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# **GAS SAFE REGISTER**

## **RULES OF**

## **REGISTRATION**

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# **SECTION 1**

## **THE REGISTERED BUSINESS**

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**You must tell us:**

- a)** your business address as well as any other address where you manage gas work from (centre address);
- b)** if you change your business or centre address;
- c)** your trading title;
- d)** if you change your trading title;
- e)** if you change the ownership of a registered business;
- f)** if the registered business stops trading;
- g)** the name of the person who will be the person responsible for gas-registration matters – if you are self-employed, we will automatically make you the responsible person; and
- h)** about any change in who is the responsible person.

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## **SECTION 2**

# **GENERAL RESPONSIBILITIES**

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### **Anyone carrying out gas work must:**

- a)** do so competently and safely;
- b)** make sure the gas work has been tested and commissioned;
- c)** be registered for the categories of work being carried out (they must have a recognised certificate of competence for registration in each work category);
- d)** keep to all standards and documents as listed in the technical standards and normative documents list;
- e)** carry a licence card showing the name of the registered business in whose name the gas work is being carried out;
- f)** show the licence card when asked;
- g)** let us know straight away if their licence card is lost or stolen; and
- h)** return their licence card to us if we ask.

### **The registered business must make sure that:**

- i)** anyone who does gas work for you must be registered in your name or must be a separate registered business;
- j)** we are told straight away when anyone who carries out gas work in your name no longer works for you;
- k)** gas work is adequately supervised; and
- l)** these rules are understood and followed by anyone who does gas work in your name.

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## SECTION 2 (CONTINUED)

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### **The registered business and anyone carrying out gas work must make sure that:**

- m)** all gas work done meets the requirements of the relevant Health & Safety enforcement agency, in accordance with current Gas Safety Legislation in force in Great Britain, Isle of Man, Northern Ireland and Guernsey;
- n)** they do not do anything that would contribute to unsafe gas work or illegal activities;
- o)** they notify the scheme of any concerns they have about unsafe gas work carried out by others;
- p)** all action is taken by the date given on any defect notice served to them;
- q)** they tell us about any threatened or expected prosecution or sanction relating to gas work, gas-safety laws or building regulations placed against them;
- r)** they do not do anything that would bring the Gas Safe Register scheme into disrepute; and
- s)** records are kept of gas work and given to us when we ask. These records must record, at the least:
  - the name of the person doing the gas work;
  - what the gas work was;
  - the date the gas work was completed;
  - the address where the gas work was done; and
  - the action taken for unsafe situations.

Where you give us details of your customers we will assume that you have the customer's permission to do so for the purposes of the scheme, and it is for you to make sure that this is agreed.

- GB - The Gas Safety (Installation and Use) Regulations 1998
- IOM - The Gas Safety (Installation and Use) Regulations 1994 as amended and applied by the Gas Safety (Application) Order 1996
- NI - The Gas Safety (Installation & Use) Regulations (Northern Ireland) 2004
- Guernsey - The Health and Safety (Gas) (Guernsey) Ordinance, 2006

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## **SECTION 3**

# **PROBATIONARY REGISTRATION**

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**For new and lapsed registrations, you (and anyone carrying out gas work) must make sure that:**

- a)** you agree to being in probationary registration; and
- b)** for the first three months of registration, you keep records of gas work as described in **Section 2 (s)** and report, within two weeks, all gas work completed to the scheme.

There will be no charge to report gas work carried out during probation unless you need us to send a certificate.

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## **SECTION 4**

# **INSPECTING GAS WORK**

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**You must:**

- a) agree to us inspecting the registered business, the business and centre addresses, the gas work records and the gas work you have carried out;
- b) make the responsible person or the person who completed the gas work available, depending on which we ask for, for an inspection visit (and the visit will take place where the gas work was carried out, the registered business address or as we agree with you); and
- c) make available for inspection the records of gas work mentioned in **Section 2 (s)** as well as any other information that shows how you make sure that gas work is safe.

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## **SECTION 5 COMPLAINTS**

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### **You must make sure that:**

- a)** you co-operate fully with any complaint investigation by our or the Health and Safety Executive's inspectors;
  - b)** you allow any inspection to be carried out while we are investigating a complaint; and
  - c)** you agree to the scheme's complaints policy and the appeals policy.
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## **SECTION 6 SANCTIONS, SUSPENSION AND REMOVAL**

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### **You must make sure that:**

- a)** if suspended from the scheme, you will not do any gas work until you are registered again;
- b)** if suspended from carrying out a particular category of work, you will not do any further gas work in that category until that category of work has been reinstated;
- c)** if removed from the scheme, you will not do any further gas work; and
- d)** you keep to any temporary conditions for recording and reporting work which is placed on registration by the scheme, until we remove those conditions.

In these circumstances there will be no charge to report gas work carried out unless you need us to send a certificate.

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## **SECTION 7**

### **FEES AND CHARGES**

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**You must make sure that:**

- a) we receive full payment in good time for all scheme fees and charges relating to the registered business, anyone who does gas work for you and for reporting work.
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## **SECTION 8**

### **THE GAS SAFE REGISTER BRAND**

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**You must make sure that:**

- a) you use the Gas Safe Register brand in line with the brand usage policy;
  - b) if your registration is suspended, you stop using the Gas Safe Register brand until you are registered again;
  - c) if your registration is removed, you stop using the Gas Safe Register brand; and
  - d) you do not, by using any other gas membership scheme name, brand or logo in relation to Gas Work, cause confusion in relation to the Gas Safe Register, or otherwise risk gas safety.
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## **SECTION 9**

### **REPORTING NOTIFIABLE WORK TO US**

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- a) If you report work that is 'notifiable' under the building regulations, you must confirm that the work complies with all aspects of the building regulations.
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## SECTION 10

### DEFINITIONS

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Defect notice	A notice sent to you by the scheme showing the work needed to correct the gas work carried out in your name.
Gas work	Work, including installing, repairing, servicing, removing, commissioning, testing or inspecting a gas appliance, gas fitting or gas-storage vessel as those terms are used in the Gas Safety (Installation and Use) Regulations 1998.
Licence card	A card we provide for each engineer which includes registration start and end dates, a photograph of the engineer, the engineer's licence number, the list of work categories with start and end dates, the registered business's name and registration number.
Registered business/you	An organisation and its employees, or a self-employed person, registered with Gas Safe Register to carry out gas work.
Unsafe gas work	Any gas work that is categorised as 'at risk' or 'immediately dangerous' as described in the Gas Industry Unsafe Situations Procedure.

You can see the policies listed in this document, the technical standards and normative documents list and the fees and charges table on the website at **[www.GasSafeRegister.co.uk/engineers](http://www.GasSafeRegister.co.uk/engineers)**

We may change these rules from time to time. When this happens, we will let the responsible person know.

Gas Safe Register has worked with the Plain English Campaign to make this document clearer.

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