Coedkernew Newport, NP10 8FZ 0800 912 2999 Steve.harding@wwutilities.co.uk
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 0150 6405405 info@energyassetsnetworks.co.uk
National Gas Emergency Centre (24 Hours)	 :	0800 111 999

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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.

Trowbridge ACF ATC is a single site establishment with two building on site, only one of which is supplied with gas. The gas for this is supplied direct from the EGDN network and has a MAM owned and operated gas meter and regulator.

This site is used by Wiltshire ACF (Trowbridge Detachment) and Trowbridge Squadron 2196 ATC and is open on Wednesday and Friday evenings for parade nights.

The building contains classrooms, offices, parade hall, toilet and kitchen area (no gas).

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 Trowbridge ACF ATC is fed direct from the EGDN network on to this site and there is a 2" steel riser entering the external meter kiosk to feed the MAM owned and operated meter and regulator which supplies the MoD operated gas network at low pressure (21mbar) for one building only.

Primary Meter: BK-G4M (6m³/hr)

Location: Right hand side of site entrance gate

Serial No: G4 K0035764 17 01

MPRN: 9353092700

Pressure Tier: LP

The gas pipe in the meter kiosk increases from 22mm copper to 2" steel before transitioning to 63mm and 90mm PE in the ground for 97m before entering an GRP housing with a 3" AECV within it. From the AECV the pipework continues underground in 90mm PE before entering the plant room at low level in 3" steel which reduces to 1½" and 1¼ steel after an isolation valve to supply two Vaillant 30kw boilers.

The demarcation is at the outlet of the primary meter

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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.

Small section of 3" steel pipework within a meter kiosk prior to building entry.

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	Parade hall	EGDN	Heating and hot water
2				
3				
4				
5				

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.

No SFA property.

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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		1							
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)	
G4 – K0035764 17 01	9353092700	Main building	External meter kiosk	LP	LP	21	Copper	22Cu, 2", 63 and 90 PE	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:		No utilisation meter on this site.							
Meter Name / ID	Being supplied from (MOD network ID)	Inlet pipeline				Outlet pipework			
		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 IGEN/UP/2 Edition 3 (4.2.14), depending on the installations intended use.

Drawing Number	Building	Comments
SW-TROWBRIDGE RFCA-GAS-SCH-001	Main building	

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

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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 External Installation Pipework on site:

- Call VIVO Helpdesk Team on **0800 030 0930** open 24 hours per day.
- Helpdesk will in turn will call National Grid **0800 111 999** to attend and make safe a gas incident.
- VIVO Helpdesk Team will send a text message to alert the Responsible Person Gas who should attend/discuss the incident with the Site Team/POC.
- Once the 1st Responders have attended and made safe, the Site Team should contact the VIVO Helpdesk and raise a job to repair the reported leak and get the gas reinstated.
- Out of hours is as above.

Procedure for an incident involving the Internal Installation Pipework on site:

- Call VIVO Helpdesk Team on **0800 030 9320** open 24 hours per day.
- Helpdesk will in turn will call National Grid **0800 111 999** to attend and make safe a gas incident.
- VIVO Helpdesk Team will send a text message to alert the Responsible Person Gas who should attend/discuss the incident with the Site Team/POC.
- Once the 1st Responders have attended and made safe, the Site Team should contact the VIVO Helpdesk and raise a job to repair the reported leak and get the gas reinstated.
- Out of hours is as above.

Procedure for Equipment Faults:

- Call VIVO Helpdesk Team on **0800 030 9320** open 24 hours per day.
- VIVO Helpdesk Team will raise a job for a contractor to attend, repair and reinstate the equipment.
- Out of hours is as above.

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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
Main building	Plant room	Vaillant Eco Tec Plus 630 boiler.	21164700100185361300209209N9	30	Fan flued	
Main building	Plant room	Vaillant Eco Tec Plus 630 boiler.	21164700100185361300209202N7	30	Fan flued	

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.

The main building plant room, has an inline solenoid valve which is believed to be fire alarm linked, unable to validate and test.

7 ANNEXES

