

Technical Bulletin 076

Developed with HSE in Great Britain



Title: Electronic records and signatures - Information for landlords and gas installation businesses

Date issued: 19 August 2010

Note: This version of Technical Bulletin (TB) 076 replaces the version originally published 1 April 2009 which is now withdrawn. This version has been reviewed and where appropriate revised to ensure that it remains both current and relevant.

This Technical Bulletin provides guidance to Gas Safe registered Businesses/engineers on the use and control of electronic records with respect to Landlord's Gas Safety Records

Introduction

The following information has been issued as official guidance from the Health and Safety Executive (HSE) in Great Britain (GB). It provides guidance on the use and controls required when using 'electronic' formats in respect to Landlord's Gas Safety Records (LGSRs) and the use of 'electronic signatures'.

Background

The primary legislation concerning the safe installation, maintenance and use of gas systems and appliances, (e.g. in GB – the Gas Safety (Installation and Use) Regulations (GSIUR) 1998), requires landlords to arrange for annual safety checks of relevant gas appliances and chimneys/flues and to keep a record of that check for a minimum period of 2 years. Copies of the record have to be provided to tenants, who also have rights to inspect the original record on request. The particulars to be included on the LGSR check are prescribed in the legislation and include the name, signature and the registration number of the Gas Safe registered engineer carrying out the check.

Note 1: *Similar requirements apply in other geographical areas covered by Gas Safe Register. For details of current gas safety legislation, building legislation and industry standards for the geographical areas covered by Gas Safe Register, see the [Legislative, Normative & Informative Document List \(LNIDL\)](#)⁽¹⁾ at: <https://engineers.gassaferegister.co.uk> - login and visit the Technical Information area.*

The introduction of legislation relating to electronic signatures and records permits both the record and signature to be in electronic format. Many gas installation businesses and landlords are adopting electronic systems across the range of their activities and these offer advantages, particularly in the areas of work planning and monitoring. However, there have been concerns that the use of electronic LGSRs may lead to an increased potential for forgery/alteration and hence a reduction in the intended safety assurance for tenants.

The following guidance confirms a goal-setting approach, developed following discussions with industry and government, which will allow industry to develop electronic solutions compatible with the necessary security objectives.

Note 2: *Although the following guidance applies particularly to GB, the health and safety enforcing authorities in all geographical areas covered by Gas Safe Register, i.e. Great Britain, Northern Ireland, Isle of Man and Guernsey, regard the guidance in this TB as a 'best practice' requirement*

and would expect all Gas Safe registered businesses/engineers to apply the requirements of this TB when and where appropriate circumstances/relevant installations are encountered.

Guidance

Gas Safe registered businesses/engineers may provide a landlord with a LGSR in electronic format with an electronic signature. The landlord then keeps this as the original record. This record should:

1. Be capable of being reproduced in hard copy format when required (e.g. for the tenant/HSE/housing department);
2. Be secure from loss and interference;
3. Uniquely identify the Gas Safe registered engineer who carried out the safety check. This could be, for example, an electronic representation of the Gas Safe registered engineer's signature, a scanned signature, a payroll number unique to the Gas Safe registered engineer, the name of the Gas Safe registered engineer etc; the employer needs to have secure systems that link the individual operative to the unique identifier.

These objectives should be achieved by a combination of management systems and appropriate technology in accordance with relevant British/European Standards.

The Gas Safe registered business/engineer may also, with the landlord's agreement, send or give a copy of the record directly to the tenant to provide additional assurance of its source. The record will include details of the Gas Safe registered businesses/engineer registration number and the addition of the Gas Safe Register enquiry line telephone number⁽²⁾ would encourage the tenant to check the validity of Gas Safe registered business/engineer undertaking the work.

In order to safeguard the Gas Safe registered business/engineer in case the landlord subsequently alters the record, he/she should keep their own secure copy to allow subsequent verification.

Further information may be obtained from relevant legislation and Industry Standards⁽³⁾.

Note 3: For general information about the process behind the development of Gas Safe Register Technical Bulletins and the expectations for all Stakeholders, see TB 1000⁽⁴⁾ at: <https://engineers.gassaferegister.co.uk> - login and visit the Technical Information area.

Bibliography

- (1) [LNIDL - Gas Safe Register Legislative, Normative & Informative Document List](#)
- (2) [Gas Safe Register contact number 0800 4085577 or 01256 650005](#)
- (3) [Legislation and Industry Standards \(the following should not be regarded as an exhaustive list\)](#)
 - [The Electronic Signatures Regulations 2002;](#)
 - [Data Protection Act 1998;](#)
 - [BS ISO/IEC 27002: 2005, BS 7799-1: 2005, BS ISO/IEC 17799: 2005 Information technology. Security techniques. Code of practice for information security management;](#)
 - [BS ISO/IEC 27001:2005/BS 7799-2:2005 Information technology. Security techniques. Information security management systems. Requirements;](#)
 - [BS ISO 15489-1: 2001 Information and documentation records management. General;](#)
 - [BIP 0025-1: 2002 - Effective records management - A management guide to the value of BS ISO 15489-1](#)
- (4) [TB 1000 – An introduction to Gas Safe Register Technical Bulletins](#)

Note: Gas Safe Register Technical Bulletins and the Legislative, Normative & Informative Document List can be viewed at: <https://engineers.gassaferegister.co.uk> - login and visit the Technical Information area

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