


OPERATIONAL INSTRUCTION

**PROPERTY GAS REGISTER incorporating:-
GAS PREMISES REGISTER
GAS SAFETY REGISTER
GAS WORKS REGISTER**

OI-ISC-005

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QUALITY MANAGEMENT PROCEDURES
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PCD 017 Gas Safety Management Procedure

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AMENDMENTS MUST BE PROCESSED THROUGH THE STRATEGIC GAS TEAM**

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1.0 GENERAL

1.1 Purpose

1.1.1 The Property Gas Register contains all current and historical data in relation to the status of the Gas installation within any property on the Highland Council estate.

1.1.2 The purpose of this operational instruction is to identify how the Property Gas Register shall be used, updated and managed.

1.2 Scope

1.2.1 The status of Gas installations within buildings including all works currently being carried out on Gas appliances, flues or installations (whether new or existing) within The Highland Council estate shall be recorded electronically within the Highland Council’s property databases

Domestic	H&PSi-World
Non Domestic	H&PS Property Database

1.2.2 Access to the Gas Registers is through the various reports menus available.

1.3 Responsibilities

1.3.1 The CDP shall be responsible for the management and updating of the Gas Registers and that section of the databases pertaining to the registers.

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2.0 PROPERTY GAS REGISTER

2.1 Gas Premises Register

This register is the completed list of all Highland Council properties where gas is present. It is split into two sections per 1.2.1 above; one section for non-domestic buildings and one section for domestic buildings (i.e. Housing). In both cases the properties listed are identified by unique property reference Numbers (UPRN)

2.1.1 Non Domestic – Property Database

2.1.1.1 All schools, care homes, corporate buildings etc where gas exists shall be listed in this register. Other gas registers are automatically updated whenever a property is added. The management of this register is executed by the area H&PS CDP.

2.2.1.2 Janitor's Houses and Social Work properties leased from Housing are currently held in this register.

2.2.1.3 Any staff who identify a property where gas is present but which is not included in the Gas Premises Register shall inform the area H&PS CDP of the property name & address.

2.1.2 Domestic – Housing i-World

2.1.2.1 All domestic housing is held in this register. It is maintained and updated by Housing & Property Service staff using the Stock Condition Survey module.

2.1.2.2 Through a network of standard reports either available individually on request or created at pre-determined intervals gas related information is available for individual or grouped properties.

2.2 Gas Safety Programme Register

2.2.1 This register is the completed list of all Highland Council properties where gas is present and shows the 'gas safety inspection date'. This is the date when the Gas installation and equipment was last checked for Gas safety.

2.2.2 This includes the testing of the whole installation for gas tightness and lists all equipment currently on the installation.

2.2.3 This register records the name of the contractor and the name of the Gas Engineer who carried out the testing regime.

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2.3 Gas Works Register

2.3.1 This register details the list of all Highland Council properties where work has been carried out on the Gas installation.

2.3.2 The register is automatically updated whenever a works order has been raised either from the REOrder Database for non-domestic properties or from the relevant Works Order i-World module for domestic properties.

2.3.3 The type of work recorded includes annual safety checks, servicing and day to day repairs

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