

Guidance Note for Gas Repair/Maintenance Contractors

Ten points on how you a Gas Safe Registered Installer can assist a Landlord to undertake the duties that are required of them:

- 1) Ensure that you and your operatives are in possession of the Certificates of competence to cover the areas of work that are to be carried out.
- 2) Carry out a full and comprehensive Gas Safety Check of all the relevant appliances.
- 3) Use your own individual competency to decide whether or not further work is required and that the appliance/installation is safe to use.
- 4) Use a Gas Safe Landlords Gas Safety Record or similar to record details of the Safety Check.
- 5) Complete the form in full i.e. yes, no, pass, fail, not applicable, record pressures in mbar, etc. Do not put lines, ticks, crosses, dittos. A line or cross to one person may mean something else to another.
- 6) Record defects found and remedial works carried out.
- 7) If an appliance/installation is not safe to use, apply the Unsafe Situations Procedure record your findings and actions taken on the Landlord's Gas Safety Record form.
- 8) Complete a Gas Safe Warning Notice or similar and attach a copy of the Landlords Gas Safety Record form. You should note any additional appliances i.e. tenants own appliance on the record form and write "not tested" along inspection details. Apply the Unsafe situation Procedure if necessary.
- 9) Record the date that the Safety Check was carried out, not just when the form was completed and given to your client (Landlord).
- 10) NEVER issue a Landlords Gas Safety Record form unless and until all the required tests/examinations have been completed. Pass, Fail or Not Applicable.

Remember!

The Landlord relies on you, the Gas Safe Registered Installer, to ensure that they fulfils the duties required of them under Regulation 36 of The Gas Safety (Installation & Use) Regulations 1998 and could be requested to produce this in a court of law. The tenant relies on you to ensure that they can use the gas appliances/installation in their rented accommodation safely.