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# CORGI Technical Services Ltd.

## Gas Safety (Installation and Use) Regulations

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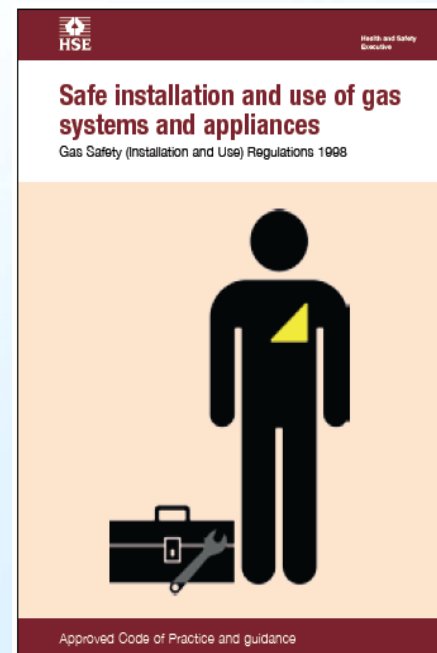


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01256 548040 or 077400 62040

- Regulation 35 – Duties of employers and self-employed persons
- Regulation 36 – Duties of landlords
- GSR TB 055 -Duties of landlords  
- Date Issued 15/12/2015



### Duties of employers and self employed:

- Effective maintenance normally involves an on going programme of regular inspection
- Gas pipework – visual inspection, checking it's condition, protection against corrosion, support, etc.
- Gas appliances and where applicable their flues – procedures are often defined by the appliance manufacturer's

# Regulation 36 -

Duties of landlords – Regulation 36 imposes two main duties on landlords

1. On going maintenance on gas pipework, gas appliances and their flues
2. Annual safety checks on gas appliances and their flues

# Regulation 36

## Duties of landlords

- Flues serving tenants own appliances are not covered by Regulation 36
- The Health and Safety at Work etc Act (HSWA) covers a wider range of duties that extend to the fabric of a building and chimneys
- The HSE believe that under the HSWA chimneys should be maintained so as to be 'fit for purpose'

## Regulation 36 Duties

- Ensure gas fittings are maintained / serviced in accordance with manufacturers or industry standards
- Ensure that each appliance and flue is checked at intervals of 12 months since it was last checked.
- This is your duty alone, not the residents or the contractors.
- The key to this is having processes and procedures in place that will enable you to retain control.
- Manage the contractors, don't let them manage you and ensure they deliver the requirements of the contract



# Regulation 36 -

## Duties of landlords – 12 monthly gas safety checks

- All gas appliances that the tenant cannot legally remove from the property
- Landlords have a duty to have relevant gas appliances and any flue that they are connected to checked for safety at intervals of not more than **12 months**
- A record of the safety check must be retained for a period of **two years** from the date of the safety check
- Landlords and engineers must clearly understand the **nine** key points detailed in the above regulations which must be documented for every landlords annual safety check conducted.

# Legislative Documentation

1. *the date on which the appliance or flue was checked;*
2. *the address of the premises at which the appliance or flue is installed;*
3. *the name and address of the landlord of the premises (or, where appropriate, his agent) at which the appliance or flue is installed;*
4. *a description of and the location of each appliance or flue checked;*
5. *any defect identified;*
6. *any remedial action taken;*
7. *confirmation that the check undertaken complies with the requirements of 26(9);*
8. *the name and signature of the individual carrying out the check;*
9. *the registration number with which that individual, or his employer, is registered with a body approved by the Executive for the purposes of regulation 3(3) of these Regulations.*

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**AARON SERVICES LTD**  
www.aaronservices.co.uk

**GAS SAFETY RECORD**

Call Number: H83036-01121355

**Registered Business Details**

Aaron Services Ltd  
Broomvale Business Centre  
Bramford Road  
Ipswich  
Suffolk  
IP8 4JU  
Telephone number: 01473 830830

**Job Address**

3 St James Court  
.  
Haverhill  
Suffolk  
CB9 9AN  
Telephone number: 01440702598

**Client / Landlords details**

Havebury Housing Partnership  
Havebury House  
Western Way  
Bury St Edmunds  
Suffolk  
IP33 3SP



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Location	Appliance	Manufacturer	Model	Landlords Appliance	Appliance Inspected	Flue Type	Operating Pressure Or Heat Input	Combustion CO/PPM Test Done Test Result	Combustion CO2 Ratio Test Done Test Result	Safety Device Correct Operation	Ventilation Provision Satisfactory	Visual Condition Of Flue & Termination Satisfactory	Flue Performance Checks	Appliance Serviced
Kitchen	Cooker	newhome	500sidl	No	Visual	FL	Not tested	No 0	No 0.00000	Visual	Yes	N/A	N/A N/A	No
Defects Identified No stability device on cooker,									SN: Not visible		Warning notice issued:		No	
									GC: Not visible		Warning tag fixed:		No	
											Appliance safe to use:		Visual	
Remedial Action Taken: ncs														

Location	Appliance	Manufacturer	Model	Landlords Appliance	Appliance Inspected	Flue Type	Operating Pressure Or Heat Input	Combustion CO/PPM Test Done Test Result	Combustion CO2 Ratio Test Done Test Result	Safety Device Correct Operation	Ventilation Provision Satisfactory	Visual Condition Of Flue & Termination Satisfactory	Flue Performance Checks	Appliance Serviced
Compartment	Boiler	Potterton	pronax system 12he	Yes	Yes	RS	12.68 KW/h	Yes 28	Yes 0.00030	Yes	Yes	Pass	Pass Pass	Yes
No defects identified									SN: Not visible		Warning notice issued:		No	
									GC: 4159199		Warning tag fixed:		No	
											Appliance safe to use:		Yes	
Remedial Action Taken: none														

Visual inspection of gas pipework:	Pass	Engineers signature: 	Gas operative:	Andrew Whatling	Customers Signature: Tenant unavailable
Gas emergency control accessible:	Pass		ID no:	3478152	
Satisfactory gas tightness test:	Pass		Work Completed:	22/10/2014 20:17:13	
Satisfactory equipotential bonding:	Yes				
Number of appliances tested:	1				

This inspection is for gas safety purposes only to comply with the Gas Safety (Installation and Use) Regulations. Flues have been inspected visually and checked for satisfactory evacuation of products of combustion. A detailed internal inspection of the flue integrity, construction and lining has NOT been carried out. Your next safety check will be due within 12 months.

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LANDLORD GAS SAFETY RECORD

Planned Date: 25/11/10 Allocated To: M David

LANDLORDS SAFETY CHECK	NO	Job No: HAM23550
ANNUAL SERVICE	YES	
VOID INSPECTION	NO	
NEW TENANT GAS SAFETY CHECK	NO	

NORTH LANARKSHIRE COUNCIL  
HOUSING - 255 WINDMILLHILL STREET  
MOTHERWELL ML1 2UD  
No access Date Time  
1st Visit  
2nd Visit  
3rd Visit  
Access Instructions : Location: Unknown Units: 1  
Service Due: 03/02/2011

TENANT DETAILS  
Name : Mrs Maureen McNally  
Address : 37 Tulloch Road,  
Shotts,  
SPRINGHILL, ML7 5LD  
Tel No :

ABORTED CALL		CERTIFICATE ISSUED BY	
Other		Print Name d.morgan	Date 26/11/10
No Gas		Signature <i>[Signature]</i>	Time 10:18-10:32
No Electricity		RECEIVED BY TENANT	
Void Property		Signature <i>[Signature]</i>	
New Installation			

APPLIANCE INSPECTION DETAILS							INITIAL GAS TIGHTNESS TEST		
Location	Type	Make	Model	Flue Type	Gas Council No.		Testing pressure	20.0 mbar	Pass
1 Other	Gas Wall Mounted Combi Boiler	Ideal	isar35	RS	47-348-29		After 2min test	20.0 mbar	Pass
2							Meter working pressure	21.0 mbar	
3									

APPLIANCE SAFETY CHECKS				ENGINEER MUST PASS / FAIL OR N/A AS REQUIRED							OWNED BY		
Ventilation / Combustion air supply			APPLIANCE	BURNER	GAS	SAFETY	Flue Performance Test				CO/CO2 RATIO	Landlord	
Route	Free Area	Comp. vent	INLET W.P	PRESSURE	RATE	DEVICE	Spillage test	Flow test	Route	Attic Check	Condition		
N/A	N/A	N/A	20.0 mbar	N/A mbar	34.0 kw/h	Pass	N/A	N/A	Pass	N/A	Pass	0.0005	YES

UNSAFE SITUATION NOTIFICATION						Final Tightness Test if applicable			METER FITTED TO CURRENT STANDARD			
SERVICED Yes/No	Safe to use	I.D.	A.R.	N.C.S.	notice applied	Testing Pressure	20.0 mbar	Pass	After 2min test	20.0 mbar	Pass	Yes
APPLIANCE 1	YES	YES		X	Yes							Yes
APPLIANCE 2												Yes
APPLIANCE 3												Yes

Action Taken	Remedial Work Reqd.	Defects Report	System checked for water leaks	C.M.D TEST	SMOKE	ALARM	TEST
Yes,N.C.S,Yes,no.visible.bonding			Yes	Pass	1	ELEC	pass
			F&E tank n/a		2	ELEC	pass
			electrical installation satisfactory	Yes	3		

1: none -  
2 :  
3 :  
This inspection is for Gas Safety purposes only in accordance with The Gas Safety (Installation & Use) Regs.  
Flues were inspected visually and checked for satisfactory evacuation of products of combustion.  
A detailed internal inspection of the flue integrity, construction & lining has not been carried out.

INPUT BY <i>[Signature]</i>	DATE	BATCH No.
--------------------------------	------	-----------

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To confirm the validity of the gas operative please contact the gas registration body.

Serial No.  
**B 123456**

# LANDLORD/HOME OWNER GAS SAFETY RECORD



This form allows the recording of the results of the required checks as defined by the Gas Safety (Installation and Use) Regulations. The information recorded on this form does not confirm that the installation was installed by a Registered Installer or that the installation complies with any relevant Building Regulations. Chimney systems were inspected visually and checked for satisfactory evacuation of products of combustion, a detailed internal inspection of the chimney system has not been carried out.

Registered Business Details	REG NO <b>123456</b>	Job Address	Landlord (or where appropriate their agent)
Gas operative <b>Alan Ford</b> (Print name)		Name (Mr/Mrs/Miss/Ms) <b>Mrs Chadwick</b>	Name (Mr/Mrs/Miss/Ms) <b>Mr Cook</b>
ID card serial No. <b>A309999999</b>		Address <b>14 Cope Street</b>	Address <b>77 Cradley Close</b>
Company <b>A F Heating &amp; Plumbing</b>		<b>Stafford</b>	<b>Hanley</b>
Address <b>16 Station Road</b>		<b>Staffs</b>	<b>Stoke-on-Trent</b>
<b>Newcastle</b>		Postcode <b>ST5 2UA</b>	Postcode <b>ST 6AY</b> Tel No. <b>0146 4132</b>
Postcode <b>ST6 1LU</b> Tel No. <b>01614 321414</b>		Tel No. <b>0181 326914</b>	Number of appliances tested <b>3</b>

### APPLIANCE DETAILS

	Location	Appliance type	Make	Model	Landlord's appliance Yes/No/NA	Appliance inspected Yes/No	Flue type OF/RS/FL
1	Kitchen	Boiler	Ideal	60/80	Yes	Yes	OF
2	Lounge	Fire	Living Flame	Fire Grate II	Yes	Yes	OF
3	Kitchen	Water Heater	Alpha	180	Yes	Yes	RS
4							

### INSPECTION DETAILS

	Operating pressure in mbar or heat input in kW	Initial combustion analyser reading (if applicable)	Final combustion analyser reading (if applicable)	Safety device(s) correct operation Yes/No/NA	Ventilation provision satisfactory Yes/No	Visual condition of chimney/termination satisfactory Yes/No/NA	Flue performance checks Pass/Fail/NA	Appliance serviced Yes/No	Appliance safe to use Yes/No
1	15mbar	0.008	0.005	Yes	Yes	Yes	Pass	Yes	Yes
2	10mbar	N/A	N/A	Yes	No	Yes	Fail	Yes	No
3	12.5mbar	0.012	0.004	Yes	Yes	Yes	Pass	Yes	Yes
4									

DEFECT(S) IDENTIFIED	If Warning/Advice Notice issued insert serial No.*	Gas installation pipework satisfactory visual inspection Yes/No	Emergency Control Valve (ECV) accessible Yes/No	Satisfactory gas tightness test Yes/No/NA	Protective equipotential bonding satisfactory Yes/No	NEXT SAFETY CHECK DUE WITHIN 12 MONTHS
1		Yes	Yes	Yes	Yes	
2	No combustion ventilation	2345234	Yes	Yes	Yes	
3			Yes	Yes	Yes	
4			Yes	Yes	Yes	

REMEDIAL ACTION TAKEN	This Safety Record issued by: Signed
1	Signed <b>Alan Ford</b>
2	Print Name: <b>M COOK</b>
3	Received by: Signed <b>M Cook</b>
4	Date appliance(s)/flue(s) checked: <b>23 - 02 - 09</b>

Key: Top Copy - Landlord/Managing Agent/Home Owner Green Copy - Tenant Yellow Copy - Registered Business

\* Refer to separate Warning/Advice Notice

To re-order quote Ref CP12

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# Regulation 36 -

## Duties of landlord – 12 monthly safety checks

- Provide a record of the check to the tenant within **28 days** of the check taking place
- Ensure that any new tenant is provided with a copy of the safety check record before taking up tenancy
- A safety check is also required on any newly installed appliance/flue within 12 months of the date of installation

# Regulation 36

## Duties of landlord – 12 monthly safety checks

- In respect to a tenant whose right is to occupy the premises for a period not exceeding 28 days, a copy of the record may be displayed in a prominent position in that premises
- Landlords need to inform tenants of the location of the record form, with an option of obtaining an individual copy before taking up tenancy

# Regulation 36

## Duties of landlord – 12 monthly safety checks

- Where the record form is displayed, it should:
  - Be posted centrally
  - Indicate that individual copies are available to any tenant on request, and where a copy can be obtained
  - Be maintained in a legible condition



### Duties of landlord – access (Currently)!!

- All reasonable steps should be taken to ensure access to property for safety checks to be carried within 12 months of the last check, process should include:
  - Written notice
  - Personal visit
  - The steps should be documented
  - Evidence needed to seek legal access

*Note: Action to gain access does not involve making arrangements for forced entry into property.*

### Duties of landlord – void premises

- Landlords should ensure that gas fittings/appliances are safe before re-letting
- Appropriate checks should be carried out
- Unsafe equipment should be rectified or removed before a new tenancy begins
- It is also recommended that the gas installation pipework be inspected and tested for tightness

## New Technical Bulletin -

- **TB055 Duties of landlords - Date Issued 15/12/2015 and replaces the original version dated 25/04/2012, which was then revised on 26/03/2015**
  - Previously there were only four questions (Q) and answers (A), which have had one word changed in the first paragraph of A4 from **would** to **may**

**Q4** **If I make a mistake in completing a record form can I make a change to the information I have recorded?**

**A4** For minor amendments, such as incorrect postcodes or telephone numbers, then it may be possible to change the record, but only within a reasonable period of time e.g. within 1 to 2 weeks of the check being undertaken. Changes would need to be made by the registered business that undertook the work and the change should be signed so an audit trail can be maintained. The amended copy (showing the changes) of the record should be given to the landlord.

- And now there are eight Q and A, this interlinks with the LGSR Myth Busters

## New Technical Bulletins (cont.)

- **TB055 Duties of landlords (cont.)**

**Q5** Do I have to record all and any type of 'Defect' on a Landlord Gas Safety Record?

**A5** Only safety related defects, i.e. ID or AR defects on "relevant gas fittings," are required to be recorded on the LGSR. All safety defects must be addressed under 36(2) by the Landlord.

**Q6** Do I have to record all tenants own appliances on the Landlord Gas Safety record?

**A6** Tenants' own appliances are not required to be recorded on the LGSR.

However, through contractual agreements with the Landlord it could be agreed to record Tenants' own appliances on the LGSR.

## New Technical Bulletins (cont.)

- **TB055 Duties of landlords (cont.)**

**Q7** Do I have to record all and any type of defect on tenants appliances on the Landlord gas safety record?

**A7** There is no requirement under Regulation. 36 to check, or record, any defects with tenants' own appliances on the LGSR.

There is no requirement to proactively check tenants own appliances except a 'Visual Inspection' if the gas has been interrupted and appliances are re-lit.

Any gas safety defects encountered shall be dealt with in accordance with GIUSP.

**Q8** Is a safety check the only legally required duty on Landlords to be completed within each 12 months on “relevant gas fittings” i.e. Landlords own appliances?

**A8** There should also be "effective maintenance" of appliances owned by the Landlord, which is an ongoing programme of regular inspections e.g. servicing.

This would normally be a full service of all Landlord's appliances, along with a visual inspection of the rest of the installation and a gas tightness test.

## New Technical Bulletins (cont.)

- **TB055 Duties of landlords (cont.)**
  - In the previous version there were eight Notes within the TB and now there are **nine notes**
  - The new **Note 5** is:-

Note 5 Regulation 36(3-c5) requires that only **safety** related defects, i.e. ID or AR defects on "relevant gas fittings", are required to be recorded on the LGSR.

GSIUR Regulation 26(9) requires that after '*work*' has been undertaken on an installed gas appliance, registered engineers need to undertake the necessary gas safety checks and tests to ensure that the appliance and any associated chimney/flue, is safe for continued use. In particular as a minimum, they need to examine:

- (a) the effectiveness of any chimney/flue;
- (b) the supply of combustion air;
- (c) its operating pressure or heat input or, where necessary, both;
- (d) its operation so as to ensure its safe functioning,

## New Technical Bulletins (cont.)

- **TB055 Duties of landlords (cont.)**
  - The new **Note 6 states safe functioning is:-**

**Note 6:** *Item (d) would include any appliance specific, or manufacturer specified safety checks e.g. combustion analysis.*

The term 'work' is defined in GSIUR and lists specific activities, which are:

- maintaining, servicing, permanently adjusting, disconnecting, repairing, altering or renewing the fitting or purging it of air or gas;
- where the fitting is not readily movable, changing its position;
- removing the fitting.

Where a Landlords' gas safety check, or other maintenance work involves an appliance incorporating a pre-mix burner and a zero set pressure regulator, and the installation does not incorporate a gas meter (e.g. many LPG installations) it will not be possible to check the heat input or burner pressure. This is a requirement of Regulation 26(9)(c) of the Gas Safety (installation and use) Regulations. In such circumstances, providing the registered engineer is equipped with a suitable electronic portable combustion gas analyser (ECGA) that is both operating in current calibration and capable of measuring a combustion ratio, then a satisfactory combustion ratio reading in accordance with the manufacturer's published value or BS 7967<sup>(3)</sup> will be acceptable as an alternative check. Such a deviation is permitted under Certificate of Exemption No. 1 of 2008 to the Gas Safety (Installation and Use) Regulations issued by the HSE (see TB 021)<sup>(4)</sup>.

Measuring the gas inlet working pressure on a boiler fitted with an air gas ratio valve would not fulfil the requirements of Regulation 26(9)(c).

## New Technical Bulletins (cont.)

- **TB055 Duties of landlords (cont.)**
  - This TB provides clear guidance of the minimum requirements for Landlords in relation to Regulation 36
  - You need to consider what your organisation requires with regard to Tenants appliances and **all** the defects identified
  - However, this may depend on your contractual arrangements with your Contractor(s)
  - CTS's recommendation would be to record all gas appliances (relevant and Tenant's) within a property and record all defects identified at the time of the visit

**The choice is yours on how you mitigate the risk!**



## Policies & Procedures

- Procedures and policies to be continually reviewed
- Ensure policies are effective and auditable
- Take a legitimate interest in the work undertaken by contractors
- Encourage tenant participation  
i.e. Customer care / forums etc
- results obtained feedback to all concerned to achieve improvement in services provided

Monitoring of policies, procedures and gas work should be carried out in three ways:

1. Audit policies / processes (current & effective)
2. The physical audit of work administrative & actual: who, what & how
3. Review performance: feeding results back so that valid judgements can be made

Annual gas safety checks are a relatively recent legal responsibility for a landlord 1994 / 1998 and the risks associated with not undertaking them are high

The former Audit commission and now HCA during inspections reported that performance and procedures varied significantly across all organisations, and failure to have robust procedures in place have often been the cause of failure

**Resulting in Serious Detriment!!**

Policy / Procedure	Title
1	Corporate Gas Safety Policy
● 2	Specific Contractor Instruction
● 3	Qualifying Contractors Operatives
● 4	Uniformity of Documentation
5	Unsafe Situation
6	Gas Escapes / Fumes
● 7	Gaining Access
● 8	Void Properties
● 9	Mutual Exchanges
10	Quality Control
● 11	Storage & Retrieval of Gas Documentation
Location	

● Procedures needed to demonstrate achievement of GSR 36

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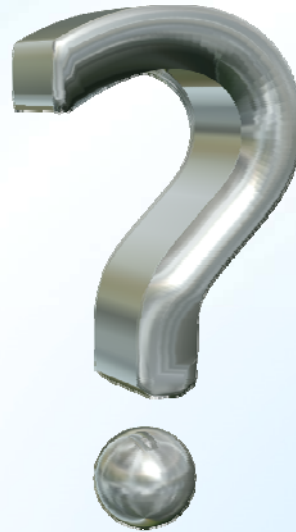
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# Thank You

- Any questions
- Close



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