

<b>RGII</b> Procedures	<b>Suspension, Revocation and Re- Instatement of Registration</b>	<b>SECTION :</b> 3.16 <b>PAGE :</b> 1 of 3 <b>ISSUE :</b> 1 <b>DATE :</b> 30/03/2011
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## Introduction

On successful application for the status of Registered Gas Installer (RGI), the applicant agrees to abide by the requirements of the Criteria Document issued by the CER and the Rules of Registration issued by RGII. Failure to comply with either may lead to suspension and ultimately to termination of the RGI's registration.

### 1. Suspension

This Suspension procedure will be implemented on failure by any RGI (Individual or Company Registered) to meet the requirements of the Criteria Document and/or Rules of Registration, specifically the requirements of insurance cover, subscription fee and inspection & audit.

Suspension can also arise from an order that has been issued by the Disciplinary Committee following a complaint against an RGI.

Prior to suspension the RGI will be contacted by RGII, by phone, email or letter as per the table below. Failure to comply with the Criteria document and rules of registration within the defined periods below will result in suspension from the register.

While suspended an RGI will be deemed "non-registered" and will be unable to carry out "gas work", purchase or issue any Declaration of Conformance Certificates. His/her name will also be removed from the published register on the RGII web site.

**An installer who carries out 'gas work' while suspended is committing a criminal offence and may be subject to prosecution.**

Subject		Communication 1	Communication 2	Communication 3	Suspension
Insurance	<b>Means</b>	<b>Reminder Letter 1</b>	<b>Reminder Letter 2</b>		<b>Suspension Letter</b>
	Time frame	4 wks before insurance expiry date	1 week before insurance expiry date		2nd week after expiry date: RGI Suspended with immediate effect.
Registration fee	<b>Means</b>	<b>Reminder Letter 1</b>	<b>Reminder Letter 2</b>		<b>Suspension Letter</b>
	Time frame	Week after due date	2nd week after due date		4th week after due date: RGI Suspended with immediate effect.
Inspection & Audit	<b>Means</b>	<b>Call/Text/Email</b>	<b>Call/Text/Email</b>	<b>Warning Letter</b>	<b>Suspension Letter</b>
	Time frame	1 <sup>st</sup> attempt by inspector to arrange an inspection	2 <sup>nd</sup> attempt by inspector to arrange an inspection – at a minimum 2 weeks and a maximum of 4 weeks after 1 <sup>st</sup> attempt	RGI given 2 weeks to call inspector to arrange an inspection to take place within 4 weeks of letter date	No feedback from the RGI or no inspection within the 4 week period: RGI Suspended with immediate effect.

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Suspension of the registration status of a company for failure to meet the requirements of insurance cover and/or payment of subscription fees will result in suspension of all RGIs employed by the company.

Suspension will be lifted only when the RGI/ Company concerned meets the requirements of the Criteria document and the Rules of Registration.

## 2. Termination

Termination of the registration status of an RGI or a Company will occur in the following circumstances:

- On a voluntary basis,
- A decision of the Disciplinary Committee,
- The result of an escalation of the suspension process, as outlined in this procedure.

The period an RGI or a Company is suspended is monitored and if it exceeds a defined limit of time it triggers the de-registration process as per table below:

Subject		Communication 1	Communication 2	Termination
- Insurance - Registration Fee - Inspection & Audit	Means	Pre-Termination Letter 1	Pre-Termination Letter 2	Termination Letter. RGI De-Registered with immediate effect.
	Time frame	4 wks after suspension date	6 wks after suspension date	8 wks after suspension date

De-registration of a company will result in de-registration of all RGIs employed by the company.

The RGI / Company concerned will be sent a termination letter, via registered post, notifying them they are de-registered with immediate effect and must return all outstanding Conformance Certificates and all documentation pertaining to the RGI brand. For the avoidance of doubt, this will include those Conformance Certificates issued but not yet remitted to RGII. The RGI or Company must also cease to display any logos on vehicles or letterheads pertaining to the RGI brand.

**An installer who describes themselves as a Registered Gas Installer following termination of their registration status is committing a criminal offence and may be subject to prosecution.**

**An installer who carries out 'gas work' following termination of their registration status is committing a criminal offence and may be subject to prosecution.**

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### 3. Re-instatement of registration following de-registration

The re-instatement of a de-registered RGI is at the discretion of RGII as outlined below:

- The RGI will have recourse to re-apply for membership of RGII but he/she must follow in full RGII's application procedure
- RGII will then decide upon the RGI's reinstatement based upon the registration & evaluation decision as set out in RGII's application procedure.

### 4. Appeal of Suspension / Termination of Registration

The application of this procedure is at the discretion of the RGII. The RGII decision with regard to suspension and/or termination of registration is final.

#### Associated Documentation:

- Application Procedure 3.1
- Registration Procedure 3.2
- Disciplinary Procedure 3.5
- Complaint against Installers Procedure 3.7
- Criteria Document
- Rules of Registration