



Registered Gas Installer Scheme Registration Procedure

Version History:

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Contents

1. Definitions	3
2. Procedure	5
3. Inspections.....	5
4. Registration Renewal.....	6
5. Associated Documentation:	6

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 the GSSB 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;
Commission / CRU	means the Commission for Regulation of Utilities as established further to the 1999 Act.
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;
Domestic Gas Assessment (DGA)	This means five-year competency assessment for domestic gas installers, approved by INAB
Domestic Gas Safety award (DGS)	This means the award offered by QQI for Domestic Gas Safety;
Domestic Gas Works	This means a category of Gas Works designated as such by regulations
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 the GSSB, either as a self-employed individual or as an employee of a Registered Installer Company.
Gas Works	This means classes of gas works as provided for under regulations
GID	This means the Gas Installer Domestic training qualification

GSSB / Body	means Safe Energy Ireland appointed by the CRU, pursuant 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 SSB 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;
Rules of Registration	This means those RGI Scheme's Rules of Registration as specified by the GSSB and approved by the Commission further to the provisions of Section B.2.3 of the Criteria Document;

2. Procedure

2.1 Registration will take place only after Form G42 (Application Evaluation and Decision on Registration for Gas Installers) has been fully completed and signed.

2.2 A standard communication offering registration for the appropriate category of membership is sent to the applicant. When confirmation is received that the following is in place the applicant is considered registered.

- the appropriate insurance is in place (if not already received)
- and the annual subscription fee has been received

2.3 When registered, the applicant is sent a communication confirming his unique four-digit registration number with the prefix "R". The same communication states that:

- The Applicant is now an RGI
- They are entitled to use the RGI Scheme's brand and RGI Scheme's logo
- Their details will be published on the RGI Scheme website, www.rgi.ie
- They are obliged to certify all gas works carried out by them (to include all installation, commissioning and servicing) by using the appropriate type of the RGI Scheme Declaration of Conformance Certificates (an order form for the purchase of Certificates is enclosed)
- They are asked to contact their relevant inspector to arrange an inspection (name and phone number of inspector on the letter)

2.4 When the Audit/Inspection is complete the RGI receives a Welcome Pack consisting of:

- a) A Certificate of Registration with following details:
- Name and address of the Registered Gas Installer (RGI)
 - Registration Number
 - Effective date of registration

The certificate is signed by the Chairman or General Manager.

b) An RGI Identification Card (with holder) with following details:

- Registration Number
- Holder's Name
- Holder's Photograph
- Expiry Date of Registration

c) Two RGI Scheme's Logo Stickers

3. Inspections

3.1 The GSSB shall carry out the following inspections as a minimum:

For installers who have been granted RGI status for 12 months or longer - at a minimum, one inspection per annum.

For full members who have trainee members working under their supervision, such inspections will also include any work carried out by the trainee;

A new RGI will be subject to a minimum of two inspections in the first year. The first inspection must take place within one month of registration with one further inspection to take place in the remaining eleven months.

3.2 The appointed inspector contacts the RGI and confirms a date for the inspection. The inspection is carried out in accordance with the RGI Scheme's Inspection and Audit Procedure. The inspector completes an Installation Inspection Report Form (G10).

4. Registration Renewal

4.1 Renewal notification and an invoice for the annual subscription fee are issued at the end of the year.

4.2 The annual subscription fee must be paid within 30 days of the renewal date.

4.3 The RGI must also submit confirmation that the appropriate insurance cover is in place.

4.4 The RGI must have an up-to-date Personal competency Certificate issued by a Certification Body accredited by INAB or equivalent Accreditation Body.

4.5 The RGI membership is not suspended or revoked.

4.6 Any change in details with regard to the RGI must be communicated to the GSSB. A new declaration with regard to compliance with the RGI Scheme's Rules of Registration must be submitted.

4.7 Consequences for not meeting the registration renewal requirements: Refer to "Procedure 3.20: Renewal of Registration".

5. Associated Documentation:

- Criteria Document – The Regulation of Gas Installers with respect to Safety version 1.7 CRU/20/088
- RGI Scheme's Rules of Registration
- Procedure 3.19: Personal Competency Certificate
- Procedure 3.20: Renewal of Registration
- Installation Inspection Report Form (G10)
- Application Evaluation and Decision on Registration for Gas Installers (G42)
- Certificate of Registration (G80)
- Certificate of Registration as Trainee (G81)
- Certificate of Company Registration (G83)