Notice to Registered Gas Contractors

1. According to the Gas Safety (Registration of Gas Installers and Gas Contractors) Regulations, no person other than a registered gas installer who is the employee of a registered gas contractor shall personally carry out any gas installation work of a class in respect of which he is so registered.

2. A registered gas contractor shall cause his certificate of registration to be exhibited at all times in a conspicuous position at the office where he carries on business as a gas contractor or, if there is more than one such office, at the principal office where he carries on such business.

3. A registered gas contractor shall exhibit and keep exhibited so as to be easily visible by a person entering the office or each office at which he carries on business as a gas contractor a notice, in the English and Chinese languages (a) consisting of letters or characters not less than 5 centimetres in height; (b) stating his name and the words "REGISTERED GAS CONTRACTOR NUMBER . . . " or characters "註冊氣體工程承辦商號碼 . . ."; and (c) stating his registration number.

4. Where a registered gas contractor ceases to carry on business as a gas contractor at any office or commences to carry on business as a gas contractor at any office, he shall, not later than 21 days after such cessation or commencement, give written notification thereof to the Authority (i.e. Director of Electrical and Mechanical Services).

5. Where any registered gas contractor changes his name, or correspondence address specified in his application for registration, subsequent to his registration as a gas contractor, he shall give written notification to the Authority of such change not later than 21 days after such change takes place.

6. A registered gas contractor shall ensure, so far as is practicable, that his employees do not personally carry out, or supervise any individual personally carrying out, gas installation work in contravention of any of the requirements under the Ordinance applicable to such work.

7. Each registered gas contractor shall maintain records of all gas installation work carried out by him and shall keep such records for a period of not less than 2 years after the gas installation work concerned was carried out. Records of gas installation work shall specify (a) the address at which such work was carried out; (b) the nature of such work including, if any such work was carried out on a gas appliance, the type of such appliance; (c) the name and address of the person for whom such work was carried out; and (d) the name and registration number of the registered gas installer.

8. Procedures for the cancellation of registration

   (a) Where a registered gas contractor ceases to carry on business as a gas contractor at any office, he shall, not later than 21 days after such cessation give written notification thereof to the Authority.

   (b) Registered gas contractor should surrender his registration document by lodging it at the office of the Authority.

   (c) The surrender of a registration document shall not have effect until the gas contractor to whom that document was issued is served with a notice by the Authority stating that the Authority accepts the surrender of such document. The register would then be updated accordingly.

   (d) Where a person ceases, for whatever reason, to be a registered gas contractor, he shall, as soon as is reasonably practicable but, in any case, not later than 30 days after ceasing to be a registered gas contractor, provide to the Authority the records under regulation 23(1) of Cap 51D that were required to be kept by him.

For more details, please view the Hong Kong Ordinance Cap 51 – Gas Safety Ordinance (Website：http://www.legislation.gov.hk/blis/chi/index.html).