



# Natural Gas Supply Regulation

**NGS XX/2024**

**Publication Date: XX XXX 2024**

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## Citation

These Regulations may be cited as the Gas Supply Regulations, 2024.

## 1 Introduction

### 1.1 Scope and Objectives

- 1) In the exercise of the powers conferred upon it by section 8(3)(c) and 123(e) of the Natural Gas Act, 2024, the Utilities Regulation and Competition Authority (“URCA”) hereby issues these Regulations relating to the metering of natural gas in The Bahamas.
- 2) The objectives of these Regulations are as follows:
  - a) to set out the obligations for connecting, re-connecting and disconnecting gas installations, gas fittings and gas appliances; and
  - b) to set out the requirements for gas service workers to be licensed as such, including the necessary qualifications, examinations and fees;
  - c) to set out the responsibilities of gas service workers; and
  - d) to set out a supervision regime, including a regime for suspension of and any other aspect regarding the activities of gas service workers.

### 1.2 Application

- 3) These Regulations shall also apply to:
  - a) the supply of gas; and
  - b) gas service workers.

### 1.3 Entry into effect

- 4) These Regulations shall come into effect on the date of their publication in accordance with section 15(1)(a) of the Natural Gas Act, 2024.

### 1.4 Definitions

- 5) In these Regulations, any word or expression to which a meaning has been assigned in the Natural Gas Act, 2024 has the meaning so assigned and unless the context otherwise requires, the following terms will have the following meanings:

“Act” means the Natural Gas Act, 2024

**“Authorised Officer”** means any person authorised by URCA to assist it in the exercise of its functions and duties under the Act, either generally or in a particular case

**“Consumer’s Internal Pipe”** means the part of the Gas Installation between a Meter Installation and a gas appliance;

**“Designated Representative”** means a Professional Engineer or a gas service worker appointed by the developer or a Responsible Person for the premises;

**“Flue”** means a passage for conveying the products of combustion from a gas appliance to the external air and includes any part of the passage in a gas appliance ventilation duct which serves the purpose of a flue;

**“Gas Installation”** means any apparatus, equipment, appliance, pipeline, or system used for the supply, distribution, control, measurement, or utilisation of gas. This includes but is not limited to, internal pipes, valves, fittings, appliances, and any other ancillary equipment or structures, whether located on or within residential, commercial, industrial, or public premises, that are involved in the conveyance or consumption of gas

**“Gas Meter Control Valve”** means a valve at the inlet of any meter used for the purpose of turning on or off a supply of gas through such meter to any gas installation;

**“Gas Service Worker”** means a person who has been granted a license by URCA to perform work related to the installation, maintenance, repair, inspection, testing, or operation of gas systems, pipelines, appliances, or other gas-related equipment.

**“Gas Service Worker Licence”** means a license granted by URCA under section 73) of these Regulations;

**“Gas Supply Code”** means the code of practice on gas supply issued by URCA;

**“Leak Free”**, in relation to any gas installation or gas fitting, means there is no (unintentional or inadvertent emission of gas) at any part of such gas installation or gas fitting and verified by such appropriate testing as may be specified in the international other standards or codes of practice as URCA may require;

**“Meter Installation”** means any Meter and its associated equipment and installation including associated pipework, filter, valve, pressure regulating equipment, seal, housing, mounting, telemetry equipment, gas chromatograph and flow computer;

**“Professional Engineer”** means any person who is (licensed by an appropriate body recognised by URCA to design, build, analyse, operate, and maintain mechanical systems) registered as a professional engineer in the mechanical engineering discipline per the requirements set forth in the Bahamian Professional Engineers Act 2004. This registration must be recognised and valid within the jurisdiction of the Bahamas.

**“Purging”** means a series of measures that is taken to purge air or gas in any pipe of a gas installation

for the purpose of preventing the formation of an explosive mixture of gas and air in such pipe;

**“Responsible Person”**, in relation to any premises, means the consumer or occupier of the premises or, where there is no consumer or occupier or the occupier is away from such premises, the owner of the premises, the management corporation or any other person with the authority for the time being to take appropriate action in relation to any gas installation therein;

**“Valve”** means a device for the purpose of controlling or shutting off gas flow and includes a gas service isolation valve.

## **1.5 Interpretation**

- 6) In these Regulations, unless the contrary appears:
- a) headings are for convenience only and do not affect interpretation;
  - b) a reference to a statute or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
  - c) words in the singular include the plural and vice versa;
  - d) words importing persons include a body whether corporate, politic, or otherwise;
  - e) where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
  - f) mentioning anything after include, includes or including does not limit what else might be included;
  - g) words and expressions which are not defined have the meanings given to them in the Comms Act;
  - h) reference to a person shall include firms or companies; and
  - i) cross references are marked with an open parenthesis. It is expressly stated that the use of an open parenthesis in these cross references bears no legal interpretation. The sole legally pertinent element is the reference number.

## **2 Supply of Gas**

### **2.1 Application for supply**

- 7) An application for a supply of gas or for an increase to an existing supply thereof shall be made to a gas retailer.
- 8) Every application referred to in section 8) shall be:
- a) made in such form as may be required by the relevant gas retailer; and
  - b) accompanied by such plans and specifications of any gas installation as required and approved by the

relevant gas retailer in accordance with such procedures as may be specified in the Gas Supply Code.

- 9) Where an application is made under section 8), the relevant gas retailer shall:
- a) where the applicant is not the owner of the gas installation through which gas is to be supplied, satisfy himself, before making available such supply or increase applied for, that the applicant has obtained the consent of the Responsible Person for such Gas Installation to be used for the supply or the increase applied for;
  - b) prior to turning on the gas supply at the relevant gas meter control valve, ensure that the appropriate test as specified in the Gas Supply Code is conducted on the gas appliance and the consumer's internal pipe including the meter installation to ascertain that it is safe to turn on the gas supply;
  - c) upon the completion of the tests referred to in sub-section 9)b) where the gas supply is not turned on and the consumer's internal pipe including the meter installation is left unattended, ensure that:
    - i) the gas meter is removed or a spool is placed at the gas pipe which is connected to the relevant meter installation to prevent any flow of gas into the gas installation;
    - ii) the tests referred to in sub-section 9)b) are conducted again before turning on the gas supply; and
    - iii) after turning on the gas supply, immediately issue a statement of turn-on, which shall be in such form as may be approved by URCA, signed by the officer or agent of the relevant gas retailer, and counter-signed by the applicant or a person authorised by the applicant.
- 10) Unless otherwise provided in these Regulations, no person other than an officer or agent of the relevant gas retailer shall turn on the relevant gas meter control valve.
- 11) Any person who contravenes section 11) shall be guilty of an offence and shall be liable on prosecution pursuant to section 114(1) of the Act.

## **2.2 Power to Discontinue Supply or Refusal to Supply**

- 12) The relevant gas retailer shall refuse to supply gas to any premises where the gas installation or gas appliance to which such supply is made is unsafe for use or does not comply with the provisions of the Act.
- 13) When the relevant gas retailer becomes aware that any gas installation or gas appliance to which a supply of gas is made is unsafe, it shall immediately discontinue such supply of gas.
- 14) Where the supply of gas is discontinued under section 14), no person other than the relevant gas retailer shall restore the supply of gas.
- 15) The relevant gas retailer shall inform the gas transporter and the applicant or the Responsible Person for the premises of any discontinuance or restoration of any supply of gas made by it.

### **3 Connection of Gas Installation and Gas Fitting**

#### **3.1 Application for Connection**

- 16) An application for the connection of any gas installation or gas fitting for the supply of gas shall be made to a gas transporter.
- 17) Every application referred to in section 17) shall be:
- a) made in such form as may be required by the gas transporter; and
  - b) accompanied by such plans and specifications of the gas installation or gas fitting as required and approved by the gas transporter in accordance with such procedures as may be specified in the Gas Supply Code.
- 18) Where an application is made under section 17) , the gas transporter shall:
- a) prior to making the connection applied for under that regulation, ensure that the appropriate test as specified in the Gas Supply Code is conducted by a designated representative on the gas installation or gas fitting from the gas service isolation valve to (but excluding) the meter installation to ascertain that it is safe to make such connection;
  - b) upon completion of the tests referred to in sub-section a), and if gas is not admitted into the gas installation or gas fitting up to (but excluding) the meter installation and the said portion of the gas installation or gas fitting is left unattended disconnect any connection made to the gas installation or gas fitting;
  - c) ensure that the appropriate tests are conducted again by a designated representative in accordance with sub-section a) , before making the connection to the gas installation or gas fitting and admitting the gas; and
  - d) after admitting gas into the gas installation or gas fitting up to (but excluding) the meter installation, immediately issue a statement of admittance of gas (which shall be in such form as may be approved by URCA) signed by the officer of the gas transporter responsible for the admittance of gas, and counter-signed by the applicant or his designated representative.
- 19) Unless otherwise provided in these Regulations, no person other than an officer or agent of the gas transporter shall turn on the gas service isolation valve.
- 20) Any person who contravenes section 20) shall be guilty of an offence under section 114(1) of the Act and shall be liable for the fines prescribed therein.

#### **3.2 Gas Service Isolation Valve**

- 21) The gas transporter shall determine:



- a) the point of termination of a gas service pipe; and
  - b) the location of a gas service isolation valve for any premises to which gas is supplied or to be supplied.
- 22) In determining the point of termination of a gas service pipe and the location of a gas service isolation valve under section 22), the gas transporter shall have regard to the ease of isolation of any supply of gas to any premises in the event of any emergency involving public safety.

### **3.3 Refusal To Connect Or Power To Disconnect**

- 23) The gas transporter shall refuse to connect any gas installation or gas fitting to the gas pipeline network if the gas installation or gas fitting is unsafe for use or does not comply with the provisions of the Act.
- 24) Where in contravention of any of the provisions of the Act a gas installation or gas fitting is connected to the gas pipeline network, or any replacement of or any addition or alteration to a gas installation or gas fitting already connected thereto is made, the gas transporter shall have the right to disconnect such gas installation or gas fitting from the gas pipeline network.
- 25) When the gas transporter becomes aware that a gas installation or gas fitting is unsafe or it is no longer to be used to supply gas to any consumer, it shall immediately:
- a) disconnect the gas installation or gas fitting from the gas pipeline network at an appropriate part of the gas pipeline network; and
  - b) ensure that the gas pipeline network continues to operate in a manner that will not endanger the safety of any person.
- 26) Where the gas transporter:
- a) refuses to connect any gas installation or gas fitting to the gas pipeline network under section 24) ; or
  - b) disconnects any gas installation or gas fitting from the gas pipeline network under section 25) or 26),
- 27) It shall immediately give written notice of its decision to the applicant or the Responsible Person for the premises.

### **3.4 Re-connection of Gas Installations or Gas Fittings**

- 28) A person whose gas installation or gas fitting has been disconnected under section 25) or 26) may make an application to the gas transporter under section 5 for the gas installation or gas fitting to be re-connected.
- 29) No application for the re-connection of the gas installation or gas fitting under section 29) shall be made to the gas transporter unless the applicant has:
- a) rectified any defect affecting the safe operation of the gas installation or gas fitting; and
  - b) complied with the provisions of the Act.

- 30) Before re-connecting any gas installation or gas fitting, a gas transporter shall ascertain whether:
- a) any defect affecting the safe operation of the gas installation or gas fitting has been rectified; and
  - b) the provisions of the Act have been complied with.

## **4 Gas Installation, Gas Fitting and Gas Appliance**

### **4.1 Inspection and Maintenance of Gas Installation**

- 31) A gas transporter shall ensure that any gas installation or gas fitting which is used to supply gas to the premises of that consumer:
- a) is maintained at all times in a safe and proper operating condition;
  - b) functions at all times in a reliable manner; and
  - c) is reasonably protected against damage.
- 32) For the purposes of section 32), the gas transporter may require the Responsible Person for any premises to engage a licensed gas service worker or a Professional Engineer to certify the fitness of any gas installation or gas fitting that links the gas service isolation valve to (but excluding) the meter.
- 33) Any person who submits the certificate of fitness as required under section 32) knowing that it is false or misleading shall be guilty of an offence under section 112(1) of the Act and shall be liable to a fine not exceeding four thousand dollars (\$4,000.00).
- 34) The gas transporter shall ensure that the gas installation or gas fitting in any premises is inspected every two years.

### **4.2 Responsibilities of Responsible Persons to Inspect Gas Fittings**

- 35) The Responsible Person for any premises shall, at his own expense, be responsible for the inspection, maintenance, repair or renewal of any gas fitting linking the gas service isolation valve to the meter installation.

### **4.3 Responsibilities of Consumers To Maintain Gas Appliances**

- 36) The consumer shall, at his own expense, be responsible for the proper maintenance, repair or replacement of the gas appliances and the consumer's internal pipe.

### **4.4 Replacement of, or Addition or Alteration to Gas Installations**

- 37) No person shall carry out any replacement of, or addition or alteration to, the gas installation or gas fitting located from the gas service isolation valve to (and including) the meter installation unless:

- a) he has made an application to the gas transporter for the approval of such replacement, addition or alteration; and
- b) the gas transporter has approved the application.

38) No person shall carry out any addition or alteration to the consumer's internal pipe unless:

- a) he has made an application to the relevant gas retailer for the approval of such addition or alteration; and
- b) The relevant gas retailer has approved the application.

39) Any person who contravenes section 38) or 39) shall be guilty of an offence under section 116(1) of the Act and shall be liable for the fines prescribed therein

#### **4.5 Protection of Gas Installations Against Damage**

40) Any person who installs a gas installation or gas fitting shall ensure that every part of it is properly supported and protected from damage.

41) No person shall install a gas installation or gas fitting in a position where it is likely to be exposed to any substance which may corrode the gas installation or gas fitting.

42) Section 42) shall not apply to a gas installation or gas fitting that is:

- a) constructed of materials resistant to being so corroded; or
- b) suitably protected against such corrosion.

43) Any person who contravenes section 41) or 42) shall be guilty of an offence under section 111(6) of the Act and shall be liable for the fines prescribed therein.

#### **4.6 Work on Premises Not to Affect Existing Gas Installations**

44) No person shall carry out or cause to be carried out any work on any premises which may affect any gas installation or gas fitting on those premises in such a manner that the subsequent use of such gas installation or gas fitting might endanger any person or property.

45) Before any person carries out or causes to be carried out any work on any premises which may affect any gas installation or gas fitting on those premises, he shall:

- a) take due care to ascertain the existence of any gas supply to the premises and the location of the gas installation or gas fitting within those premises; and
- b) take the necessary precautions to ensure that the work will not cause any damage to the gas installation or gas fitting within those premises.

- 46) Any person carrying out or causing to be carried out any work on any premises which may affect the gas installation or gas fitting on those premises shall:
- a) check at the end of each day's work that the relevant gas meter does not register any passage of gas when all gas appliances within the premises have been turned off; and
  - b) take such other steps as may be necessary throughout the duration of the work to ensure that there is no escape of gas from the gas installation or gas fitting within the premises.
- 47) Any person carrying out or causing to be carried out any work on any premises who knows or has reason to suspect that gas is escaping in those premises shall immediately:
- a) take all reasonable steps to cause the supply of gas to be shut off at such place as may be necessary to prevent further escape of the gas; and
  - b) inform the gas transporter of the escape or suspected escape of gas in those premises.
- 48) Any person who contravenes section 45), 46), 47) or 48) shall be guilty of an offence under section 111(2) of the Act and shall be liable for the fines prescribed therein.

#### **4.7 Safe Use of Gas Installations**

- 49) No person shall use any gas installation or gas fitting unless it is installed in a position where it can be used safely.
- 50) No person shall use gas conveying pipes, gas installation and gas fittings for earth connections, protective conductors or in any circuit used for the conveyance of electricity
- 51) Any person who contravenes section 50) or 51) shall be guilty of an offence under section 111(6) of the Act and shall be liable for the fines prescribed therein.

#### **4.8 Work on Pipe Containing Gas**

- 52) No person shall carry out any work on any pipe that is used or intended to be used as part of a gas installation or gas fitting unless he has taken all reasonable steps to ensure that the work will not cause danger to any person or property.
- 53) Any person who contravenes section 53) shall be guilty of an offence under section 111(2) of the Act and shall be liable for the fines prescribed therein.

#### **4.9 Re-admitting Gas on Completion of Work**

- 54) Any person who carries out any work in relation to a gas installation or gas fitting which may affect the integrity of any part of that gas installation or gas fitting thereof shall, upon the completion of such work, ensure that the affected part of the gas installation or gas fitting has been installed in compliance with these Regulations and is appropriately tested to verify that it is gas-tight.

55) Any person who has completed any work referred to in section 55) shall ensure that:

- a) immediately after complying with that section, purging is safely carried out on the gas installation or gas fitting to prevent the formation of any potentially explosive mixture of air and gas in the gas installation or gas fitting;
- b) where such purging has been carried out through a loosened connection, appropriate tests are conducted on the connection to confirm that it is leak free after it has been re-tightened;
- c) every seal fitted after such purging is appropriately tested to confirm that it is leak free; and
- d) where a supply of gas has been discontinued to any other part of the gas installation or gas fitting which may be affected by the work referred to in that section, appropriate tests are conducted on that part of the gas installation or gas fitting to confirm that it is leak free when re-admitting gas.

56) Where gas is not re-admitted to the gas installation or gas fitting referred to in section 55) on completion of the procedures referred to in section 55) and 56), any person who re-admits gas to such gas installation or gas fitting shall ensure that the procedures are conducted again accordingly.

57) Any person who contravenes section 55), 56) or 57) shall be guilty of an offence under section 111(5) of the Act and shall be liable for the fines prescribed therein.

#### **4.10 Installation of Gas Appliance**

58) Any person who installs any gas appliance shall ensure that the appliance can be used without constituting a danger to any person or property, and for this purpose, he shall ensure that:

- a) the gas appliance is installed in accordance with the specifications of the manufacturer;
- b) there is available a sufficient and permanent supply of air for the gas appliance (as specified by the manufacturer) for proper combustion;
- c) there is in place a flue, pipework or proper means of removal of products of combustion from the gas appliance;
- d) the room or the internal space in which the gas appliance is to be used has adequate ventilation (as specified by the manufacturer);
- e) there is a means of shutting off the supply of gas to such gas appliance; and
- f) the gas appliance is easily accessible for operation, inspection and maintenance.

59) Any person who contravenes section 59) shall be guilty of an offence under section 111(2) of the Act and shall be liable for the fines prescribed therein.

## **4.11 Testing of Gas Appliances**

- 60) Any person who carries out any installation, maintenance or repair of a gas appliance at a time when gas is being supplied to the premises in which the gas appliance is installed shall, immediately after completion of such installation, maintenance or repair, test the gas appliance and its connection to the gas installation to check that:
- a) the gas appliance is safe to be used;
  - b) the connection of the gas appliance to the gas installation is gas-tight; and
  - c) the work is in compliance with these Regulations.
- 61) Where, on completion of the tests referred to in section 61) it is found that the gas appliance is safe to be used, the person performing the tests shall issue a written statement certifying the gas appliance is safe for use.
- 62) No person shall use any gas appliance that has not been certified safe for use.
- 63) Any person who contravenes section 61), 62) or 63) shall be guilty of an offence under section 111(6) of the Act and shall be liable for the fines prescribed therein.

## **4.12 Marking of Pipe for Identification**

- 64) Any person who installs any pipe being a part of a gas installation in a part of any premises not used for dwelling purposes shall permanently mark the pipe so that the pipe is readily identifiable upon inspection as a pipe for conveying or supplying gas.
- 65) The Responsible Person for the premises in which any such pipe is situated shall ensure that the pipe continues to be so identifiable in the manner referred to in section 65) so long as it is installed for use for conveying or supplying gas.
- 66) Any person who contravenes section 65) or 66) shall be guilty of an offence under section 111(6) of the Act and shall be liable for the fines prescribed therein.

## **5 Licensing of Gas Service Workers**

### **5.1 Scope**

- 67) The provision of these Regulations shall apply to every Gas Service Worker.

### **5.2 Classes of Activities Authorised by the Gas Service Worker Licence**

- 68) URCA shall issue a Class A Gas Service Worker Licence in accordance with the requirements of these Regulations authorising a Gas Service Worker to design and submit plans to a gas licensee for any gas installation stipulated in the Gas Supply Code as not requiring the endorsement of a Professional Engineer.

A Class A Gas Service Worker Licence entitles the holder to carry out the following gas service works where the operating pressure is not more than 30 mbars:

- a) Construct, fix, alter, repair and renew gas pipes and fittings;
- b) Install, maintain, repair and test gas appliances; and
- c) Install or remove gas meters and to turn on gas supply on behalf of a gas licensee.

69) Furthermore, under the supervision of a Professional Engineer in Mechanical Engineering, a licensed gas service worker is able to perform the following gas service works:

- a) Works involving gas booster system; and
- b) gas leakage detection systems interlocking with safety cut-off valve.

70) A Class B Gas Service Worker Licence issued by URCA entitles the holder to carry out the following gas service works where the operating pressure is not more than 30 mbars:

- a) Fix, alter, repair and renew gas pipes and fittings;
- b) Install, maintain, repair and test gas appliances; and
- c) Install or remove gas meters and to turn on gas supply on behalf of a gas licensee.

71) A Gas Service Worker may carry out the types of service work in accordance with their class of licence or licences.

### **5.3 Qualifications Required for Gas Service Worker**

72) URCA may grant a gas service worker licence to any person who has:

- a) has such a certificate in Plumbing and Pipefitting as required by URCA or any other certificate which, in the opinion of URCA, is of an equivalent standard, which said certificate may be published on URCA's website from time to time.; and either
  - i) Passed any test approved by URCA for that effect which proves knowledge of the provisions of the Act and these Regulations; or
  - ii) successfully completed an approved course in gas service work that may be published on URCA's website from time to time ; or

73) URCA may also grant a gas service worker licence to any person who:

- a) holds a licence which URCA deems equivalent in a foreign country, as may be approved and published on URCA's website from time to time;

- b) has not less than three (3) years of practical experience relevant to the work to be performed by a gas service worker;
- c) is proficient in and licensed for the handling, installation, and conveyance of liquid petroleum gas; and
- d) meets any other criteria deemed appropriate by URCA for the issuance of a gas service worker license at its discretion and upon review of individual circumstances.

## **5.4 Examinations and courses**

- 74) For the purpose of ensuring that any licensed gas service worker is able to carry out gas service work competently, URCA may, by notice in writing, require him to attend at a time and place specified in the notice to take and successfully complete such tests or examinations as may be set or approved by URCA.
- 75) URCA may, from time to time, by notice in writing, require a gas service worker to attend such course, which, in the opinion of URCA, is necessary to enable him to carry out gas service work competently.

## **6 Responsibility of Gas Service Workers**

- 76) A licensed gas service worker shall not, in relation to any gas service work which he supervises or carries out or engages in, do or omit to do any act in contravention of the provisions of the Act.
- 77) A licensed gas service worker shall give or cause to be given all notices and obtain or cause to be obtained all consents that may be required by any applicable law in respect of any gas service work carried out by him or in which he is engaged.
- 78) Every licensed gas service worker who changes his residential address or workplace address shall immediately notify URCA in writing of his new address.
- 79) An Authorised Officer may require any person who is carrying out, or who appears to be carrying out, gas service work to do any of the following at the time and place specified by the Authorised Officer for the purpose of monitoring compliance with these Regulations:
  - a) produce for the inspection of the authorised officer any gas service worker licence held by him under these Regulations;
  - b) inform the authorised officer whether he holds a gas service worker licence granted under these Regulations;
  - c) inform the authorised officer whether he has carried out or engaged in, or is carrying out or engaging in, gas service work;
  - d) attend at such office of URCA as the authorised officer may specify and, on so attending, give any information or evidence which URCA may require of him for any purpose of these Regulations or produce to URCA for inspection and verification any gas service worker licence which he has informed the authorised officer that he holds but which he did not produce to the authorised officer on a demand



being made therefor.

80) Any gas service worker who contravenes sections 75), 76), 77), 78), 79) or 80) shall be guilty of an offence under section 111 6) of the Act and shall be liable for the fines prescribed therein.

## **6.1 Application for Gas Service Worker Licence**

81) An application for the grant or renewal of a gas service worker licence shall be made to URCA in the either electronically or physically as may be prescribed by URCA in the form in Appendix 2.

82) Every application for a gas service worker licence shall be accompanied by such testimonials or other evidence of experience, character and competency as URCA may either generally or in any particular case require.

83) An application for the renewal of a gas service worker licence shall be submitted to URCA not later than one month prior to the date of expiry of the licence.

84) URCA may, in its discretion, refuse to grant a gas service worker licence to or renew the gas service worker licence of any person whose application is incomplete, or whose licence has expired or has been cancelled.

85) Every application for a gas service worker licence or a renewal of a gas service worker licence shall be accompanied by the appropriate fee specified in URCA's Fee Schedule published from time to time on URCA's website.

86) A gas service worker licence granted under the Act and a renewal of a gas service worker licence shall be in the form prescribed in Appendix 2 or in any other form as may be prescribed by URCA and according to any additional conditions as may be determined by URCA. URCA shall review the application and shall approve or deny the application within 30 calendar days and notify the applicant in writing. If approved, the licence will be issued with conditions and a validity period as determined by URCA.

87) URCA may revoke a licence for non-compliance with any of the regulations. Licence holders may appeal revocations in accordance with URCA procedures.

88) Where URCA is satisfied that any gas service worker licence granted by it under the Act has been lost, destroyed or defaced, URCA may, upon payment of the appropriate fee specified in the URCA Fee Schedule grant a replacement gas service worker licence.

## **6.2 Register of Licensed Gas Service Workers**

89) The register of licensed gas service workers which URCA is required to maintain under the Act shall have the following particulars of every licensed gas service worker entered on the Register:

- a) their full name and address as set out in their application form for the grant of any gas service worker licence to them;
- b) the date of the grant and expiry of any gas service worker licence granted to them;

- c) the number of the gas service worker licence granted to them;
- d) the qualifications that entitle them to hold the gas service worker licence;
- e) any cancellation or suspension of or refusal to renew any gas service worker licence granted to them;
- f) such other particulars as URCA thinks fit.

### **6.3 Suspension of Gas Service Workers**

90) Subject to section 91) every gas service worker licence granted under these Regulations shall be valid for the period stated in the gas service worker licence and may, on its expiry, be renewed for such further periods as URCA may determine.

91) In addition to any penalty which may be imposed under these Regulations or otherwise, URCA may, at its discretion, suspend or revoke a gas service worker licence where a person granted a gas service worker licence under these Regulations:

- a) has obtained the gas service worker licence by making or causing to be made any false or fraudulent declaration, certification or representation, either in writing or otherwise, has, in the opinion of URCA, contravened or failed to comply with any of the provisions of these Regulations or any of the conditions of the gas service worker licence granted to him;
- b) has been convicted of an offence under the Act, or of any other offence which is of such a nature that, in the opinion of URCA, it is undesirable that he should continue to hold the gas service worker licence;
- c) is, in the opinion of URCA, incapable of carrying out gas service work of the type for which the gas service worker licence was granted;
- d) having been given notice under section 75) to attend at a specified time and place to be so tested for competence, has failed to attend to be tested or to pass any test or examination set or approved by URCA;
- e) having been given notice under section 76) to attend a course, has failed to attend or to successfully complete such course;
- f) is, for some other reason, not fit to be or continue to be a licensed gas service worker; or
- g) has failed to comply with the guidelines issued by URCA or any other public or statutory authority in the performance of any gas service work.

92) No compensation shall be paid by URCA to the person whose gas service worker licence is cancelled or suspended, and no fee or part of the fee shall be refunded by URCA to that person in respect of the unexpired period of such licence.

93) Every notification of a suspension of a gas service worker license shall be given by a letter signed by an

authorised officer. The holder of the gas service worker license shall cease to be a licensed gas service worker from the date of the suspension as stated in the letter.

- 94) Upon the suspension or cancellation of a gas service worker licence, the person who has in his possession the gas service worker licence or a replacement gas service worker licence shall be endorsed on the register as cancelled, revoked or suspended.
- 95) URCA may, at any time, and for such reason as it thinks sufficient, reduce the period for which a gas service worker license has been suspended or on payment of the appropriate fee specified in the URCA Fee Schedule), grant a gas service worker licence to a person whose previous licence has been cancelled, if such person makes an application under section 82) and satisfies the requirements under these Regulations.

## **7 Miscellaneous**

### **7.1 Unique identity information of individuals**

- 96) A gas retailer or an agent of the gas retailer must collect and use an individual's unique identity information:
- a) to open for the individual an account for the supply of gas or to close such an account; or
  - b) to connect the individual's premises to the gas pipeline network.

## Appendix 2. Gas Service Worker's Licence Application Form

### Part 1: Applicant Information

1. Full Name:

- First Name: \_\_\_\_\_
- Middle Name: \_\_\_\_\_
- Last Name: \_\_\_\_\_

2. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YYYY)

3. Nationality: \_\_\_\_\_

4. Residential Address:

- Street: \_\_\_\_\_
- City/Town: \_\_\_\_\_
- Island: \_\_\_\_\_
- Postal Code: \_\_\_\_\_

5. Contact Information:

- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### Part 2: Professional Qualifications

6. Education:

- Institution Name: \_\_\_\_\_
- Degree/Certificate: \_\_\_\_\_
- Year of Completion: \_\_\_\_\_

7. Professional Certification:

- Certifying Body: \_\_\_\_\_
- Certification Title: \_\_\_\_\_
- Certificate Number: \_\_\_\_\_
- Date of Issue: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YYYY)

- Expiry Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YYYY)

#### 8. Work Experience:

- Employer Name: \_\_\_\_\_
- Position Title: \_\_\_\_\_
- Duration of Employment: \_\_\_\_\_
- Summary of Duties: \_\_\_\_\_

### Part 3: Compliance and Legal Requirements

#### 9. Bahamian Professional Engineers Act 2004 Compliance:

- Are you registered as a professional engineer in accordance with the Bahamian Professional Engineers Act 2004? (Yes/No)
- If yes, provide Registration Number: \_\_\_\_\_
- Have you ever been convicted of a criminal offence? (Yes/No)
- If yes, provide details: \_\_\_\_\_

### Part 4: Declaration

#### 11. Declaration:

- I hereby declare that the information provided in this application is true and correct to the best of my knowledge and belief. I understand that any false or misleading information may result in the rejection of my application or revocation of my licence.
- Signature: \_\_\_\_\_
- Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YYYY)

### Part 5: For Official Use Only

#### 12. Application Review:

- Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YYYY)
- Application Number: \_\_\_\_\_
- Reviewer Name: \_\_\_\_\_
- Review Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YYYY)

- Approved (Yes/No): \_\_\_\_\_
- Licence Number: \_\_\_\_\_
- Expiry Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ (DD/MM/YYYY)

**13. Comments/Notes:**

- \_\_\_\_\_
- \_\_\_\_\_

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**Submission Instructions**

- Please submit the completed application form along with the following documents:
  - Proof of identity (e.g., passport, national ID)
  - Proof of address (e.g., utility bill, bank statement)
  - Copies of relevant educational and professional certificates
  - Criminal record check

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This form includes all necessary sections to ensure comprehensive information gathering and compliance with the Bahamian regulatory requirements