



Your HETAS Sweep & Service Assessment Checklist

Thank you for applying to be registered on the HETAS Sweep & Service Scheme.

This document contains important information about what is required for a HETAS Sweep & Service Scheme Assessment. Please read it carefully, as it includes advice and guidance on the assessment procedure and documentation required prior to and during assessment.

Our Registration team will forward your application to one of our assessors to arrange an assessment. In order for your Registration to progress quickly, please liaise and respond to our assessors promptly. This checklist will help you prepare.

Please do not worry, our assessors will help and guide you as much as they can. Our assessors are required to have relevant industry experience as well as an assessor qualification.

- 1) The purpose of our assessment is an impartial appraisal of sweeping practices, competence and knowledge against registration requirements within HETAS Conditions of Registration and the HETAS Sweeping Code. HETAS would expect any sweeping and/or servicing activities completed by a HETAS approved business to meet The HETAS Sweeping Code.
- 2) Each business should decide how it can best control its work, and must be ready to share relevant procedures with the HETAS assessor.
- 3) The assessor will compile a report of the activities witnessed. Any recommendations/ areas for referral will be reported with the closing of the inspection and documented.
- 4) Following assessment, the report will be passed back to HETAS. We will contact you and advise the next steps and any further action required



INSPECTION ADVICE - HOW TO PREPARE

ARRANGING A SITE INSPECTION:

TICK
HERE

| | |
|--|--------------------------|
| Please consider the following to ensure the inspection can be completed successfully: | |
| The installation must meet with your Conditions of Registration and is within the scope of your competencies; ideally the installation will demonstrate all competencies held. For example: If you hold an Internal Twin Wall, Wet appliance or Biomass Competency, then the installation should demonstrate this | <input type="checkbox"/> |
| The appliance can be easily accessed and the flue can be viewed externally | <input type="checkbox"/> |
| The installation should have been completed within the last 12 months | <input type="checkbox"/> |

INITIAL PLANNING:

TICK
HERE

| | |
|---|--------------------------|
| Arrange the inspection with a customer | <input type="checkbox"/> |
| Email/advise the inspector of the following: | |
| a) Your customers name & address | <input type="checkbox"/> |
| b) Address of the inspection | <input type="checkbox"/> |
| c) Type of work completed | <input type="checkbox"/> |
| d) Appliance installed | <input type="checkbox"/> |
| e) Notification number (n/a for new businesses) | <input type="checkbox"/> |
| Obtain your business documents to send to the Inspector: | |
| a) Commissioning Certificate <i>and/or</i> PRA Assessment Form <i>(For new Registrations, please ensure the consumer is aware the installation will not be notified until registration is complete)</i> | <input type="checkbox"/> |
| b) Appliance / Flue Installation Instructions | <input type="checkbox"/> |
| c) Copy of the Invoice for the installation | <input type="checkbox"/> |
| d) Handover Documentation, including and design details, scope of work or schematic for the installation | <input type="checkbox"/> |
| e) Complaints Log - see page 7 | <input type="checkbox"/> |
| f) Risk Assessments - see page 6 | <input type="checkbox"/> |
| g) Public Liability Insurance | <input type="checkbox"/> |
| Note: It is important that ALL documentation is available for review | |

AT LEAST 5 WORKING DAYS BEFORE INSPECTION:

TICK
HERE

| | |
|---|--------------------------|
| Ensure you have informed your inspector of the site address and received confirmation | <input type="checkbox"/> |
| Ensure you have forwarded the business documents listed above to the auditor, and have copies to show at the inspection | <input type="checkbox"/> |

Note: *arranged appointments that are cancelled or postponed within 5 working days are liable to an aborted inspection charge*