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Introduction:

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 RGII, either as a self employed individual or as an employee of a Registered Installer Company. Companies can also hold registration refer No.3 below.

1. Categories of Registration/ Membership for Individuals

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

- Registered Gas Installer
- Registered Gas Installer Trainee

2. 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 RGII
- c. Sign and accept the Rules of Registration of RGII

The specific requirements for each membership category are as follows:

2.1 Registered Gas Installer

Installers seeking registration in this category must hold:

- (i) A Domestic Gas Safety Award (DGS); or,
- (ii) A Gas Safety (GIS) and a Gas Installer Domestic (GID) award or equivalent,

And

A level 6 advanced craft certificate in Gas Fitting, Electrical, Plumbing or Refrigeration.

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Notes:

- a. Any individual who was not registered for the preceding period of two years on the date on application to the scheme shall also be required to complete the on-going competency assessment prior to entering the 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. 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.
- c. The use of equivalent award is subject to approval by the CER that the award meets the scheme criteria.

2.2 Registered Gas Installer (Trainee)

- a. 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;
- b. who, while holding trainee membership, have their work supervised by an individual Granted Full Membership of RGII; and
- c. who will ensure that an individual granted Full Membership of the Body certifies their gas work. Such certification must also include the details and signature of the trainee member.

3. Registration for Companies

- 3.1 Companies can apply for registration but must list all employees of the company who carry out or will carry out work on domestic natural gas installations. An individual application form (G41) and fee for each employee must accompany the company application.
- 3.2 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 RGII
 - b. The General Membership conditions set out in No.2 above must be met at a company level.
 - c. Those RGI's operating under the company registration can only carry out gas works to which the company registration pertains.

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- d. Those RGI's operating under the company registration cannot operate outside of the company membership unless they can satisfy the General Membership conditions set out in No.2 above on an individual registration basis.
- e. Each company must nominate a responsible person to act as a first line of contact with RGII. This person's responsibilities will include ensuring that appropriate documentation and insurance is held by the company.
- f. RGII shall include only the name, registration status and no other details of each RGI working under company registration on its Register of Gas Installers.

4. Application Process

- 4.1 The application process is the same for all categories of membership. However a different application form exists for Company Registration.
- 4.2 On receipt of an enquiry, a standard "Procedure for Applying for Registration" letter is sent enclosing the following:
 - (i) Application Form for Gas Installers (G40) or Application Form for Company Registration (G41)
 - (ii) the RGII Rules booklet
- 4.3 Installers wishing to become registered must complete the Application Form and submit it to RGII together with two passport photos, the current registration fee (refer Guidance Notes for Completion of RGII Registration Application Forms) and the necessary supporting documentation as outlined in the Guidance Notes for Completion of RGII Registration Application Forms.
- 4.4 Prior to proceeding with the application, it is reviewed to confirm that all the necessary documentation has been provided. If necessary, RGII staff will contact the applicant 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.

5. Evaluation Criteria

The following are the evaluation criteria by which the application is assessed:

- Documentary evidence to demonstrate that the applicant meets the Qualification Criteria as outlined in No.2 above for the category of membership applied for
- Applicant has a copy of the I.S. 813 Domestic Gas Installations
- Applicant has appropriate Insurance Cover in place
- Applicant must have accepted and signed the undertakings on the Application Form
- Applicant must have signed the Application Form undertaking to observe all the rules of RGII

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- Applicant must sign the Application Form accepting that RGII may share data provided by the member with third parties for the purposes of enforcing the provisions of the CER Criteria Document and the RGII’s Rules and procedures.

Form G42 (Application Evaluation and Decision on Registration for Gas Installers) is used for this purpose. The form is to be signed by a staff of Registration Administration when reviewing and assessing the application and by the Inspection Manager (or the General Manager in his absence) when checking and approving the application.

All applications are reviewed and assessed by RGII.

6. Insurance Cover

- 6.1 RGII must receive confirmation from the applicant’s insurance company or broker that the necessary insurance is in place. For individual membership, the necessary level of Public Liability Insurance must be in place. For company registration, in addition the necessary level of Employers Liability Insurance must be in place.

7. Decision & Timeframe

- 7.1 RGII are aiming at acknowledging applications in writing within 5 working days.
- 7.2 The applicant will be notified in writing of the decision made on the application within seven days of the decision. Subject to the application form being fully and correctly completed and all ancillary documentation are being provided and being satisfaction, RGII undertake to review and process all applications within two weeks.
- 7.3 If an application is rejected, the grounds for the rejection, based on the evaluation criteria outlined above, shall be detailed in the written response to the applicant. The written response will also detail the appeal process, if the applicant should wish to appeal the decision.

8. Appeal of Registration Decision

- 8.1 An applicant is entitled to appeal within 30 days of notification, a decision to reject his application.
- 8.2 This appeal is processed and assessed in line with the procedure defined in the RGII procedures.
- 8.3 If the decision to refuse registration is upheld on appeal, the applicant is notified of this in writing and is also notified of his right of further appeal to the Commission for Energy Regulation.

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Associated Documentation:

- CER Criteria Document - The Regulation of Gas Installers with Respect to Safety
- RGII Rules of Registration
- Procedure 3.19: Personal Competency Certificate
- Application Form for Gas Installers (G40)
- Application Form for Company Registration (G41)
- Application Evaluation and Decision on Registration for Gas Installers (G42)