

ANNUAL MANAGEMENT TOOL

Annual Commercial Gas Compliance Calendar

A management planner for inspections, maintenance, records, defects and responsible-person reviews.

IMPORTANT

Use this document for preparation and management only. It does not replace inspection, servicing, repair, commissioning or work by a suitably qualified Gas Safe registered engineer.

Core management rhythm

- ☐ Every shift: staff report unusual smells, poor flames, recurring trips, damaged equipment or ventilation concerns.
- ☐ Monthly: the responsible person reviews defect logs, overdue actions and changes to equipment or premises.
- ☐ Quarterly: verify contractor records, staff briefing, emergency contacts and access to isolation points.
- ☐ Annually or as advised: arrange competent inspection and maintenance at the appropriate interval.
- ☐ After any change or fault: review the installation rather than waiting for the next calendar date.

12-month planning record

Month	Planned activity	Owner	Due	Evidence / action
Jan				
Feb				
Mar				
Apr				
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				

Suggested monthly focus

- 01 January - confirm duty holders, contact details and current records.
- 02 February - review appliance inventory and manufacturer information.
- 03 March - check ventilation, make-up air and interlock records.
- 04 April - review LPG storage, hoses, regulators and supplier details where relevant.
- 05 May - verify staff emergency briefing before peak trading.
- 06 June - inspect obvious damage, access restrictions and housekeeping around appliances.
- 07 July - review defects, recurring resets and incomplete remedial work.
- 08 August - check contractor competence and upcoming inspection dates.
- 09 September - confirm service reports, parts replacements and repair evidence are filed.
- 10 October - review winter demand, plant access and ventilation changes.
- 11 November - plan next year's competent inspections and budgeted remedial work.
- 12 December - close outstanding actions and archive the year's evidence.

Annual review sign-off

Responsible person 	Review date
Next inspection due 	Outstanding actions
Evidence file location 	Management approval

Official guidance and limitations

Inspection frequency depends on equipment, use, condition, manufacturer instructions and competent assessment. Annual inspection is commonly a reasonable minimum for catering equipment, but it does not replace maintenance or earlier action after a fault.

Current guidance: [hse.gov.uk/gas](https://www.hse.gov.uk/gas) | [hse.gov.uk/catering](https://www.hse.gov.uk/catering) | [gassaferegister.co.uk](https://www.gassaferegister.co.uk)