

SCHEME RULES FOR THE COMPETENCY ASSESSMENT CERTIFICATION SCHEME FOR INDIVIDUAL GAS INSTALLERS IN IRELAND

This document describes the Scheme Rules applied by Blueflame Certification for the operation of the Competency Assessment Certification Scheme for Registered Gas Installers

Definitions of terminology utilised throughout this document can be found in Appendix 1.

This document explains how an individual can obtain Certification by undergoing Assessment at Blueflame at one of its approved Third Party Partner Assessment Centres

Certification for successful candidates may only be achieved within the Scope of Accreditation awarded by the United Kingdom Accreditation Service (UKAS) to Blueflame Certification against the requirements of EN ISO/IEC 17024:2012

2 Scope

These Scheme Rules cover the process necessary for the Certification of an Individual Gas Fitting Operative by Blueflame Certification. These Rules only apply to Assessment and do not cover any prior training.

The Blueflame Certification Scheme assesses an Individuals competence to carry out safe gas and limited electrical work as described within criteria. The Scheme is not intended to assess competence in other areas which may be undertaken within the complete range of activity. Note: All operatives and employers should be aware of their responsibilities and statutory duties that cover their range of work.

3 Policies

Blueflame Certification will make available Assessments to all individuals who meet the Scheme requirements regardless of race, colour, creed, ethnic

origin, nationality, marital status, gender, political affiliations or beliefs, age or disability.

Blueflame Certification and its approved assessment centres will take all steps necessary to offer Assessments to individuals with special needs.

Individuals are invited to indicate any special needs at the time of Application and each situation will be individually considered.

4 Criteria of The National Scheme

Gas Safety criteria for the Scheme is devised by the Commission for Regulation of Utilities (CRU) who is the Scheme Owner. The Scheme is modular in nature which undergoes regular change and amendment in line with standards and statutory requirements amendments.

The Scheme consists of a specific work area:

DGA - Domestic Gas Safety Assessment

For advice on appropriate modules candidates should contact their nearest Blueflame Certification Approved Assessment centre by ringing +44 8451949031

5 Application

An application form will be provided by Assessment centres and this must be completed with all details prior to commencement of Assessment.

The candidate must provide:

- Their name, address and date of birth.
- Official Photographic identification e.g. Passport or Driving Licence
- Two recent photographs (passport style) signed on the reverse as specified by the Assessment Centre.
- Original valid previously held Competency Assessment Certificate for the competency under assessment (5 yearly Re-Assessment candidates).

- Current GSSB Identification card and registration number, where applicable¹
- Other details as required by the Certification Body Application Form

The completion of the above requirements and signatory verification by the Assessment centre and candidate will constitute a Contractual agreement between candidate and centre to deliver the service as outlined within these Scheme Rules.

6 Assessment

Assessment criteria laid down consists of a number of elements against which candidates are required to demonstrate competence,

Candidates are required to complete written and practical Assessments.

If necessary candidates may be asked Oral questions by an Assessor.

Attendance at Assessment centres requires that all candidates must adhere to all health, safety and conduct requirements as indicated by the Assessment centre.

The Assessment centre will also provide:

- tools and equipment necessary to carry out practical tasks. Candidates with special needs who bring their own tools will require having them approved by an Assessor prior to their use.
- protective clothing and equipment if necessary.

Reference, normative, industry and legislative documentation will be provided to enable the candidate to select information to answer 'open book' questions. In the event that the candidate provides own material or sources adapted from training

¹ This does not apply in cases where a candidate is not registered with the GSSB. For example, Certification Body and Assessment Centre Assessors, Internal Verifiers and External Verifiers.

material then this will be required to be approved by an Assessor prior to use.

All necessary manufacturers' instructions will be provided

The Assessment centre will indicate to candidates on completion of Assessments a provisional outcome and will supply Form IRE 03 prior to the candidate leaving the centre. Candidates will be informed that Internal Verification is required to be carried out and if this results in a differing view to the provisionally reported outcome then the candidate will be informed immediately. Candidates will also be informed that any decision made by the Assessment centre is a recommendation only.

Candidates will be informed that the final decision on Certification lies with Blueflame Certification.

Assessment centres will provide Blueflame Certification with all necessary paperwork to enable a certification decision to be made within 20 working days of completion of an Assessment. Candidates may give permission to the centre if they wish this to be extended.

Blueflame Certification will endeavour to make the certification decision, issue Certificates as well as download information to the National Database within 20 working days of receipt of correct and complete candidate paperwork from the Assessment centre.

Although given in good faith, times quoted for the provision of the Services are intended as estimates only, and are not therefore to be treated as being of the essence of this Contract.

The application Form completed by candidates includes a disclaimer box which if ticked by the candidate will mean that an employer has not been given permission to receive information regarding results of assessments or copies of successful candidates certificates if requested.

7 Certificates

The Certificate of Gas Safety Assessment issued, which is designed to prevent counterfeiting, contains the following information:

Blueflame Certification name

Date of certificate issue

Contact telephone number of Blueflame Certification

The date of birth of the certificate holder

A description of each gas safety assessment with its issue and expiry date (which will be 5 years from the date each assessment was completed).

The certificate holder's signature

On the reverse side of the Certificate:

A clear warning statement that:

'The certificate is only valid when presented on original paper by the certificate holder, duly signed. Certificate photocopies are not evidence of competence and should not be accepted as such.

Statements also to the effect that:

'Confirmation that the certificate holder is competent in the gas safety assessment(s) contained on the certificate.

'Certificates are not valid beyond the expiry date or if the appropriate core gas safety assessment is not held or has expired'.

'Certificates remain the property of Blueflame Certification and must be surrendered on demand'

Note: Non payment of agreed Fees to either an Assessment Centre or Blueflame Certification will result in the candidate's paperwork not being processed for Certification purposes.

8 Suspension and Withdrawal of Certificates

Any misuse of the Blueflame Certification Logo, breach of these Scheme Rules or failure to pay any agreed Fees will result in the suspension or withdrawal of Certification.

Corrective actions may be agreed to be implemented, however, if these are not implemented within 3 months from notification withdrawal procedures will be implemented.

In both cases of suspension or withdrawal of Certification RGII will be informed of Blueflame Certification's actions.

Whilst suspension of Certification is in force the certificated operative must cease carrying out any work as described within the Certificate of Competence.

When a Certificated operative receives notice of withdrawal of Certification, he/she will immediately return Certificates to Blueflame Certification and cease carrying out work within the scope of the withdrawn Certification. Withdrawal of an Individuals Certificate will be made public via suitable industry publications and details will be forwarded to the RGII National Database.

There is a right of appeal as outlined in 10.

9 Complaints

Individuals have a right of complaint against any aspect of the Scheme.

Complaints must be in writing and can be addressed to either an Assessment centre or Blueflame Certification.

Complaints will be investigated and formally reported to the complainant as laid down in procedures available at all Blueflame Certification Assessment centres.

All individuals raising a complaint have a right of Appeal subsequent to any decision as described in 10.

10 Appeals

Any decision not to issue, suspend or withdraw Certification and results of a formal complaint investigation may be appealed against.

Appeals must be notified to Blueflame Certification in writing addressed to the Scheme Manager (address below) and a remittance of €300 submitted which will be refunded in full if the Appeal is successful.

If the Appellant holds current and appropriate Certification he/she will remain Certificated until the outcome of the Appeal is known.

Individuals have the right to representation at an Appeal hearing after notifying Blueflame Certification that they wish to be represented.

Representation may be by a friend, colleague, trade union representative or legal council.

The Appeal must be notified in writing to the Scheme Manager of Blueflame Certification within 30 days of a complaint decision.

Blueflame Certification will convene an Appeals panel, consisting of the Scheme Manager and a member of its Governing and Impartiality Board nominated by the chairman with the date notified to the Appellant in writing.

The Individual has the right to object to any member of the Panel and Blueflame Certification will re-constitute an alternative. The Appeal will be held within 30 days of receipt of request from the Appellant with the results notified in writing to the Appellant within 5 days after the close of the Appeal hearing.

The Individual has a final right of Appeal against the initial Appeal's findings and an Independent arbiter will be appointed to mutual agreement, whose decision will be final.

11. General

Blueflame Certification has the right, if it desires, to carry out verification and on-going monitoring of a Certificated Operative as deemed necessary during the period of validity of Certification (usually 5 years from the date of Certification).

This monitoring will be carried out to determine continuing satisfactory performance and/or to investigate any evidence received indicating lack of competence.

An Individual's responsibilities, duty of care and statutory requirements are not diminished on receipt of Certification.

12 Publicity

Holding of Certification by an Individual does not confer the right to use of either Blueflame Certification logo unless an agreement is in place.

Scope of Certification held by an Individual must be made available to public domain and such information may be provided by either Blueflame Certification or RGII

13. Confidentiality, Data Collection and Usage

It is a requirement of the scheme that the Registration of Gas Installers Ireland (RGII) be provided with candidate information and assessment results so that the registration of the candidate can be updated to ensure continuous registration or advice can be given on registration options on initial or extension to scope certification.

The process of data collection, usage, retention and disposal of such information ensures confidentiality is maintained meeting the requirements of the General Data Protection Regulation (GDPR: 2018).

14 Fees

The costs of Assessment and related Certification Fees will be levied by the Assessment centre that the candidate applies to.

If Certificated candidates require a duplicate Certificate, Blueflame Certification will levy a Fee.

If a duplicate Certificate is required due to error on the part of Blueflame Certification, one will be provided free of charge. Or if the candidate contacts Blueflame Certification within 2 months of leaving the Assessment centre and he/she has not received their Certificate, on contacting Blueflame Certification one will be supplied free of charge.

15 Registrations

Individuals must be both nationally registered and in possession of a valid certificate of gas safety assessment for the areas of work concerned, before carrying out any gas work within the scope of the Gas Registration Scheme (RGI)

Upon successful completion of an Assessment(s) and Certification issued, Blueflame Certification will download the scope of Certification to the RGI National Database.

Individuals should contact RGI for details of Registration and issue of identification cards.

16 Contacts

Registration Body RGI

Register of Gas Installers Ireland
Unit 9,
KCR Industrial Estate,
Ravensdale Park,
Kimmage, Dublin 12, Ireland

**An Coimisiún um Rialáil Fóntas
Commission for Regulation of Utilities**

The Exchange,
Belgard Square North,
Tallaght,
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Appendix 1- Definitions

Scheme

The Competency Assessment Certification
Scheme for Registered Gas Installers

Scheme Rules

This publication

INAB

Irish National Accreditation Board Wilton Park House,
Wilton Place, Dublin 2

UKAS

United Kingdom Accreditation Service 2 Pine
Trees, Chertsey Lane, Staines-upon-
Thames, UK, TW18 3HR

Registration Body

The Register of Gas Installers, appointed by the HSC
to operate the National Database of Gas Operatives
which contains details of Individuals participating in this
Scheme.

Individual

Any person applying for Assessment and Certification,

Certification

Certificate of assessment issued subsequent to
successful Assessment

Assessment

An Individuals activity that when complete
demonstrates competence.

Assessment Centre

Blueflame Certification Limited location and other
locations approved by Blueflame Certification Limited

Assessor

A person Approved by Blueflame Certification who is
qualified to supervise and assess candidates

Verification

The process of verifying candidate's examination
paperwork by an Assessment Centre's Internal
Verifier.