



# Gas Inspection & Audit Procedure

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## 1. Definitions

<b>Annual Inspection and Audit Programme:</b>	means the annual programme for Audit and Inspection drafted by RGII and approved by the Commission for Regulation of Utilities (CRU). (The Programme)
<b>The Body /GSSB</b>	means Safe Energy Ireland appointed by the CRU, pursuant the act to act as the Gas Safety Supervisory Body to operate the RGI Scheme.
<b>Criteria Document</b>	The Criteria Document which is specified and published by the Commission pursuant to the Energy (Miscellaneous Provisions) Act 2006 (and any amendment thereto) and may be amended from time to time.
<b>CRU / The Commission</b>	means the Commission for Regulation of Utilities as established further to the 1999 Act.
<b>Inspection:</b>	Refers to the inspection of Gas Works <sup>1</sup> carried out by a Registered Gas Installer (RGI).
<b>Inspection Performance Criteria:</b>	Those criteria for assessing a Registered Gas Installer, developed by RGI scheme and approved by the CRU, published on RGI scheme website and which apply to all inspections.
<b>RGI(s)</b>	Registered Gas Installer registered with the RGI scheme.
<b>RGI scheme</b>	means the gas statutory regulatory scheme

## 2. Audit:

The **Audit** element of the program requires the RGI Inspector to visually confirm that the RGI possesses each of the following items on the day of the meeting, these items are required for carrying out gas works safely:

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<sup>1</sup> Please see parts 4 of S.I. 225 of 2009 (natural gas) and S.I. No. 299 of 2011 (LPG) for further information.

Equipment	Paperwork
<b>U-Gauge / Digital Manometer (Within Calibration Period)</b>	RGI Identification Card
<b>Flue Gas Analyzer (If required)</b>	Current Edition of Domestic gas installations the latest version of which is available via the NSAI website.
<b>Leak Detection Equipment</b>	Declaration of Conformance (appropriate for the work undertaken on the day)
<b>Smoke matches</b>	Non-conformance / Notification of Hazard book
<b>Smoke Pellets</b>	CSST Training Certificate (If required)
<b>Multimeter (If required)</b>	PE Training Certificate (If required)
<b>Test Tee and Aspirator</b>	Multilayer Pipework Training Certificate (If required)

The Audit is carried out in order to ensure compliance with the requirements placed upon RGIs by the Criteria Document and any other requirements as may be specified by the RGI Scheme Rules of Registration, any directions further to a Disciplinary Procedure, and/or directions of the CRU.

### 3. Types of Inspection:

All inspections are carried out against I.S. 813 / I.S. EN 1949 Domestic Gas Installations:

#### **R Routine monitoring inspection**

*A Routine monitoring inspection is the annual inspection carried out on all RGIs except new members in the first year of their membership.*

#### **A1 First application inspection of newly registered installers**

*The A1 inspection must be carried out within one month of the new RGIs registration.*

#### **A2 Second application inspection of newly registered installers**

*The A2 inspection must be carried out within the eleven months that follow an RGIs first month of registration (and the A1 inspection).*

Note: It is noted that if the second application inspection (A2) takes place in subsequent calendar year that an RGI was registered, the RGI must also undergo an annual routine inspection (R) in that calendar year.

**F Follow-up inspection**

*A Follow-up is an inspection on the RGI arranged where the first inspection was dissatisfactory. The follow-up inspection can be performed on the same installation or a different installation if deemed appropriate by RGI.*

**C Complaint Inspection**

*An inspection carried out on foot of a complaint received by the GSSB.*

**T Spot inspection**

*A spot inspection is carried out where an inspector carries out an unannounced or unplanned inspection on an installation chosen at the discretion of the inspector.*

*Other reasons for Spot Inspection could be:*

a discovered/reported abuse of the certification system- an incident or accident has been reported to the GSSB from a third party (HSA, An Garda Siochana, Fire Authority, Consumer, etc.).

If the Gas Safety Manager deems it necessary, for example, having received information from a third party or having discovered issues involving certificates returned to the GSSB offices.

**CH Change of Installer**

An inspection where the customer wishes to change the RGI and goes through the Change of Installer Procedure (3.18)

## 4. Annual Inspection & Audit Programme

4.1 The RGI will comply with any relevant requirements of RGI Scheme's annual Inspection and Audit Programme.

4.2 The GSSB shall produce each year a risk based annual Inspection & Audit Programme ('The Programme'). The Programme must be submitted to the CRU for approval in the last quarter of the preceding year.

4.3 The Programme shall detail the frequency of inspections and the total number of inspections and audits which will be carried out during the following year. Each RGI is to be inspected at least once annually.

4.4 The Programme shall include provision for planned audits and/or inspections including Routine, Application (A1&A2), Complaint, Follow-up, Spot, re-visits to check on corrective actions as a result of a previous inspection and/or audits and Change of Installer inspections.

4.5 The Programme shall also detail the resources available to the GSSB to deliver the total number of inspections and audits required.

4.6 The Programme shall demonstrate that it:

- (a) covers a reasonably representative cross-section of RGIs;
- (b) covers a representative range of Gas Works;
- (c) was developed using a risk-based approach;
- (d) meets targets specifically set by the CRU; and,

represents an effective and efficient use of the GSSB's inspection resources.

## 5. Frequency of Inspection

5.1 A new RGI will be subject to a minimum of two inspections in the first 12 months of registration. The first Inspection must take place within one (1) month of registration with one further Inspection to take place within the following eleven months;

Note: It is noted that if the second application inspection (A2) takes place in a subsequent calendar year that an RGI was registered, the RGI must also undergo an annual routine inspection (R) in that calendar year.

5.2 For installers who have been granted the RGI status for 12 months or longer – at a minimum, one Inspection per annum (Routine Inspection). For full members who have trainee members working under their supervision, such Inspections will also include any work carried out by the trainee;

5.3 For RGIs re-instated to the register, having been previously registered but revoked for a period of 24 months or longer, the RGI will be subject to a minimum of two inspections in the first 12 months of re-instatement.

5.4 The GSSB may increase the frequency of Inspections for an RGI where:

- (i) The GSSB identifies, further to a risk-based analysis carried out pursuant to the performance marking scheme implemented in accordance with the Inspection Performance Criteria, that increased supervision is required in the interests of safety;
- (ii) An order is made for increased inspections as a result of a disciplinary action; or
- (iii) The CRU directs.

## 6. Fees for Inspection

6.1 The RGI Scheme membership fee is inclusive of charges for standard Inspections.

6.2 The GSSB may impose higher registration fees or direct Inspection fees/charges on RGIs which require a higher level of monitoring (Inspection/Audit) or do not comply with the Programme, on the basis of the increased costs associated. This shall be subject to the approval of the CRU in accordance with the requirements of the Criteria Document. The current, CRU approved, fees and charges are published by the GSSB on the RGI Scheme website, rgi.ie website.

## 7. Inspection Performance Criteria

7.1 The GSSB will apply the Inspection Performance Criteria to all Inspections.

7.2 The inspections will consist of a Performance Marking Scheme (in accordance with the “Operational Procedure No 3 – Inspection Criteria and Performance Marking Scheme” of the CRU Criteria Document) which will assess the RGI’s work under inspection against agreed performance criteria, with specific emphasis on safety.

7.3 Outcomes from the Inspection will be made available to the RGI.

7.4 Where, as part of the inspection, an unsafe situation is identified, the Inspector shall apply the gas industry procedure for non-conforming installations, as set out in I.S. 813 / I.S. EN 1949 and any other relevant industry standard referenced therein, to ensure that the installation is left in a safe manner.

7.5 Any corrective work required will be notified to the RGI for corrective action and they shall rectify and respond within the specified timeframe as per the inspection report (Annex A).

- 7.6 The GSSB may require further Inspections of the RGI's work to ascertain whether or not the RGI's work meets the standards required by the RGI scheme. Appropriate action taken by the GSSB will be determined by the findings of these Inspections.
- 7.7 At present, during inspections RGIs receive 10 points for a major non-conformance with significant implications for the safety performance of a gas installation (a Code Red breach); 5 points for a serious non-conformance (a Code Amber breach); and 1 point for a less serious non-conformance (a Code Yellow).

## 8. Further Requirements

In addition to the Inspection Performance Criteria, all Inspections will be carried out in accordance with I.S. 813 / I.S. EN 1949 Domestic Gas Installations and give due regard to the manufacturers' instructions.

## 9. Audit Procedure

- 9.1 The Audit will include a review and assessment of records and/or documentation required to be held under Section C of the CRU's Criteria Document and the RGI Scheme's Rules of Registration and other documentation that may be reasonably required by the GSSB.
- 9.2 Without reference to the generality of the foregoing, the Audit will involve the review and assessment of the following records and documentation of the RGI scheme:
- i. Copies of issued Declaration of Conformance Certificates and other certification such as Notification of Hazards;
  - ii. The calibration records and use of test equipment;
  - iii. Identification Card(s)
  - iv. Copy of current version of IS 813 / I.S. EN 1949
  - iv. Check specific manufacturer training for Polyethylene (PE) fusion, corrugated stainless steel tubing (CSST) and multi-layer pipework if the RGI is using such materials
  - v. Any other such documentation as may be deemed relevant and appropriate by the Gas Safety Manager.
- 9.3 The Audit shall establish that the RGI complies with the RGI Scheme's Rules of Registration and the Regulatory Arrangements. Where a breach is identified, disciplinary action may be taken in accordance with the RGI Scheme's Disciplinary Procedure and the requirements of the Criteria Document.



## 10. Inspection & Audit Reports

- 10.1 An Installation Inspection Report Form (G10) is completed for all types of inspections and for new and existing (IS 813 Annex E) installations. It includes sub-forms G22 for installer evaluation and G11 for installer audit (see Appendix A).
- 10.2 The Installation Inspection Report Form details the installations inspected and records any observations and results from individual Inspections and/or audit activities. Sub-form G22 is used for recording any non-conformance and rectification.
- 10.3 For Audits, the Inspector completes sub-form G11.
- 10.4 The Gas Safety Manager may review any reports containing non-conformance codes and where necessary write (Inspection Non-Conformance Notice) to the RGI regarding breaches of I.S. 813 / I.S. EN 1949 identified by the Inspector.
- 10.5 The Inspection Non-Conformance Notice sets out the corrective actions that must be carried out, the timeframe for the completion of any corrective actions and the requirement that the GSSB is notified on completion of these actions.
- 10.6 If the defects are of a serious nature a file will be opened as a RGI Scheme investigation and entered on the complaints list if appropriate for regular follow up and possible disciplinary action.
- 10.7 All inspection and audit non-conformance codes identified by the GSSB Inspectors must be inputted in the RGI's file on the database.

## 11. Reports on Inspection and Audit Programme to the CRU

- 11.1 The GSSB shall maintain a full record of all Inspection and Audits carried out by it. These records may be provided to the CRU and the RGI; by registering with the RGI Scheme, the RGI agrees to the disclosure of any personal data that may take place in that connection.
- 11.2 The GSSB shall report to the Commission on a quarterly basis (or as otherwise specified by the Commission) on its progress against the approved Inspection and Audit Programme and the results of same.

- 11.3 The GSSB shall incorporate any trends in relation to the performance of RGIs in the quarterly reports. This will assist the Commission in implementing continual improvements in the GSSB's process.
- 11.4 In addition, the GSSB shall submit an "Annual Audit and Inspection Programme Performance Report" to the Commission.
- 11.5 This Annual Audit and Inspection Programme Performance Report shall include details of the number of Inspections, the frequency of same and an analysis of the problems found and follow up actions taken (which shall include, informing the "risk-based" approach for the Audit /Inspection Programme for the following year). This shall be in the form specified by the Commission.
- 11.6 Following a review of the outcomes of the Inspections and Audits, the GSSB shall advise the RGIs, the CRU and other such relevant parties as to any identified safety concerns in the interests of safe Gas Works.
- 11.7 The GSSB shall publish technical bulletins on the RGI Scheme's website notifying the public and the industry of any safety issues or trends identified in the course of the Inspections and Audits.

## 12. Associated Documentation:

- CRU Criteria Document CRU/20/088 (version 1.7)
- RGI Scheme's Rules of Registration
- Notice of Hazard (Form G15)
- I.S. 813 - Domestic Gas Installations standard
- I.S. EN 1949 - Specification for the installation of LPG systems for habitation purposes in leisure accommodation vehicles and accommodation purposes in other vehicles
- RGI Scheme's Registration Procedure
- Installation Inspection Form (G10)

13. Appendix A



## INSPECTION/AUDIT REPORT FOR NEW/EXISTING ANNEX E INSTALLATIONS



<b>PREMISES</b>	GPRN:	Cert number	Phone Number:		<b>INSTALLER DETAILS</b>		RGI No:	Name:			
	Customer Address:						<b>INSPECTION DETAILS</b>		Company No:	Company Name:	
	Customer Name:				Inspector Name:	Type:			Order No:	Code:	
<b>INSTALLATION INSPECTION REPORT (G10)</b>					Data Appoint. Made:		Date Confirmed:		Date of Completion:		
<b>INSTALLATION</b>	<b>INST</b>	<b>NAT GAS</b>	<b>LPG</b>	<b>LAV</b>	<b>DESCRIPTION</b>			<b>CHECKS</b>			
	1	NEW INSTALLATION	EXISTING INSTALLATION	ANNEX E	ANNEX C	CO ALARM FITTED	43	YES	NO		
	2	METER FIT	YES	NO	EXISTING	NEW METER	OVEN	35	MAKE & MODEL		
<b>BOILER</b>	3	RESULT OF SOUNDNESS TESTS		SOUND	NOT SOUND	OTHER APPLIANCES	36	MAKE & MODEL			
	4	GAS PIPEWORK & FLEXIBLES		VISIBLE INSTALLATION		WET SIDE	38	SAFETY VALVE FITTED			
	5	ISOLATION VALVES		(type / location)		39	EXPANSION TEED FROM		in/mm		
<b>BOILER FLUE</b>	6	MAKE				40	COLD FEED		OK	NOT OK	
	7	MODEL				41	PVESSEL LOCATION		OK	NOT OK	
	8	BOILER LOCATION OK		YES	NO	42	P GAUGE LOCATION		OK	NOT OK	
<b>ELECTRICAL</b>	9	BOILER RATING		BTU/hr or kW (Delete as appropriate)		<b>Installer Evaluation (G22)</b>					
	10	INSTRUCTION MANUAL		YES	NO	<i>Non Conformance and Rectification</i>					
	11	DECLARATION OF CONFORMANCE		YES	NO	Yes No Score					
<b>VENT</b>	12	COMMISSIONING DECLARATION P2		YES	NO	Yes No Score					
	13	FLUE GAS ANALYSIS (If Required)		CO	ppm	CO <sup>2</sup>	CO/CO <sup>2</sup>				
	14	FLUE/FLUE LINER SIZE / TYPE		HAZARD NOTICE		YES	NO				
<b>COOKER</b>	15	APPROVED COWL / LOCATION		YES	NO	Notice of Hazard Issued					
	16	FLUE TEST		PASS	FAIL	Reason:					
	17	IS FLUE GUARD FITTED?		YES	NO	NOT REQD	Yes No				
<b>GAS FIRE</b>	18	FORCE DRAUGHT		YES	NO	Reason:					
	19	VENTILATOR SIZE		OUTSIDE WALL		in <sup>2</sup> /mm <sup>2</sup>					
	20	IF COMPARTMENT		High	Low	in <sup>2</sup> /mm <sup>2</sup>					
<b>COOKER</b>	21	FIREPROOFING PROVIDED		YES	NO	NOT REQD	<b>Installer Audit (G11)</b>				
	22	IS SMOKE ALARM FITTED		YES	NO	NOT REQD	1 Use of Test Equipment				
	23	BOILER ISOL SWITCH FITTED		YES	NO	NOT REQD	a) U Gauge				
<b>COOKER</b>	24	HI LIMIT STAT FITTED		YES	NO	NOT REQD	b) Smoke Matches				
	25	MAKE		FIRE 1		FIRE 2	FIRE 3	c) Flue Analyser (if required)			
	26	MODEL						d) Leak Detection Fluid			
<b>COOKER</b>	27	TYPE						2 Copy of IS 813			
	28	LOCATION OK		Y/N	Y/N	Y/N	3 Declaration of Conformance				
	29	VENTILATION OK		Y/N	Y/N	Y/N	4 ID Card				
<b>COOKER</b>	30	FLUE TEST		PASS/FAIL	PASS/FAIL	PASS/FAIL	Total Score				
	31	MAKE & MODEL						Rectified Date: Signed:			
	32	FLAME SUPERVISION DEVICE		YES	NO	COMMENTS:					
<b>COOKER</b>	33	AUTOMATIC RE-IGNITION		YES	NO	N.B. ENSURE TICK MARK IS WITHIN THE BOX PROVIDED.					
	34										

14. Appendix A – Page 2

Dear Registered Gas Installer,

The attached copy (over) of this Inspection and Audit form, is your indication that The Register of Gas Installers of Ireland have carried out an Inspection/Audit, for compliance with either the Irish Standard for “Domestic Gas Installations” (I.S. 813) or the standard for “The Installation of LPG Systems for Habitation Purposes in Leisure Accommodation Vehicles and Accommodation Purposes in Other Vehicles” (I.S. E.N. 1949) at the address indicated on this form over.

The defects found are listed and coded on the Installer Evaluation (G22) part of this form. You must rectify these defects within twenty-four hours for Code Red Defects (R), three working days for Code Orange (O) and twenty-one working days for Code Lemon Defects (L) from the date of inspection, as per the rules (16:1) of registration. These defects are held on file against your registration number.

After rectifying the defects listed, you must tick the “yes” box in the Installer Evaluation (G22) part of the form and sign and date it as a confirmation that all defects have been rectified. This form is then to be returned to RGII within 5 working days of rectification. Please note that this installation may be selected for a re-inspection.

Note: Defect/Non-conformance found on an “Annex E”/Inspection require a notice of hazard. Failure to comply with this requirement may lead to disciplinary action in accordance with section D of the criteria document and the rules of registration (16:2).

Should you have any queries regarding this matter or the defects listed, please contact your RGII inspector.

Thank you for your anticipated co-operation.

Kind Regards



Keith Diamond  
Gas Safety Manager  
Register of Gas Installers of Ireland