
BECOMING REGISTERED WITH GAS SAFE REGISTER IS EASY AND FAST

The gas registration scheme, which is owned by the Health and Safety Executive (HSE), exists to protect consumers from unsafe gas work. Your status as a registered business shows your customers that you are competent can legally work with gas.

If you or your engineers have achieved the necessary levels of qualification and been awarded evidence of competence for the areas of gas work you wish to undertake, just complete the application form enclosed telling us about your business and engineers. An application and registration fee are required.

We will process this information and inform you of the outcome of your application by return. Once you have received confirmation of being accepted onto the Register you can legally carry out gas work and use the Gas Safe brand.

You will then be provided with:

- A licence card for each engineer registered for the business Please remember to carry it with you and show your customers
- A business registration certificate This is additional proof for your customers that your business is registered
- VAT receipt for the registration payment that you've made
- Brand guidelines These will help you to use the logo correctly and to your best advantage to show your customers that you are registered.

Once registered you will benefit from extensive promotion of registered gas engineers and gas safety issues using the Gas Safe Register brand.

Benefits include:

- Increased business profile. Gas Safe Register receives almost 1 million website queries every year from potential customers looking for gas engineers to carry out work – when you become registered, they will be able to find you (unless you choose not to be displayed on the website).
- Access to our team of technical experts, all experienced and qualified gas engineers like you, who are there to help.
- An online account, where you can manage your registration, and view and download the latest Technical Bulletins, Industry Standard Updates and Safety Alerts whenever you want to.
- Quick and easy notification. You can notify work under Building Regulations, as well as notifying the installation of other gas appliances where this is not a requirement but has been requested by your customers – it's an easy 'added value' service for your customers.

- A free bi-monthly magazine full of high-quality technical advice and features.
- Advice and support from your local, highly experienced Gas Safe inspector.
- Exclusive use of the Gas Safe brand to add to your vehicles, advertising and workwear. Once you're registered it's your brand, so make the most use of it.

Once you have been accepted onto the Gas Safe Register you can then carry out gas work and use the Gas Safe brand.

QUALIFICATION REQUIREMENTS

All businesses, whether employers or self-employed persons, who carry out gas work within the scope of the Gas Safety (Installation and Use) Regulations 1998, must be registered with Gas Safe Register.

Before applying to register it is essential that all engineers who will be undertaking gas work for that business (engineers listed against the registration) hold valid qualification(s) which provides evidence of their gas safety competence.

Evidence of gas safety competence is awarded through the process of proving to a recognised awarding body that the engineer assessed has the appropriate level of knowledge, understanding and practical skills to undertake gas work safely. Once the engineer has the required evidence this information will be passed to the Gas Safe Register.

Registration is an easy process; please note that we will only register your business in the areas for which you or your engineer(s) hold evidence of competence. A list of suitable evidence of gas safety competence recognised by Gas Safe Register can be found at: **euskills.co.uk/about/our-industries/gas/**

Evidence of gas safety competence that is acceptable for Gas Safe registration must be less than five years old. It is essential that assessments are renewed in good time as it is a requirement of the Rules of Registration. Assessments can be renewed up to six months prior to their expiry dates without impacting their full five-year duration. Failure to hold current evidence of gas safety competence will result in suspension or removal of your business or engineer(s) from the Gas Safe Register. All evidence of gas safety competence is sent by the awarding body electronically directly to Gas Safe Register and is only recognised once received from the awarding body concerned.

For details of assessment centres, qualifications or training packages please visit **euskills.co.uk** or telephone **0121 745 1310**.

As a minimum requirement any registration application will need to include a minimum of one engineer who holds recognised and current evidence of gas safety competence.

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NOTIFICATION OF GAS WORK

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Building Regulations in England and Wales make it a legal requirement for the appropriate Local Authority (LA) to be informed about the installation of a heat producing gas appliance and any associated heating and hot water systems installed or served by a gas appliance. This includes boilers, water heaters, warm air heaters, gas fires and flued cookers. As a Gas Safe registered business you are responsible for ensuring the LA is notified.

Gas Safe Register provides a self-certification facility to allow your business to meet this legal requirement.

When you use Gas Safe Register to report the installation of a heat producing gas appliance, we will inform the relevant LA on your behalf. Your customer will then receive a Building Regulations Compliance Certificate, which may be needed when the property is sold or re-mortgaged.

You can report your work through Gas Safe Register either online or by telephone.

- A telephone notification will cost £5.63 + VAT; for this up to six items per address can be notified.
- A web notification will cost £3.05 + VAT; for this up to six items per address can be notified.

Payments can be made by debit or credit card. You can also set up a Direct Debit to pay for your notifications.

Building Regulations state that the LA must be notified of the installation within 30 calendar days.

Similar requirements to England and Wales exist in Isle of Man, Guernsey and Jersey and reporting in these jurisdictions can be made in a similar way. There is currently no mandatory requirement to notify installations in Northern Ireland or Scotland. However, you can still notify your work and your customer will receive a Declaration of Safety Certificate.

For more information visit **GasSafeRegister.co.uk**

WHAT YOUR BUSINESS CAN EXPECT FROM THE GAS SAFE REGISTER

Gas Safe Register takes very seriously its responsibility to monitor and maintain gas safety standards and to reassure customers of the safe work of registered businesses and engineers.

One of the key functions of the Register is to evaluate gas work through probation and inspection.

Probation

When a business registers for the first time (or after an extended break), it will be given a probationary registration status. This means the business is fully registered and able to carry out gas work, but they must adhere to the requirements laid out below for the probationary period.

What you need to know about the probationary period:

- Probation lasts for three months
- You must keep records of your gas work and report all Building Regulations related completed work to us. The details of what we require can be found in Section 3b of the Rules of Registration
- We will consider any history you already have on the registration scheme and use that to inform your progress through the probationary period
- Businesses will move out of probationary registration only when they have demonstrated their competence through our inspection process
- We reserve the right to extend the probationary period if the gas work reported to us and inspected by us is not of a satisfactory standard or representative of the categories of registration held by your business or engineers. Should this happen we will give you support to help you complete the probationary period.

Inspection of gas work

We understand that gas work is about more than installation. We will use our knowledge and experience of your business, and the areas of gas work you undertake, to inspect you and your engineers and the management of gas work appropriately.

Inspections are just one of the ways that Gas Safe Register can support your business. By undertaking work inspections we will be able to recognise the high quality of your work and provide your customers with the confidence to use your services.

We will use a variety of inspection methods including:

- inspection of completed work
- accompanying you on site and observing the work being carried out
- assessing your knowledge
- a focus on the areas where there is a greater risk of unsafe gas work
- the management of gas work to ensure you comply with statutory obligations
- recognition of high quality work
- help and assistance to put things right when work has not gone so well
- dedicated staff to pursue unregistered engineers in your area.

Rules of Registration & Registration Policy

To become registered with Gas Safe Register you must read and agree to the terms set in the Rules of Registration and Registration Policy.

You will find a copy of the Rules of Registration, Registration Policy and Privacy Policy in your application pack. Our other policies, can be found at GasSafeRegister.co.uk or requested by contacting us on 0800 408 5577.

Registration renewal

Registration is for a period of one year. Please note that your engineers' licence cards will expire at the end of the business registration period or earlier where the individual's competencies expire.

We will send you a reminder but you are responsible for ensuring your registration does not lapse.

You can pay for your renewal:

- by logging in to your online account and renewing online
- by calling our contact centre where you can speak with an advisor or renew via our 24 hour telephone system when it's convenient for you
- by setting up a Direct Debit where your renewal fee will automatically be taken.

Access to standards

Gas Safe Register has worked with the industry to provide registered businesses with cheaper access to the essential industry standards that you will be inspected against. When you become Gas Safe registered you can get access to over 80 essential standards documents from the three main standards setting bodies - IGEM, BSI and UKLPG - covering domestic, commercial and industrial gas installations. Gas Safe Register's website has been chosen to host these standards.

Subscription to the standards costs £99 +VAT per year if your business has five or less engineers or £249 +VAT if you subscribe for three years. For businesses with six to ten engineers subscription costs £199 +VAT per year or £499 +VAT for three years.

Please note, these fees are subject to change.

For more information visit GasSafeRegister.co.uk