

BECOMING GAS SAFE REGISTERED



GAS SAFE REGISTER

**ALL BUSINESSES AND
ENGINEERS
THAT UNDERTAKE
GAS WORK MUST BE
REGISTERED WITH
GAS SAFE REGISTER.**

BECOMING REGISTERED WITH GAS SAFE REGISTER IS EASY AND FAST.

The gas registration scheme which is owned by the Health and Safety Executive (HSE) exists to protect consumers from unsafe gas work. Your status as a registered business shows your customers that you are competent and safe to work with gas.

If you or your engineers have achieved the necessary levels of qualification and been awarded evidence of competence for the areas of gas work you wish to undertake just complete the application form enclosed telling us about your business and engineers.

We will process this information and inform you of the outcome of your application by return. Once you have received confirmation of being accepted onto the Register you can carry out gas work and use the Gas Safe brand.

You will then be provided with:

- **A licence card for each engineer**
Please remember to carry it with you and show your customers
- **A Business Registration Certificate**
This is additional proof for your customers that your business is registered
- **VAT receipt** for the registration payment that you've made
- **Brand guidelines** These will help you to use the logo to your best advantage and show your customers that you are registered.

Once registered you will benefit from extensive promotion of registered gas engineers and gas safety issues using the Gas Safe Register brand.

Benefits include:

- Your details being provided on the "Find a registered business" service
- A dedicated team to tackle unregistered illegal engineers in your area
- Comprehensive technical support from our technical helpline
- Regular standards updates and technical bulletins
- Access to your online account where you can manage your registration online, get help with the branding and get details of Gas Safe Register licensed suppliers
- Monthly magazine "Registered Gas Engineer"
- Access to the Gas Industry Unsafe Situations Procedure via your online account
- A simple process for self certification of gas appliances for compliance with Building Regulations
- The ability to report gas work that is notifiable under Building Regulations. We will then send a gas safety certificate to your customer.

Once you have been accepted onto the Gas Safe Register you can then carry out gas work and use the Gas Safe brand.

QUALIFICATION REQUIREMENTS

All businesses whether employers or self employed persons who carry out gas work within the scope of the Gas Safety (Installation and Use) regulations 1998, must be registered with Gas Safe Register, from 1st April 2009.

Before applying to register it is essential that engineers who will be undertaking gas work for that business (engineers listed against the registration) hold valid evidence of competence.

Evidence of competence is awarded through the process of proving to the awarding body that there is the necessary experience to take the assessment. Once the engineer has the required evidence this information will be passed to the Gas Safe Register.

Registration is an easy process; please note that we will only register your business in the areas for which you or your engineer(s) hold evidence of competence.

Gas Safe Register only accepts evidence of competence in gas safety such as:

- National Accredited Certification Scheme for individual Gas Fitting Operatives (ACS)
- ACS aligned National/Scottish Vocational Qualifications (NVQ/SVQ).

Evidence of competence must be less than five years old. It is essential that assessments are renewed in good time as it is a requirement of the Rules of Registration. Failure to hold current evidence may result in your removal from the Gas Safe Register. All gas safety assessments are sent by the awarding body electronically.

ACS

The Accredited Certification Scheme is generally referred to as ACS. Its primary function is to ensure that individuals can be assessed against a set of national criteria based on current standards, best working practice and technology. ACS is only available for experienced gas engineers.

NVQ/SVQ

This covers the City and Guilds awarded 6012 range of Gas Service NVQs for:

- the installation and maintenance of domestic natural gas at levels 2 and 3
- appliance pathway routes
- emergency service operations.

These have been aligned in matters of gas safety to ACS.

The Scottish Qualifications Authority (SQA) also awards an ACS aligned qualification.

As a minimum requirement any registration application will need to include a minimum of one engineer, holding a relevant domestic core ACS or an aligned gas services NVQ/SVQ(6012), and for non-domestic a relevant core assessment plus one other ACS category.

NOTIFICATION OF GAS WORK

The requirement to report notifiable gas work to meet Building Regulations has not changed. Therefore, if you are installing a gas heating or hot water appliance it will still need to be notified to your local Building Control. This can be done in two ways:

1. by obtaining Building Regulations Approval from the Local Authority **before** you undertake the work
2. by self-certifying the work once completed.

We can support self-certification and have provided a straightforward notification process so that you can do this via the Gas Safe Register website or by phone.

Notification through the Gas Safe Register is a process to help you meet the obligation to notify work to meet the requirements of the Building Regulations.

If work that is not notifiable under Building Regulations is voluntarily notified to Gas Safe Register, we will send out a safety certificate to the homeowner. This is a voluntary notification.

If the registered business chooses Gas Safe Register as a route to notify Building Control of work notifiable under Building Regulations we will send out a Building Regulations Compliance Certificate to the homeowner, and notify Building Control.

- A telephone notification will cost £3.50 + VAT. Payments made over the phone must be paid for by debit or credit card
- A web notification will cost £2.20 + VAT. Payments can be made by debit or credit card. Please check the website for Direct Debit availability.

WHAT YOUR BUSINESS CAN EXPECT FROM THE GAS SAFE REGISTER.

Gas Safe Register takes very seriously its responsibility to monitor and maintain industry standards and to reassure customers of the high quality work of registered businesses and engineers.

One of the key functions of the Register is to evaluate gas work through probation and inspection.

Probation

When a business registers for the first time (or after an extended break), it will be given a probationary registration status. This means the business is fully registered and able to carry out gas work, but they must adhere to the requirements laid out below for the probationary period.

What you need to know about the probationary period:

- Probation lasts for three months
- You must keep records of your gas work and notify all completed work to us – there will be no charge for this. The details of what we require can be found in Section 3b of the Rules of Registration
- We will consider any history you already have on the registration scheme and use that to inform your progress through the probationary period
- Businesses will move out of probationary registration only when they have demonstrated their competence through our inspection process
- We reserve the right to extend the probationary period if the gas work notified to us and inspected by us is not of a satisfactory standard or representative of the categories of registration held by your business or engineers. Should this happen we will give you support to help you complete the probationary period.

Inspection of gas work

We understand that gas work is about more than installation. We will use our knowledge and experience of the business, and the areas of gas work you undertake, to inspect you and your engineers and the management of gas work appropriately.

Inspections are just one of the ways that Gas Safe Register can support your business. By undertaking regular inspections we will be able to recognise the high quality of your work and provide your customers with the confidence to use your services.

We will use a variety of inspection methods including:

- inspection of completed work
- accompanying you on site and observing the work being carried out
- assessing your knowledge
- a focus on the areas where there is a greater risk of unsafe gas work
- the management of gas work to ensure you comply with statutory obligations
- recognition of high quality work
- help and assistance to put things right when work has not gone so well
- dedicated staff to pursue unregistered engineers in your area.

Registration renewal

Registration is for a period of one year. Please note that your engineers' licence cards will expire at the end of the business registration period or earlier where the individual's competencies expire.

We will send you a reminder but you are responsible for ensuring your registration does not lapse.

You can pay for your renewal:

- by logging in to your online account and renewing online
- by calling our contact centre where one of our customer service advisers will help you to renew your registration over the phone
- by completing a renewal pack and enclosing a cheque for the correct fee
- by setting up a Direct Debit where your renewal fee will automatically be taken.

We will send you a reminder but you are responsible for ensuring your registration does not lapse.