

RECORD-KEEPING TOOL

Gas Safety Management Record Sheet

An operational log for observations, actions and close-out evidence. It is not an engineer-issued certificate.

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.

Premises and responsibility details

Premises / unit 	Address / location
Responsible person 	Contact number
Record period 	Evidence file location

Observation and action log

Date /	Area / item	Observation	Immediate action	Reference / close-out

Continuation log

Date /	Area / item	Observation	Immediate action	Reference / close-out

Remedial close-out

Original log reference _____	Appliance / system _____
Engineer / business _____	Gas Safe registration _____
Work completed _____	Completion date _____
Retest / record reference _____	Authorised return to service by _____

Management review

- ☐ All urgent safety concerns were escalated immediately and not left as routine log entries.
- ☐ Unsafe or isolated equipment remained out of use until competent close-out.
- ☐ Engineer records, repair invoices and test evidence are attached or cross-referenced.
- ☐ Recurring faults, resets, ventilation concerns or repeated damage have been investigated.
- ☐ The next inspection, maintenance or management review date has been recorded.

Reviewed by 	Review date
Outstanding actions 	Next review due

Official guidance and limitations

This management sheet does not constitute a CP12, CP42, CP44 or other technical gas record. It must not be used to approve continued operation or replace competent inspection, testing or repair.

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)