

Administrative Changes to USAFEI 32-1015, *Mechanical Skilled Person Recognition on USAFE Installations in the United Kingdom*

OPR: USAFE/A7PO

References to Defence Estates should be changed to Defence Infrastructure Organisation throughout the publication

References to 86CTS should be changed to 435CTS in paragraph 2.3.1.3.

23 August 2012

**BY ORDER OF THE COMMANDER,  
UNITED STATES AIR FORCES IN  
EUROPE (USAFE)**

**UNITED STATES AIR FORCES IN EUROPE  
INSTRUCTION 32-1015**

**1 DECEMBER 2008**



**Civil Engineering**

**MECHANICAL SKILLED PERSON  
RECOGNITION ON USAFE INSTALLATIONS  
IN THE UNITED KINGDOM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*.** It outlines the policy, procedures, responsibilities, and technical standards for the recognition of United States Air Force (USAF) Mechanical Skilled Persons at United States Air Force in Europe (USAFE) Installations in the United Kingdom (UK). It applies to Base Civil Engineers and United States (US) supporting agencies conducting Mechanical work. This instruction highlights training requirements necessary to understand host nation code requirements, by AFI 32-1068, *Heating Systems and Unfired Pressure Vessels*, the electrical safe practices as required by AFI 32-1064, *Electrical Safe Practices*, compliance with the substantive provisions of UK law as incorporated by the Ministry of Defence (MOD) Joint Services Publication (JSP) 375 Volume 3, Chapter 4 “*Mechanical Systems*”, JSP 375 Volume 3, Chapter 2 “*Common Requirements*” and City and Guilds Certificate 2078, *Handling Refrigerants* certificate for handling refrigerants. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in AF Records Managements System (AFRIMS) at <https://www.my.af.mil/gcss-af61/afrims/afrims/index.cfm>.

**1. Background.**

1.1. UK law and the Ministry of Defence (MOD) Joint Services Publication (JSP) 375 Volume 3, Chapter 2, “*Common Requirements*” states that to be eligible for appointment,

prospective Skilled Persons (Mechanical) are to meet the requirements of JSP 375 Volume 3 Chapter 2 and are to have an appropriate qualifications in a relevant discipline. Skilled Persons (Mechanical) are required to have successfully undertaken technical training as determined by the Coordinating Authorized Person (CAP) to meet the needs of his site and the tasks on USAF installations in the United Kingdom to be approved as Mechanical Skilled Persons.

1.2. UK Law requires “persons to be competent to prevent **danger and injury.**” Furthermore, it states “no person shall be engaged in any work activity where technical knowledge or experience is necessary to prevent **danger** or, where appropriate, injury unless he possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work.” AFI 32-1064, *Electrical Safe Practices*, states “Employees should be assigned to jobs they are capable of doing safely. Permit only qualified personnel to operate equipment and machinery. Supervisors should train employees to comply with host nation codes.”

1.3. JSP 375 requires prospective Mechanical Skilled Persons to have an adequate knowledge of Volume 3, Chapter 2 and 4, including emergency First Aid and Fire Training.

1.4. The majority of the Mechanical Systems on USAF bases in the UK are being maintained by UK personnel. Without a Skilled Person’s certificate, US Civil Engineer (CE) personnel are not recognized as skilled person’s and are restricted from working on any system unless their work is supervised by a skilled person. Differences were identified between UK and US regulations concerning Mechanical Systems and a joint USAF and UK Defence Estates working group met to provide guidance applicable to USAF installations in the UK. This instruction is the result of that consultation.

## **2. Responsibilities.**

2.1. Operations Branch (HQ USAFE/A7PO) will:

2.1.1. Serve as the USAF primary point of contact concerning skilled person training for Mechanical work in the UK.

2.1.2. Liaise with Defence Estates (DE) and establish USAF Mechanical Skilled Person training policy.

2.2. Defence Estates will:

2.2.1. Conduct stewardship responsibilities for the Ministry of Defence installations made available for the United States Force (USF).

2.2.2. Advise Programs Division (HQ USAFE/A7P) on UK legislation and technical guidance concerning Mechanical training and safety, rules and procedures.

2.2.3. Ensures the Authorizing Engineer implements and monitors compliance with substantive provisions of UK law and JSP 375 on USF installations in the UK.

2.3. Base Civil Engineer will:

2.3.1. Ensure all USAF personnel required to perform mechanical work on the installation have the required Mechanical Skilled Person Certificate or are directly supervised by a Mechanical Skilled Person. USAF personnel include, but are not limited to:

- 2.3.1.1. Assigned personnel.
- 2.3.1.2. Temporarily assigned Air Force Reserve and Air National Guard personnel.
- 2.3.1.3. Units operating under the direct oversight of the Base Civil Engineer including Rapid Engineer Deployable, Heavy Operational Repair Squadron, Engineering (RED HORSE), and 86th Construction Training Squadron (CTS).
- 2.3.2. Allocate funding as required for skilled person training.
- 2.3.3. Conduct safety audits to ensure requirements are met.
- 2.3.4. Ensure all training is properly documented and certified in the individuals training record.
- 2.4. The Coordinating Authorized Person (CAP) is an Authorized Person (AP) who coordinates the actions of other AP's and acts as focal point for health and safety information and other guidance. Either Defence Estates or USAF employees may qualify for CAP duties. The CAP will:
- 2.5. Supervisors will:
  - 2.5.2. When prospective Skilled Persons meets all formal training requirements outlined in this instruction, the supervisor will nominate the prospective Skilled Person in writing to the CAP for certification. Individual qualifications will be stated in the letter as well.
  - 2.5.3. Create and utilize Master Task List of critical tasks for equipment located on UK installation.

### **3. General Requirements.**

- 3.1. All personnel performing any work on UK mechanical systems or mechanical components must have a Skilled Person Certificate or be under the direct supervision of a certified Mechanical Skilled Person.
- 3.2. USAF personnel must be at least a 5-Level Journeymen or civilian equivalent to obtain a Mechanical Skilled Person Certificate.
- 3.3. Required Training for a Mechanical Skilled Persons Certificate.
  - 3.3.1. Complete a site familiarization (as defined in **3.8.**).
  - 3.3.2. Complete Master Task List of critical tasks for equipment located on a USAF installation in the UK.
  - 3.3.3. Complete any additional tasks that are required by the CAP. (Additional task will be annotated on AF Form 797, *Job Qualification Standard Continuation/command JQS*).
  - 3.3.4. Complete emergency first aid and fire training in accordance with AFI 32-1064, paragraph 2.13.2. and the *Installation Fire Prevention Program 32-2001* (local).
  - 3.3.5. Complete JSP 375 Volume 3, Chapter 2 & 4 Familiarization.
  - 3.3.6. Demonstrate competence to undertake work required.
  - 3.3.7. Be interviewed/certified by a Coordinating Authorized Person (CAP).

3.4. General requirements for electrical work on Heating, Ventilation and Air Conditioning (HVAC) systems.

3.4.1. Any electrical work on HVAC systems requires personnel to have a General or Limited Skilled Person Certificate or be under the direct supervision of a certified General Electrical Skilled Person.

3.4.2. For general fault finding on boilers and HVAC control panels constructed to IP2X, a Limited Skilled Person's certificate is issued.

3.4.3. See USAFE Instruction 32-1014, *Electrical Skilled Person Recognition on USAFE Installations in the United Kingdom* for specific requirements.

3.5. Qualified/certified mechanical skilled personnel performing mechanical work on refrigeration and air conditioning must complete the following course:

3.5.1. City & Guilds Certificate in *Handling Refrigerants* Scheme 2078. (Will be replaced by C & G 2079 in the near future).

3.6. Qualified/certified mechanical skilled personnel performing work on Natural Gas and LPG systems must have the following requirements.

3.6.1. Attend a course of training registered under the Accredited Certification Scheme.

3.6.2. Current registration with the registration body (CORGI- *Gas Safety in the UK*) appropriate to the Gas System on which the individual are to work. (as of 1 April 2009, registration body will be CAPITA- *Learning and Development*).

3.6.3. Hold a valid identity card as a member approved by Health Service Executive (HSE) (CORGI).

3.7. These courses may be updated to reflect changes in British Standard; therefore the CAP should be contacted to identify the most current training requirements.

3.8. Site Familiarization.

3.8.1. Prospective Mechanical Skilled Persons shall work under the direct supervision of an appointed Mechanical Skilled Person to learn about the base mechanical systems.

3.8.2. At a minimum, personnel should understand the type of installations and equipment in mechanical systems, preventative maintenance and inspection requirements, be able to identify specific hazards, and have a basic understanding of the roles and responsibilities of all personnel associated with mechanical systems.

3.9. Emergency First Aid and Fire Precaution Training.

3.9.1. All prospective Mechanical Skilled Persons will complete Emergency First Aid training and Fire Prevention training. Refresher training for First Aid and Fire Prevention is required annually.

3.9.2. Emergency First Aid Training will cover the following:

3.9.2.1. Resuscitation (as appropriate for the treatment of electric shock).

3.9.2.2. Treatment of burns.

3.9.2.3. Control of bleeding.

3.9.2.4. Treatment of the unconscious casualty.

3.9.2.5. Contents of First-Aid boxes and kits.

3.9.2.6. Emergency Contact Numbers.

3.9.3. Fire Prevention Training. Comply with *Installation Fire Prevention Program 32-2001* (local).

3.10. MOD JSP 375 Volume 3, Chapter 2 “Common Requirements” and Chapter 4, “*Mechanical Systems*” familiarization:

3.10.1. Prospective Mechanical Skilled Persons will have an adequate knowledge of the relevant parts of JSP 375 Vol 3 Chap 2 and 4 for mechanical prior to being formally appointed by the Coordinating Authorised Person.

3.10.2. Personnel will obtain a copy of the *Mechanical Safety Rule Book* - mechanical field guide. Contact the installation Authorised Person for information.

3.10.3. Personnel may familiarize themselves with this material through:

3.10.3.1. Formal instruction by an approved MOD training provider. Contact the installation Authorised Person for information.

3.10.3.2. In-house instruction provided by the employing organization who has received formal instruction by an approved MOD training provider.

3.10.3.3. Self study of the Mechanical Safety Rule Book. Contact the installation Coordinating Authorised Person for information.

3.11. Appointment Interview.

3.11.1. The Supervisor of the prospective Mechanical Skilled Person will nominate the individual by submitting to the CAP an Appointment Application Form and request an Appointment Interview. Contact the CAP for the most current Appointment Application Form/nomination procedures.

3.11.2. In the Appointment Interview for Mechanical Skilled Persons, the Authorised Person will:

3.11.2.1. Confirm familiarity with the site.

3.11.2.2. Confirm successful completion of all required training courses.

3.11.2.3. Confirm completion and currency of emergency first aid and fire training.

3.11.2.4. Orally evaluate JSP 375 Volume 3, Chapter 4 familiarization.

3.11.3. On satisfactory completion of the interview, the Coordinating Authorised Person will issue the appropriate Skilled Person Certificate. The Skilled Person Certificate is valid for four years. Prior to the four year point, the shop supervisor will contact the individual for a follow on appointment interview with the CAP to assess competencies and award a new certificate. The CAP also has a responsibility to maintain his own records of Skilled Persons in accordance with Records Disposition Schedule (RDS) and to notify the shop supervisor that a re-appointment interview with the CAP/AP is due.

3.11.4. On unsatisfactory completion of the interview, the CAP will provide feedback in writing to the Supervisor and Base Civil Engineer as to areas needing further attention. Supervisors can again nominate the individual as soon as they have made the necessary improvements.

3.11.5. The CAP may withdraw a certificate for not carrying out the work activities in accordance with JSP 375 Volume 3, Chap 2 and 4 or is working or testing in an unsafe manner. In this event, the CAP will provide the BCE or Supervisor, in writing, within two duty days, the reasons for withdrawing a certificate. Supervisors can again nominate the individual as soon as they have made the necessary improvements.

### 3.12. Record Keeping.

3.12.1. The CAP shall maintain records of all interviews and appointments in accordance with Records Disposition Schedule (RDS).

3.12.2. Appointed Skilled Persons supervisors will update their individual training records.

3.12.3. Forms Adopted: AF Form 797, *Job Qualification Standard Continuation/Command JQS*.

DAVE C. HOWE, Brigadier General, USAF  
Director of Logisitics, Installations and Mission Support

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

AFPD 32-10, *Installations and Facilities*, 27 March 1995

AFI 32-1068, *Heating Systems and Unfired Pressure Vessels*, 1 October 1998

AFMAN 33-363, *Management of Records*, 1 March 2008

USAFEI 32-1014, *Electrical Skilled person Recognition on USAFE Installations in the United Kingdom*, December 2008

The Ministry of Defence (MOD) Joint Services Publication (JSP) 375 Volume 3, Chapter 4, *Mechanical Systems*, current edition

The Ministry of Defence (MOD) Joint Services Publication (JSP) 375 Volume 3, Chapter 2, *Common Requirements*, current edition

Air Force Records Disposition Schedule (RDS)

City and Guild 2078, *Handling Refridgerants*

Installation Fire Prevention Program 32-2001 (local)

Mechanical Safety Rule Book – Mechanical Field Guide

#### *Abbreviations and Acronyms*

**AP**—Authorized Person

**CAP**—Coordinating Authroized Person

**CAPITA**—Learning and Development Company

**CORGI**—Gas Safety in the United Kingdom

**HVAC**—Heating, Ventilation and Air Conditioning

**JSP**—Joint Services Publication

**MOD**—Ministry of Defence (United Kingdom)

**RDS**—Records Disposition Schedule

**UK**—United Kingdom

**USAF**—United States Air Force

**USF**—United States Force

#### *Terms*

**Note:** These definitions come from (JSP) 375 Volume 3, Chapter 4, “Mechanical Systems” and Chapter 2 “Common Requirements” and are standard UK definitions:

**Authorised Person**—A person who has been appointed in writing by the Authorizing Engineer (Mechanical) on behalf of the Commanding Officer/Head of Establishment to be responsible for

the implementation and operation of these Rules and Procedures. In this documents, when reference is made to 'the Authorised Person' this means the duty Authorised Person (Mechanical), and when reference is made to 'an Authorised Person' this means any Authorised Person (Mechanical) who may be on or off duty.

**Authorising Engineer (Mechanical)**—An engineer whose appointment has been approved by the Commanding Officer/ Head of Establishment to be responsible for implementing, administering, and monitoring these Safety Rules & Procedures including the appointment of Authorized Persons (Mechanical).

**Contractor**—An organization which undertakes work for the Ministry of Defence or its Agents. This includes Works Services Manager and Establishment Works Consultant.

**Coordinating Authorized Person**—An Authorized Person (Mechanical) who coordinates the actions of other Authorized Persons (Mechanical) and acts as focal point for health and safety information and other guidance.

**Commanding Officer/Head of Establishment**—The most senior MOD person identified, by the chain of command, as responsible for the site, establishment, base or building.

**Gas Systems Skilled Persons**—The Skilled Person, whether directly employed or from a contractor must have attended a course of training registered under the Accredited Certification Scheme. In addition each individual must have current registration with the Registration Body (CORGI) appropriate to the Gas System on which they are to work.

**Mechanical Skilled Person Certificate**—Certified General Mechanical Skilled Persons are recognized as “licensed” Mechanic’s able to competently and safely repair, replace and perform maintenance on existing mechanical systems and complete new mechanical installations in accordance with UK law and the Ministry of Defence (MOD) Joint Services Publication (JSP) 375 Volume 3, Chapter 4 “Mechanical Systems”.

**Mechanical Systems**—Any Pressure System containing a relevant fluid as defined by the Pressure Systems Safety Regulations (PSSR), these can include: Steam, Pressurised Hot Water systems, Compressed Air, and Refrigeration.

**Mechanical Work**—Involves installing, operating, maintaining, and repairing heating, ventilation, air conditioning, and refrigeration, combustion equipment (boilers), controls, and industrial air compressors.

**Skilled Person**—A person approved by an AP for defined work and with sufficient technical knowledge and experience to prevent danger or, where appropriate, injury, which may be created by the significant risk activity in the working environment.

**Skilled Person's Certificate of Appointment**—A document confirming the Skilled Person's suitability for specific work activities on the types of installations, equipment and locations listed on the document.