



# Gas

# Suspension - Revocation- Re-Instalment of Registration Procedure

## Version History:

Version	Date Released	Contributor(s)	Description
Draft 1.0	21.10.2022	SGS	Initial SOP
Draft 1.1	11.11.2022	CRU	CRU feedback
Draft 1.2	25.11.2022	SGS	Incorporating CRU feedback
Draft 1.3	12.12.2022	SGS	Updating scheme name
Draft 1.4	21/12/2022	CRU	Update of the terms depending on the context
Draft 1.5	28.12.2022	SGS	Incorporating CRU feedback

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## 1. Definitions

<b>Application</b>	This means an application by any party seeking registration with the RGI Scheme which meets the requirements for application as set out in the Rules of Registration and Section B.2 of the Criteria Document
<b>Criteria Document</b>	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;
<b>CRU or “the Commission”</b>	means the Commission for Regulation of Utilities as established further to the 1999 Act.
<b>Disciplinary Committee</b>	The process and procedures applied by the GSSB and/or the Commission pursuant to Section D of the Criteria Document
<b>Gas Works</b>	This means classes of gas works as provided for under regulations
<b>GSSB/Body</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>Inspection</b>	This means the inspection of the Gas Works carried out (completed or work in progress), by RGIs;
<b>Register</b>	This means the Register of RGIs published by the RGI Scheme in accordance with Section B.5.2 of this Criteria Document;
<b>Registered Gas Installer or RGI</b>	This means any party who is registered by the GSSB pursuant to the Act;
<b>Registration</b>	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;
<b>RGI(s)</b>	Registered Gas Installer registered with the scheme.
<b>Rules of Registration</b>	This means those RGI Scheme’s Rules of Registration as specified by the and approved by the Commission further to the provisions of Section B.2.3 of the Criteria Document;
<b>RGI Scheme</b>	means the gas statutory regulatory scheme

## 2. Introduction

On successful application for the status of Registered Gas Installer (RGI), the applicant agrees to abide by the requirements of the Criteria Document issued by the CRU and the RGI Scheme’s Rules of Registration. Failure to comply with either may lead to suspension and ultimately to termination of the RGI’s registration. The procedure applies to Companies and RGIs.

### 3. Suspension

This Suspension procedure will be implemented on failure by any RGI (Individual or Company Registered) to meet the requirements of the Criteria Document and/or the RGI Scheme's Rules of Registration, specifically, the requirements for insurance, annual subscription, inspection & audit and return of declaration of conformance certificates. Suspension can also arise from an order that has been issued by the Disciplinary Committee following a complaint against an RGI.

Prior to suspension the RGI will be contacted by the GSSB by phone, email, letter or SMS as per the table on Appendix A. Failure to comply with the Criteria document and the RGI Scheme's Rules of Registration within the defined periods will result in suspension of the registration.

While suspended an RGI is deemed as "non-registered" and will be unable to carry out "gas work", purchase or issue any Declaration of Conformance Certificates. Their name will also be removed from the published register on the RGI Scheme website.

**An RGI who carries out 'gas work' while suspended is committing a criminal offence and may be subject to prosecution.**

Suspension of the registration status of a company for failure to meet the requirements of insurance cover and/or payment of subscription fees and/or return of conformance certificates will result in suspension of all RGIs employed by the company.

Suspension will be lifted only when the RGI/ Company concerned meets the requirements of the Criteria document and the RGI Scheme's Rules of Registration.

### 4. Termination

Termination of the registration of an RGI or a Company will occur in the following circumstances:

- On a voluntary basis,
- As a decision of the Disciplinary Committee,
- As a result of an escalation of the suspension process, as outlined in this procedure.

The period an RGI or a Company is suspended is monitored and if it exceeds a defined limit of time it triggers the de-registration process as per table below:

Subject		Communication 1	Communication 2	Termination
- Insurance	Means	Pre-Termination Letter		Termination Letter. RGI De-Registered with immediate effect.
- Annual Subscription Fee				
- Inspection & Audit	Time frame	4 wks after suspension date		8 wks after suspension date
- Return of Certificates				

De-registration of a Company will result in the suspension of all RGIs employed by the company. The RGI / Company concerned will be sent a termination letter, via registered post, notifying them they are de-registered with immediate effect and must return all outstanding Conformance Certificates and all documentation pertaining to the RGI Scheme's brand. For the avoidance of doubt, this will include those Conformance Certificates issued but not yet remitted to GSSB. The RGI or Company must also cease to display any logos on vehicles or letterheads pertaining to the RGI Scheme's brand.

An installer who describes themselves as an RGI following termination of their registration status is committing a criminal offence and may be subject to prosecution.

An RGI who carries out 'gas work' following termination of their registration status is committing a criminal offence and may be subject to prosecution.

## 5. Re-instatement of registration following de-registration

The re-instatement of a de-registered RGI is at the discretion of the RGI Scheme as outlined below:

- The RGI will have recourse to re-apply for membership of the RGI Scheme, but they must follow in full the RGI Scheme Application Procedure.
- The RGI Scheme will then decide upon the RGI's reinstatement based upon the registration & evaluation decision as set out in the RGI Scheme Application Procedure.
- A re-registration fee will apply.

## 6. Appeal of Suspension / Termination of Registration

The application of this procedure is at the discretion of the GSSB. The GSSB's decision with regard to suspension and/or termination of registration is final.

## 7. Special cases for RGIs / Companies not carrying gas work for certain period of time

RGIs may not be able to carry out because of:

- Ill health
- Having no work
- Being away
- Having left the company
- Suspension or Termination of company registration.

Such cases are dealt with as follows:

a. The registration may be put on-hold during the period the RGI cannot carry out gas works for reasons listed above. When on-hold, the RGI registration is suspended, they are removed from the RGI Scheme's website and the escalation process will not go further. The on-hold period is limited to 12 months. To remain on the register after this period, the RGI has to comply with the requirements of the Criteria Document and the RGI Scheme's Rules of Registration in terms of subscription, insurance and inspection.

b. An RGI who has paid the current year subscription but lets his registration go into suspension mode as a result of not been able to:

- arrange an inspection for the reasons mentioned above, or
- renew his insurance may have his/her registration put on-hold providing:
- the GSSB is notified in writing by the RGI, and
- The escalation process did not already lead to the termination of the RGI's registration.

In the event the RGI returns to gas work before the end of the calendar year and providing the insurance is valid, and they have been inspected (or has booked an inspection) the RGI's registration will be unsuspending.

c. If the RGI cannot pay or does not want to pay the current year subscription at the start of the year and providing:

- the escalation process did not already lead to the termination of the RGI's registration, and;
- the annual subscription fee was paid in the previous year, and;
- the GSSB is notified in writing by the RGI then their registration may be put on hold.

In the event the RGI wishes to carry out gas work, they have to notify the GSSB and has to ensure that all requirements for annual subscription, insurance, inspection are met.

d. A similar approach will be taken for companies.

e. The GSSB is following a non-refund policy for fees.

## 8. Associated Documentation:

- CRU Criteria Document CRU/20/088 (version 1.7)
- Application Procedure 3.1
- Registration Procedure 3.2
- Disciplinary Procedure 3.5
- Complaint against Installers Procedure 3.7
- RGI Scheme's Rules of Registration

## Appendix A

Subject		Communication 1	Communication 2	Communication 3	System	Suspension
Insurance	Means	Reminder Letter			Website	Suspension Letter
	Time frame	3 wks before insurance expiry date			RGI automatically removed from website on expiry date	2nd week after expiry date: RGI Suspended with immediate effect.
Subscription fee	Means	Invoice	SMS 1	SMS2		Suspension Letter
	Time frame	In December for renewal in the new year with payment by 31 January	2 weeks before due date of 31 January	On due date (31 January)		One week after due date (first week of February)
Inspection & Audit	Means	Call/SMS/Email	Call/Text/Email	Warning Letter		Suspension Letter
	Time frame	1 <sup>st</sup> attempt by inspector to arrange an inspection	2 <sup>nd</sup> attempt by inspector to arrange an inspection – at a minimum 2 weeks and a maximum of 4 weeks after 1 <sup>st</sup> attempt	RGI given 2 weeks to call inspector to arrange an inspection to take place within 4 weeks of letter date		No feedback from the RGI or no inspection within the 4 week period: RGI Suspended with immediate effect.
Return of Conformance Certificates	Means	Reminder Letter				Suspension Letter
	Time Frame	Weekly monitoring of return of certificates and letter sent out to worst RGI offenders				No feedback from RGI 10 working days after reminder sent out or Declaration not sent back or signed