

GAS SAFE REGISTER

Standard Operating Procedure

Functional Technical Guidance

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1 INTRODUCTION

This guidance document outlines the various documents Gas Safe Register uses to communicate technical information to registered businesses and consumers and the drivers and processes use to develop each communication format. For ease this information is presented in Table format and set out Responsibilities, Frequency, Function/Purpose, the communication channels by which the information is made available.

2 INDUSTRY STANDARDS UP-DATES (ISU)	
Responsibilities	Technical and Stakeholder Manager, Standards and Training Manager
Frequency	As required and appropriate; normally within 30 working days of the publication of a new or revised Industry Standard which impacts on gas safety, or working practices that fall within the meaning of the Gas Safety (Installation and Use) Regulations (GSIUR). These will then be incorporated into the Legislative Normative and Informative Document list (LNIDL) published on a quarterly basis by Gas Safe Register, online and in Register Gas Engineer (RGE).
Function/Purpose	The provision of a definitive list of Standards and other normative documents that Gas Safe Register will require registered businesses to be compliant with.
Communication Channels	<ul style="list-style-type: none"> • Technical area of Gas Safe Register website and intranet • Formally by e-mail to the Standards Setting Body • Registered Gas Engineer publication • LNIDL
Content	<p>Identified changes; new, revised, amended, withdrawn and obsolete Standards, etc.</p> <p>An overview of the significant changes, highlighting differences between the existing and new document; subject and scope of new Standards, etc.</p>
Driver(s)	Changes to gas industry normative documents as listed in the LNIDL and other Standards, Codes of Practice, legislation etc. which impact on gas safety or working practices within the meaning of the GSIUR.
Production Process	Gas Safe Register will regularly review the appropriate communication channels to identify new industry gas utilisation standards, legislation and related informative documents that impact on the work activities of registered businesses. GSR will then undertake impact analysis of the normative, informative or statutory document and develop an abstract overview document highlighting salient issues of any new or changes to existing information. This is then posted on the GSR engineer website as a new Industry Standards Up-date (ISU) and subsequently published in RGE in the next available edition. An electronic copy of the ISU is also sent via email to the Standards Setting Body (who at this time is Energy and Utility Skills LTD (EUS)).

3 SAFETY ALERTS (SA)	
Responsibilities	Initiating organisation, Technical and Stakeholder Manager, Standards and Training Manager
Frequency	As required
Function/Purpose	The recognised industry method for notification of urgent gas safety concerns e.g. product recalls etc.
Communication Channels	<ul style="list-style-type: none"> • Technical area of GSR website and intranet • E-mailed to Registered Businesses and Field Inspectors, HSE, Trading Standards and Trade Associations e.g. IGEM, CIHPE, APHC, HHIC, B&ES etc. • Formally by e-mail to the Standards Setting Body • Registered Gas Engineer publication -next available edition • SMS text alert • GSR website (Engineers and Consumer sites as appropriate)
Content	<ul style="list-style-type: none"> • Specific gas safety information identifying particular issues relating to; who, what, where and when, etc. and imparting any industry developed gas safety advice for Registered Businesses and registered engineers and where necessary, gas users for dealing with identified issues • Wherever possible Safety Alerts should be limited to one page, further technical information relating to the issue concerned should also be contained in a relevant Technical Bulletin (TB) which is subsequently referenced in the Safety Alert (SA)
Driver(s)	Gas safety matters arising from manufacturing safety recalls, HSE Public Safety Alerts and any other safety related issues arising from regular liaison meetings with HSE and/or industry stakeholders e.g. Flues in Voids, air/gas ratio valves, etc.
Production Process	Gas Safe Register will work with specific organisations e.g. appliance manufacturers or HSE, acting as facilitator to develop appropriate messaging. Once agreed the information will be formatted into a GSR SA template and circulated to the authoring body for final sign off. Once received, the SA will be published electronically on the GSR engineer website and an alert message will be issued by email to all registered businesses for which we hold email addresses. The SA will subsequently be featured in the next available edition of RGE

4 TECHNICAL BULLETINS (TB)	
Responsibilities	Technical and Stakeholder Manager, Standards and Training Manager, Technical Bulletin Committee
Frequency	As appropriate and in consultation with co-author organisation
Function/Purpose	The industry recognised method for notification of gas related issues and concerns and clarification on gas technical issues. Normally, designed to provide interim industry developed guidance to registered businesses/engineers. Maybe revised or withdrawn once the information has been incorporated into relevant industry normative documentation of Standards
Communication Channels	<ul style="list-style-type: none"> • Technical area of GSR website and intranet (also Consumer site where appropriate) • E-mailed to Registered Businesses, Field Inspectors, HSE and Trading Standards. • Registered Gas Engineer publication
Content	Clarification on gas technical issues, agreed industry guidance and advice to Registered Businesses/engineers
Driver(s)	<p>Identified issues raised by Field Inspectors, Technical and Registration Department, Registered Businesses, Industry stakeholders etc.</p> <p>Areas of ambiguity arising from existing published technical guidance e.g. BSi, IGEM, Liquid Gas UK, and changes to working practices etc.</p>
Production Process	<p>Gas Safe Register will work with the Technical Bulletin (TB) Committee and specific organisations, Industry Working Groups etc., acting as facilitator and technical advisor to develop appropriate guidance alongside the TB Committee; ensuring that appropriate and impartial consultation is used to develop the finalised technical guidance. Once agreed the information will be formatted into a GSR Technical Bulletin template and checked for correctness, balance and fairness by TB Committee involved with the development then circulated to the TB Committee as a whole for final sign off. The TB will be published electronically on the GSR engineer website and subsequently in the next available edition of Registered Gas Engineer.</p> <p><i>Note: Gas Safe Register will consider possible impacts of TB content during development and will endeavour to identify where wider industry consultation may be appropriate and communicate further through appropriate industry forums.</i></p>

5 CONSUMER FACTSHEETS	
Responsibilities	Technical and Stakeholder Manager, Standards and Training Manager, Marketing Manager
Frequency	As appropriate
Function/Purpose	To provide a more technical perspective on industry procedures and industry focussed guidance aimed specifically for consumers. Consumers to have direct access to the information and equally accessible to registered businesses to assist them to communicate more effectively.
Communication Channels	Gas Safe Register website - consumer pages in PDF format
Content	Clarification on gas technical issues, agreed industry guidance and advice to consumers that maybe impacted upon by gas industry guidance and procedures.
Driver(s)	<p>Identified issues raised by Field Inspectors, Technical and Registration Department, Registered Businesses, Industry stakeholders etc.</p> <p>Areas of ambiguity arising from existing published technical guidance e.g. BSi, IGEM, Liquid Gas UK, and changes to working practices etc.</p>
Production Process	Gas Safe Technical team will identify published technical guidance that would benefit consumer and develop suitable information in consultation with Marketing Team to ensure the information is suitably provided for consumer consumption