

Gas Safety Inspection Preparation Record (not a CP12)

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Jurisdiction: UK. UK reference for Gas Safe registered engineers and landlords preparing for a statutory check. It is not a CP12 or Landlord Gas Safety Record and cannot be issued in place of one.

Inspection checklist

Property and landlord information

Property address

Landlord name and contact

Tenant name (if applicable)

Inspection date

Engineer details

Engineer name

Gas Safe registration number

Company name and address

Appliance checks

☐ Appliance type and location (boiler, fire, cooker)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Appliance make and model	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Operating pressure: within manufacturer specification	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Heat input: within manufacturer specification	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Flue and exhaust routing: secure, unobstructed, catching waste gases cleanly	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Flue hidden in ceiling voids: checked via inspection hatch	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Pipework tightness test: no leaks detected	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Carbon monoxide alarm: present and functional (in rooms with gas appliances, excluding cookers)	☐	Pass	☐	Fail	☐	N/A	Notes: _____

Appliance status classification

☐	Appliance condition: Satisfactory / At Risk (AR) / Immediately Dangerous (ID)	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	For ID appliances: physically disconnected and capped, landlord notified	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	For AR appliances: remedial action required, timescale noted	☐	Pass	☐	Fail	☐	N/A	Notes: _____

Certificate issuance and tenant notification

Next statutory check due date recorded in accordance with current HSE timing rules

Copy provided to existing tenant within 28 days: Yes / No

Copy provided to new tenant before move-in: Yes / No

Copy retained by landlord: Yes

Engineer signature and date

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____

References consulted

Gas Safety (Installation and Use) Regulations 1998

Gas Safe Register – Official UK Gas Engineer Register

HSE – Gas safety for landlords (GS638)

UK Government – Gas safety certificates for landlords

Verify the current edition and local adoption before use.