
GAS SAFE REGISTER

RULES OF REGISTRATION



Through the act of registering with Gas Safe Register the Registered Business and the engineers working for the Registered Business have agreed to comply fully with these Rules of Registration and our policies, which can be found at:

GasSafeRegister.co.uk/who-we-are/our-policies/

SECTION 1

THE REGISTERED BUSINESS

Must tell us within agreed timescales* about:

- a)** the business address as well as any other address from where gas work is conducted e.g. operating centre. *Where the Registered Business has listed more than one business address against its registration this must be the main address from which the Registered Business operates.*
- b)** changes to the Registered Business address or any operating centre address;
- c)** the Registered Business Trading Title;
- d)** changes to the ownership of a Registered Business;
- e)** if the Registered Business stops trading;
- f)** the name of the person who will be the person responsible for gas registration matters on behalf of the Registered Business. If you are a sole-trader, we will automatically make you the responsible person;
- g)** any change to the responsible person or changes to engineers working for the Registered Business; and
- h)** any current/active Notices of Contravention and/or Improvement Notices issued against an individual or the Registered Business in writing relating to gas work.

* Please refer to the timescales noted in the Registration Policy at

GasSafeRegister.co.uk/who-we-are/our-policies/

SECTION 2

GENERAL RESPONSIBILITIES

Anyone carrying out Gas Work must:

- a)** be listed against the Registered Business as an engineer and hold the appropriate registration work categories for the work being carried out. They must have a recognised certificate of gas safety competence for registration in each work category;
- b)** ensure all gas work done meets the requirements of the relevant Health & Safety enforcement agency, in accordance with the current gas safety legislation that is in force in the relevant Health & Safety agency's jurisdiction i.e. Great Britain, Isle of Man, Northern Ireland and Guernsey (See Relevant Gas Safety Legislation* on page 6).
- c)** do so competently;
- d)** ensure the gas work has been tested and commissioned or left in a safe condition in accordance with legislation;
- e)** meet manufacturer's instructions and keep to all standards and documents as listed in the technical standards and normative documents list;
- f)** carry a Licence (ID) Card showing the name of the Registered Business in whose name the gas work is being carried out. *Engineers carrying out work for other businesses must be registered in their own name or be listed against the Registered Business they are working for if the work is carried out in the name of that business.*
- g)** show the Licence Card when asked;
- h)** let us know straight away if their Licence Card is lost or stolen; and
- i)** return their Licence Card to us if we ask.

The Registered Business must make sure that:

- j)** the Trading Title under which gas work is carried out must be and remain the Trading Title registered with Gas Safe Register. Where it is identified that a Registered Business is advertising with the Gas Safe Register brand using a Trading Title different to that entered on the Gas Safe Register, the Brand Enforcement Policy will be followed. The Brand Enforcement Policy can be found online at:
[GasSafeRegister.co.uk/who-we-are/our-policies/](https://www.gas-saferegister.co.uk/who-we-are/our-policies/)
- k)** anyone who does gas work for the Registered Business must be listed as an engineer on the business registration or be a Registered Business in their own right, except for Service Layer Engineers as covered by 3.2, Section 2 (b) of the Registration Policy. The Registration Policy can be found online at:
[GasSafeRegister.co.uk/who-we-are/our-policies/](https://www.gas-saferegister.co.uk/who-we-are/our-policies/)
- l)** registration records are kept updated and maintained in relation to the engineers carrying out work under the Registered Business's Trading Title/registration;
- m)** gas work carried out on behalf of the Registered Business is appropriately managed, and;
- n)** the Rules of Registration are understood and followed by engineers who undertake gas work using the Registered Business name; and
- o)** all Rules of Registration and policies are understood and followed.

The Registered Business and any of its Engineers carrying out gas work on behalf of the Registered Business, must ensure that:

- p)** nothing is done that would contribute to unsafe gas work or illegal activities;
- q)** the Gas Industry Unsafe Situations Procedure (GIUSP) is correctly applied wherever unsafe gas work is identified;
- r)** the Register is notified of any concerns about unsafe gas work carried out by others as soon as possible;
- s)** the Register is notified of any evidence of illegal gas work found;

- t)** all remedial action attributed to the Registered Business is completed by the date given on any Defect Notice served to them;
- u)** the Register is notified about any pending or current prosecution or sanction relating to gas work, gas-safety laws, or Building Regulations or a conviction that could bring Gas Safe Register into disrepute placed against the Registered Business or an engineer listed against the business registration;
- v)** nothing is done that would bring the Gas Safe Register into disrepute (see the Registration Policy); and
- w)** records are kept of all gas work carried out and provided to the Register if requested. As a minimum, these records must include:
 - the registration number of the business carrying out the gas work;
 - the name and registration number of the business in whose name the work has been carried out;
 - the name of the person who did the gas work;
 - details of the gas work and the results of any tests carried out;
 - the date the gas work was completed;
 - the address where the gas work was done; and
 - any action taken for unsafe situations in accordance with the GIUSP.

Where a Registered Business, engineer or an employee of the Registered Business provides the Register with your customer's details, the Register will assume that the customer's permission has been obtained. It is the responsibility of the Registered Business, engineer and/or employee to gain permission to do so for the purposes of Gas Safe registration.

*Relevant Gas Safety Legislation

- 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.

SECTION 3

PROBATIONARY REGISTRATION

New and lapsed registrations; you (and anyone carrying out gas work for you) will be subject to a probationary registration when registering. During this probationary period, you will be required to:

- a)** be available for work inspection(s) within the reasonable timescales given by the Register;
- b)** make available for inspection, the records of gas work mentioned in Section 2 (w) as well as any other information that shows how you make sure that gas work is compliant and safe.

SECTION 4

INSPECTING GAS WORK

The Registered Business must:

- a)** agree to the Register inspecting the Registered Business or Centre Address(es) and to allow access to the gas work records and the gas work carried out by and on behalf of the Registered Business by its engineers or registered sub-contractors;
- c)** agree to the Register inspecting any addresses relating to the Registered Business where gas work has been carried out, provided the consent to do so has been given by the property owner.
- d)** shall ensure that the responsible person for the Registered Business or the engineer who completed the gas work is available for an inspection visit (inspection activities will take place where the gas work was carried out, the Registered Business address or as agreed between the parties); and
- e)** shall make available for inspection the records of gas work mentioned in Section 2 (w) as well as any other information that shows how the Registered Businesses/engineers make sure that gas work is safe.

SECTION 5

INVESTIGATING CONCERNS RELATING TO GAS SAFETY

The Registered Business must ensure that:

- a)** it cooperates fully with the Register during any investigation into any safety concern raised with us and investigated by our inspectors;
 - b)** it allows any inspection to be carried out whilst we are investigating any concern raised with the Register;
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- c) it attends any inspection that the Register requires the Registered Business to attend (except where a consumer has requested that the Registered Business/engineer is not present or other exceptional circumstances); and
- d) abides by the Register's complaints and appeals policies as may be updated from time to time. Current policies can be found at:
GasSafeRegister.co.uk/who-we-are/our-policies/

SECTION 6

SANCTION, SUSPENSION AND REMOVAL

Registered Businesses must ensure that:

- a) if suspended from the Register no gas work must be carried out until the suspension is lifted and the business is registered again;
- b) if suspended from carrying out a category of work, the Registered Businesses engineer(s) do not carry out any further gas work in that category until that category of work has been reinstated;
- c) if removed from the Register, the business must not carry out any further gas work; and
- d) adhere to any conditions which are placed on your registration by the Register, until those conditions are removed.

SECTION 7

FEES AND CHARGES

Registered Businesses must ensure that:

- a) full payment to the Register is received within specified timeframes for all registration fees and other charges relating to the Registered Business; anyone who does gas work for the Registered Business; and for reporting work.

SECTION 8

THE GAS SAFE REGISTER BRAND

Registered Businesses must ensure that:

- a) it uses the Gas Safe Register brand in line with the Brand Enforcement Policy, which can be found online at;
[GasSafeRegister.co.uk/who-we-are/our-policies/](https://www.gas-saferegister.co.uk/who-we-are/our-policies/)
- b) if its registration is removed, it stops using the Gas Safe Register brand immediately until it is registered again; and
- c) it does not cause confusion in relation to the Gas Safe Register, or otherwise risk gas safety, by using any other gas membership scheme name(s), brand or logo in relation to gas work.

SECTION 9

REPORTING NOTIFIABLE WORK TO THE REGISTER

Registered Businesses must:

- a) report the installation and commissioning of all heat producing gas appliances (boilers, fires and air heaters etc.) and related heating systems e.g. hot water storage vessels, heating systems and controls etc., as required under the Building Regulations in England and Wales, confirming that the work complies with the Building Regulations.

SECTION 10

DEFINITIONS

Centre Address	The primary address from where the business will operate.
Defect Notice	A notice sent to the Registered Business by the Register showing the gas work carried out in the name of the Registered Business needed to be corrected.
Engineer	A person who holds recognised certificates of gas safety competence and who is listed against the registration records of at least one Registered Business.

Gas Work	Work as defined under relevant gas safety legislation e.g. the Gas Safety (Installation and Use) Regulations 1998 and other related work e.g. that is required for compliance with the Building Regulations etc.
Licence (ID) Card	The identity 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 Address	The address where all correspondence relating to registration should be sent. This may be the same as your Centre Address.
Registered Business	An organisation and its engineers/employees, or a self-employed person, registered with Gas Safe Register to carry out gas work.
Trading Title	The trading name used to promote and advertise the business for the purposes of undertaking gas work as a Registered Business.
Unsafe Gas Work	Any gas work that is categorised as 'at risk' or 'immediately dangerous' as described in the Gas Industry Unsafe Situations Procedure.

These Rules of Registration are explained in more detail in our policies, which can be viewed at:

[GasSafeRegister.co.uk/who-we-are/our-policies/](https://www.gas-saferegister.co.uk/who-we-are/our-policies/)

All our policies and other relevant information, such as the technical standards required of you, and the fees and charges table, are available on the website at **[GasSafeRegister.co.uk](https://www.gas-saferegister.co.uk)**

We may change these Rules from time to time. When this happens, we will let the responsible person for the Registered Business know.

Contact:

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Basingstoke
RG24 4NB

Telephone:

0800 408 5577

Email:

register@GasSafeRegister.co.uk

Website:

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