

PRACTICAL PREPARATION TOOL

CP42 Preparation Checklist

For fixed commercial kitchens preparing for a commercial catering gas inspection.

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.

1. Confirm the booking scope

- ☐ Confirm the premises is a fixed commercial kitchen rather than a mobile unit or temporary setup.
- ☐ Provide the full address, postcode, parking restrictions and access instructions.
- ☐ List the fuel in use: natural gas, LPG, or more than one fuel type.
- ☐ List all gas-fired catering appliances expected to be included, with make and model where known.
- ☐ Identify plant, water heaters or other appliances that may require a separate inspection scope.
- ☐ Name the person authorised to provide access and discuss findings.
- ☐ Confirm a suitable period when appliances can be isolated or tested safely.

2. Gather records and evidence

- ☐ Previous commercial gas inspection records, CP42 forms or other relevant certificates.
- ☐ Recent service reports, repair invoices and defect notices.
- ☐ Manufacturer instructions or appliance data where available.
- ☐ Ventilation commissioning, cleaning or maintenance records.
- ☐ Gas interlock, emergency stop and control-system test records.
- ☐ Evidence that earlier remedial work has been completed.

3. Prepare safe access

- ☐ Keep routes to appliances, meters, isolation valves and controls clear.
- ☐ Make ventilation fans, canopies, filters and interlock controls accessible.
- ☐ Do not conceal, bridge, bypass or reset a safety control to obtain a pass.
- ☐ Tell the engineer about recurring trips, unusual smells, poor flames or suspected ventilation problems.
- ☐ Identify appliances that are out of use, isolated or awaiting repair.

4. Information to record during the visit

Engineer / business _____	Gas Safe registration _____
Visit date _____	Scope agreed _____
Areas not inspected _____	Documents received _____

5. After the inspection

- ☐ Read the completed record and confirm the premises, appliances and scope are correct.
- ☐ Note any limitations, excluded equipment or areas that could not be accessed.
- ☐ Record every defect, classification, recommendation and required next action.
- ☐ Do not use equipment identified as unsafe or isolated by the engineer.
- ☐ Arrange remedial work with an appropriately qualified Gas Safe registered engineer.
- ☐ Keep the inspection record with repair, service and retest evidence.
- ☐ Set a review date based on competent advice, equipment use and manufacturer instructions.

Official guidance and limitations

A CP42-style record documents the agreed inspection at the time of attendance. It does not replace ongoing maintenance, staff reporting or competent investigation after any change or 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)