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- 1.1 Registration will take place only after Form G42 (Application Evaluation and Decision on Registration for Gas Installers) has been fully completed and signed.
- 1.2 A standard letter offering registration for the appropriate category of membership is sent to the applicant. When confirmation is received that the appropriate insurance is in place (if not already received) and the annual subscription fee has been received the applicant is registered.
- 1.3 When registered, the applicant is sent a letter confirming his unique four digit registration number with the prefix "R". The same letter states that:
 - The Applicant is now a member of the Registered Gas Installers of Ireland
 - He/She is entitled to use the RGI brand and RGII logo
 - His/Her details will be published on the RGII website
 - He/She is obliged to certify all gas works carried out by him/her (to include all installation, commissioning and servicing) by using the appropriate type of RGII Declaration of Conformance Certificates (an order form for the purchase of Certificates is enclosed)
 - He/She is asked to contact his/her relevant inspector to arrange an inspection (name and phone number of inspector on the letter)
- 1.4 When the Audit/Inspection is complete the RGI receives a **Welcome Pack** consisting of:
 - a) A Certificate of Registration with following details:
 - Name and address of the Registered Gas Installer (RGI)
 - Registration Number
 - Effective date of registration

The certificate is signed by the Chairman or General Manager.
 - b) An RGII Identification Card (with holder) with following details:
 - Registration Number
 - Holder's Name
 - Holder's Photograph
 - Expiry Date of Registration
 - c) Two RGI Logo stickers

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2. Inspections

2.1 RGII shall carry out the following inspections as a minimum:

For installers who have been granted RGI status for 12 months or longer – at a minimum, one inspection per annum. For full members who have trainee members working under their supervision, such inspections will also include any work carried out by the trainee;

A new RGI will be subject to a minimum of two inspections in the first year. The first inspection must take place within one month of registration with one further inspection to take place in the remaining eleven months.

RGIs included in the Provisional Membership category will be subject to a minimum of three inspections during the course of their temporary provisional membership of their work in carrying out Gas Works.

2.2 The appointed inspector contacts the RGI and confirms a date for the inspection. The inspection is carried out in accordance with the RGII Inspection Procedure. The inspector completes an Installation Inspection Report Form (G10).

3. Registration Renewal

3.1 Renewal notification and an invoice for the annual subscription fee are issued at the end of the year.

3.2 The annual subscription fee must be paid within 30 days of the renewal date.


3.3 The RGI must also submit confirmation that the appropriate insurance cover is in place.

3.4 The RGI must have an up to date Personal competency Certificate issued by a Certification Body accredited by INAB or equivalent Accreditation Body.

3.5 The RGI membership is not suspended or revoked.

3.6 Any change in details with regard to the RGI must be communicated to RGII. A new declaration with regard to compliance with RGII Rules of registration must be submitted.

3.7 Consequences for not meeting the registration renewal requirements: Refer to **“Procedure 3.20: Renewal of Registration”**.

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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
- Procedure 3.20: Renewal of Registration
- Installation Inspection Report Form (G10)
- Application Evaluation and Decision on Registration for Gas Installers (G42)
- Certificate of Registration (G80)
- Certificate of Registration as Trainee (G81)
- Certificate of Company Registration (G83)