

Loss Prevention Standard

LPS[®] 2084 : Issue 1.0

Requirements for the LPCB approval and listing of companies carrying out inspection, cleaning and maintenance of ductwork systems

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PARTICIPATING ORGANISATIONS

This standard was approved by the BRE Global Governing Body with input from the BRE Global Standing Panel. The following organisations participated in the preparation of this standard:-

Association for Specialist Fire Protection (ASFP)
Association of Insurance Surveyors
Heathrow plc
British Automatic Fire Sprinkler Association (BAFSA)
British Property Federation (BPF)
Chief Fire Officers Association (CFOA)
Construction Industry Council (CIC)
Construction Products Association
Fire Industry Association (FIA)
Home Builders Federation (HBF)
Homes & Communities Agency
RICS
Risktech Ltd
Sustainability + Architecture
Sustainable by Design
Aviva
Ductclean UK
Ventilate Consultancy & Control.
Fire Protection Association
BESA
National Association of Air Duct-Cleaners UK (NAADUK)
RISC Authority

REVISION OF LOSS PREVENTION STANDARDS

Loss Prevention Standards will be revised by issue of revised editions or amendments. Details will be posted on our website at www.redbooklive.com

Technical or other changes which affect the requirements for the approval or certification of the product or service will result in a new issue. Minor or administrative changes (e.g. corrections of spelling and typographical errors, changes to address and copyright details, the addition of notes for clarification etc.) may be made as amendments (See amendments table on page 14).

The issue number will be given in decimal format, with the integer part giving the issue number and the fractional part giving the number of amendments (e.g. Issue 3.2 indicates that the document is at Issue 3 with 2 amendments).

USERS OF LOSS PREVENTION STANDARDS SHOULD ENSURE THAT THEY POSSESS THE LATEST ISSUE AND ALL AMENDMENTS.

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FOREWORD

This standard identifies the evaluation and/or testing practices undertaken by BRE Global for the purposes of approval and listing of products and services. Listing and approval of products and services is based on evidence acceptable to BRE Global:-

- that the product or service meets the standard
- that the manufacturer or service provider has staff, processes and systems in place to ensure that the product or service delivered meets the standard

and on:-

- periodic audits of the manufacturer or service provider including testing as appropriate
- compliance with the contract for listing and approval including agreement to rectify faults as appropriate

NOTES

Compliance with this LPS does not in itself confer immunity from legal obligations. Users of LPS's should ensure that they possess the latest issue and all amendments.

BRE Global welcomes comments of a technical or editorial nature and these should be addressed to enquiries@breglobal.co.uk.

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Listed products and services appear in the LPCB "List of Approved Products and Services" which may be viewed on our website: www.redbooklive.com or by downloading the LPCB Red Book App from The App Store (for iPhone and iPad), from Google Play (for Android devices) or from the Windows Store (for Windows 8 Phones and Tablets from 2014).

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1 SCOPE

This standard defines the requirements for the LPCB approval of companies carrying out inspection, cleaning and maintenance of ductwork systems that may be contaminated with combustible deposits. For the sake of clarity, this includes the inspection, cleaning and maintenance of all ductwork including kitchen extract systems.

The purpose of the scheme is to ensure that companies engaged in the above activities:-

- *meet the requirements of the client contract;*
- *document and report correctly;*
- *identify and record areas of limited access where inspection, cleaning and maintenance are impractical and communicate these limitations to the client;*
- *give recommendations for access improvements to better facilitate the ongoing cleaning and maintenance of the ductwork system.*

2 DEFINITIONS

2.1 Ductwork

System of enclosures of any cross sectional shape for the distribution or extraction of air and/or smoke.

2.2 Inspection

A visual assessment of the condition of a ductwork system to agree the scope of the works that will be delivered given the constraints of an individual ductwork system.

2.3 Modification

Alteration to a ductwork system necessary in order to facilitate cleaning and maintenance, e.g. cutting holes to create access panels for inspection and cleaning purposes.

2.4 National Vocational Qualification (NVQ)

A qualification recognised by the Construction Industry Training Board.

2.5 Scottish Vocational Qualification (NVQ)

The preferred system of vocational training in Scotland.

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2.6 The Company

A company that meets the requirements of this standard.

2.7 Workmanship

The ability to carry out the activity within the stated tolerances specified to meet performance requirements.

3 GENERAL REQUIREMENTS

The requirements set out in this section are applicable for all companies approved under this standard.

3.1 Records and supporting documentation

The LPCB approved company shall maintain documentation and records of the activities that fall under the requirements of this standard. The purpose of these records is to demonstrate that:

- a) The requirements of this standard have been met and;
- b) The procedures employed are such that the contract requirements have been met.

Specifically, the company shall maintain (at least) the following records;

General records for each contract undertaken including:

- (i) Client.
- (ii) Site address.
- (iii) Unique reference for the job of work.
- (iv) Names of the individuals undertaking the work.
- (v) Project supervisor's name (where applicable).
- (vi) Contract review.
- (vii) The requirements of the contract.
- (viii) Details of in-process inspections/checks carried out prior to, during and after the contract.
- (ix) Details of problems and any additional work carried out.
- (x) Details of recommendations for improvements.
- (xi) Certificate of conformity (see clause 3.10).

3.2 Management of contracts

The company shall have procedures for the management of all aspects of contracts covered by this standard.

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3.3 Tools, measuring and test equipment

The company shall have procedures for ensuring that all tools and/or instruments are maintained and calibrated as appropriate.

The company shall be in possession of the necessary hardware and tools in good condition to enable the contract to be completed in line with the scope agreed with the Client, and in accordance with the requirements of the contract.

3.4 Storage and handling of cleaning products

All cleaning products shall be stored and handled appropriately and safely in accordance with manufacturer's instructions at all times.

3.5 Disposal of Waste

The Company shall have procedures for the containment and removal of all waste in line with all appropriate Local Authority guidance for the disposal of Fats, Oils and Grease and cleaning products.

3.6 Training

All personnel employed in offering services covered by this standard shall have training appropriate for the function that they are required to undertake.

In all cases, records of the training received by all staff, including those employed on a sub-contract basis, shall be maintained by the company. The training records shall, as a minimum, include details of the courses undertaken.

Training and competence records shall be maintained and regularly reviewed to ensure that they are up to date and relevant to the scope of the work that is to be undertaken.

It is recommended that, where possible, this training should be in the form of nationally recognised qualifications, for example NVQs or third party accredited training courses. However, it is recognised that a good standard of training may be provided by the manufacturers of products and systems. It is also considered that 'on the job' training and experience are significant contributors to determining whether staff are adequately trained. All training, whether formal or 'on the job' activities should be documented and maintained on a person by person basis.

3.7 Use of sub-contract staff

If sub contract staff are employed to deliver the services covered by this standard, the company shall:

- Have procedures for the selection and management of sub-contract staff.
- Maintain records of all sub-contract work.

The company shall also ensure that:

- The quality of sub-contractor's equipment and workmanship is as required by this standard.

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- All work undertaken by sub-contractors is reviewed and verified by qualified staff directly employed by and on the payroll of the company to ensure that the requirements of this standard are met. Records shall be maintained for all sub-contracted work carried out on behalf of the LPCB approved company. The company shall be responsible for all work that it sub-contracted.

3.8 Verification of completed works

The company shall have procedures for the verification of completed works undertaken to ensure the requirements of this standard have been met.

3.9 Corrective and preventive action procedures

The company shall have corrective and/or preventative action procedures that apply to the activities covered by this standard.

3.10 Certificate of Conformity

The company shall issue an LPCB Certificate of Conformity for each contract covered by the standard.

A copy shall be supplied to the client on completion of the works, a copy shall be retained by the company, and a copy forwarded to BRE Global Ltd.

4 SERVICE SPECIFIC REQUIREMENTS

4.1 Inspection

For companies engaged in the process of inspection of ductwork the following requirements additional to clause 3 shall apply.

4.1.1 Records and supporting documentation

The company shall maintain records of all of the details of the inspections undertaken under this standard. The documentation shall, as a minimum, record the following information.

- (i) Scope of inspection
- (ii) Date of inspection
- (iii) Name of person(s) carrying out the inspections
- (iv) Description of the components or products making up the system
- (v) Location of the surveyed component(s) or product(s) of the system
- (vi) Details of manufacturer, designer and installer (if known)
- (vii) Performance requirements
- (viii) Scope and aim of inspection
- (ix) List of individual elements inspected with a condition report for each of the items.
- (x) Any limitations in respect of the inspection e.g. limited access, products of unknown origin or performance.
- (xi) Identification of hazards including accessibility, electrical, presence of asbestos etc.

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- (xii) Identification and documentation of any fire resistant ductwork
- (xiii) Justification of conclusions reached in inspection condition report

Additional requirements specific to kitchen extract ductwork are listed in Appendix A.

On completion of the inspection visit, the company shall issue an LPCB Certificate of Conformity in accordance with clause 3.10 in this standard and a copy of the inspection condition report to the Client and BRE Global.

4.2 Cleaning and maintenance

For companies engaged in the cleaning and maintenance of ductwork, the following requirements additional to clause 3 shall apply.

A record shall be made of measurements of the pre-cleaning contamination of the ductwork system including film thickness measurements, location of access panels, dampers and existing fire protection measures. Photographic records should be made where appropriate.

The specification for the cleaning of the ductwork shall be agreed with the client prior to the commencement of works and shall be the basis of the contract with the client. The company shall specify and agree with the client the level and frequency of the cleaning regime based on industry best practice standards. The guidance used to determine duct cleanliness shall be documented as part of the contractual process.

The company shall maintain evidence that methods and procedures used to clean ductwork are compatible with the ductwork and will not lead to damage or deterioration of the systems being cleaned.

The company shall specify whether any sections or aspects of ventilation ducting cannot or will not be cleaned and/or maintained as part of the contract.

The company shall have reporting procedures to provide the client with an accurate assessment of the effectiveness of the cleaning and maintenance process. This report shall include:

- (i) The extent of cleaning carried out
- (ii) Confirmation that the specification has been met and/or any deviations from the specification
- (iii) Details of any areas that could not be assessed or accessed
- (iv) Adequacy of the end users cleaning regime, including hoods, filters, and fan blades
- (v) Details of any maintenance carried out
- (vi) Identification of hazards
- (vii) Recommendations for improvement

Additional requirements specific to kitchen extract ductwork are listed in Appendix A.

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The company shall have procedures for the disposal of waste that comply with all current legislation.

On completion of the works, the company shall issue an LPCB Certificate of Conformity in accordance with clause 3.10 in this standard and a copy of the report to the client and BRE Global.

4.3 Modifications required to facilitate cleaning and maintenance

For companies engaged in the modification of ductwork required as part of the cleaning and maintenance contract, the following requirements additional to clause 3 shall apply.

The company shall maintain records of all of the modifications undertaken under this standard. The following information shall, as a minimum, be recorded.

- (i) Scope of modification
- (ii) Date of modification
- (iii) Name of persons responsible for the works and those undertaking the works
- (iv) Description of the modification including location
- (v) Details of manufacturer, designer and installer of the original equipment (if known)
- (vi) Performance requirements of original equipment
- (vii) Where possible, evidence that the modification will not compromise the performance of the system
- (viii) Any limitations in respect of the modification e.g. limited access, products of unknown origin or performance

Note: The installation of fire resistant access panels and modification of fire resistant ductwork should only be conducted by the manufacturer of the fire resistant ductwork system or a contractor approved by the manufacturer of the fire resistant ductwork system or a third party certificated contractor competent to undertake these works.

On completion of the works, the company shall issue an LPCB Certificate of Conformity in accordance with clause 3.10 of this standard and a copy of the report detailing the specific works completed to the client and BRE Global.

5 ASSESSMENT PROCESS

5.1 Initial assessment

5.1.1 Notification of sites

The company shall provide BRE Global with details of sites that demonstrate the ability of the company to undertake one or more of the activities covered by this

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standard. The number, size of site and state of completion of the sites will be agreed with BRE Global as suitable for auditing purposes.

The number of sites visited will be dependent on the number and size of projects that the applicant company is involved in at the time of application. The auditing process aims to assess a cross section of the work that the applicant company undertakes. This may be a number of individual contracts or a cross section of work on a larger contract.

5.1.2 Initial site audits

The initial site audits will, as a minimum, assess whether:

- The activity carried out meets the requirements of the contract and are adequately documented.
- The products used are suitable for the application.
- Products and/or procedures have been used in accordance with the manufacturer's instructions and other appropriate guidance.
- Any deviations from the contract have been agreed with the Client.
- The operative, whether directly employed or sub-contract, is in possession of the relevant controlled and up-to-date procedures and instructions, tools, products and equipment for the process/activity being undertaken.
- The workmanship of the operative is to a standard that ensures that the activity carried out meets the requirements of the specification. The workmanship should also be acceptable to the customer.
- The operative leaves the place of work in a clean and tidy condition and to the customer's satisfaction.
- That all relevant clauses of this standard are met.

5.1.3 Initial office audits

The initial office audits will, as a minimum, aim to assess whether;

- There are sufficient records to ensure that the company is able to manage any given contract through the 'contract process' from receipt of an enquiry and order through to completion of the works, issue of a LPCB Certificate of Conformity and filing of records.
- That all staff (permanently employed or sub-contract) are trained and supervised and records of this training and competence are recorded, in compliance with sections 3.6 and 3.7 of this standard.
- That all relevant clauses of this standard are met.

5.2 Ongoing assessment

5.2.1 Notification of sites

The company shall provide BRE Global with details of work undertaken that fall within the scope of this standard since the initial assessment or last surveillance visit.

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5.2.2 Site audits

BRE Global shall undertake a minimum of two man-days of site audit visits each year of companies approved under this standard.

The number of days required will be increased if either BRE Global is visiting less than 15% of the cleaning and maintenance company's completed projects or if a significant number of non-conformities are identified during site inspections.

5.2.3 Office audits

A minimum of 2 office audits per annum will be conducted during the first 2 years of certification, thereafter this may be reduced to a minimum of 1 per annum if the audit history indicates that the documented quality system is operating satisfactorily. Similarly, the frequency of audits may be increased should the audit history suggest that this is necessary. The decision to reduce or increase the number of audits will be at the discretion of BRE Global.

6 MARKING AND LABELLING

The company shall have procedures for the documentation, identification and labelling of systems covered under this standard. It shall be possible at the site to readily identify that the ductwork system has been the subject of activities covered by this standard. An LPCB label shall be affixed in a location where it is clearly visible and does not compromise the fire performance of the ductwork system. The label shall have a unique serial number and shall denote the purpose of the ductwork, the name and contact details of the company carrying out the works as specified in the contract with the client, the date of the last inspection and/or cleaning and maintenance work and the date of the next required inspection and/or cleaning and maintenance work.

7 PUBLICATIONS REFERRED TO:

B&ES TR19 Extract duct cleaning. Guide to good practice

Regulation (EC) No 852/2004 of the European Parliament and the council of 29 April 2004 on the Hygiene of Foodstuffs

For undated references please refer to the latest published issue

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Appendix A – Kitchen Extract Ductwork

Kitchen extract ductwork has been shown to be a contributory factor in the spread of fire due to the buildup of grease and oil deposits during use. This is also an important factor when considering compliance with European Regulation 852/2004 on Hygiene of Foodstuffs chapter 5. Because of this it is particularly important that a planned maintenance and cleaning program is in place, in order to keep the buildup of grease and oil within accepted industry guidelines such as B&ES TR19 Extract duct cleaning – Guide to good practice.

Cleaning Process

Initial Inspection Report of kitchen extract ductwork system shall include:

- Survey of level of grease present throughout ductwork, in line with accepted industry guidance, including photographic evidence
- Status of filters
- Details of existing cleaning/maintenance regime
- Typical usage levels of ductwork system
- Identification of fire suppression systems and their maintenance regimes
- Identification of restricted access areas
- Proposal to address restricted access, in order to improve future cleaning and maintenance of the ductwork system

Post Cleaning Report of kitchen extract ductwork system shall include:

- Survey of the cleaned ductwork system, in line with accepted industry guidance, to include photographic evidence
- Status of cleaned filters
- Detailed schematic of the ductwork system, showing areas of restricted access
- Suggested remedies for areas of restricted access, in order to improve the ongoing cleaning/maintenance regime
- Details of the agreed ongoing cleaning/maintenance regime in line with industry guidance

