Infrastructure and Operations Division
Specification
Title: Specification for the Service and Maintenance Of Gas Manifold Systems.

Scope of Work:

We are looking for a service contract to complete annual services and call out repairs to our Gas Manifold Systems and associated pipework. The specification covers the attached items of systems currently installed at NIBSC at the current time there are 25 gasmanifold systems on site, although this may vary over the course of a contract(see attached list of equipment – appendix 1).

This specification should be used as a minimum requirement and any additional recommended works that the service provider feels are necessary should be brought to the attention of NIBSC and actions should then be agreed.

The Services required are:

- **Annual site/service visits** - to carry out routine and planned preventative maintenance (PPM). (Completed certificates/service reports of examination to confirm this)
- **Telephone Support Available** – In working hours (8am to 6pm), telephone response by engineer should be within 2 hours of receipt of phone call from NIBSC.
- **Emergency Call Outs** – Attendance on site for emergency repairs/fault diagnosis should be within 24 hours of notification of emergency.

This service contract consists of any manifolds, outlets, safety devices and pipework incorporating a pressure test. All work to be carried out must be to BCGA best practice and any deviations from this must be advised in writing on the Service Report . This must include replacement parts that are out of date.

Confidentiality:

Subject to legal/regulatory requirements, in particular access legislation such as The Data Protection Act, The Freedom of Information Act and the Environment Information Regulations and Human Rights Act, the service provider shall not disclose to any third party information regarding the work of NIBSC or of any employee.

General Requirements:

- All service engineers should be appropriately trained and a statement of competency for the service personnel should be provided by the service provider. All service engineers will be inducted onto site on their first working visit before commencing work. Refresher inductions will be required at an interval determined by NIBSC.
- All service engineers should wear the appropriate safety equipmentto be provided by the supplier.
- Work should be completed at a date and time agreed by NIBSC (Opening Hours 9am-5pm), and should agree visits prior to arriving on site.
- If any test equipment is used for calibration they must be covered by an in-date calibration certificate issued by an accredited testing laboratory and traceable to a national standard. A copy of the certificate must be included with the Service Report, any readings recorded must clearly reference the instrument used with make, model and serial number.
- A summary of work carried out must be recorded and documented on the service reports and a maintenance and/or calibration certificate must be supplied. Any replacement parts needed/advised must be recorded.

- Service reports must clearly indicate the name, location, serial number and any other equipment identification.
- Where Service reports have generic tick boxes, they must not be left unticked but marked as Not Applicable with an explanation.
- Service reports must list all checks to be carried out and give clear indication of past/fail criteria. The service reports must be signed by the engineer and the NIBSC host.
- Risk Assessments and method statements must be provided in advance of any work to be undertaken.
- COSSH Assessments (where applicable) must be provided.

- Work must not be subcontracted without the written permission from NIBSC.
- Any spillages or accidental damage in any of the rooms/grounds or to any of the equipment must be reported to the NIBSC staff member responsible immediately.
- The area must be left in a clean and tidy state after work has finished.

Annual Planned Preventative Maintenance:

All maintenance/servicing should be carried out according to the manufacturers protocols. The following checks should be carried out on each system AS A MINIMUM. ***The suppliers service report must list each check shown below as minimum with comments.***

Maintenance Checks

- Check all isolating valves for full and free range of movement and effective shut-off.
- Check cylinder valves for correct operation-leave valves open.
- Check the high-pressure regulators and the outlet regulators for satisfactory operations.
- Check the pressure gauges are the correct pressure range to allow accurate reading (e.g. 50Bar gauge for a 50Bar cylinder).
- Check pressure gauges for damage, free range of movement and correct visual indication.
- Leak test all joints on the manifolds, equipment and associated pipework using an approved leak test solution.
- Check all non-return valves for correct operation.
- Check tailpipes/hoses for damage and cylinder connections for wear.
- Ensure no items of equipment are overdue for inspection, replacement or test, e.g. safety relief valves, high-pressure hoses, regulators, pressure gauges and header rails.
- Check all equipment and pipework through to points of use.
- Check the operation of the alarm systems if applicable.
- Pressure test the manifolds and pipelines at working pressure for ½ hour and certificate if the systems can be isolated. Any pipeline systems that cannot be isolated will not be certificated. Should any system fail the NIBSC staff member responsible should be made aware of the failure and a return visit may be required.
- Prepare site observation reports and advise on any items that may require attention.
- Label all equipment to indicate date of service.
- Any equipment not tagged with an expiry date must be advised on the service reports.

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Replacement Parts & Follow Up Work

- Spare parts may also be required and any costs that may be applicable will be agreed between both parties prior to the commencement of additional works.
- All replacement parts must be in accordance to the BCGA best practice, and must be clearly tagged/labelled with an expiry date.

New installations

Over the course of the contract, there will be adhoc requests for removal or installation of various equipment, individual quotations will be requires for such works.

Appendix 1.

Current Gasmanifolds and their location

LOCATION	GAS	No of Cylinders	MANIFOLD S/N	COMMENTS
SOUTH LABS	HELIUM	2	88246	
SOUTH LABS	ZERO GRADE AIR	2	88252	
SOUTH LABS	NITROGEN	2	88253	
SOUTH LABS	PURESHIELD ARGON	2	95376	
SOUTH LABS	OXYGEN	2	89512	
LMS - NMR	HELIUM	1	3960000844	
LMS - NMR	NITROGEN	1	3960000844	
IRC - UKSCB	NITROGEN	2	59863	NOT IN USE
IRC - UKSCB	CARBON DIOXIDE	2	59850	
IRC - UKSCB	OXYGEN	2	69111	
CAT4	CARBON DIOXIDE	2	77844/1	
BSD	CARBON DIOXIDE	2	110776	
CBRM	PROPANE	2	45000	
CBRM	OXYGEN	2	44998	
CBRM	NITROGEN	4	44999	
EM SUITE	CARBON DIOXIDE	2	364337/1	
EM SUITE	NITROGEN	2	71833086	
NORTH LABS	CARBON DIOXIDE	4	88636	
FCS	NITROGEN	2	95384	
BACTERIOLOGY	HELIUM	2	60344	
BACTERIOLOGY	NITROGEN	2	3960001902	
BACTERIOLOGY	NITROGEN	2	112543	
BACTERIOLOGY	ANAEROBIC MIX	2	113654	
BACTERIOLOGY	CARBON DIOXIDE	2	45889	
ADVANCED THERAPIES	CARBON DIOXIDE	4	41594	IN STORES CORRIDOR