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## Definitions:

**Annual Inspection and Audit Programme:** means the annual programme for Audit and Inspection drafted by RGII and approved by the Commission for Energy Regulation (“CER”) and published on RGII’s website.

## Audit:

Refers to the review of the procedures and processes carried out by the RGI in order to ensure compliance with the requirements placed upon it by the Criteria Document and any other requirements as may be specified by the Rules of Registration of the RGII and/ or directions of the Commission and/ or any directions further to a Disciplinary Procedure.

## Criteria Document

The Decision of the CER document entitled “*Criteria Document for the regulation of gas installers in Ireland*” as may be amended from time to time.

## Initial Inspection

The Inspection that all RGIs receive within one month of registration with RGII.

## Inspection:

Refers to the inspection of the gas work carried out by Registered Gas Installer (RGIs). Such inspections include the following:


- Initial Inspections
- announced Inspections and unannounced Inspections of the work of the RGIs
- Inspection further to a complaint received by RGII concerning the work/ activities of an RGI

**Inspection Performance Criteria:** Those criteria for assessing an RGI, developed by the RGII and approved by the CER, published on RGII’s website and which apply to all inspections

## Types of Inspection:

All inspections are carried out against I.S. 813 Domestic Gas Installations:

- R Routine monitoring inspection
- P Inspections of provisionally registered installers
- F Follow up inspection
- C Inspection arising from a complaint
- T Spot inspection

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- S Special inspection
- CH Change of Installer
- PP Penalty Points inspection
- I Inspection of alleged illegal work

## 1. Annual Inspection & Audit Programme:

The RGI will comply with any relevant requirements of RGII's Annual Inspection and Audit Programme.


## 2. Frequency of Inspection

Upon granting of RGI status post 1<sup>st</sup> January 2010 –

- 2.1 A new RGI will be subject to a minimum of two inspections in the first year. The first Inspection must take place within one (1) month of registration with one further Inspection to take place in the remaining eleven months;
- 2.2 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;
- 2.3 For RGIs who have been granted Provisional Membership – at a minimum of three Inspections during the course of their temporary provisional membership.
- 2.4 The RGII may increase the frequency of Inspections for an RGI where:
  - (i) RGII identifies, further to a risk-based analysis carried out pursuant to the performance marking scheme implemented in accordance with the Inspection Performance Criteria, that increased supervision is required in the interests of safety;
  - (ii) An order is made for increased Inspections pursuant to a disciplinary action; or
  - (iii) The CER directs.

## 3. Fees for Inspection

- 3.1 The RGIs membership fee is inclusive of charges for standard Inspections.
- 3.2 The Body may impose higher registration fees or direct Inspection fees/charges on RGIs which require a higher level of monitoring (Inspection/Audit) on the basis of the increased costs associated with higher levels of monitoring. This shall be subject to the approval of the Commission in accordance with the requirements of Section B, Clause 1.7 of the Criteria Document.

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#### **4. Access**

In the event that an Inspector is denied access to any site where Gas Works have been undertaken by an RGI, RGII will have the opportunity to request the Commission to appoint a Gas Safety Officer to gain access to the site and carry out an Inspection of the Gas Works.


#### **5. Inspection Performance Criteria**

- 5.1 The RGII will apply the Inspection Performance Criteria to all Inspections.
- 5.2 The Inspections will consist of a performance marking scheme (in accordance with the Inspection Performance Criteria) which will assess the RGI's work under inspection.
- 5.3 Outcomes from the Inspection will be made available to the RGI.
- 5.4 Where, as part of the inspection, an unsafe situation is identified, the inspector shall apply the gas industry procedure for non-conforming installations, as set out in IS813 and any other relevant industry standard referenced therein, to ensure that the installation is left in a safe manner.
- 5.5 Any corrective work required will be notified to the RGI for corrective action.
- 5.6 The RGII may require further Inspections of the RGI's work to ascertain whether or not the RGI's work meets the standards required by the RGII. Appropriate action by the RGII will be taken determined by the findings of these Inspections.

#### **6. Inspection and Audit Personnel**

- 6.1 RGII has developed a procedure for the selecting Inspectors and Audit Personnel and this procedure shall select such parties on the basis of their competence, training, qualifications and experience in line with the requirements of the Section B, Clause 3.2 of the Criteria Document.
- 6.2 Inspections, as defined in this document, are only carried out by RGII inspectors who meet the requirements set out in the Criteria Document.
- 6.3 Audits may be carried out by personnel who have completed an Audit course run by an organisation certified in Quality Systems by INAB or an equivalent accreditation body.
- 6.4 The qualifications required for appointment as an Inspector are:

- (i) Hold a GID award or equivalent;

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- (ii) Experience of/Responsibility for gas work for not less than three years;
- (iii) Fully conversant with IS 813, the Building Regulations and Health and Safety legislation as appropriate;
- (iv) Hold a City and Guilds (7317 A1/A2) Certificate, or equivalent, in Assessing candidates using a range of methods (previously D32/33);

## 7. Further Requirements


In addition to the Inspection Performance Criteria, all Inspections will be carried out in accordance with I.S. 813 Domestic Gas Installations and give due regard to the manufacturers' instructions.

## 8. Audit Procedure

- 8.1 The Audit will include a review and assessment of records and/or documentation required to be held under Section C of the CER's Criteria Document and the RGII Rules of Registration and other documentation that may be reasonably required by RGII.
- 8.2 Without reference to the generality of the foregoing, the Audit will involve the review and assessment of the following records and documentation of the RGI:
  - (i) The Qualifications and Training Records of all Gas Installers
  - (ii) Copies of issued Completion Certificates and other certification/declaration documentation and the associated Subsystem Certificates and Test Record Sheets with any such certification/documentation;
  - (iii) The calibration records for test equipment;
  - (iv) Insurance certificates;
  - (v) The records of all complaints received and corrective and follow up action taken in relation to the complaint.
  - (vi) Identification Card(s)
- 8.3 RGII will carry out all Audits in accordance with the Annual Audit and Inspection Programme and the Criteria Document.
- 8.4 The Audit shall establish that the RGI complies with the RGII Rules and the Regulatory Arrangements. Where a breach is identified, disciplinary action may be taken in accordance with RGII's disciplinary procedure and the requirements of the Criteria Document.

## 9. Inspection & Audit Reports:

- 9.1 An Installation Inspection Report Form (G10) is completed for all types of inspections and for new and existing (Annex E) installations. It includes sub-forms G22 for installer evaluation and G11 for installer audit (see Appendix A).

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- 9.2 The Installation Inspection Report Form details the installations inspected and records any observations and results from individual Inspections and/or audit activities. Sub-form G22 is used for recording any non-conformance and rectification.
- 9.3 For Audits, the inspector completes sub-form G11.
- 9.3 The Chief Inspector reviews each report and where necessary writes (Inspection Non-Conformance Notice) to the installer regarding breaches of I.S 813 identified by the inspector.
- 9.4 The Inspection Non-Conformance Notice sets out the corrective actions that must be carried out, the timeframe for the completion of any corrective actions and the requirement that RGII are notified on completion of these actions.
- 9.5 If the breaches are of a serious nature a file should be opened as a RGII complaint and entered on the complaints list for regular follow up and possible disciplinary action.

## **10. Notice of Unsafe Works**

Where the Inspector, further to the Inspection of Gas Works, discovers what he/she considers to be an unsafe installation as determined by reference to I.S. 813 that Inspector shall comply with the requirements of the Inspection Performance Criteria and the requirements of IS 813.

## **11. Reports on Inspection and Audit Programme to the Commission for Energy Regulation:**

- 11.1 RGII shall maintain a full record of all Inspection and Audits carried out by it. These records may be provided to the CER and the RGI, by registering with RGII, agrees to the disclosure of any personal data that may take place in that connection.
- 11.2 Following a review of the outcomes of the Inspections and Audits, RGII shall advise its RGIs, the Commission and other such relevant parties as to any identified safety concerns in the interests of safe Gas Work.
- 11.3 RGII shall publish technical bulletins on its website notifying the public and the industry of any safety issues or trends identified in the course of the Inspections and Audits.

### **Associated Documentation:**

- CER Criteria Document on The Regulation of Gas Installers with Respect to Safety as may be amended from time to time
- RGII Rules of Registration
- Notice of Hazard (Form G15)


## Appendix A – Page 1

RGII		INSPECTION/AUDIT REPORT FOR NEW/EXISTING ANNEX E INSTALLATIONS										RGII								
PREMISES	GPRN:	Cert number				Phone Number:				INSTALLER DETAILS		RGI No:	Name:							
	Customer Address:								INSPECTION DETAILS		Company No:	Company Name:								
	Customer Name:								Type:		Order No:	Code:								
									Inspector Name:											
INSTALLATION INSPECTION REPORT (G10)																				
INST		NAT GAS				LPG		LAV		DESCRIPTION				CHECKS						
INSTALLATION	1	NEW INSTALLATION				EXISTING INSTALLATION ANNEX E				ANNEX C				CO ALARM FITTED		43	YES	NO		
	2	METER FIT	YES	NO	EXISTING	NEW METER					OVEN		35	MAKE & MODEL						
	3	RESULT OF SOUNDNESS TESTS				SOUND	NOT SOUND					OTHER APPLIANCES		36	MAKE & MODEL					
	4	LPG				TANK	CYLINDER	LOCATION				WET SIDE		38	SAFETY VALVE FITTED					
BOILER	5	GAS PIPEWORK & FLEXIBLES				VISIBLE INSTALLATION				OK	NOT OK	39		EXPANSION TEED FROM		in/mm				
	6	ISOLATION VALVES				(type / location)				OK	NOT OK	40		COLD FEED		OK	NOT OK			
	7	MAKE										41		PRESSURE LOCATION		OK	NOT OK			
	8	MODEL								RS		42		P. GAUGE LOCATION		OK	NOT OK			
BOILER FLUE	9	BOILER LOCATION OK				YES	NO					Installer Evaluation (G12)				Yes	No	Score		
	10	BOILER RATING				BTU/hr or kW (Delete as appropriate)				Non Conformance and Rectification										
	11	INSTRUCTION MANUAL				YES	NO	CUST. ADVISED												
	12	DECLARATION OF CONFORMANCE				YES	NO	CUST. ADVISED												
VENT	13	COMMISSIONING DECLARATION P2				YES	NO	CUST. ADVISED												
	14	FLUE GAS ANALYSIS (If Required)				CO	ppm	CO <sup>2</sup>	CO/CO <sup>2</sup>											
	15	HAZARD NOTICE				YES	NO													
	16	APPROVED COWL / LOCATION				YES	NO													
ELECTRICAL	17	FLUE TEST				PASS	FAIL					Notice of Hazard Issued		Yes	No					
	18	IS FLUE GUARD FITTED?				YES	NO	NOT REQD				Reason:								
	19	FORCE DRAUGHT				YES	NO													
	20	VENTILATOR SIZE				OUTSIDE WALL				in <sup>2</sup> /mm <sup>2</sup>										
GAS FIRE	21	IF COMPARTMENT				High	Low	in <sup>2</sup> /mm <sup>2</sup>												
	22	FIREPROOFING PROVIDED				YES	NO	NOT REQD				Installer Audit (G11)		Yes	No	Score				
	23	IS SMOKE ALARM FITTED				YES	NO	NOT REQD				1 Use of Test Equipment:								
	24	BOILER ISOL. SWITCH FITTED				YES	NO	NOT REQD				a) U Gauge								
COOKER	25	HI LIMIT STAT FITTED				YES	NO	NOT REQD				b) Smoke Matches								
	26	FIRE 1				FIRE 2	FIRE 3					c) Flue Analyser (if required)								
	27	MAKE												d) Leak Detection Fluid						
	28	MODEL												2 Copy of IS 813						
COOKER	29	TYPE												3 Declaration of Conformance						
	30	LOCATION OK				Y/N	Y/N	Y/N					4 ID Card							
	31	VENTILATION OK				Y/N	Y/N	Y/N					Total Score							
	32	FLUE TEST				PASS/FAIL	PASS/FAIL	PASS/FAIL					Rectified Date:		Signed:					
COOKER	33	MAKE & MODEL												COMMENTS:						
	34	FLAME SUPERVISION DEVICE				YES	NO													
COOKER	35	AUTOMATIC RE-IGNITION				YES	NO													
	36																			

Forms G10/G11/G12 - Version 3

Form for RGII Copy for RGII - RGII Inspector

SEE OVER

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## Appendix A – Page 2

Dear Registered Gas Installer

The attached copy of the Inspection and Audit form is your indication that The Register of Gas Installers of Ireland have carried out an Inspection/Audit, for compliance with the Irish Standard for Domestic Gas Installations (I.S.813) at the address indicated on this form.

The defects found are listed and coded on the Installer Evaluation (G22) part of this form. You must rectify these defects within twenty-four hours for Code Red Defects (R), three working days for Code Orange (O) and twenty-one working days for Code Lemon Defects (L) as per the rules (16:1) of registration. These defects are held on file against your registration number.

After rectifying the defects listed, you must tick the “yes” box in the Installer Evaluation (G22) part of the form and sign and date it as a confirmation that all defects have been rectified. This form is then to be returned to RGII. Please note that this installation may be selected for a re-inspection.

Failure to comply with this requirement may lead to disciplinary action in accordance with section D of the criteria document and the rules of registration (16:2).

Should you have any queries regarding this matter or the defects listed, please contact your RGII inspector.

Thank you for your anticipated co-operation.

Kind Regards



William Wilson  
 Inspections Manager  
 Register of Gas Installers of Ireland