



Gas Safety Certificate Guide

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What is a Gas Safety Certificate?

Gas Safety Certificates are often referred to as CP12 certificates. CP12 is short for CORGI Proforma 12, which was named when CORGI was the main UK body for gas safety matters back in the days. Since 2010, Gas Safe Register has become the official registration body for gas safety.

The Gas Safety Certificate is designed to ensure all gas appliances in a rental property are safe for use.



How often should a Gas Safety check be completed?

Gas Safety Certificates are legally required to take place on a property each year and before any new tenancy begins.



Once a year



**The start of
a new tenancy**



Who is responsible for a property's gas safety?

It is the landlords or property managers responsibility to arrange for a gas safety check to take place and this must be completed by a registered gas safe engineer.

Hands off landlords' often use property managers or agents to manage their gas safety requirements, however it is important to check this is included with the service agreement.



Landlords



Property Managers



What is included in a Gas Safety Certificate?

The Gas Safety Certificate should include:

- The full name, signature and registration ID* of the gas engineer who performed the gas safety check
- The address of the property being checked
- The contact details of the landlord of the property, or an estate agent if applicable
- The date of the inspection
- The location and description of all gas appliances and flues
- Any defects or irregularities found with the gas appliances



- Any repairs that have been performed on the spot (during the check)
- What repairs are still necessary to bring the appliances into functioning condition
- When the appliance needs to be serviced again
- Confirmation that all relevant safety checks have been carried out

*The law requires all working gas engineers to be registered into the Gas Safe Register. All work carried out by an engineer who is not part of the [Gas Safe Register](#), their work is considered illegal. You can find out whether the engineer is qualified by asking for their Gas Safe Register ID or checking they are registered online [here](#).



What does the engineer do during the gas safety check?

Apart from appliance checks, the inspection should also include the following:

- Check the chimneys and flue flow. The engineer will likely use smoke pellets and trace how much of the smoke makes its way outside. If any returns to the origin, the flue is likely clogged and combustible products will need to be removed.
- Check the gas connections and infrastructure. It's important that the gas supply is delivering gas safely and directly to your gas appliances.
- Check the ventilation and oxygen supply in the property.
- Monitor standing and working gas pressure



- Check every gas appliance, burner and gas pressures. The engineer will list the basic model and manufacturer information about each gas appliance. If anything is amiss, they should turn off and disconnect the appliance.

If there is a simple fix to the issue spotted during the checks, the engineer will usually try to repair the appliance on the spot. However, if serious repair is needed, they will insert repair and maintenance recommendations in the final report.



**All checks must be carried out
by a gas safe engineer**



What happens after the gas safety check has been completed?

The gas safe engineer will provide the landlord or property manager with a certificate that validates the check has been completed.

A copy of the document must then be provided to the tenant(s) - this can be done electronically providing the tenant has agreed to this.

The law states that in most cases landlords and property managers must keep their Gas Safety Certificates on file for a minimum of two years.

For student accommodation the Gas Safety Certificate can either be provided to each of the students individually, or presented in a prominent place within the property; alongside details on how individual students can request an individual copy if they require it.



What are tenants' responsibilities regarding gas safety?

Tenants must allow access to the property so the gas safety check can take place.

If there is a malfunction in a gas appliance, or there is another gas emergency, the tenant must execute the following action plan:

- Shut down the appliance immediately
- Open all doors and windows in the room, and property if possible
- Shut down the gas supply at the main valve
- Exit the property
- Get in touch with the landlord and explain what happened in details



How Habeo helps you stay compliant

Gas Safety Certificates can be uploaded as a document for each asset.

To do this simply log into Habeo head to assets, then select the documents tab and upload. We'll then remind you when your property is due for a gas safety inspection.



**Keep all your Gas
Safety Certificates
stored**



**We'll remind you
when they're due
for renewal**



Key information

- A gas safety certificate must be completed each year or before a new tenancy begins
- The check must be completed by a registered gas safe engineer
- A copy of the Gas Safety Certificate must be provided to the tenant(s)
- The landlord and/or property manager must keep the gas safety certificate on file for a minimum of two years.
- Gas Safety Certificates can be uploaded to H and we'll remind you when it's due to be updated.



**Making Property Work
for Everyone**



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