

APPENDIX 1

OPERATIONAL PROCEDURES

<u>Operational Procedure 1</u>	Procedure for Declaration of Conformance
<u>Operational Procedure 2</u>	Modifications Procedure
<u>Operational Procedure 3</u>	Inspection Criteria and Performance Marking Scheme for New, Upgraded and Existing Domestic Gas Installation
<u>Operational Procedure 4</u>	Change of Installer

	DOMESTIC DECLARATION OF CONFORMANCE CERTIFICATES PROCEDURE FOR REGISTERED GAS INSTALLERS - RGII Cert1,2,3,	
---	---	---

PROCEDURE FOR DECLARATION OF CONFORMANCE (COMPLETION CERTIFICATE)

SUMMARY OF REQUIREMENT

The Energy (Miscellaneous Provisions) Act 2006

“Where a Registered Gas Installer carries out any “Gas Work”, the Registered Gas Installer (RGI) concerned shall issue the appropriate Completion Certificate to the person who requested the work to be carried out”.

The CER Definition for the Scope of “Gas Works” is set out in its final decision paper CER/09/083 and was given legal effect in the Regulations signed by the CER pursuant to Section 13 of the Energy (Miscellaneous Provisions) Act 2006 (the ‘2006 Act’). These “Gas Works” Regulations were enacted on 26th June 2009 and defines “Gas Works” as follows:

For the purpose of section 9G(3) of the Act ‘works which are Gas Works’ means the installation, removal, repair, servicing, maintenance or replacement (or any combination of the foregoing) of a Natural Gas Fitting covered by I.S. 813 which is:

- (a) used or designed to be used by a Domestic Gas Customers; or*
- (b) which is designed to be used by a Domestic Gas Customer but which installed in a Commercial or an Industrial Premises.*

The “Gas Works” final decision document and associated documentation relating to the regulatory system for gas installers may be viewed at www.cer.ie

The 2006 Act makes it mandatory for an RGI to issue a Completion Certificate for all “Gas Work” carried out. All reference to Declaration of Conformance Certificates throughout this document shall be construed as meaning Completion Certificates for the purpose of the 2006 Act.

There are three different types of Declaration of Conformance Certificates:

- 1. CERT 1: For NEW GAS INSTALLATIONS OR EXISTING INSTALLATIONS REQUIREING A NEW METER FIT i.e. requiring a connection to the gas network(Pre and or Post Construction)**
- 2. CERT 2: For BOILER REPLACEMENT on existing gas installations with a gas meter already fitted**

Page 1 of 12	Revision No.	Date
	1.2	21 Sep 2015

	DOMESTIC DECLARATION OF CONFORMANCE CERTIFICATES PROCEDURE FOR REGISTERED GAS INSTALLERS - RGII Cert1,2,3,	
---	---	---

- 3. CERT 3: For EXISTING GAS INSTALLATIONS with a gas meter already fitter to cover additional “Gas Work” i.e. new appliance fit,(except boilers) repair work, safety check and /or service**

DESCRIPTION

This procedure is for all RGI’s regarding Declaration of Conformance Certificates for “Gas Work”.

RESPONSIBILITY

All RGI’s must issue the appropriate Declaration of Conformance for all “Gas Work” to the person who requested the works to be carried out.

It is an offence under the 2006 Act for a person to:

- (a) Describe oneself as an RGI or in a manner likely to suggest he/she is a RGI unless that person is a RGI; and
- (b) Carry out “Gas Work” if you are not a RGI, a Gas Transmission System Operator, a Gas Distribution System Operator, a Gas Emergency Officer or a Gas Safety Officer.

Any person who contravenes A or B above is guilty of an offence and liable

–

- (a) On summary conviction to a fine not exceeding €5,000 or a term of imprisonment not exceeding 6 months or to both, or
- (b) On conviction on indictment to a fine not exceeding €15,000 or a term of imprisonment not exceeding 3 years or both.

DEFINITIONS

DOC Certificates – Declaration of Conformance Certificates (Completion Certificate for the purposes of The Energy (Miscellaneous Provisions) Act 2006)

R.G.I - A Registered Gas Installer with the Register of Gas Installers of Ireland

R.G.I.I - The Register of Gas Installers of Ireland appointed by the CER as the Gas Safety Supervisory Body (GSSB)

CER - Commission for Energy Regulation

“Gas Work” - as defined in the scope of “Gas Works” final decision paper (CER/09/083) published by the CER

PROCEDURE

The following is an important part of the safety procedures for domestic “Gas Works”. Failure to comply with these requirements will be deemed as a breach of the rules of registration and may lead to a review of the RGI’s registration status.

Page 2 of 12	Revision No.	Date
	1.2	21 Sep 2015

	DOMESTIC DECLARATION OF CONFORMANCE CERTIFICATES PROCEDURE FOR REGISTERED GAS INSTALLERS - RGII Cert1,2,3,	
---	---	---

REGISTERED GAS INSTALLER NUMBER

Each RGI will be issued with a unique RGI number. A RGI number is essential to the smooth running of this procedure. This RGI number is issued to all RGI's at time of registration with the Register of Gas Installers of Ireland.

1.1 DECLARATION OF CONFORMANCE 1 (CERT 1) NEW GAS INSTALLATIONS OR EXISTING INSTALLATIONS REQUIRING NEW METER FIT i.e. requiring a connection to the gas network

When a potential gas customer requests a RGI to carry out "Gas Work", for which a gas meter will be required (connection to the network), the RGI carrying out the "Gas Work" must issue a DOC Certificate (CERT 1) "Pre Construction" and or Post Construction. This DOC Certificate (CERT 1) must be purchased from The Register of Gas Installers of Ireland.

When an RGI requires new connection to the Gas Network for one of his/her customers (a meter fit) at a premise he/she must contact the customer's Natural Gas Supplier to make an appointment (see **Appendix A.1** for a list of suppliers and their contact details).

The RGI must provide his/her name and RGI number to the Natural Gas Supplier. The RGI name and number will be logged against the fit meter job.

If the RGI does not provide their RGI number to the Natural Gas Supplier the meter will not be fitted.

The RGI must complete the Declaration of Conformance, provide all details required on the DOC Certificate and sign the declaration.

NOTE: A RGI is only permitted to certify his/her own work or that of a Registered Trainee working under supervision

If the RGI has not completed the DOC Certificate the meter will not be fitted.

If, at any time following the meter fit request, the RGI is not in a position to complete the "Gas Work" he must inform RGII and the Natural Gas Supplier/ Network Operator so that the meter fit and Cert records can be amended.

Use of DOC Certificates (CERT 1)

For NEW GAS INSTALLATIONS OR EXISTING INSTALLATIONS REQUIRING A NEW METER FIT i.e. requiring a connection to the gas network.

Page 3 of 12	Revision No.	Date
	1.2	21 Sep 2015

	DOMESTIC DECLARATION OF CONFORMANCE CERTIFICATES PROCEDURE FOR REGISTERED GAS INSTALLERS - RGII Cert1,2,3,	
---	---	---

CERT 1 may only be completed by a RGI who is registered with The Register of Gas Installers of Ireland. The RGI must complete CERT 1 while at the customer’s premises either “Pre Construction” and or “Post Construction” .

Completing CERT 1

Care must be taken when completing the DOC Certificate

- Ensure writing is legible. ‘Print’ writing at all times.
- The Company number, Trainee number (where applicable) and the RGI number must be provided.
- The Gas Point Registration Number (GPRN) must be entered
- When writing the customer’s address provide the full address *e.g. 2 Main Street, Drogheda, Co. Louth*
- Ensure that the relevant appliance boxes are marked on the DOC Certificate for the “Gas Work” carried out i.e. Central Heating, Fire, Cooker, Other, etc.(Post Construction)
- Ensure that the four test boxes are marked on the DOC Certificate. (Post Construction)
Note: Even where a room-sealed boiler is fitted, the adequate permanent ventilation test box needs to be marked.
- Fill in the ‘Date of Test’ and the ‘Date of Issue’. (Post Construction”)
- Care should be taken when tearing the DOC Certificate out of the book. Ensuring that the DOC Certificate number is not removed or destroyed
- Only the RGI responsible for the “Gas Work” may sign off the DOC Certificate
- See **Appendix B** for an example of a correctly completed CERT 1

Check that the duplicate / carbon copies of the DOC Certificate are legible. Use a ball point pen when filling in the DOC Certificate.

Use of DOC Certificates (CERT 1) continued

The white copy - It is a requirement of the 2006 Act that a RGI leave a copy (white) of the DOC Certificate (after completing construction and commissioning) with the customer for their records.

The yellow copy fully completed (Pre and or Post Construction) by the RGI must be available on site for the gas supplier/ network operator in order for the gas meter to be fitted.

Note: *The gas supplier /network operator may refuse to fit the gas meter, invalidate the certificate and return it to Register of Gas Installers of Ireland if the declaration is incorrect and /or fails any tests (see reverse of yellow copy).*

Page 4 of 12	Revision No.	Date
	1.2	21 Sep 2015

	DOMESTIC DECLARATION OF CONFORMANCE CERTIFICATES PROCEDURE FOR REGISTERED GAS INSTALLERS - RGII Cert1,2,3,	
---	---	---

The green copy must be returned by the RGI to The Register of Gas Installers of Ireland Unit 9 KCR Industrial Estate Ravensdale Park Kimmage Dublin 12, within **twenty**¹ working days of issue (or meter fit).

The blue copy of the DOC Certificate must be retained on file by the RGI for his/her own records and for possible audit by the RGII at a later date.

Failure to comply with these requirements is deemed as a breach of the rules of registration and may lead to a review of the RGI's registration status.

2.1 DOC Certificate 2 (CERT 2)

For BOILER REPLACEMENT on existing gas installations with a gas meter already fitted

When a gas customer requests a RGI to replace a boiler ("Gas Work") and there is a gas meter already fitted at the premises, the RGI carrying out the "Gas Works" must issue a DOC Certificate (CERT 2) on completion of the "Gas Works". This DOC Certificate (CERT 2) must be purchased from The Register of Gas Installers of Ireland.

The RGI must, upon completion of the boiler installation, provide all details required on the DOC Certificate and sign the declaration.

NOTE: A RGI is only permitted to certify his/her own work or that of a Registered Trainee working under supervision.

Use of DOC Certificates (CERT 2)

For BOILER REPLACEMENT on existing gas installations with a gas meter already fitted.

CERT 2 may only be completed by a RGI who is registered with The Register of Gas Installers of Ireland. The RGI must complete CERT 2, while at the customer's premises, upon completion of the "Gas Work", commissioning and testing.

Completing CERT 2

All RGII books of DOC Certificates have a copy of a correctly completed DOC Certificate on the front of the cardboard cover for reference.

¹ The return time has been increased from 10 to 20 working days

Page 5 of 12	Revision No.	Date
	1.2	21 Sep 2015

	DOMESTIC DECLARATION OF CONFORMANCE CERTIFICATES PROCEDURE FOR REGISTERED GAS INSTALLERS - RGII Cert1,2,3,	
---	---	---

Care must be taken when completing the DOC Certificate

- Ensure writing is legible. ‘Print’ writing at all times.
- The Company number, Trainee number (where applicable) and the RGI number must be provided.
- The Gas Point Registration Number (GPRN) must be entered
- When writing the customer’s address provide the full address e.g. *2 Main Street, Drogheda, Co. Louth*
- Ensure that the relevant appliance detail is completed on the DOC Certificate for the “Gas Work” carried out i.e. boiler replacement.
- Ensure that the four test boxes are marked on the DOC Certificate.
Note: Even where a room-sealed boiler is fitted, the adequate permanent ventilation test box needs to be marked.
- Fill in the ‘Date of Test’ and the ‘Date of Issue’.
- Care should be taken when tearing the DOC Certificate out of the book. Ensuring that the DOC Certificate number is not removed or destroyed
- Only the RGI responsible for the “Gas Work” may sign the DOC Certificate.
- See **Appendix C** for an example of a correctly completed CERT 2.

Check that the duplicate / carbon copies of the DOC Certificate are legible. Use a ball point pen when filling in the DOC Certificate.

The white copy It is a requirement of the 2006 Act that a RGI leaves a copy (white) of the DOC Certificate (after completing commissioning) with the customer for their records.

The green copy must be returned to The Register of Gas Installers of Ireland Unit 9 KCR Industrial Estate Ravensdale Park Kimmage Dublin 12, within **twenty²** working days of issue.

The blue copy of the DOC Certificate must be retained on file by the RGI for his/her own records and for possible audit by the RGII at a later date.

Failure to comply with these requirements is deemed as a breach of the rules of registration and may lead to a review of the RGI’s registration status.

**3.1 DECLARATION OF CONFORMANCE 3 (CERT 3)
For existing installations with a gas meter to include APPLIANCE FIT
(EXCEPT A BOILER WHERE A DOC CERTIFICATE 2 IS REQUIRED)
REPAIR, SAFETY CHECK AND/OR SERVICE i.e. all other “Gas Work”**

² The return time has been increased from 10 to 20 working days.

Page 6 of 12	Revision No.	Date
	1.2	21 Sep 2015

	DOMESTIC DECLARATION OF CONFORMANCE CERTIFICATES PROCEDURE FOR REGISTERED GAS INSTALLERS - RGII Cert1,2,3,	
---	---	---

When a gas customer requests an RGI to fit an appliance, (except a boiler where CERT 2 is required) carry out a repair, safety check and/or service where there is a gas meter already fitted at the premises, the RGI carrying out the “Gas Works” must issue a DOC Certificate (CERT 3) on completion of the “Gas Work”. This DOC Certificate (CERT 3) must be purchased from The Register of Gas Installers of Ireland.

The RGI must, upon completion of the “Gas Work”, provide all details required on the DOC Certificate and sign the declaration.

NOTE: A RGI is only permitted to certify his/her own work or that of a Registered Trainee working under supervision.

Use of DOC Certificates (CERT 3)

For new appliance fit, (except Boilers) repair, service and/or safety check i.e. any “Gas Work” on existing installations

CERT 3 may only be completed by a RGI who is registered with The Register of Gas Installers of Ireland. The RGI must complete CERT 3 while at the customer’s premises on completion of the “Gas Work” and testing.

Completing CERT 3

All RGII books of DOC Certificates have a copy of a correctly completed DOC Certificate on the front of the cardboard cover for reference.

Care must be taken when completing CERT 3

- Ensure writing is legible. ‘Print’ writing at all times.
- The RGI Company number, Trainee number (where applicable) and the RGI number must be provided.
- The Gas Point Registration Number (GPRN) must be entered.
- When writing the customer’s address provide the full address *e.g. 2 Main Street, Drogheda, Co. Louth.*
- Ensure that the relevant appliance boxes are marked on the DOC Certificate i.e. Oven, Hob, Fire, Cooker, Other. Etc.
- Ensure the “Gas Work” to which the DOC Certificate applies is clearly marked i.e. Repair, Install, Service, and Safety Check.
- Ensure that the four test boxes are marked on the DOC Certificate. *Note: Even where a room-sealed boiler is fitted, the adequate permanent ventilation test box needs to be marked.*
- Fill in the ‘Date of Test’ and the ‘Date of Issue’.
- Care should be taken when tearing the DOC Certificate out of the book. Ensuring that the DOC Certificate number is not removed or destroyed.

Page 7 of 12	Revision No.	Date
	1.2	21 Sep 2015

	DOMESTIC DECLARATION OF CONFORMANCE CERTIFICATES PROCEDURE FOR REGISTERED GAS INSTALLERS - RGII Cert1,2,3,	
---	---	---

- Only the RGI responsible for the “Gas Work” may sign off the DOC Certificate.
- See **Appendix D** for example of a correctly completed CERT 3.

Check that the duplicate / carbon copies of the DOC Certificate are legible. Use a ball point pen when filling in the DOC Certificate.

The white copy It is a requirement of the 2006 Act that a RGI leaves a copy (white) of the DOC Certificate (after completing commissioning) with the customer for their records.

The green copy must be returned to The Register of Gas Installers of Ireland Unit 9, KCR Industrial Estate Ravensdale Park, Kimmage, Dublin 12, within **twenty**³ working days of issue.

The blue copy of the DOC Certificate must be retained on file by the RGI for his/her own records and for possible audit by RGII at a later date.

Failure to comply with these requirements is deemed as a breach of the rules of registration and may lead to a review of the RGI’s registration status.

Ordering New Books of DOC Certificates

When ordering new books of DOC Certificates (CERTS), RGI’s must contact the RGII office.

REGISTER of GAS INSTALLERS of IRELAND (RGII)
UNIT 9 KCR INDUSTRIAL ESTATE
RAVENSDALE PARK
KIMMAGE DUBLIN 12
D12 E958

Tel 01 4997998 Fax: 01 4929983

Hours of Business:

Mon – Fri: 8:30am-5pm (closed for lunch 1pm-2pm)
Payment accepted by cheque, credit/debit card

³ The return time has been increased from 10 to 20 working days.

Page 8 of 12	Revision No.	Date
	1.2	21 Sep 2015

	DOMESTIC DECLARATION OF CONFORMANCE CERTIFICATES PROCEDURE FOR REGISTERED GAS INSTALLERS - RGII Cert1,2,3,	
---	---	---

APPENDICES

Appendix A: Natural Gas Supplier Details

- (1) Bord Gais Energy Supply
Foley Street
Dublin 1
Ireland

Phone: 01 – 819 0048 (Mon. – Fri. 8am – 8pm and Sat. 9am-1pm)
1850 632 632 (Mon. – Fri. 8am – 8pm and Sat. 9am-1pm)

Fax: 01 6021398

Email: info@bordgais.ie

- (2) Flogas Natural Gas Limited
Dublin Road
Drogheda
Co. Louth

Phone: 041 9831041

Fax: 041 9834652

Email: sales@flogas.ie


Page 9 of 12	Revision No.	Date
	1.2	21 Sep 2015

Appendix B: Completed Declaration of Conformance 1(Cert 1) for New Installations and existing installations requiring a meter

**DOMESTIC PREMISES GAS INSTALLATION
DECLARATION OF CONFORMANCE FOR NEW INSTALLATIONS
OR EXISTING INSTALLATIONS REQUIRING A SUPPLY OF GAS
AND/OR NEW METER FIT**

PART I

Please complete in BLOCK CAPITALS



S

No. SN **1234567**

1

LOCATION OF PREMISES REQUIRING SUPPLY GPRN: 2356721 EIRCODE: N91135A ADDRESS: 5 SEAFIELD ROAD, MULLINGAR, CO. WESTMEATH. CUSTOMER NAME: BLOGGS TEL. NO.: 083 211 6521	NAT GAS <input checked="" type="checkbox"/> L.P GAS <input type="checkbox"/> New <input checked="" type="checkbox"/> Exist Annex E <input type="checkbox"/> ALL DETAILS REQUESTED MUST BE PROVIDED. ONLY THE REGISTERED GAS INSTALLER (RGI) RESPONSIBLE FOR CARRYING OUT THE INSTALLATION & TESTS CAN SIGN THIS DECLARATION. GAS WILL BE SUPPLIED TO THIS PREMISES ONLY ON RECEIPT OF THIS DECLARATION.	OWNER OF PREMISES DETAILS EIRCODE: D09YB56 ADDRESS: 5 CROUGH PARK, DUBLING CUSTOMER NAME: MURPHY TEL. NO.: 086 123 4567
Appliances Installed: Central Heating <input checked="" type="checkbox"/> Fire <input checked="" type="checkbox"/> Flueless <input type="checkbox"/> Appliance Flue Type: Open <input type="checkbox"/> R.Seal <input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> R.Seal <input type="checkbox"/> Other <input type="checkbox"/> Open <input type="checkbox"/> R.Seal <input type="checkbox"/> Cooker <input type="checkbox"/> Hob <input type="checkbox"/>		
Pipework Material: Copper <input checked="" type="checkbox"/> CSST <input type="checkbox"/> Other <input type="checkbox"/> APPLIANCE LOCATION CORRECT <input checked="" type="checkbox"/> FLUE INSPECTED AND ADEQUATE <input checked="" type="checkbox"/> ADEQUATE PERMANENT VENTILATION <input checked="" type="checkbox"/> SOUNDNESSTEST PASS <input checked="" type="checkbox"/>		

I HEREBY DECLARE, UNDER MY SOLE RESPONSIBILITY & BEING COMPETENT TO DO SO, (Please sign appropriate statement)

"PRE-CONSTRUCTION"

- THAT ALL REQUIREMENTS OF IS 8131:5 EN 1949 & ALL MANUFACTURERS REQUIREMENTS FOR INSTALLING THE ABOVE APPLIANCES WILL BE MET (IN AS FAR AS IS POSSIBLE IF PRIOR TO THE SUPPLY OF GAS)
- THAT ALL REQUIREMENTS OF IS 8131:5 EN 1949 FOR INSTALLING & TESTING OF THE INSTALLATION PIPEWORK WILL BE MET
- THAT COMMISSIONING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF IS 8131:5 EN 1949
- THAT THE INSTALLATION PIPEWORK WILL BE SOUND
- THAT THE INSTALLATION AT THIS PREMISES WILL BE SAFE TO BE SUPPLIED WITH GAS

"POST-CONSTRUCTION"

- THAT ALL REQUIREMENTS OF IS 8131:5 EN 1949 & ALL MANUFACTURERS REQUIREMENTS FOR INSTALLING THE ABOVE APPLIANCES HAVE BEEN MET (IN AS FAR AS IS POSSIBLE PRIOR TO THE SUPPLY OF GAS)
- THAT ALL REQUIREMENTS OF IS 8131:5 EN 1949 FOR INSTALLING & TESTING OF THE INSTALLATION PIPEWORK HAVE BEEN MET
- THAT COMMISSIONING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF IS 8131:5 EN 1949
- THAT THE INSTALLATION PIPEWORK IS SOUND
- THAT THE INSTALLATION AT THIS PREMISES IS SAFE TO BE SUPPLIED WITH GAS

RGI Signed: Joe Plumber Issue Date: 04/10/15
 RGI Name: **JOE PLUMBER**
 BLOCK CAPITALS
 RGI Number: **P0071** RGI Tel No: **083 123 4567**
 Company Number: **Z5210** Trainee Number: **NA**
 Trainee Signature: P. Smith
 RGI Signed: Joe Plumber RGI Number: **P0071**
 RGI Name: **JOE PLUMBER**
 BLOCK CAPITALS
 Date of Test: 06/10/15 Issue Date: 06/10/15

PART II COMMISSIONING DECLARATION

I HEREBY DECLARE, UNDER MY SOLE RESPONSIBILITY & BEING COMPETENT TO DO SO:

- THAT ALL MANUFACTURERS' REQUIREMENTS & ALL REQUIREMENTS OF IS 8131:5 EN 1949 FOR THE CONSTRUCTION, COMMISSIONING, TESTING & PUTTING INTO SERVICE OF THE ABOVE APPLIANCES HAVE BEEN MET
- THAT A WRITTEN OPERATING INSTRUCTION HAS BEEN PROVIDED WITH EACH APPLIANCE
- THAT THE CUSTOMER WAS INSTRUCTED IN THE SAFE USE AND OPERATION OF THE APPLIANCES.

FLUE GAS ANALYSIS: Co **41** ppm Co₂ **8.4** % Co/Co₂ Ratio **0.0005**

RGI Signed: Joe Plumber RGI Number: **P0071** Commissioning Date: 06/10/15

NOTE: THIS DOCUMENT IS A COMPLETION CERTIFICATE FOR THE PURPOSE OF THE ENERGY (MISCELLANEOUS PROVISIONS) ACT 2006

HOUSEHOLDER
IMPORTANT
SAFETY
INFORMATION
PLEASE READ
CAREFULLY

THIS DECLARATION CONFIRMS TO YOU THE HOUSEHOLDER AND TO YOUR GAS SUPPLIER / NETWORK OPERATOR, THAT THIS INSTALLATION IS SAFELY INSTALLED IN CONFORMANCE WITH IRISH STANDARD 813 "DOMESTIC GAS INSTALLATIONS" IS EN 1949 LPG LEISURE ACCOMMODATION VEHICLES.

THE PERSON WHO ISSUES THIS DECLARATION ACCEPTS SOLE RESPONSIBILITY FOR ITS ACCURACY.

AFTER COMMISSIONING, THE SAFE OPERATION AND MAINTENANCE OF THIS INSTALLATION FROM THE METER OR LPG CYLINDERS/TANK VALVE INWARDS IS THE SOLE RESPONSIBILITY OF THE HOUSEHOLDER.

GAS APPLIANCES SHOULD BE SERVICED ANNUALLY. FOR THE SAFE AND EFFICIENT OPERATION OF YOUR APPLIANCES PLEASE REFER TO APPLIANCE USER INSTRUCTIONS.

FOR YOUR REASSURANCE AND SAFETY PLEASE ENSURE YOU ARE ABLE TO OPERATE THE **EMERGENCY SHUT OFF VALVE WHICH IS LOCATED AT L/H SIDE OF HOUSE METER BOX** / GAS METER

COPIES: WHITE - CUSTOMER YELLOW - ON SITE FOR GAS SUPPLIER/NETWORK OPERATOR PTO
 GREEN - RETURN TO RGII BLUE - COPY FOR YOUR RECORDS

Form G01(S) Version 5 17/09/15 Any personal data collected will be processed strictly in accordance with the Data Protection Legislation - see RGII Data Protection Policy on www.rgii.ie

Page 10 of 12	Revision No.	Date
	1.2	21 Sep 2015