

 RGII Procedures	Return of Declaration of Conformance Certificates	SECTION : 3.17 PAGE : 1 of 9 ISSUE : 1-A1 DATE : 04/09/2015
---	---	--

Preamble

The Energy (Miscellaneous Provisions) Act 2006 makes it mandatory for an RGI to issue a Completion Certificate for all “Gas Work” carried out.

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.

Definitions

- DOC Certificate: Declaration of Conformance Certificate (Completion Certificate for the purposes of The Energy (Miscellaneous Provisions) Act 2006)
- RGI: A Registered Gas Installer with the Register of Gas Installers of Ireland
- RGII: The Register of Gas Installers of Ireland appointed by the CER as the Gas Safety Supervisory Body (GSSB)
- BGN: Bord Gais Networks
- CER: Commission of Energy Regulation
- “Gas Work”: as defined in the CER Criteria Document “The Regulation of Gas Installer with Respect to Safety.
- ST: RGI operating as a Sole Trader
- Company: Registered Gas Company employing one or more RGI
- Company Installer: RGI employed by a Registered Gas Company

Requirements

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

- White copy: for the customer for his/her own record
- 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.
- **Green copy: must be returned by the RGI to the RGII within a specific period as stated in Operational Procedure No 1: Domestic Declaration of Conformance Certificates Procedure for Registered Gas Installers – RGII Cert1,2,3**

 Procedures	Return of Declaration of Conformance Certificates	SECTION : 3.17 PAGE : 2 of 9 ISSUE : 1-A1 DATE : 04/09/2015
---	--	--

- Blue copy: must be retained on file by the RGI for his/her own records and for possible audit by RGII at a later date.

This procedure details the processes used to:

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

1. Input of returned DOC Certificates into the RGII data base

Every certificate sold by RGII to a Sole Trader or Company is, at the date of purchase, registered in the RGII 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 RGII:

- Date issued by the RGI: as entered on the certificate
- Return date: date on which the certificate was received by RGII. For Cert 1 certificates, the return date of the yellow copy (returned by BGN) 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 RGII 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.

2. 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 RGII 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.

 Procedures	Return of Declaration of Conformance Certificates	SECTION : 3.17 PAGE : 3 of 9 ISSUE : 1-A1 DATE : 04/09/2015
---	--	--

- 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. **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

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 RGII within 10 working days, fully completed and signed. The letter is sent with a red pre-paid envelop for the return of outstanding used certificates. A marker is entered in the RGII 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 RGII data base.
- The RGI/Company will be queried by RGII if numbers do not match up or are missing. An unsatisfactory outcome may lead to a suspension.

4. **Monitoring and actions taken for late returns of certificates**

OP1 - Certification specifies that certificates are to be returned to RGII within **twenty**¹ working days from the date of issue.

Certificates returned will be monitored on a continuous basis and Sole Traders / Companies

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

 Procedures	Return of Declaration of Conformance Certificates	SECTION : 3.17 PAGE : 4 of 9 ISSUE : 1-A1 DATE : 04/09/2015
---	--	--

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.

5. Associated documentation

- Procedure 3.16 – Suspension & Revocation
- Procedure OP1 - Certification

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

**DOMESTIC PREMISES GAS INSTALLATION
DECLARATION OF CONFORMANCE FOR NEW INSTALLATIONS
OR EXISTING INSTALLATIONS REQUIRING A SUPPLY OF GAS
AND/OR NEW METER FIT**



PART I

Please complete in BLOCK CAPITALS

S No. SN **1234567**

LOCATION OF PREMISES REQUIRING SUPPLY
GPRN 2356721
ADDRESS 5 SEAFIELD ROAD,
MULLINGAR,
CO. WESTMEATH.
CUSTOMER NAME BLOGGS
TEL. NO. 083 211 6521

NAT GAS **L P GAS**
New Exist Annex E
ALL DETAILS REQUESTED MUST BE PROVIDED. ONLY THE REGISTERED GAS INSTALLER (RGI) RESPONSIBLE FOR CARRYING OUT THE INSTALLATION & TESTS CAN SIGN THIS DECLARATION. GAS WILL BE SUPPLIED TO THIS PREMISES ONLY ON RECEIPT OF THIS DECLARATION

OWNER OF PREMISES DETAILS
NAME MURPHY
ADDRESS 5 CROUGH PARK,
DUBLIN 9
TEL. NO. 086 123 4567

Appliances Installed
Appliance Flue Type: Central Heating Open R.Seal Fire Flueless Open R.Seal Other Open R.Seal Cooker Hob

Pipework Material: Copper CSST Other

APPLIANCE LOCATION CORRECT **FLUE INSPECTED AND ADEQUATE**
ADEQUATE PERMANENT VENTILATION **SOUNDNESS TEST PASS**

**DECLARATION OF
INSTALLATION
SAFETY &
CONFORMITY
PRIOR TO SUPPLY
OF GAS**

I HEREBY DECLARE, UNDER MY SOLE RESPONSIBILITY & BEING COMPETENT TO DO SO; (Please sign appropriate statement)

"PRE-CONSTRUCTION"

- THAT ALL REQUIREMENTS OF I.S. 813/I.S. EN 1949 & ALL MANUFACTURERS REQUIREMENTS FOR INSTALLING THE ABOVE APPLIANCES WILL BE MET (IN AS FAR AS IS POSSIBLE IF PRIOR TO THE SUPPLY OF GAS)
- THAT ALL REQUIREMENTS OF I.S. 813/I.S. EN 1949 FOR INSTALLING & TESTING OF THE INSTALLATION PIPEWORK WILL BE MET
- THAT COMMISSIONING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF I.S. 813/I.S. EN 1949
- THAT THE INSTALLATION PIPEWORK WILL BE SOUND
- THAT THE INSTALLATION AT THIS PREMISES WILL BE SAFE TO BE SUPPLIED WITH GAS.

"POST-CONSTRUCTION"

- THAT ALL REQUIREMENTS OF I.S. 813/I.S. EN 1949 & ALL MANUFACTURERS REQUIREMENTS FOR INSTALLING THE ABOVE APPLIANCES HAVE BEEN MET (IN AS FAR AS IS POSSIBLE IF PRIOR TO THE SUPPLY OF GAS)
- THAT ALL REQUIREMENTS OF I.S. 813/I.S. EN 1949 FOR INSTALLING & TESTING OF THE INSTALLATION PIPEWORK HAVE BEEN MET
- THAT COMMISSIONING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF I.S. 813/I.S. EN 1949
- THAT THE INSTALLATION PIPEWORK IS SOUND
- THAT THE INSTALLATION AT THIS PREMISES IS SAFE TO BE SUPPLIED WITH GAS.

RGII Signed: Joe Plumber Issue Date: 04/06/14

Company Number: 25210 Trainee Number: NA

RGII Name: JOE PLUMBER
BLOCK CAPITALS

Trainee Signature: P. Smith

RGII Number: P0071 RGI Tel No: 083 123 4567

RGII Signed: Joe Plumber RGI Number: P0071

RGII Name: JOE PLUMBER
BLOCK CAPITALS
Date of Test: 06/06/14 Issue Date: 06/06/14

PART II

COMMISSIONING DECLARATION

I HEREBY DECLARE, UNDER MY SOLE RESPONSIBILITY & BEING COMPETENT TO DO SO;

- THAT ALL MANUFACTURERS' REQUIREMENTS & ALL REQUIREMENTS OF I.S. 813/I.S. EN 1949 FOR THE CONSTRUCTION, COMMISSIONING, TESTING & PUTTING INTO SERVICE OF THE ABOVE APPLIANCES HAVE BEEN MET
- THAT A WRITTEN OPERATING INSTRUCTION HAS BEEN PROVIDED WITH EACH APPLIANCE
- THAT THE CUSTOMER WAS INSTRUCTED IN THE SAFE USE AND OPERATION OF THE APPLIANCES.

**DECLARATION OF
APPLIANCE
COMMISSIONING
SAFETY &
CONFORMITY
AFTER SUPPLY
OF GAS**

FLUE GAS ANALYSIS: Co 41 ppm Co₂ 8.4 % Co/Co₂ Ratio 0.0005

RGII Signed: Joe Plumber RGI Number: P0071 Commissioning Date: 06/06/14

NOTE: THIS DOCUMENT IS A COMPLETION CERTIFICATE FOR THE PURPOSE OF THE ENERGY (MISCELLANEOUS PROVISIONS) ACT 2006

**HOUSEHOLDER
IMPORTANT
SAFETY
INFORMATION
PLEASE READ
CAREFULLY**

THIS DECLARATION CONFIRMS TO YOU THE HOUSEHOLDER AND TO YOUR GAS SUPPLIER / NETWORK OPERATOR, THAT THIS INSTALLATION IS SAFELY INSTALLED IN CONFORMANCE WITH IRISH STANDARD 813 "DOMESTIC GAS INSTALLATIONS"/I.S. EN 1949 LPG LEISURE ACCOMMODATION VEHICLES.

THE PERSON WHO ISSUES THIS DECLARATION ACCEPTS SOLE RESPONSIBILITY FOR ITS ACCURACY.

AFTER COMMISSIONING, THE SAFE OPERATION AND MAINTENANCE OF THIS INSTALLATION FROM THE METER OR LPG CYLINDERS/TANK VALVE INWARDS IS THE SOLE RESPONSIBILITY OF THE HOUSEHOLDER.

GAS APPLIANCES SHOULD BE SERVICED ANNUALLY. FOR THE SAFE AND EFFICIENT OPERATION OF YOUR APPLIANCES PLEASE REFER TO APPLIANCE USER INSTRUCTIONS.

FOR YOUR REASSURANCE AND SAFETY PLEASE ENSURE YOU ARE ABLE TO OPERATE THE **EMERGENCY SHUT OFF VALVE WHICH IS LOCATED AT L/H SIDE OF HOUSE METER BOX** / GAS METER

COPIES: WHITE – CUSTOMER GREEN – RETURN TO RGII YELLOW – ON SITE FOR GAS SUPPLIER/NETWORK OPERATOR BLUE – COPY FOR YOUR RECORDS PTO

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

**DOMESTIC PREMISES GAS INSTALLATION
DECLARATION OF CONFORMANCE FOR BOILER REPLACEMENT
WHERE A METER/GAS IS ALREADY SUPPLIED**



NOTE: THIS IS A SAFETY RELATED DOCUMENT AND NOT AN INVOICE/RECEIPT

No. BR **1234567**

Please complete in BLOCK CAPITALS

LOCATION OF PREMISES GPRN <u>2356721</u> ADDRESS <u>5 SEAFIELD ROAD,</u> <u>MULLINGAR,</u> <u>CO. WESTMEATH.</u> CUSTOMER NAME <u>BLOGGS</u> TEL. NO. <u>083 211 6521</u>	NAT GAS <input checked="" type="checkbox"/> L P GAS <input type="checkbox"/> ALL DETAILS REQUESTED MUST BE PROVIDED. ONLY THE REGISTERED GAS INSTALLER (RGI) RESPONSIBLE FOR CARRYING OUT THE INSTALLATION & TESTS CAN SIGN THIS DECLARATION.	OWNER OF PREMISES DETAILS NAME <u>BLOGGS</u> ADDRESS <u>5 SEAFIELD ROAD,</u> <u>MULLINGAR,</u> <u>CO. WESTMEATH.</u> TEL. NO. <u>083 211 6521</u>
--	---	---

Appliance Installed Central Heating <input checked="" type="checkbox"/> Appliance Flue Type Open <input type="checkbox"/> R.Seal <input checked="" type="checkbox"/>	Make <u>MAXI</u> Model <u>50/60F BOILER</u>	Others <u>Gas Hob</u> <u>Gas Fire</u>
--	--	--

Pipework Material: Copper CSST Other

APPLIANCE LOCATION CORRECT <input checked="" type="checkbox"/> ADEQUATE PERMANENT VENTILATION <input checked="" type="checkbox"/> FLUE GAS ANALYSIS: Co <u>41</u> ppm Co ₂ <u>8.4</u> % Co/Co ₂ Ratio <u>0.0005</u>	FLUE INSPECTED AND ADEQUATE <input checked="" type="checkbox"/> SOUNDNESS TEST PASS <input checked="" type="checkbox"/>
--	--

**DECLARATION OF
INSTALLATION,
APPLIANCE
COMMISSIONING
SAFETY &
CONFORMITY**

I HEREBY DECLARE, UNDER MY SOLE RESPONSIBILITY & BEING COMPETENT TO DO SO;

- THAT ALL REQUIREMENTS OF I.S. 813/I.S. EN 1949 & ALL MANUFACTURERS REQUIREMENTS FOR INSTALLING, COMMISSIONING TESTING AND PUTTING INTO SERVICE THE ABOVE APPLIANCES HAVE BEEN MET
- THAT A WRITTEN OPERATING INSTRUCTION HAS BEEN PROVIDED WITH EACH APPLIANCE
- THAT THE CUSTOMER WAS INSTRUCTED IN THE SAFE USE AND OPERATION OF THE APPLIANCES
- THAT ALL REQUIREMENTS OF I.S. 813/I.S. EN 1949 FOR INSTALLING & TESTING OF THE INSTALLATION PIPEWORK HAVE BEEN MET
- THAT THE INSTALLATION PIPEWORK IS SOUND
- THAT THE INSTALLATION AT THIS PREMISES/LOCATION IS SAFE TO CONTINUE TO USE GAS.

NOTE: THIS DOCUMENT IS A COMPLETION CERTIFICATE FOR THE PURPOSE OF THE ENERGY (MISCELLANEOUS PROVISIONS) ACT 2006

Company Number: P0071 Trainee Number: NA Trainee Signature: N/A

RGI Name: JOE PLUMBER RGI Number: P0071 Signed: Joe Plumber
BLOCK CAPITALS

Date of Test: 07/06/14 Date of Issue: 07/06/14 RGI Tel No: 083 123 4567

Notice of Hazard issued YES NO Hazard No. _____ Reason _____

**HOUSEHOLDER
IMPORTANT
SAFETY
INFORMATION
PLEASE READ
CAREFULLY**

THIS DECLARATION CONFIRMS TO YOU THE HOUSEHOLDER, THAT THIS INSTALLATION IS SAFELY INSTALLED IN CONFORMANCE WITH IRISH STANDARD 813 "DOMESTIC GAS INSTALLATIONS"/I.S. EN 1949.

THE PERSON WHO ISSUES THIS DECLARATION ACCEPTS SOLE RESPONSIBILITY FOR ITS ACCURACY.

AFTER COMMISSIONING, THE SAFE OPERATION AND MAINTENANCE OF THIS INSTALLATION FROM THE METER OR LPG CYLINDERS/TANK VALVE INWARDS IS THE SOLE RESPONSIBILITY OF THE HOUSEHOLDER.

GAS APPLIANCES MUST BE SERVICED ANNUALLY FOR THE SAFE AND EFFICIENT OPERATION OF YOUR APPLIANCES PLEASE REFER TO APPLIANCE USER INSTRUCTIONS.

FOR YOUR REASSURANCE AND SAFETY PLEASE ENSURE YOU ARE ABLE TO OPERATE THE **EMERGENCY SHUT OFF VALVE WHICH IS LOCATED AT** L/H SIDE OF HOUSE METER BOX / GAS METER

COPIES: **WHITE** – CUSTOMER **GREEN** – RETURN TO RGII **BLUE** – COPY FOR YOUR RECORDS **PTO**

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**



Please complete in BLOCK CAPITALS

No. EX **1234567**

LOCATION OF PREMISES GPRN <u>2356721</u> ADDRESS <u>5 SEAFIELD ROAD,</u> <u>MULLINGAR,</u> <u>CO. WESTMEATH.</u> CUSTOMER NAME <u>BLOGGS</u> TEL. NO. <u>083 211 6521</u>	NAT GAS <input checked="" type="checkbox"/> L P GAS <input type="checkbox"/> 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.	OWNER OF PREMISES DETAILS NAME <u>BLOGGS</u> ADDRESS <u>5 SEAFIELD ROAD,</u> <u>MULLINGAR,</u> <u>CO. WESTMEATH.</u> TEL. NO. <u>083 211 6521</u>
--	--	---

Appliance Type	Make / Model	Location	Repaired		I.S. 813/I.S. EN 1949* Installed		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			✓				✓			X
Water Heater				X		X		X		X
				X		X		X		X
				X		X		X		X
Pipework				X		X		X		X

Comments: REPAIRED AND SERVICED MAXI BOILER IN KITCHEN

Your next Service / Safety Check is due on 17/06/15 RGI Tel No. 083 123 4567

APPLIANCE LOCATION CORRECT FLUE INSPECTED AND ADEQUATE
 ADEQUATE PERMANENT VENTILATION SOUNDNESSTEST PASS
 FLUE GAS ANALYSIS: Co 41 ppm Co₂ 8.4 % Co/Co₂ Ratio 0.0005

- I HEREBY DECLARE, UNDER MY SOLE RESPONSIBILITY & BEING COMPETENT TO DO SO THAT THE WORK SPECIFIED ABOVE;
- A. IS CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF IRISH STANDARD 813 "DOMESTIC GAS INSTALLATION"/I.S. EN 1949 LEISURE ACCOMMODATION VEHICLES
 - B. THAT ALL REQUIREMENTS OF I.S. 813/I.S. EN 1949 FOR INSTALLING & TESTING OF THE INSTALLATION PIPEWORK HAVE BEEN MET
 - C. THE COMMISSIONING OF NEW APPLIANCES FITTED ABOVE IS IN ACCORDANCE WITH THE REQUIREMENTS OF I.S. 813/I.S. EN 1949
 - D. THAT THE INSTALLATION PIPE WORK AND/OR APPLIANCE IS GASTIGHT
 - E. THAT THE INSTALLATION AT THIS PREMISES IS SAFE TO CONTINUE TO USE.

NOTE: THIS DOCUMENT IS A COMPLETION CERTIFICATE FOR THE PURPOSE OF THE ENERGY (MISCELLANEOUS PROVISIONS) ACT 2006

Your gas supplier, appliance manufacturers and Irish Standard 813 for Domestic Gas Installations/I.S. EN 1949 Leisure Accommodation Vehicles recommend that in the interest of safety you have your gas appliances serviced annually

Company No: 25210 Trainee No: NA Trainee Signature: N/A Supply restored after safety isolation (unlocked)

RGI Name: JOE PLUMBER RGI Number: P007 Signed: Joe Plumber
BLOCK CAPITALS

Date of Test: 17/06/14 Date of Issue: 17/06/14

Notice of Hazard issued YES NO Hazard No. _____ Reason _____

COPIES: WHITE – CUSTOMER GREEN – RETURN TO RGII BLUE – COPY FOR YOUR RECORDS PTO

 Procedures	Return of Declaration of Conformance Certificates	SECTION : 3.17 PAGE : 8 of 9 ISSUE : 1-A1 DATE : 04/09/2015
---	--	--

Appendix 4a: Declaration Letter - Front

EZ Plumbing
5 Crough Park

Date

Dublin 9

Name: Joe Plumber

RGI ID: **25210**

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 **only Y of these have been returned to RGII.** 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,



Roger Muller
RGII Regulatory Affairs

See Declaration
Overleaf 

Appendix 4b: Declaration Letter - Back

Declaration by RGI

Number of Certificates:

Z2510

Not returned to RGII up to Current Date: **Y** (A)

Returned with this red envelope: _____ (B)

Net not returned: _____ (A) - (B)

Reason for not returning certificates:

Number of certificates

In stock: _____ Lost: _____ Other: _____

If Other must provide details:

Reason for not issuing certificates:

Unable to work due to illness Not working Not undertaking gas work

Not employed Other

If other ticked must provide details:

- 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: