



Gas Procedure 3.1 Application for Registration

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1. Definitions

Act	This means the Energy (Miscellaneous Provisions) Act 2006 (and any amendment thereto);
Advanced Craft Certificate	Means a Level 6 Craft Certificate Award (NQF), certified by QQI and awarded by an accredited educational body.
Application	This means an application by any party seeking registration with RGI which meets the requirements for application as set out in the RGI Scheme's Rules of Registration and Section B.2 of the Criteria Document
Authorised Officer	This means an officer who has been appointed by the Commission under paragraph 9(F)(20) of the Act;
Certificate of Appointment (Authorised Officer)	This means the certificate issued by the Commission to an Authorised Officer, confirming their appointment, functions, duties and powers and the terms and conditions associated with such appointment, including the period of validity of the appointment, and which must be presented, on request, by the Authorised Officer to any person affected when exercising a power conferred by that appointment;
Competency Assessment	This means a competency assessment conducted by an Assessment Body accredited by INAB or equivalent Accreditation Body against centralised competency assessment criteria approved by the Commission and ISO 17024;
Criteria Document	This means the Criteria Document which is specified and published by the Commission pursuant to the Act and as may be amended from time to time;
CRU / Commission	- Commission / CRU: means the Commission for Regulation of Utilities as established further to the 1999 Act.
Domestic Gas Works	This means a category of Gas Works designated as such by regulations
Domestic Gas Safety award (DGS)	This means the award offered by QQI for Domestic Gas Safety;
Domestic Gas Assessment (DGA)	This means five-year competency assessment for domestic gas installers, approved by INAB
Gas Installers	For the purposes of this document the terms "Registered Gas Installer" or "RGI" shall be deemed to refer to the below classes of registration, unless otherwise stated. (i) Domestic Gas Works - Installation and commissioning; and/or (ii) Domestic Gas Works - Servicing Note: It is the individual installer who is registered by RGI, either as a self-employed individual or as an employee of a Registered Installer
Gas Works	This means classes of gas works as provided for under regulations
GID	This means the Gas Installer Domestic training qualification
GSSB / the Body	means Safe Energy Ireland appointed by the CRU, pursuant to the act to act as the Gas Safety Supervisory Body to operate the RGI Scheme.

Inspection	This means the inspection of the Gas Works carried out (completed or work in progress), by RGIs;
Panel of Experts	This means the Panel of Experts for the Recognition of International Professional Qualifications for Gas Installers, as appointed by the Commission to determine applications to access the Register by people with non-Irish qualifications;
Register	This means the Register of RGIs published by the GSSB in accordance with Section B.5.2 of this Criteria Document;
Registered Gas Installer or RGI	This means any party who is registered by the GSSB pursuant to the Act;
Registered Gas Installer Trainee	This means categories of membership open to people undertaking an Advanced Craft Certificate apprenticeship or an Adaptation Period as specified by the Panel of Experts. Trainees must only carry out gas works under a nominated supervisor with Full Membership.
Registration	This means the confirming of a party's registration further to the completion of the Applications Procedure (specified in Section B) and the associated entitlements arising from same;
Registration Number	This means the unique number issued by the GSSB to an RGI upon the granting of Registration to the RGI and shall be in accordance with any requirements specified by the Commission with respect to its format;
RGI Scheme	means the gas statutory regulatory scheme.
Rules of Registration	This means those RGI Scheme's Rules of Registration as specified by the SSB and approved by the Commission further to the provisions of Section B.2.3 of the Criteria Document;

2. Categories of Registration/ Membership for Individuals

2.1 Individual applicants, dependant on their training and/ or experience can apply for one of the following categories of registration:

- Registered Gas Installer (RGI)
- Registered Gas Installer Trainee
- Applicants that come through the CRU's Professional Qualifications Recognition Process may also apply for Trainee (Adaptation Period) Membership, upon agreement by the CRU's Panel of Experts.

3. Qualification Criteria

Each membership category will have the following General Membership requirements:

- a. Hold appropriate commercial insurance
- b. Pay the appropriate membership fee to the GSSB
- c. Sign and accept the RGI Scheme's Rule of Registration

The specific requirements for each membership category are as follows:

3.1 Registered Gas Installer

Installers seeking registration in this category must hold:

- I. A Domestic Gas Safety Award (DGS); or,
- II. A Gas Installer Safety (GIS) award obtained prior to the 1st January 2017 and a Gas Installer Domestic (GID) award obtained prior to the 1st January 2017, or equivalent
- III. Confirmation as a competent gas installer by the Panel of Experts as part of the Recognition of International Professional Qualifications of Gas Installers.

AND EITHER

- I. A Level 6 Advanced Craft Certificate in Gas fitting, Electrical, Plumbing or Refrigeration

OR

- II. Confirmation as a competent gas installer by the Panel of Experts as part of the Recognition of international Professional Qualifications of Gas Installers.

Notes:

- a. Any individual who was not registered for the preceding period of two years on the date of application to the scheme shall also be required to complete the on-going competency assessment prior to entering the RGI Scheme. These requirements do not apply to anyone who has gained a qualification that meets the scheme entry in the preceding two years. These requirements also do not apply to members who are renewing or re-applying for membership unless their membership has lapsed for a period of two years or greater.
- b. Any individual who was previously registered but has not been registered for the preceding period of two years on the date of their application must undergo the inspection procedure of a new applicant. i.e., two inspections (A1 and A2) within their first year.
- c. Individuals that completed DGS or GIS/GID as part of their craft certificate in plumbing do not need to have a separate DGS or GIS/GID certificate.
- d. The use of equivalent award is subject to approval by the CRU that the award meets the scheme criteria.

3.2 Registered Gas Installer (Trainee)

The membership is open to individuals who are undertaking or have completed a plumbing apprenticeship (or a FETAC Level 6 Advanced Craft Certificate in Electrical, Plumbing, Gas Fitting or Refrigeration) and are working towards full membership, Trainee RGIs will;

- a. While holding trainee membership, have their work supervised by an RGI that has been granted Full Membership; and
- b. Ensure that an individual granted Full Membership of the RGI Scheme certifies their gas work. Such certification must also include the RGI number and signature of the full member, the RGI number and signature of the trainee member.

4. Registration for Companies

4.1 Companies can apply for registration but must list all employees of the company who carry out or will carry out work on domestic gas installations. An individual application form (G41) and fee for each employee must accompany the company application.

4.2 The specific requirements of such registration are as follows:

- a. Each RGI who will undertake gas works on behalf of the company must have full or trainee membership of RGI Scheme
- b. The General Membership conditions set out in Section 2.0 Qualification Criteria of this document must be met at a company level.
- c. Those RGIs operating under the company registration can only carry out gas works to which the company registration pertains.
- d. Those RGIs operating under the company registration cannot operate outside of the company membership unless they can satisfy the General Membership conditions set out in Section 2 Qualification Criteria of this document on an individual registration basis.

e. Each company must nominate an RGI or responsible person (e.g., company director or manager) to act as a first line of contact with the GSSB. This person's responsibilities will include ensuring that appropriate documentation and insurance is held by the company.

f. The GSSB shall include only the name, registration status and no other details of each RGI working under company registration on its Register of Gas Installers.

5. Application Process

5.1 The application process is the same for all categories of membership. However, a different application form exists for Company Registration.

5.2 Two ways are available to apply to be an RGI;

5.2.1 Fill out the online application here, including payment of the application fee.

5.2.1.1 A receipt will be sent to the applicant as well as a confirmation email to confirm that RGI have received the application.

5.2.1.2 The GSSB staff will contact the applicant to clarify any details or request additional information or documentation.

5.2.2 On receipt of an enquiry, the information below will be sent to the enquirer via their preferred method of contact.

5.2.2.1 A standard "Procedure for Applying for Registration"

5.2.2.2 The Application Form for Individual Gas Installers (G40) or Application Form for Company Registration (G41)

5.2.2.2 A digital copy of the RGI Scheme's Rules of Registration booklet

5.2.2.3 Installers wishing to become registered must complete the Application Form and submit it to the GSSB together with two passport photos, the current registration fee (refer Guidance Notes for Completion of the RGI Scheme's Registration Application Forms) and the necessary supporting documentation as outlined in the Guidance Notes for Completion of the RGI Scheme's Registration Application Forms.

5.2.2.4 Prior to proceeding with the application, it is reviewed to confirm that all the necessary documentation has been provided. If necessary, the GSSB staff will contact the applicant using the contact information they have provided on the application form, to clarify any details or request additional information or documentation. Form G42 (Application Evaluation and Decision on Registration for Gas Installers) is used for this purpose.

6. Fee Schedule

The table below outlines the RGI Scheme's current fee schedule.

This fee schedule may be updated as approved by the CRU. The current, CRU Approved fees are available on the RGI Scheme website rgi.ie

7. Associated Documents

- Application Form for Individual Gas Installers G40
- Application Form for Company Registration G41
- Application Evaluation and Decision on Registration for Gas Installers G42
- Criteria Document CRU/20/088 (version 1.7)
- RGI Rules of Registration