

SUMRAC10 (SQA Unit Code – H9M0 04)

Decommission air conditioning and heat pump systems



Overview

This standard is for people who decommission air conditioning and heat pump systems.

The person performing this work must be able to comply with the correct procedures and practices for decommissioning air conditioning & heat pump systems. This work must be in accordance with the current versions of the appropriate industry standards and regulations; the specification; industry recognised working practices; the working environment and the natural environment. They must know and understand the types, operation, operating principles and/or applications of:

- methods, procedures and techniques for de-commissioning equipment, components and accessories
- single and split air conditioning systems
- heat pumps

Please note that industry specific terminology is identified by *italic* text and its explanation and/or definition can be found in the glossary of this standard.

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Performance criteria

To perform this work in accordance with the current versions of *the appropriate industry standards and regulations, the specification, working practices, the working environment and the natural environment*

- You must be able to:
- P1 verify that the job and system information and documentation are current and relevant and that the **plant**, instruments, *access equipment* and tools are fit for purpose
 - P2 confirm before work starts that the work location and work area can be accessed safely
 - P3 produce a risk assessment and method statement in accordance with **organisational procedures** for the work to be carried out, including the identification and use of *personal protective equipment*
 - P4 interpret, as required, **system** information, diagrams and drawings to identify the location of the **equipment, accessories and components** that need decommissioning
 - P5 decommission and remove as required the **equipment components and accessories** in accordance with
 - P5.1 the **working environment**
 - P5.2 manufacturer instructions
 - P5.3 **organisational procedures**
 - P6 complete safe-isolation, as required, to ensure the safe disconnection of, electrical equipment and cables/wiring associated with the **system**
 - P7 ensure that the **system** cannot be accidentally reactivated or become dangerous
 - P8 confirm with the **relevant people**:
 - P8.1 those necessary variations to the planned programme of work
 - P8.2 the actions to be taken to ensure that any variations to the planned programme of work will minimise the potential for hazard and risk
 - P9 implement **organisational procedures** for the safe transport and/or disposal of waste material, substances and liquids in accordance with suppliers' and manufacturers' instructions
 - P10 complete relevant documentation in accordance with **organisational procedures**

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Knowledge and understanding

To perform this work in accordance with the current versions of *the appropriate industry standards and regulations, the specification, working practices, the working environment and the natural environment*

You need to know and understand:

- K1 the operation and operating principles of different **systems** and their associated **equipment, components and accessories** in relation to:
 - K1.1 the **system's** design
 - K1.2 the **working environment**
- K2 the **appropriate industry standards and regulations** relevant to decommissioning air conditioning and heat pump **systems**
- K3 how to verify that job and **system** information and documentation is current and relevant and that the **plant**, instruments, *access equipment* and tools are fit for purpose
- K4 how to produce a risk assessment and method statement for the work to be performed, including the identification and use of *personal protective equipment*, in accordance with:
 - K4.1 the **system's** design
 - K4.2 the conditions of the **working environment**
 - K4.3 **organisational procedures**
 - K4.4 activities of other personnel on **site**
- K5 how to interpret, as required, **system** information, diagrams and drawings to identify the location of the **equipment, accessories and components** that need decommissioning
- K6 the procedures for completing safe isolation of electrical equipment and cables/wiring associated with the equipment
- K7 the methods and techniques for decommissioning the **system** and its **equipment, components and accessories** without refrigerant loss in accordance with:
 - K7.1 the **system's** design
 - K7.2 the **working environment**
 - K7.3 manufacturer instructions
 - K7.4 **organisational procedures**
- K8 the methods and techniques to ensure the **system** and its **equipment,**

- components and accessories** cannot be accidentally reactivated or become dangerous
- K9 the checks required to confirm that the **equipment, components and accessories** have been decommissioned in accordance with:
- K9.1 **organisational procedures**
 - K9.2 the conditions of the **working environment**
 - K9.3 manufacturer instructions
- K10 how to release pressure as required in the **system** prior to breaking a circuit
- K11 the **organisational procedures** for:
- K11.1 confirming with **relevant people** those necessary variations to the planned programme of work that may have the potential to introduce a hazard and/or impact on the decommissioning work to be undertaken
 - K11.2 confirming with **relevant people** the correct actions to be taken to ensure that any variations to the planned programme of work will not introduce a hazard and have minimum impact on the decommissioning work to be undertaken
 - K11.3 obtaining *customer/client* acceptance of the decommissioned **system** and its associated **equipment, accessories and components**
- K12 how to implement **organisational procedures** for the safe transport and/or disposal of any waste material, substances and liquids in accordance with suppliers' and manufacturers' instructions
- K13 how to complete relevant documentation in accordance with **organisational procedures**

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Additional information

Scope related to performance criteria: The contexts and circumstances below identify where and when the NOS could apply.

1 **Working Environment** (Internal and/or External)

- 1.1 commercial
- 1.2 industrial
- 1.3 domestic
- 1.4 agricultural/horticultural
- 1.5 leisure and entertainment
- 1.6 residential medical and care facilities
- 1.7 *public services establishments*
- 1.8 pre 1919 traditional/historic buildings

2 **Systems**

- 2.1 single
- 2.2 split
- 2.3 multi split

3 **Equipment, components and accessories**

- 3.1 heat pumps
- 3.2 condensers
- 3.3 evaporators
- 3.4 compressors
- 3.5 expansion devices
- 3.6 accumulators
- 3.7 filters
- 3.8 pressure controls
- 3.9 temperature controls
- 3.10 line and regulating valves
- 3.11 sensors and gauges
- 3.12 vacuum pumps
- 3.13 condensate pumps

3.14 grilles/diffusers/fans/filters

3.15 heat exchangers

3.16 air handling units

3.17 liquid receivers

4 Organisational procedures

4.1 information management

4.2 project management

4.3 risk assessment and management

4.4 implementing and monitoring health & safety requirements and issues

4.5 implementing and monitoring issues relating to the *natural environment*

4.6 customer service

4.7 accident reporting

4.8 emergencies

4.9 communication with relevant people

5 Plant

4.1 transformers for low voltage hand-tools

4.2 lifting equipment

4.3 *access equipment*

5 Relevant people

5.1 *customers/clients*

5.2 client representatives

5.3 supervisors

5.4 site/contract manager

5.5 other contractors/trades

5.6 members of the public

5.7 work colleagues

Scope related to knowledge and understanding:

The contexts and circumstances below identify where and when the NOS could apply.

1 Working environments (internal and/or external)

- 1.1 commercial
- 1.2 industrial
- 1.3 domestic
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2 Systems

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3 Equipment, components and accessories

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3.14 grilles/diffusers/fans/filters

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4 Organisational procedures

4.1 information management

4.2 project management

4.3 risk assessment/management

4.4 implementing and monitoring health & safety requirements and issues

4.5 implementing and monitoring issues relating to the *natural environment*

4.6 customer services

4.7 accident reporting

4.8 emergencies - fire, flood, explosion, toxic atmosphere, electrical shock,
injury to person

4.9 communication with relevant people

5 Plant

5.1 transformers for low voltage hand-tools

5.2 lifting equipment

5.3 *access equipment*

6 Relevant people

6.1 *customers/clients*

6.2 client representatives

6.3 supervisors

6.4 site/contract manager

6.5 other contractors/trades

6.6 members of the public

6.7 work colleagues

Glossary

Appropriate industry standards and regulations for:

- construction design and management
- controlling noise at work
- controlling asbestos in the work place
- controlling substances hazardous to health
- electricity at work
- managing health and safety at work
- manual handling operations
- personal protection at work
- provision and use of work equipment
- recycling and disposal of waste electrical and electronic equipment
- the quality of buildings and building work in England, Northern Ireland, Scotland and Wales
- working at heights
- workplace health and safety and welfare
- environmental protection
- heritage/historic building requirements
- brazing/jointing standards
- requirements for electrical installations
- carriage of Dangerous Goods (Classification, Packaging and Labelling) and use of transportable pressure receptacles
- pressure testing
- hot work

Specification

A verbal and/or documented instruction that is an explicit set of requirements for decommissioning identified systems, equipment or products, to be satisfied by materials, components, design, processes, procedures, data management and/or service(s).

Clients and customers

- purchaser of installation services
- other trades and services at the work site
- colleagues within the same organisation

- architect
- contract manager
- main/sub-contractor
- consultant
- local authority representatives
- work colleagues

A public services establishment can be a:

- hospital/medical centre
- school/college/university
- museum/library
- prison
- military base
- place of worship

Natural environment

The climate, weather and natural resources that effect and are affected by human life and economic activity

Working practices

Methods, techniques and procedures that are adopted for carrying out specific tasks that ensures workers' exposure to hazardous situations is controlled in a safe manner when:

- working with equipment, tools and plant
- working with materials and substances (hazardous and non-hazardous)
- manual handling lifting
- using lifting equipment
- using personal protective equipment (PPE)
- pressure testing
- working on electrical circuits and equipment
- working in extreme temperature environment
- working alone
- working on electrical circuits and equipment
- working in confined spaces

Access equipment

- scaffold
- ladders
- steps
- staging
- trestles
- mobile elevated work platform (MEWP)

Personal protective equipment (PPE)

- safety helmets/hats
- hairnets
- gloves
- safety steel toe capped boots/shoes
- safety spectacles/goggles
- face shields/visors
- ear plugs/muffs
- conventional or disposable overalls, boiler suits, aprons, chemical suits
- respiratory protective equipment (RPE)

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Links to other NOS

- SUMETS1 Plan, prepare and install Environmental Technology Systems
- SUMETS7 Service and Maintain Environmental Technology Systems
- SUMETS10 Inspect & Decommission Environmental Technology Systems
- SUMETS11 Diagnose & Rectify Faults in Environmental Technology Systems

External Links Links current at time of NOS approval:

- Health & Safety Executive Documents <http://www.hse.gov.uk/pubns>
- The quality of buildings and building work in England
<https://www.gov.uk/government/policies/providing-effective-building-regulations-so-that-new-and-altered-buildings-are-safe-accessible-and-efficient>
- The quality of buildings and building work in Wales
<http://wales.gov.uk/topics/planning/buildingregs/?lang=en>
- The quality of buildings and building work in Northern Ireland
<http://www.dfpni.gov.uk/building-regulations>
- The quality of buildings and building work in Scotland
<http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards>
- British Standard 7671: – Requirements for Electrical Installations
<http://www.theiet.org/resources/wiring-regulations/>
- Carriage of dangerous goods authorisations
<https://www.gov.uk/government/publications/carriage-of-dangerous-goods-authorisations>
- Refrigerating systems and heat pumps
www.shop.bsigroup.com/ProductDetail/?pid=00000000030249959
- Air Conditioning & Heat Pump and Air Conditioning Standards
http://www.iso.org/iso/home/store/catalogue_tc/catalogue_tc_browse.htm?commid=50356
- F-Gas guidance - <https://www.gov.uk/managing-fluorinated-gases-and-ozone-depleting-substances>
- BRA Jointing of Copper Pipework Guide
<http://www.feta.co.uk/associations/bra/downloads>
- Waste Electrical and Electronic Equipment recycling (WEEE):
www.hse.gov.uk/waste/waste-electrical.htm
- Control of Substances Hazardous to Health (COSHH): www.hse.gov.uk/coshh
- Construction (Design and Management) Regulations:

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<http://www.hse.gov.uk/construction/cdm.htm>

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Developed by	SummitSkills
Version number	1
Date approved	December 2013
Indicative review date	December 2018
Validity	Current
Status	Original
Originating organisation	SummitSkills
Original URN	M19
Relevant occupations	Air Conditioning Operative; Air Conditioning Technician
Suite	Refrigeration and Air Conditioning
Key words	Air Conditioning and Heat Pump: RAC; Cooling Systems; Decommission; Decommissioning;
