

GSHP Standards

Submittals and Alterations to Standards

Requirement for a Change Process

From time to time, new products, testing requirements, health and safety legislation and environmental requirements may render items within the installation standards obsolete or in need of up-dating. Under such circumstances the following procedure shall be followed.

Persons or Organisations Permitted to Submit Change information

Change information to the Standards may be submitted by GSHPA members and non-members, including manufacturers, suppliers, installers, designers and specifiers. Change information may also be submitted by regulating bodies, other related trade organisations, Health & Safety Executive and the Environment Agency.

Standards Change Process

A proposal for the change of a particular standard, or section of the standard, shall be sent to the Secretariat using the dedicated email address, standards@gshp.org.uk with a copy to the current Chair of the GSHPA Training and Standards Sub-Committee (T&SC).

The official comments form shall be used, see www.gshp.org.uk/GSHP_Standards.html and all submissions shall have a clear, concise reason for each change. The submission shall only enhance the Standards to a higher level and shall not reduce the levels of any of the Standards.

Where a specific EN/BS standard is referenced, clear details of the standard shall be included with the submission.

The GSHPA reserves the right to amend the above procedure should the need arise.

Standards Change Review and Outcome

The submissions shall be categorised as General, Editorial and Technical. Editorial comments, such as layout and grammar, and minor changes shall be carried out by the Secretariat with agreement by the Chair of the T&SC and all records kept in accordance with the *Record of Changes* section below.

The submissions for major changes shall be reviewed by T&SC members individually and comments returned to the GSHPA T&SC Chair one week prior to the T&SC standards meeting.

T&SC shall meet with a quorum of minimum 50% of the sub-committee and shall make a recommendation to GSHPA Council Meeting. The T&SC meeting may from time to time be conducted by conference call.

Collated submissions will be reviewed by the T&SC at least once per year.

Recommendations shall be one of the following:

- Approve the change submission and amend standards as required
- Approval of a revised change submission
- Disapproved
- Recommend further study and submission from proposer

Dispute of Outcome

Where a submission outcome is disputed, the person, organisation or body making the submission may make representations to the GSHPA Council.

The submission shall include all relevant information as to why the outcome is disputed. The information shall be provided one month prior to the following GSHPA Council Meeting for review. Failure to adhere to this requirement shall render the dispute resolved in favour of the GSHPA.

The proposer of the change can re-submit their proposal and the same procedure will apply as above.

A bona-fide dispute shall be discussed by the GSHPA Council and shall be decided upon by a vote of all council members present at the meeting with GSHPA Chair having a casting vote if needed.

Records of Changes

The Secretariat shall maintain a record of all submissions, meeting dates, meeting attendees, meeting minutes, recommendations by individual T&SC members, GSPHA Council recommendations, dispute resolutions and date of standards amendments.

The GSHPA publication of the Standards may not be re-published each and every time there is an agreed amendment.

Amendments shall be published on the GSHPA member's website in the member's area. Addendums to the standards can be purchased by non-members.

The Standards documents shall be reviewed on an annual basis by T&SC and GSHPA Council and the amount of changes approved shall be assessed as to whether they constitute a material alteration in the inference of the standards document, at which point a further revision of the document shall be published.