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- 1.1 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.
- 1.2 When an applicant is registered, he is issued with a Certificate of Registration which details the following:
- the name and address of the Registered Gas Installer (RGI)
 - the Registration class granted
 - Registration Number
 - the effective date of registration
 - the year when the RGI's competency will be reassessed


The applicant is also issued with an RGII Identification Card which details the following:

- Registration Number
 - Holder's Name
 - Holder's Photograph
 - Expiry Date of Registration
- 1.3 A unique four digit registration number is allocated to each registered installer. A prefix letter is allocated in accordance with the following schedule:
- A Registered Gas Installer (RGI Full)
 - B RGIs in Northern Ireland
 - E RGIs in England
 - T Registered Gas Installer Trainee
 - P Registered Gas Installer Provisional
 - C Company Registration
- 1.4 The new Registered Gas Installer's details are entered on the RGII website.

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

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working under their supervision, such inspections will also include any work carried out by the trainee;

Upon granting of RGI status post 1st January 2010 – 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 Confirmation of the RGI's continued registration will be required within 30 days of the issue of the renewal notification.
- 3.3 The annual subscription fee must be paid within 90 days of the renewal date.
- 3.4 In the event of non-compliance with this requirement RGII may, at its discretion, lapse the registration and demand a return of all property and removal of all reference to registration from the contractor's notepaper and property.
- 3.5 The RGI must submit a copy of his personal Competence Certificate every five years as issued by INAB or equivalent Accreditation Body.
- 3.6 The RGI must also submit confirmation that the appropriate insurance cover is in place.
- 3.7 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.

Associated Documentation:

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- Criteria Document The Regulation of Gas Installers with Respect to Safety (Version 1.0) CER/08/130
- RGII Rules
- Installation Inspection Report Form (G10)