

How the LPGA Approved Installer Scheme could boost your business

- Public recognition by participating in the only scheme to receive official government support. The Scheme provides customers with the assurance of a safe and satisfactory installation backed by a Quality Assurance Programme and full complaints process.
- Opening your business to the market where insurance companies require a conversion to be by an LPGA Approved Installer
- Inclusion on our register of converters which appears on the www.drivelpg.co.uk (over 500 visits per day) and posted to enquirers.
- The opportunity to become "Powershift" approved for conversions which are eligible for 100% discount on London Congestion Charging.
- Providing free advertising holders and leaflets for you to display at local fuel stations with your company details
- Press releases for your local papers
- Articles for magazines and your local papers
- If you are approaching a business or local authority you can go with the strength of the Association behind you. We can supply Sales Information Packs each with an introductory letter individually tailored to your company.
- We can also assist if you are giving a talk or presentation to local groups or business. We can supply you with a Powerpoint presentation geared towards your audience. This can be by way of printed slides or a presentation on CD

What UKLPG also provides:

- The official logo of the Scheme for you to use in advertising and on documentation
- A5 size old MOT style LPG Conversion Certificates increasingly being asked for by insurance companies
- Technical support on COP 11 issues
- A dedicated resource to assist installers with customer complaints and general enquiries
- Regular inspections both to assist in maintaining standards and help with technical issues
- A special area on our website available only to Approved Installers providing industry information and cautionary notices relating to problem vehicles
- Quarterly Newsletters keeping you up to date on industry and technical matters
- Annual Forums. Speakers come from the industry and relevant bodies such as the Energy Saving Trust and Trading Standards plus an opportunity to speak to other installers and raise issues in general discussion sessions.
- The Autogas Management Team to ensure that the views of the Approved Installers are reflected in the activities of the Association.

1. Introduction

In order to maintain satisfactory standards of safety for vehicles which have been converted to run on LP gas, a system of approving installers has been introduced in consultation with the Department for Transport. This LPGA Approved Installers Scheme is operated by UKLPG, the trade association for the LPG industry in the UK. The Association represents all the major LP gas supply companies in the UK, together with the principal conversion companies, and it sets out and publishes the technical and safety standards for this industry

Participation in this Scheme is voluntary, and its existence has been made known to transport operators, local authorities, Government departments and the general public, etc., in order that these people can choose on an informed basis a competent conversion company.

Companies who are engaged in the conversion of vehicles from petrol operation to LP gas operation will need to demonstrate that they have the necessary skills and knowledge in order to carry out this work in a safe and satisfactory manner.

Increasingly membership of the LPGA Approved Installer Scheme is being sought by the public and industry bodies. The LPG vehicle market has become well recognised and accepted. Most leading insurers will not insure the vehicle unless the conversion work is by the vehicle manufacturer or undertaken by an LPGA Approved Installer

A survey completed in February 2005, in conjunction with the Association of British Insurers, showed that out of the top 20 companies which accounted for around 98% of all premium income:

- All would insure a vehicle that was converted by an LPGA Approved Installer and only 2 would charge an extra premium.
- 16 companies reported that they would not insure a vehicle at all unless it was a manufacturer fitted or LPGA Approved Installer fitted conversion
- 2 companies would only insure a vehicle subject to a Safety Check Report by an LPGA Approved Installer or an independent engineer.

Details of the insurance companies who will provide cover without additional premium can be found on our website.

2. Obtaining Approval

Approval is granted to a named company with nominated technicians installing equipment as detailed on their training certificate(s) who have satisfactorily completed Initial Assessment and Inspection of Workmanship. The technician(s) will have responsibility for checking and verifying the quality of LPG conversion work carried out by the company and sign LPG Conversion Certificates in accordance with COP11. Where more than one technician is required to be approved, separate approvals will be necessary for each.

If you are interested in applying for approval, please complete the attached Application Form, enclose a copy of your training certificate(s), copy of your public liability insurance cover and your payment to UKLPG for us to start the approval process.

The following requirements must be met before application for Approval is made.

The candidate has:

- had adequate training in the installation of LP gas conversion equipment. This training should have been provided by the equipment manufacturer, or their authorised UK agent, whose equipment is being installed and whose training course has been

assessed by UKLPG as satisfactory in training COP 11 standards of fitting and who will provide a training certificate. The training certificate will specify that the technician has received full training and found to be competent to convert a vehicle to run on LPG in accordance with COP11.

- We strongly recommend that training is provided by one of the companies on the attached list who have signed up to the LPG Vehicle Equipment Supplier and Trainer Code of the Association to provide extensive advice and technical support to installers. A copy of this Code can be obtained from the Association;
- a thorough understanding of the UKLPG Code of Practice No. 11, June 2001 edition, "Autogas Installations" plus amendments;
- a thorough understanding of LPG Technical Fundamentals - publication available from the Association (dated December 1997)
- a clear understanding of the appropriate sections of The Road Vehicles [Construction and Use] Regulations 1986 (as amended);

The requirements for Approval are:

- Completion by the company of the Application Form which includes an undertaking to comply with the Terms and Conditions of the Scheme;
- The candidates undergo initial assessment by taking the LPGA "Technical Assessment Questionnaire";
(Note: The Technical Assessment Questionnaire consists of a paper based on COP 11 of UKLPG and the Road Vehicles [Construction and Use] Regulations, and also assesses candidates' knowledge of the properties of LPG. The time allowed for the questionnaire is one hour. 45 of the 70 questions must be answered correctly to obtain a pass. If a candidate fails then an application can be made to re-sit the exam when required. If not passed on the second attempt further re-sits are normally not permitted until further training has been completed and verified to the Association)
- A copy of the Drivers Operating Manual has been supplied and is satisfactory;
- Inspection of the workshop confirms that the facilities and equipment are adequate for the purpose;
- inspection of one vehicle converted by each candidate confirms that the work has been undertaken with the required skill and competence and the applicant is able to demonstrate sufficient practical experience to handle conversion work on other types of vehicles.
- If after a period of 12 months from the date the Technical Assessment Questionnaire was passed, the approval process has not been completed, then the application will lapse and it will be necessary to re-apply and re-take an exam.

3. Validation

Certificates will be provided for all individuals at their companies who meet the approval requirements. This certificate will state the equipment that they have been approved to install. Each certificate is identified with a unique number.

A list of all approved installers will be maintained by the Association and made available to all interested parties.

Approval will be withdrawn at any time if sufficient evidence of malpractice, poor workmanship or unsatisfactory customer service is brought to the attention of the Association (see Terms and Conditions)

Approval is valid for a period of 5 years (subject to the payment of all fees) and is subject to re-validation after this time.

4. Costs

The approval scheme is being operated in the interest of safety and quality and is, being undertaken on a non-profit making basis.

Initial assessment (for each named applicant from the company)	£20 + VAT (£23.00)
Inspection (for one named applicant from the company), fee for the first year of participation in the Scheme and free pad of 50 LPG Conversion Certificates	£570 + VAT (£655.50)
Inspection for subsequent named applicants from the same company if the inspection is made at the same time	£50 + VAT (£57.50)

A vehicle converted by each applicant will be required for inspection

In addition, expenses incurred for locations off the mainland of England, Wales and Scotland in undertaking the inspection will be charged extra at cost.

A subsequent annual fee of £150 + VAT (£172.50) is payable, which covers maintaining the records and support to installers. This annual fee is not applicable to full members of the Association.

Liability

The approval system is being operated in good faith to try and maintain good standards of workmanship and safety. However, neither the Department for Transport nor UKLPG accepts any liability for any work undertaken by approved installers.