

Return of Declaration of Conformance Certificates

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1. DEFINITIONS

The Body / GSSB:	means Safe Energy Ireland appointed by the CRU, pursuant the act to act as the Electrical Safety Supervisory Body to operate the Safe Electric Scheme.
Company	Registered Gas Company employing one or more RGI
Company Installer	RGI employed by a Registered Gas Company
Commission / CRU	means the Commission for Regulation of Utilities as established further to the 1999 Act.
Criteria Document	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.
DOC Certificate	Declaration of Conformance Certificate (Completion Certificate for the purposes of The Energy (Miscellaneous Provisions) Act 2006)
Gas Works	as under legislation (refer to SI 225 of 2009 Gas Works and SI 299 of 2011 LPG Gas Works).
GNI	Gas Networks Ireland
RGI	A Registered Gas Installer.
RGI scheme	means the gas statutory regulatory scheme.
ST	RGI operating as a Sole Trader

2. INTRODUCTION

The Energy (Miscellaneous Provisions) Act 2006 makes it mandatory for an RGI to issue a Completion Certificate for all "Gas Works" carried out to the person for whom Gas works has been carried out.

The scope and definition of Gas Works is set out under legislation (refer to SI 225 of 2009 Gas Works and SI 299 of 2011 LPG Gas Works).

There are three different types of Declaration of Conformance Certificates:

- CERT 1: for new gas installations or existing installations requiring a new meter fit i.e. requiring a connection to the gas network (Pre and Post Construction) See Appendix 1
- CERT 2: for boiler replacement on existing gas installations with a gas meter already fitted - See Appendix 2
- CERT 3: for existing gas installations with a gas meter already fitted to cover additional "Gas Work" i.e. new appliance fit (except boilers), repair work, safety check and/or service – see Appendix 3.

3. 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 RGI Scheme's Rules of Registration and may lead to a review of the RGI's registration status.

3.2 REGISTERED GAS INSTALLER NUMBER

Each RGI will be issued with a unique RGI number. An RGI number is essential to the smooth running of this procedure. This RGI number is issued to all RGIs at time of registration with the RGI Scheme.

3.3 REQUIREMENTS

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) (only applies to CERT 1)
- Ensure that the relevant appliance detail is completed on the DOC Certificate for the "Gas Work" carried out i.e. boiler replacement (only applies to CERT 2).
- Ensure the "Gas Work" to which the DOC Certificate applies is clearly marked i.e. Repair, Install, Service, and Safety Check (only applies to CERT 3)

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- Ensure that the four test boxes are marked on the DOC Certificate 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
- Check that the duplicate / carbon copies of the DOC Certificate are legible. Use a ball point pen when filling in the DOC Certificate.
- See Appendices A, B and C for example of a correctly completed CERTS

3.3.1 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.

A DOC Certificate is a multi-copy document with each page serving the following purpose:

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

The yellow copy (CERT 1 only) to be fully completed (Pre and Post Construction) by the RGI and 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 the RGI if the declaration is incorrect and /or fails any tests (see reverse of yellow copy).

The green copy must be returned by the RGI to the GSSB within twenty¹ working days of issue (or meter fit). as stated in Operational Procedure No 1: Procedure for Declaration of Conformance of the CRU Criteria Document.

The blue copy must be retained on file by the RGI for their own records and for possible audit by the GSSB at a later date.

3.3.2 DOC CERTIFICATE 2 (CERT 2)

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

When a gas customer requests an 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

¹ The return time has been increased from 10 to 20 working days Version 1.5 | Dec 2022

(CERT 2) on completion of the "Gas Works". This DOC Certificate (CERT 2) must be purchased from the GSSB.

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

NOTE: An RGI is only permitted to certify their own work or that of a Registered Trainee working under supervision.

The white copy is a requirement of the 2006 Act that an 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 GSSB within **twenty** [FOOTNOTE ¹] working days of issue.

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

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

3.3.3 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"

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 GSSB.

 $^{^1}$ The return time has been increased from 10 to 20 working days Version 1.5 | Dec 2022

- **The white copy** is a requirement of the 2006 Act that an 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 GSSB, within twenty
- [FOOTNOTE ¹] working days of issue.
- **The blue copy** of the DOC Certificate must be retained on file by the RGI for their own records and for possible audit by the GSSB at a later date.

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

This procedure details the processes used to:

- Enter the returned DOC Certificates into the RGI Scheme data base
- Monitor the level of return of DOC Certificates
- Take actions against RGIs or Companies with low levels of returns.

3.4 INPUT OF RETURNED DOC CERTIFICATES INTO THE RGI SCHEME DATA BASE

Every certificate sold by the GSSB to a Sole Trader or Company is, at the date of purchase, registered in the RGI Scheme data base against the registration number of the Sole Trader or Company. When the certificate number is entered in the "Certificate Return Function" of the data base, the registration number and name of the Sole Trader or Company who purchased the certificate are automatically displayed so that a check can be done with the information available on the certificate returned.

The following information is entered into the data base for each certificate returned to the GSSB:

- Date issued by the RGI: as entered on the certificate

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

- Return date: date on which the certificate was received by the GSSB. For Cert 1 certificates, the return date of the yellow copy (returned by GNI) and the return date of the green copy (returned by a company or RGI)
- RGI who carried out work: RGI Registration Number as entered on the certificate
- Any other detail as available on the certificate such as: GPRN, Annex E Check Done, Natural Gas / Liquid Petroleum Gas, Unlock after Safety Lock, concealed extended flue and cert cancelled.

After the certificate details have been entered, it is scanned, and its electronic copy stored in the RGI Scheme data base against the registration number of the Sole Trader or Company who purchased the certificate. Finally, the certificates are put into boxes by date of return and stored for archiving. Each box is labelled with return dates so that certificates can be retrieved.

3.5 MONITORING OF CERTIFICATES RATE OF RETURN.

On a Regular Basis

A report on the status of the return of certificates is run weekly from the RGI Scheme data base. The report calculates the percentage rate of returns from the number of certificates sold and returned during a specified period. It also shows the number of purchases of certificates per certificate type, the first date of purchase and the last date of purchase.

At time of purchase

A certificate return calculator is available on the Installer / Company history screen. When activated it shows the total number of certificates sold and returned by type during a specific period and calculates the rate of return of each type. The rate of return is highlighted in red when below a specific threshold.

3.6 ACTIONS TAKEN FOR LOW RATES OF RETURN.

Sole Traders and Companies may not return certificates for a number of valid reasons, such as:

- Certificates not used e.g. in stock
- Inability to work due to illness
- Certificates lost or stolen
- Reduced gas work activities

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A Declaration Letter (see Appendices 4a and 4b) is used to explain the reasons for a low return and to capture the numbers of certificates used and not used. The following actions are taken:

- The Declaration letter is sent to the Sole Trader or Company (see Appendix A) with the request to send it back to the GSSB within 10 working days, fully completed and signed. The letter is sent with a request for the return of outstanding used certificates. A marker is entered in the RGI Scheme data base to indicate that the Sole Trader or Company has been issued with a Declaration letter.
- If no response is received, a reminder letter will be sent out to the Sole Trader or Company, followed by a suspension letter if no response is received with 10 working days from the reminder, as per procedure 3.16 Suspension & Revocation.
- The Declaration letter data are entered into a separate data base which totals the number of certificates returned with the letter and the number of certificates not returned because in stock, lost/stolen or other.
- Certificates reported as stolen, lost, void, etc. will be cancelled in the RGI Scheme data base.
- The RGI/Company will be queried by the GSSB if numbers do not match up or are missing. An unsatisfactory outcome may lead to a suspension.

3.7 MONITORING AND ACTIONS TAKEN FOR LATE RETURNS OF CERTIFICATES

Operational Procedure 1 - Certification of the CRU Criteria Document specifies that certificates are to be returned to the GSSB within **twenty**¹ working days from the date of issue. Certificates returned will be monitored on a continuous basis and Sole Traders / Companies found with late returns will receive a reminder. Additional late returns may lead to a suspension that could escalate to a revocation of the registration as per procedure 3.16 – Suspension & Revocation.

4. ASSOCIATED DOCUMENTATION

- CRU Criteria Document CRU/20/088 v.1.7
- RGI Scheme Procedure 3.16 Suspension & Revocation

¹ The return time was increased from 10 to 20 working days. Version 1.5 | Dec 2022

RGI Scheme Operational Procedure 1 - Procedure for Declaration of Conformance

Appendix 1: Completed Declaration of Conformance 1 (Cert 1)

PART I				3	No. SN 12	234567	
lease complete in BLOCK CAP							
LOCATION OF PREMISES REG		NAT GAS		OWN NAME	ER OF PREMISES		
GPRN 235672			Exist Annex E	-			
ADDRESS 5.SEAFIEL MULLINGAR,	DROAD,	BE PROVIDE		ADDR	ESS 5 CROUC	GH PARK,	
CO. WESTMEA	RESPONSIBLE FOR	INSTALLER (RGI) CARRYING OUT & TESTS CAN SIGN	T PROCINY				
CUSTOMER NAME BLOC	THIS DECLARATION	DN. GAS WILL BE	BE ADD AFT				
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	Pipework Material: C	Copper CSS	Other			DECLARATIO	N OF
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SUPPLIED WITH GAS.		DE SALE TO BE					
SI Signed: UOC HUMBE	Issue Date:	4/06/14	Company Number:		210 Traine	e Number: NA	
GI Name: JOE PLUME	BER		Trainee Signature:	ha	1		
BLOCK CAPITALS			RGI Signed:			lumber: POC	1/1
GI Number: POOF1	RGI Tel No: 083 1:	23 4567	RGI Name: JOE BLOCK CAPITALS				14.0
			Date of Test: 06	06/3		Issue Date: 06/06	/14
PART II	COMMIS	SIONIN	G DECLA	RAT	ΓΙΟΝ		
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GI Signed:			a state of the second		ate: 06/06/1-		
OTE: THIS DOCUMENT IS A CO	OMPLETION CERTIFIC	TE FOR THE PUR	POSE OF THE ENE	RGY (MI	SCELLANEOUS PR	OVISIONS) ACT 200	6
						PPLIER / NETWORK	
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CAREFULLY	APPLIANCES PLEASE FOR YOUR REASSUF				ABLE TO OPERATE	THE EMERGENCY SH ろのス / GAS ME	

Appendix 2: Completed Declaration of Conformance 2 (Cert 2)

		SAFETY RELATED	No. BR 123	34567
ease complete in BLOCK CA	PITALS	·		
LOCATION OF PREMISE	5	NAT GAS 🖌 L P GAS	OWNER OF PREMISES DE	ETAILS
GPRN 2356	721		NAME BLOGGS	
ADDRESS 5SEAF	IELD ROAD,	ALL DETAILS REQUESTED MUST BE PROVIDED. ONLY	ADDRESS 5SEAF	IEL D DOAD
MULLINGAR		THE REGISTERED GAS	MULLINGAR,	
CO. WESTME		INSTALLER (RGI) RESPONSIBLE FOR CARRYING OUT THE	CO. WESTMEN	
CUSTOMER NAME BLC TEL.NO. 083 21	16521	INSTALLATION & TESTS CAN	TEL.NO. 083 211	all the second second
	I DOZI	SIGN THIS DECLARATION.		
Appliance Installed	Central Heating	Make MAXI	Others Gas Hob	
Appliance Flue Type	Open R.Seal	Model 50/60F BOILER	e Gas Fire	
l				
IEREBY DECLARE, UNDER	MY SOLE RESPONSIBILITY & TS OF I.S. 813/I.S. EN 1949	SOUNDNESS TEST PAS Co2 8.4 % Co/Co2 Rati BEING COMPETENT TO DO SO; & ALL MANUFACTURERS REQUIP TTING INTO SERVICE THE ABOVE		APPLIANCE COMMISSIONING SAFETY & CONFORMITY
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Appendix 3: Completed Declaration of Conformance 3 (Cert 3)

DOMESTIC PREMISES GAS INSTALLATION DECLARATION OF CONFORMANCE FOR EXISTING INSTALLATIONS WITH A GAS SUPPLY/GAS METER FOR NEW APPLIANCE FIT (EXCEPT BOILERS), REPAIR, SAFETY CHECK AND/OR SERVICE

REGISTERED GAS INSTALLER

No. EX 1234567

Please complete in BLOCK CAPITALS

LOCATION OF PREMISES GPRN 2356721 ADDRESS <u>5SEAFIELD ROAD</u> , <u>MULLINGAR</u> , <u>CO. WESTMEATH</u> . CUSTOMER NAME <u>BLOGGS</u> TEL. NO. <u>0832116521</u>				r gas 🗸	LIGAS		NAME BLOGGS					
			ALL DETAILS REQUESTED MUST BE PROVIDED. ONLY THE REGISTERED GAS INSTALLER (RGI) RESPONSIBLE FOR CARRYING OUT THE INSTALLATION / REPAIR 'SERVICE' SAFETY CHECK AND TESTS AS APPLICABLE IN ACCORDANCE WITH I.S. 813/I.S. EN 1949 CAN SIGN THIS DECLARATION.			THE R (RGI) DUT THE RVICE / STS AS	ADDRESS <u>5 SEAFIELD ROAD</u> , MULLINGAR, <u>CO. WESTMEATH</u> . TEL. NO. <u>083 211 6521</u>					
Appliance Type	Make / Model	Locati	ion	Repaired			5.EN 1949* alled	Annex C * Serviced			Annex E * Safety Check	
				YES	NO	YES	NO	YES	NO	YES	NO	
Hob					X		X		X		X	
Oven					X		X		X		X	
Cooker					X		X		X		X	
Fire					X		X		X		X	
Flueless Fire					X		X	,	X	-	X	
C/H Boiler				1				1			X	
Water Heater					X		X		X		X	
					X		X		X		X	
		-			X		X		X		X	
Pipework					X		X		X		X	
Comments: RE												
Your next Service	/ Safety Check is ATION CORRECT	due on <u>1</u> T	7/06. 1	/15 FLUE IN SOUND	RG	I Tel No D AND A ST PASS	083 1	23 45				
Your next Service APPLIANCE LOC/ ADEQUATE PERM LUE GAS ANALY	ATION CORRECT ATION CORRECT ANENT VENTILI SIS: Co 41	due on <u>1</u> TION [] ppm	7/06 1 Co ₂ 8	/15 FLUE IN SOUND	RG	I Tel No ED AND A EST PASS Co ₂ Ratio	083 1: DEQUAT	23 45 E	567			
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Appendix 4a: Declaration Letter - Front

EZ Plumbing 5 Crough Park

Dublin 9

Name: Joe Plumber

RGI ID: 25210

Date

Re: Return of Conformance Certificates

Dear Sir/Madam,

Our records show that during the period of Start Date to End Date you purchased a total of X Conformance Certificates but to date <u>only Y of these have been returned to RGII</u>. We remind you that it is a condition of membership that, for all works carried out on domestic gas installations, you must return to RGII certificates within 20 days of the date the work being completed.

On the back of this letter you will find a Declaration form that you must fully complete, sign and return together with completed Certificates that are in your possession. We enclose a special red coloured Return Paid envelope for this purpose. In the event that you did not issue any Certificates, please confirm reason by ticking the appropriate box when returning this declaration to RGII.

IMPORTANT: Failure to reply to this letter within 10 working days from the issue date and return of all certificates due, will result in disciplinary action being taken against you, which may include suspension and removal from the register.

Yours faithfully,

well

Roger Muller RGII Regulatory Affairs

See Declaration

Appendix 4b: Declaration Letter - Back

Declaration by RGI

Z2510
(A)
(B)
(A) - (B)
Other:
Not undertaking ass work
Not undertaking gas work

- I/we hereby confirm that certificates for all gas works completed are enclosed herewith;

 I/we accept and understand that the conditions of membership must be fully complied with, and that failure to do so will result in disciplinary action which may result in been removed from the register;

- I/we hereby confirm that the information provided herein is accurate and correct and give undertaking to fully comply with the conditions of membership.

Signed:

Date: