

# What to expect on your inspection

We carry out inspections of all registered business to ensure they are applying gas competence. As per the Gas Safe Register Rules of Registration, you must allow Gas Safe Register to inspect gas work undertaken throughout the course of your registration. A copy of the Rules of Registration can be downloaded from our website [here](#).

On the day of the inspection, you should have available two addresses (within 30 minutes of your business address) where gas work has been undertaken, or you can undertake gas work during the inspection, for example, a service or a landlord's gas safety check. The inspector will endeavour to contact you in the week before your inspection, by either a text message or phone call, to confirm the inspection arrangements.

It is important that you are prepared for the inspection and are available at the appointed time. The inspector will introduce themselves and offer to show you their ID card. At this point you will be expected to have your ID card ready for inspection too. There will be an introductory explanation about the Gas Safe Register and what is expected from you to maintain your gas registration.

The inspection is made up of the following:

1. The inspector will assess your technical knowledge through a question-based assessment. This is to gain an understanding of your underpinning knowledge of the competencies that you hold.
2. The inspector will also undertake a visual inspection of the key gas safety equipment that you should have available in order to undertake gas work competently. This may be kept in your vehicle but should be available for inspection on the day.
3. The inspector will then observe you undertaking practical gas work that is within your competence. This will be carried out on site at the nominated property where you have recently undertaken gas work. Please ensure you have the relevant tools available to undertake this part of the inspection.

At the end of the inspection the inspector will let you know the outcome of your inspection. If you have been nominated for the inspection by your employer, the inspector may also feedback the results of the inspection to your employer.

If you have any questions about your inspection, please refer to the FAQs below, or you can contact us at [register@gassaferegister.co.uk](mailto:register@gassaferegister.co.uk).



## Frequently Asked Questions

### **Q.1 I have more than one engineer registered, who do I make available for the inspection?**

You can decide which engineer you wish to nominate for the inspection. Unless we have informed you of the engineer that you need to make available for the inspection.

### **Q.2 How long will the inspection take?**

The inspection should last no more than 2.5-3 hours depending on the way the inspection is conducted. If you answer questions confidently without researching the answers and you conduct the practical element confidently it may be quicker.

### **Q.3 What if I don't know the answer to the question the inspector is asking?**

Please have available any reference material you wish to refer to during the visit. The questions are not closed book.

### **Q.4 What is the key gas safety equipment I should have available?**

- Please ensure you have available either electronically or a downloaded copy of the latest IGEM G-11 Gas Industry Unsafe Situations Procedure
- You will also need to have your flue gas analyser fully charged and have the calibration certificate available (this will depend on the type of work that you do)
- Direct reading CO<sub>2</sub> meter (this will depend on the type of work that you do)
- Reference material
- Stopwatch
- Tape measure
- Various caps, meter discs and plugs for the size of gas pipe you are competent to work on
- Jointing compounds and PTFE tapes for the gas work undertaken
- Flue jointing compound (a malleable compound for sealed inset gas meter spigots)
- Temporary continuity bonds x2
- Smoke matches and smoke pellets
- Leak detection fluid
- Warning advice notices and Warning Do Not Use labels
- Compartment warning labels
- Electric cross bonding warning notices.

Please note, this is not an exhaustive list and will be dependent on the work you carry out.

### **Q.5 What work records do I need to have ready?**

Gas Safe registered businesses are required to keep adequate work records recording the gas work that has taken place. These records must be retained for at least six years and accurately record the following as a minimum:

- a. The name of the person carrying out the gas work
- b. The Gas Safe registration number of the business/engineer carrying out the work
- c. Description of the gas work carried out. This should include: the appliance make, model and location; and positive recording of essential gas safety checks and test results carried out. Where applicable, record:
  - Flue operational checks
  - Provision of ventilation
  - Operating pressure and/or heat input
  - Safe and correct installation and operation of the appliance/installation
  - Combustion analysis readings
  - Tightness test results
- d. The date the work was completed
- e. The address where the gas work was done
- f. The actions taken for unsafe situations i.e., issuing of warning labels etc

### **Q.6 What work do I have to undertake on the practical side of the inspection?**

It all depends on what work you are showing us, however, below are examples of some tests that you may be asked to complete:

- A visual inspection of the gas installation and appliances.
- To conduct a tightness test of the whole gas installation.
- The working pressure at the outlet of the gas meter
- Gas rates of the appliances on site
- The inlet working pressure or operating pressures
- The flue gas analysis if needed
- To check the safety device/s of the nominated appliance
- Identification and reporting of any unsafe situations.

### **Q.7 What happens if I cannot demonstrate competence at the time of inspection?**

The inspector will give feedback at the end of the inspection as to whether you were deemed competent or not yet competent. If you were deemed not yet competent, you will be signposted to seek some further training and you may need to read your training manuals. Another inspection will then be rebooked so a further inspection can be undertaken. In some cases, if you have left dangerous gas work and not been able to demonstrate competency you will be subject to Sanctions, which can include suspension until a satisfactory inspection has taken place.

**Q.8 What will happen if I do not turn up for the appointment on the nominated day?**

Gas Safe Register may also impose sanctions against your business as per our [Sanctions Policy](#) should a work inspection not go ahead due to a business not turning up.

**Q.9 What happens if I have to cancel my inspection?**

The inspection appointment cannot be rebooked unless there are exceptional circumstances. Please email, as first preference, to [register@gassaferegister.co.uk](mailto:register@gassaferegister.co.uk) to discuss your inspection appointment or call us on 0800 408 5500 (option 4) between 8am to 6pm Monday to Friday, or 8:30am to 12:30pm on Saturdays.

Cancellations with less than 24 hours' notice are treated as an aborted visit (failed to allow a work inspection).

**Q.10 How much notice will I be given?**

The registered business will be advised, where possible, in advance of our inspection visits. Timescales can be flexible and adjustable to reflective the level of risk.

