

**Minutes of the HEVAC Air Distribution Manufacturers Group
30 November 2023
at the offices of TROX UK Ltd, London**

Present

1 Present

Mike Gosling	Acting Chair	TROX UK Ltd	
Chris Knight		Advanced Air (UK) Ltd	
Robin Fraser		Belimo Automation UK Ltd	
Mike Backham		BSB Engineering Services Ltd	
Ian Doncaster		Fire and Smoke Solutions	Z
Roy Jones		Gilberts (Blackpool) Ltd	
Jacob Nicklin		H.V.C. Supplies (Stourbridge) Ltd	Z
Alfie Armstrong		Mandik UK Ltd	Z
Colin White		Smoke Control Dampers Ltd	Z
Paul White		Ventilation Fire Smoke Limited	
Chris Yates		FETA	
Michael Duggan	Secretary of Technical	FETA	
Martyn Cooper	Secretary of ADMG	FETA	

1 Welcome and introducing any new members or guests

To note the FETA Competition Law Guidelines

The FETA Competition Law Guidelines are available on www.feta.co.uk/members/events-and-meetings/schedule-of-all-feta-meetings. Attending the meeting is taken as member's acknowledgement of the guidelines' existence.

Alan Green had sent his apologies as he was unwell and could not attend. In his absence, the meeting asked Mike Gosling of Trox to chair the meeting.

Mike Gosling opened the meeting by welcoming members to the Trox offices.

2 Minutes from the last meeting – 12 July 2023

The minutes are prepared in accordance with the Guidelines to FETA committee procedures.

2.1 Approval for accuracy

Copies available from <http://www.feta.co.uk/members/committee-minutes/hevac-committee-minutes>

2.2 Matters arising

There was a new item which Mike Backham asked to be discussed under AoB:
12101-8 dampers going into asymmetric shaft walls (shaft walls being used for smoke shaft construction)

TECHNICAL ITEMS

3 Fire damper & smoke control damper topics

3.1 New ASFP group to focus on competence in installation of fire-resistant ducts and dampers.

Update from HEVAC representatives who attended the 6 November meeting.

Mike Backham, Martin Frackrell, Mike Gosling, Roy Jones, Chris Knight, Darren Webster and Paul White attended and gave an update. ASFP wish to accelerate the process of competency. They will meet once a month. There is now a proper training course (NAADUK) now which can be used to assess people against.

The new group will meet once a month. They will finalise the scope of the group at the next meeting.

Documents are for the delegates only, but the delegates are going to ask if MD can circulate to the HEVAC Fire & Smoke Damper Committee.

3.2 Grenfell Tower Fire

Since the Spring, we have been informed by the Grenfell Inquiry that the Inquiry hopes to complete the drafting of the report before the end of 2023, and that Rule 13 letters have been sent to those who are subject to criticism in the report.

The Inquiry's November Newsletter has been published earlier than usual and it contains more details on the progress of the report and that it will not be published before April next year.

The full newsletter is at <https://www.grenfelltowerinquiry.org.uk/news/november-2023-newsletter> and I have copied below the section on the progress of the report.

"Progress of the Report

The Inquiry Panel continues to make progress in drafting its final report.

Under rule 13 of the Inquiry Rules the Inquiry is required to write to those who may be subject to criticism, explaining the basis on which such criticism may be made. Drafts of the chapters relating to the history of the refurbishment, the response of central and local government and chapters relating to the LFB have been completed and warning letters have been sent to those who are likely to be criticised. Responses to those letters have been received from many of those to whom we have written, although the process is continuing.

Draft chapters relating to manufacturers of products and certification bodies and aspects of the TMO's conduct are nearly all complete, although in each case there is work to be done before warning letters can be sent out. Many of the chapters relating to the development of fire safety aspects of the Building Regulations and the part played by government have been completed and others are well advanced but some drafting remains to be done. Work on the chapters relating to experimental work conducted by some of the Inquiry's expert witnesses is not quite as far advanced. The chapters relating to the circumstances surrounding the deaths of the deceased have largely been completed and we do not think it will be necessary to send out more than a small number of warning letters relating to them.

The rule 13 process is proving time consuming. Not only do we have to allow recipients a reasonable time to respond to potential criticisms, but we also have to analyse their responses in order to decide whether we need to modify our provisional conclusions or the way in which we have expressed them. Nonetheless, we are probably over half-way through the process, having sent out over one hundred letters so far.

The amount of evidence, both oral and documentary, that the Inquiry has collected makes the drafting of a report a very time-consuming task and the process of preparing and printing a work of this size will take a considerable number of weeks. As things stand, the report will not be published before April next year but the Panel hopes to be able to send it to the Prime Minister before the next anniversary of the fire with publication soon thereafter. In due course, we will write to all CPs [core participants] about the arrangements for publication."

3.3 Representation on BSI & CEN technical committees.

If delegates have any updates to their reports included in Annex A, we can update those.

Paul White undated on the standards he is involved in.

1366-10 amendment. Dealt with comments on Tuesday. Nothing major. Draft sent to CEN for issue as formal vote.

WG 4 (*Reaction to fire*) - small group of Alan, Steve Gore and Paul White have dealt with comments on EN 1751.

WG 9 (*Fire protective products*) - fire dampers and ducts at standstill. There is a "ACQUIS" process.

Product standard for dampers to be split into 2 parts.

FSH/22/4

1364-5 committee is working on this.

There is a combined working group in CEN/TC 127 (*Fire safety in buildings*) made up of delegates from WGs 1, 2 and 3.

WG 1 is *Structural and separating elements*

WG 2 is *Services*

WG 3 is *Fire Doors*

Paul asked members to supply drawings for this. ASAP.

3.4 Damper installer certification.

IFC Certification Ltd / the NAADUK group chaired by Nygel Humphries

4 Standards/Regulations

4.1 CEN/TC156 Ventilation in Buildings.

This was covered in the Update from Alan Green and other delegates of CEN/TC 156

The next meeting of the CEN Ventilation technical committee, CEN/TC 156, is on 15-16 May 2024 at the offices of UNM in Paris.

PLENARY ITEMS

5 Website www.feta.co.uk/airdistribution/

5.1 Review of content

6 General Specification and Product Directory

In July 22 it was decided the General Specification and Product Directory was very out of date; there wasn't an appetite for spending time to update it and it was agreed to remove from available publications.

6.1 Members directory

At the March 23 meeting the chair proposed there was still a need for a members' directory. Martyn Cooper is liaising with Alan Green in producing a template to send to members for completion.

Martyn Cooper will issue the template to members before Christmas requesting each member to provide information for the new publication.

Action: Martyn Cooper

7 External liaisons

7.1 PFPF Liaison

Recent correspondence and meetings. Paul White is the HEVAC delegate.

PW said this is in abeyance. PFPF has a document on assessments and QPW would recommend members look at this.

7.2 BESA update

PW advised work may start on this in January 2024

7.3 ADCAS update

ADCAS has engaged the services of Tracey Rushton Thorpe from FETA PR company Keystone Communications. She is steering ADCAS towards publishing guidance on competency arising from the Grenfell Raising the Bar report, and possible implementation of competency training modules.

The route for ductwork installer is through SVQ at the moment. CSCS cards are the main focus for ADCAS.

CY has a meeting arranged with BESA in January.

7.4 NAADUK liaison

NAADUK22 is available on the NAADUK website.

The title is NAAD22: *Fire Dampers is the NAADUK approved guidance document for the installation, maintenance and selection of fire dampers* and can be downloaded from <https://www.naaduk.co.uk/naad22-guidance-document-app/>

7.5 ACTUATE UK – the Engineering Services Alliance

BEAMA and TICA (Thermal Insulation Contractors Association) have joined up to work on training. There have been a few meetings. Controls and Heat Pumps will be addressed first.

8 ADMG Funds:

- (a) Sinking Fund - Balance as at 31st January 2022 is £40.30
- (b) Statistics Fund - Balance as at 31st January 2022 is £1,600

9 Interest within ADMG for re-instigation of the UK Market Statistics report

At the December '22 meeting CY and PW offered to prepare a proposal and circulate to the group.

Chris Yates wrote to all members on 21 November 2023 about the collection of statistics and attached a draft proposed data collection form Paul White had produced.

If we were to go ahead with the project, CY would ask the FETA lawyers to produce an agreement that protects both FETA, Paul, assuming he is handling the data, and members.

The intention would be to also include non-members of the ADMG so that we get as complete a picture of the market as possible. The intention would then be to charge them for the reports. We would need to decide whether we collect statistics monthly, quarterly or annually which will dictate Paul's costs to a greater extent.

The aim was to discuss this further at this ADMG meeting.

In the proposal, which took the form of a spreadsheet to be used to collect data, PW discounted exports and tried to tighten up on descriptions of products.

PW felt most companies should be able to get the data from their own internal systems so it would not be arduous to be part of the scheme.

Frequency - initially it was felt annually. Annually may be sufficient, but the group can review the frequency further into the project.

What questions do we want members to answer before the end of the year?

- Who is the key decision maker in your company we need to write to?

Then construct the email going to that person. The email will contain more detail of the form the proposed scheme would take, including

- Minimum of 3 contributors for each category

- GDPR and protection of confidentiality
 - Asking who are your competitors (non-members) as part of the annual collection
- ACTION: CY to write to members summarizing the situation

10 UK CA/CE Marking

Update on latest position

The Department for Business & Trade, DBT, have said they will continue to recognise CE and CA will not be required.

DLUC will not move on construction products.

The announcement from 1 August is at <https://www.gov.uk/government/news/uk-government-announces-extension-of-ce-mark-recognition-for-businesses>

CY will produce slides for Martyn to circulate to this group and add to the FETA website members area.

ACTION: CY / MC

11 ADMG delegates to HEVAC Council

The current delegate is:

Alan Green	TROX UK Ltd.	Chairman
Stephen Gore	Swegon UK & I.	Vice Chair and 2 nd ADMG delegate

Paul White is also on Council as he is the Past President of HEVAC.

12 Meetings in 2024

The calendar of HEVAC meetings in 2024 is being produced.

Provisional ADMG dates (still to be confirmed) are:

Tues 12 March, Thurs 20 June, Thurs 28 Nov

An early calendar invitation will be issued in Dec/Jan so members can get all HEVAC meeting dates in their calendars.

Dates are provisional. Members should check the notice/agenda for the meeting which will be circulated three weeks before the meeting as dates sometimes change.

Andy Bartlett offered to host an ADMG meeting at Belimo's new Experience Centre at Belimo UK Offices in Shepperton (near Chertsey). Members thanked AB for the offer, and Martyn Cooper will coordinate with AB on the date and arrangements.

ACTION: CY / MC

13 Any other business

13.1. 12101-8 dampers going into asymmetric shaft walls (shaft walls being used for smoke shaft construction).

Mike Backham raised the topic of smoke shafts constructed from gypsum products being tested to work as smoke shafts.

Mike Backham had discussed the SCA response to this issue with Colin White before this meeting.

The SCA raised this at their October meeting, and they have subsequently written to the British Gypsum Products Association to ask. That email was sent on 29 November and we are waiting for their response.

PW asked if gypsum boards used for smoke construction was in the SCA “apartments” guide?

13.2. ASFP Grey Book Volume 1

Chris Knight suggested that ASFP are about to issue a new draft of their Grey book and it will be made available to FETA. MD confirmed this hasn’t happened yet. Another ASFP meeting is planned for 15 December.

14 Close of meeting

There being no further business, Mike Gosling closed the meeting.

Chris Yates thanked Mike Gosling, Alan Green and Trox for hosting the meeting and said it was good that such a large number of delegates attending in person.

A lunch had been arranged at a nearby restaurant to which all members were invited. Delegates had been informed that delegates would be paying for their own lunch.

Chair
(for approval at next meeting)

Date