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Preamble

Technical Gas standards are continuously evolving in order to reflect developments within the Gas industry. In order to ensure that Registered Gas Installers (RGIs) are competent to work to these changing standards and that a consistent and appropriate level of gas safety is maintained. Following consultation the Commission for Energy Regulation (CER) introduced a requirement in 2009 that RGIs complete an accredited formal competency assessment every 5 years. Consequently the Domestic Gas Safety Assessment (DGA) criteria was developed by the Scheme Committee consisting of all relevant Gas Industry stakeholders.

1. Selection of Registered Gas Installer's to complete a formal competency assessment (DGA)

RGIs with the oldest qualifications (training awards/competency certificates) who would have seen the greatest change in standards with two issues of the Domestic Gas Installation Standard I.S.813 since their last formal assessment i.e. I.S.813 2002 (amended) and 2014 will be selected first. In order to cover the cycle of 5 years, the total number of RGIs is divided in five Groups with Group 1 made up of RGIs with the oldest (training awards/competency certificates) and Group 5 made of RGIs with the newest (training awards/competency certificates). The selection process starts with Group 1 in the first calendar year (competency assessment year 1) and continues through the years until the 5 years cycle has been completed with Group 5. The same process will then repeat itself for the next 5 year cycle.

2. Communication to RGIs and monitoring of competency assessment completions

- RGIs selected to complete a competency assessment are informed by registered letter (notification) 2 months before the start of the calendar year at the end of which the competency assessment must be completed. A sample of the letter is on Appendix A.
- During the "competency assessment year" reminder SMSs are sent at regular intervals to RGIs who have not yet completed their competency assessment.
- 3 months before the end of the competency assessment year, a final reminder letter is sent out.

3. Updating of RGI (training awards/competency certificates) in RGII data base

- Only RGIs who are on lists transmitted to RGII by the Certification Bodies e.g. Blue Flame Certification and ERS (European Registration Scheme) as having successfully completed a competency assessment will have their (training awards/competency certificates) data updated on the RGII database.
- The following details are entered in the RGII data base for each RGI who successfully completes the competency assessment and is on the list received from the Certification Bodies
 - competency assessment title : DGA
 - Certificate No
 - Date of issue

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- Date of expiry
- Name of the Assessment Centre
- Name of Certification Body
- Following the updating of the RGI competency assessment details on the RGII database, the RGI account with RGII will be credited by €230. This is a once off credit for the initial competency assessment only.

4. Consequences for not completing the competency assessment.

RGIs who have been selected to complete a competency assessment but fail to do so by the end of their “competency assessment” year will not be able to renew their registration for the following years until confirmation is received from a Certification Body that the formal competency assessment (DGA) has been successfully completed, as per procedure “3.20 Renewal of Registration”.

5. Deferral of initial competency assessment.

In exceptional circumstances an RGI may not be able to complete the initial competency assessment and may request a deferral. Such a deferral request must be made in writing, stating the grounds upon which it is based and providing supporting documentation. The matter will be considered by the General Manager and/or Inspection Manager and the decision communicated to the RGI within 10 working days from the date the matter was considered.

Note the RGI may be requested to attend at RGII offices to provide additional information to assist in the decision making process.

The decision of the General Manager / Inspection Manager may be appealed to CER. This appeal must be lodged within 10 working days of notification of refusal by RGII to accede to the request for a deferral. The decision of CER is final.

Associated Documentation

- Procedure 3.20: Renewal of Registration
- Criteria Document V 1.5 of 19 November 2015
- Decision Paper of 18 December 2014 (CER14/791) – Regulation of the Gas Installer Industry with respect to Safety from 2016

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AppendixA



RGI Name	Date
RGI Address	Installer Reg. No.

Re: Domestic Gas Safety Assessments (DGA)

Dear Sir/Madam,

In accordance with Section C 4.1.2 of the Criteria Document version 1.4 and section 10.2 of the rules of registration, all RGIs are required to undergo a formal accredited "Domestic Gas Safety Assessments" (DGA) in an Accredited Assessment Centre every 5 years. As your Training Award/Competency Assessment Certificate on file (supplied by you at time of registration) is dated "Date", you are now required to successfully complete a "Domestic Gas Safety Assessments" (DGA) and provide an accredited "Certificate of Competence" in order to renew your registration on the 1st January "Year" (i.e. in 12 months time). Failure to provide this certificate of competence will mean your registration will not be renewed in "Year".

The criteria for the "Domestic Gas Safety Assessments" (DGA), which is also available on the Commission for Energy Regulation's (CER) website, is enclosed with this letter and the assessment will be based on this criteria. The assessment criteria was developed by the scheme committee and approved by the Irish National Accreditation Board (INAB). This committee, under the chairmanship of the CER, consists of representatives of the following industry stakeholders; CER, RGII, ILPGA, GNI, Calor, Flogas, Solas, ERS, METAC, Martin Hogan Training and the Installer Representative Panel. Assessment Centers providing the "Domestic Gas Safety Assessments" (DGA) must be certified by an accredited certification body, which in turn must be accredited by a national accreditation body for this assessment in accordance with the standard ISO/IEC 17024.

The Following Assessment Centres have been approved to deliver the "Domestic Gas Safety Assessment" (DGA)

- Martin Hogan Energy Training Tel: 01 8110607 Unit 4A, Century Business Park, St. Margaret's Road, Finglas, D 11.
- METAC Tel: 057 8756540 Unit 3-4 Mountrath Enterprise Park, Mountrath, Co. Laois
- CCTS Tel: 0044 28 9073 9418, Unit 4-6, Tamar Commercial Centre, 25 Tamar Street, Belfast BT4 1HR
- CDETB Tel: 01 8055900, Chapelizod Hill Road, Dublin 20, D20 CX93

Assessment centres are separate entities to RGII and offer this assessment to RGIs only, on a commercial basis. Please note that any RGI sitting the assessment is not required to attend any training course, however if they wish to avail of pre-assessment training the associated training centers are in a position to provide this on a commercial basis.

In order to assist you to meet the commercial cost of the initial requirement for re-assessment RGII will credit your RGII account by €230 on receipt of your "Domestic Gas Safety Assessments" (DGA) certificate of competence. This credit may only be used by you for registration fees or the purchase of Declaration of Conformance Certificates (certs). This credit is not refundable.

Should you require any clarification on the requirement for re-assessment of competence please contact me directly on 01 4999836 or email me at william@rgii.ie

Failure to comply with this requirement will mean your registration will not be renewed in "Year".

Kind regards

William Wilson

William Wilson
 Inspections Manager RGII