

## **1. Introduction**

Blueflame Certification and OFTEC operate a Scheme where specific competence assessments can be undertaken. Successful completion of these assessments may lead to the award of a UKAS Accredited Certificate of Competence by Blueflame Certification Limited.

Certification for successful candidates may only be achieved within the Scope of Accreditation awarded by the United Kingdom Accreditation Service (UKAS) to Blueflame Certification against the requirements of BS EN ISO/IEC 17024:2012

The rules of the Scheme are contained within this document.

These Scheme Rules apply to individuals applying for, undertaking and in receipt of assessment and certification of competence for oil combustion work where the assessment of competence takes place at an Assessment Centre approved by Blueflame Certification.

## **2. Scope**

These rules cover the steps necessary for certification of an applicant by Blueflame Certification against OFTEC Assessment criteria. "Applicant" means an individual applying for Certification within the scope of this Scheme. These Scheme Rules apply only to the assessment of competence and not to any training which may have been undertaken prior to the assessment.

## **3. Parameters**

The Scheme will assess operative competence to carry out oil work safely. The Scheme does not assess competence of operatives in other areas of work, which are often undertaken within the range of work activity. Such work will be covered by the requirements of the Health & Safety at Work Act and other legislation. Employers, employees and the self-employed must recognise the responsibilities and duties they have under legislation that encompasses their scope of work.

## **4. Policy Statements**

This Scheme of impartial assessment is open to any and all Applicants meeting the Scheme requirements regardless of colour, race, creed, ethnic origin, gender, marital status, religion, nationality, sexuality, political beliefs, disability, age or any other special needs. The Scheme shall be available to Applicants both with and without prior training.

It is the policy of Blueflame Certification to take all reasonable steps to offer methods of assessment that caters for the needs of candidates with special needs. All applicants are invited to declare any special needs that they wish to be taken into consideration when applying. Each situation will be considered individually.

## **5. Scheme Criteria**

Information about the criteria against which an Applicant will be assessed, and the legislative and normative references underpinning the assessment may be obtained from OFTEC, whose details are available at the end of these Scheme Rules.

## **6. Application**

Applications must be made on an Application Form, which must be completed with all details before Certification can be processed. Two recent photographs (Passport style size, black & white or colour) must be submitted with the Application Form.

At the time of first attendance at the Assessment Centre, the Assessor, Centre Manager or Administrative Assistant shall complete the following actions:

- Provide candidates with information regarding domestic arrangements for the Assessment Centre (such as catering etc.);
- Draw to the attention of candidates, the safety procedures for the centre (fire escape locations etc.);
- Verify the likeness of photographs, the candidate signature and the validity of any pre-requisite qualifications by signing the Application Form
- If the applicant is previously unknown to the centre or Gas Safe Register the document type presented by the applicant as proof of identity and its identification number will be checked and recorded on the Application Form 018

A number of documents are suggested as means of proof:

- A current valid Passport

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- A current valid Driving Licence (photo ID card type)
- A photo ID card issued by the UK Border Agency or;
- A valid Home Office issued work permit, Assessment accompanied by a current international passport
- Other Photo I/D issued by any other Governmental agency

In exceptional cases, e.g. students or trainees, not in possession of any of the above identification, the following examples of suitable identification are acceptable:

- Birth certificate
- Travel pass, including a photograph
- Under 21 ID cards issued by local authority etc

The completion of the above requirements and signatory verification by the Assessment centre and candidate will constitute a Contractual agreement between candidate and centre to deliver the service as outlined within these Scheme Rules.

Charges for assessment are set by individual Assessment Centres who will provide information at Application. Candidates are required to comply with instructions given to them at Assessment Centres regarding conduct and safety.

### Category 1, 2 and 3 Application Conditions

The Assessment centre should ensure that a competent member of staff evaluates all evidence presented by the candidate and makes a professional judgement on its content and suitability against the areas of assessment the candidate intends to undertake. AC's must evaluate this information and retain as a permanent record. Assessment Centres if they doubt the authenticity of the information presented by the applicant must decline access to OFTEC assessment.

Pre-Requisites and Categorisation of Candidates.

#### Category 1

Applicants in this category are regarded as experienced oil technicians and are required to hold OFT accredited certificate(s); they will need to provide an original certificate as evidence to the Assessment Centre prior to taking OFTEC assessments. Candidates holding OFT10-101 and/or OFT10-102 may take OFT10-105E and/or OFT10-600a assessment without training (and are therefore Category 1). Candidates holding OFT10-105E and/or OFT10-600a must undertake training before taking OFT10-101 and/or OFT10-102 (and are therefore Category 2).

*Note: A candidate who holds OFT10-102D, and then wishes to take OFT10-102W, would only have to sit Theory Paper 6 in order to achieve this, on condition that the candidate had achieved the first qualification no more than 3 months before the add-on is taken.*

Candidates holding OFT10-105E, and/or OFT10-102(D/W) and/or OFT10-600a, and who wish to undertake OFT10-201 must provide evidence (either Portfolio of work or evidence in writing from the employer) detailing precisely the type, range and volume of associated work carried out.

#### Category 2

Applicants in this category are regarded as holding a nationally recognised qualification in a trade associated with oil work, candidates must provide relevant qualifications to support entry (See work qualification tables – OFTEC document **R576**),

And

Must provide written evidence to the AC confirming that they have undertaken 'on the job' Oil installation and/or maintenance training that would support their application for the range of assessments to be undertaken. That evidence shall be in writing from the employer detailing precisely the type, range and volume of work carried out.

Or

Have relevant skills and experience gained from working in a related trade such as Plumbing / Heating / Ventilation / Refrigeration / Air-Conditioning / Gas Fitting or servicing.

Applicants must provide evidence of this related experience to the AC. The evidence must consist of, as a minimum, the following:

- Name and address of the business(s) providing the related experience.
- The types of related work undertaken.

These candidates must also undertake Training at an OFTEC approved Training centre.

The Training must consist of Training utilising the current OFTEC Technical Books appropriate to the type of work and equipment that the candidate requires to be assessed against. The possession of these OFTEC Technical Books prior to training and subsequent assessment is mandatory.

### **Category 3**

Applicants in this category are regarded as new to the oil industry, and do not hold any national qualifications in a related field nor have any related work experience. Application conditions for this category require that the Category 3 applicant may either:

- Obtain employment with an OFTEC registered business which is willing to provide an auditable extended oil training programme incorporating both On and Off the Job components with organisational support prior to the applicant taking OFTEC assessment. Evidence of the contents of the programme detailing the Off the Job training and On the Job experience must be presented to the AC as above  
OR:
- Undertake a training programme such as the OFT50 (if wishing to undertake domestic OFT assessments) which is planned, managed and organised by a training provider.

## **7. Assessment**

The Assessment(s) require candidates to complete a written and/or a practical assessment. The written examination will be a multiple-choice examination open book examination, reference books being provided as resource material. Where a candidate fails to achieve 100% at the first attempt but has exceeded 80%, the candidate will be allowed to re-address the incorrectly answered questions. If, following a second attempt, a candidate has achieved 100%, certification may be recommended. Where no more than two questions remain incorrectly answered after the second attempt the Assessor may ask the candidate oral questions on the same subject as those questions. If a candidate gives a suitable response, certification may be recommended. Where 100% has not been achieved following all of these steps, a candidate will not be recommended for certification. Where appropriate, candidates will be given feedback identifying the general areas where a need for revision is required before making a further attempt at assessment. Assessment Centres can only recommend certification or not, such recommendations remain subject to final decision by the Certification Body.

The Assessment Centre will indicate, to each candidate, the outcome of their assessment within 10 days of the completion of the assessment (normally on the day of the assessment itself) and will transmit the assessment paperwork to Blueflame Certification within 20 working days. Blueflame Certification will endeavour to provide successful candidates with Certificates of Competence within 20 working days of the receipt of correctly completed paperwork from Assessment Centres.

Although given in good faith, times quoted for the provision of the Services are intended as estimates only, and are not therefore to be treated as being of the essence of a Contract

Candidates who do not meet criteria, either theory and/or practical, will be advised that they have been referred and that this result will be transmitted to OFTEC.

Such candidates will be de-briefed by an Assessor at the centre who will advise of a suitable course of action to be undertaken. This may be that a further assessment is appropriate at some stage, or that suitable Training and/or practical experience may be necessary for the candidate to reach the desired level of competence.

## **8. Suspension or Withdrawal of Certification**

Blueflame Certification reserves the right to suspend or withdraw Certification upon evidence of a breach of the Scheme Rules or failure to pay any agreed fees. Blueflame Certification may detail corrective actions to rectify the breach with a time limit for implementation of normally three calendar months. If implementation of corrective actions have not been completed within this time period, withdrawal procedures will commence. Withdrawal of an individual's Certificate(s) may be made public via identification in a suitable industry publication e.g. heating and Plumbing Monthly, Oil Heating News etc. and details will be submitted to OFTEC.

Individuals have the right of appeal to Blueflame Certification as described in point 10 below.

Whilst suspension of Certification is in force the certificated operative must cease carrying out any work as described within the Certificate of Competence.

Upon withdrawal of certification, howsoever determined, the individual shall immediately return appropriate certificates to Blueflame Certification.

## **9. Complaints**

Individuals may make a complaint concerning this Scheme to the Assessment Centre they attended, OFTEC, or to Blueflame Certification. Complaints will be investigated, reported and resolved following described procedures together with the results of any investigation, and will be communicated in writing to the complainant. The complainant has the right of Appeal against a decision reached by Blueflame Certification (see 10).

## **10. Appeals**

Individuals have the right of appeal against any: the results of a complaint investigation; a decision not to issue a certificate; or a decision to withdraw a certificate.

All appeals must be submitted in writing to Blueflame Certification with a remittance of £200 which is refundable on successful appeal. Whilst under appeal, except in exceptional circumstances, individuals holding relevant and current Certification issued by Blueflame Certification shall continue to be recognised as certificated under the Scheme. Individuals have the right to be represented at an Appeal hearing, but must inform Blueflame Certification in writing of this intention. Representation may be by a legal representative, trade union or any other body official or a colleague.

The initial Appeal must be made within 30 days of a complaint decision. An Appeals panel will be convened within 30 days of receipt of the Appeal, consisting of the Scheme Manager and a member of the Governing Board nominated by the chair. The Appellant has a right of Appeal against the constitution. In such cases an alternative Panel will be proposed by Blueflame Certification. Following the outcome of the Appeal, the Appellant will be formally notified within 5 days after the hearing. The Appellant has the right of a further final Appeal by an independent arbiter who will be acceptable to both parties. The decision arrived at will be final. The total cost of an individual's appeal will be borne by the Appellant when the appeal, at any stage of proceedings, is not upheld by Blueflame Certification under these rules.

## **11. General Conditions**

Certification is subject to these Scheme Rules. Blueflame Certification reserves the right to carry out verification as deemed necessary to confirm the continuing satisfactory performance. Certification does not discharge individual's responsibilities.

## **12. Certificates**

Certificates of Competence issued will detail: the detail and scope of the certification, the full name of the individual, a unique certificate number, national insurance number, date of birth, issue and expiry date of each individual scope of assessment, the Certificate holders signature and a clear warning statement that the certificate is only valid when presented on original paper. Photocopies are not evidence of competence and should not be accepted as such. The Certificate remains the property of Blueflame Certification.

## **13. Confidentiality, Data Collection and Usage**

It is a requirement of the Scheme that OFTEC be provided with candidate information and assessment results so that the Registration of the candidate can be updated to ensure continuous Registration or advice can be given on Registration options on initial or extension to scope Certification.

The process of data collection, usage, retention and disposal of such information ensures confidentiality is maintained meeting the requirements of the General Data Protection Regulation (GDPR: 2018)

## **14. Fees**

Fees for Assessment, which includes Certificates issued to successful candidates, will be set by individual Assessment Centres and must be paid in full. Blueflame Certification reserves the right to charge for investigation of complaints when justified.

If certificated candidates require a duplicated Certificate, Blueflame Certification will levy a Fee.

If a duplicate Certificate is required due to error on the part of Blueflame Certification, one will be provided free of charge

If Certificated candidates do not receive a Certificate within 3 working months of completing assessment(s) a replacement will be supplied free of charge.

After this period if a replacement certificate is required then a Fee for the replacement will be charged.

The cost of any appeals by an individual shall be borne by the Appellant when the appeal is not upheld by Blueflame Certification under these rules.

## **15. OFTEC Registration**

OFTEC maintain a register of Certificated Oil Operatives, issue identity cards and Registration certificates. Note that Registration Certificates are separate from Certificates of Assessment and are **not** covered by these Scheme Rules. OFTEC Registration cannot proceed until: OFTEC have been informed by Blueflame Certification that Certificates of Assessment have been issued

OFTEC are in receipt of appropriate Registration Fees

OFTEC is in receipt of completed Registration Forms and insurance details.

Candidates may contact OFTEC directly for Information relating to OFTEC Registration and the issue of identification cards and Registration Certificates.

### **Contacts**

#### **OFTEC**

Foxwood House  
Dobbs  
Kesgrave  
Ipswich  
Suffolk ,UK,  
IP5 2QQ  
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#### **Blueflame Certification Ltd**

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No 5182566

#### Gas Safe Register™

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Viables Business Park  
Jays Close  
Basingstoke  
Hampshire  
RG22 4LT  
Tel 08004085577

#### **UKAS**

2 Pine Trees  
Chertsey Lane,  
Staines-upon-Thames  
TW18 3HR

**Assessments Covered under this Scheme**

<b>OFT 10 - 101</b>	Single stage Pressure Jet Servicing and Commissioning
<b>OFT 10 - 105E</b>	Installation of oil and bio-liquid fueled fixed combustion appliances and systems
<b>OFT 10 – 600a</b>	Installation of oil fuel storage and supply systems connected to fixed combustion appliances
<b>OFT 10 – 102(W&amp;D)</b>	Servicing and Commissioning of oil and bio-liquid fueled Vapourising burner fired domestic fixed combustion appliances <45kW
<b>OFT 10-201</b>	Commissioning and servicing of non-modulating multi-stage oil and bio-liquid fuelled pressure jet –burners connected to and/or water heaters