



Radon Contractor Registration Scheme Registration Form and Guidelines

1. Scope

This registration scheme is open to radon remediation contractors who carry out works to both dwellings and other buildings where a radon test has shown the building to be above the relevant reference level. The purpose of the scheme is to:

- promote quality and expertise in radon remediation services
- ensure the consistency and quality of radon remediation
- help to enhance public confidence in the works carried out as part of the remediation process and
- support research into indoor radon gas in Ireland

Details of registered radon remediation contractors will be published on the Environmental Protection Agency (EPA) website www.radon.ie to facilitate easy access for the public who wish to have their building remediated. This scheme will be administered by the EPA Office of Radiation Protection and Environmental Monitoring.

Terms

Radon Contractor: Any organization or person that offers a radon remediation service.

Registration: registration means when a person or a company has established to the satisfaction of the EPA that they meet the requirement of the scheme such that the EPA will publish the name of such a contractor on a list.

It is important to note that the Environmental Protection Agency does not warrant the services being provided by any registered contractor. The list of registered contractors is published by the Environmental Protection Agency for the purposes of providing information to members of the public. These registered contractors are deemed by the Environmental Protection Agency to have met certain criteria and have indicated their compliance with a voluntary code of conduct in order to promote public confidence in the performance of radon remediation generally.

2. Guidance notes

(a) Initial Registration

All registering contractors must complete this form and provide the information set out for initial registration. Please note incomplete forms will result in your registration being rejected and all documents being returned to you for resolution. Please ensure all sections of the form are completed as appropriate and that the form is signed and dated.

Please note that for initial registration all contractors must:

1. Complete this application form
2. Provide evidence of current tax compliance
3. Have successfully completed the NRCS Radon Remediation training course including assessment.
4. Provide evidence of public liability insurance and employer liability insurance ¹
5. Agree to comply with the Terms and Conditions of the scheme as outlined in this document.

(b) On-going Registration

To maintain registration all registered contractors must submit:

1. A letter confirming that the registered contractor commits that during the following year s/he shall:
 - a. Provide a radon remediation service.
 - b. Abide by the terms and conditions as outlined in this document.
 - c. Comply with all relevant tax requirements.
 - d. Ensure competent persons, who have completed the NRCS Radon Remediation training course, will supervise or carry out the radon remediation works.
 - e. Provide the name of the radon remediation assessed person(s).
2. Evidence of public liability insurance and employer liability insurance ¹
3. Anonymized data in relation to the provision of radon remediation services to the EPA annually

¹ local authorities typically require public liability insurance of €13 million and employer liability insurance of €6.5 million

The above should be provided annually by 31st January of each year to the EPA to maintain registration.

(c) General

1. The EPA reserves the right to review works by a registered radon contractor where complaints arise from clients.
2. The EPA reserves the right to de-register a registered radon contractor where the conditions of this Registration Scheme are not met.
3. The EPA reserves the right to review this scheme periodically; registrants will be notified of updates.

(d) Registered Radon Contractor's Obligations

A registered radon contractor must adhere to the following:

1. Comply with the requirements of all appropriate statutory Regulations and Codes of Practise (see Appendix A);
2. Ensure that all engaged in remediation work are trained to a sufficient degree of competence to undertake their respective works. In that regard, it is understood that any interventions in relation to the structure of a building may have implications for the integrity and/ or performance of the building;
3. Appoint competent person(s), who have completed the radon remediation training course, to supervise or carry out the radon remediation works;
4. Fulfil duties with reasonable skill, care and diligence;
5. Respect client confidentiality in terms of radon remediation works;
6. Undertake to be current in the area of radon remediation;
7. Operate to the highest standard of safety and adhere to all obligations under Health and Safety legislation;
8. At all times maintain appropriate and adequate insurances;
9. Maintain a high standard of personal integrity in all conduct relating to the issuing of radon promotional material so as to ensure public confidence in the register;
10. Do not knowingly make exaggerated claims for the outcome of work;
11. Be prepared to participate in any review of works where complaints arise;
12. Recommend that post remediation testing be carried out by a registered radon measurement service independent of the registered remediation contractor.

(e) De-registration

De-registration may result from one or more of the following:

- Failure to provide the documents and data required annually
- Where in the opinion of the Environmental Protection Agency, a registered contractor is failing to abide by the terms and conditions as set out in this document.

Where de-registration is being considered, a warning letter will be sent to the registered contractor setting out the reasons for the potential de-registration. Following the service of the warning letter the registered contractor shall have a period of thirty days within which to satisfy the Environmental Protection Agency as to their ongoing compliance with the scheme's requirements. Following the expiry of this thirty day period, should the Environmental Protection Agency remain of the opinion that the registered contractor is in default of his/ her obligations; the contractor shall be notified that they have been de-registered. The decision to de-register a radon contractor will be made by the Programme Manager of the EPA Radon Advice Section.

This decision may be appealed to the Director of the EPA Office of Radiation Protection and Environmental Monitoring, whose decision in relation to the matter shall be final. Notice of the right of appeal shall be given to the registered contractor.

A request for re-registration should include evidence that the basis for the de-registration has been addressed and that the radon contractor has committed to taking the necessary steps to ensure that it will not occur again.

For further information regarding the Radon Contractor Registration Scheme:

Web: www.radon.ie
Email: radon@epa.ie
Free Phone: 1800 300 600

Contractor Registration Form

Please use Block Capitals when completing this form and complete all sections

1. Name of Contractor:

2. Key Contact Details for radon remediation assessed personnel:

Company Name:	
Forename:	
Surname:	
Address:	
County:	
Email:	
Telephone:	
Mobile:	
Website:	

3. Tax Clearance:

Current Tax Clearance Certificate Enclosed	<input type="checkbox"/>
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Note:

1. Where you have moved to eTax Clearance, please print a copy of your certificate

4. Attendance at remediation training:

Confirmation re attendance at NRCS radon remediation training course	<input type="checkbox"/>
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5. Confirmation of insurance with regard to public liability:

Copy of insurance certificate enclosed	<input type="checkbox"/>
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6. Agreement to comply with the Radon Contractor's obligations:

I agree to abide by the requirements of the Radon Contractor's obligations	<input type="checkbox"/>
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7. Data Handling and Protection

I confirm that in delivery of this service I have given due consideration to:	
• Retention of customer records	<input type="checkbox"/>
• Backing up of electronic data	<input type="checkbox"/>

8. Provision of Data to EPA

I confirm that I will provide data to the EPA annually as set out in Appendix B.	<input type="checkbox"/>
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Note: Data should be provided annually by 31st January of each year to maintain registration.

9. Assessment of Radon Remediation Works

I agree to the EPA carrying out an assessment, where required, to determine compliance with the requirements of this scheme.	<input type="checkbox"/>
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I have read, understood and agree to adhere to the Radon Remediation Registration Scheme requirements. I understand that failure to comply with these requirements may result in my removal from the Registered List.

Radon Contractors signature:

Radon Contractor's name (BLOCK CAPITALS):

Date:

Please send all completed documentation to:

Radon Advice Section
Environmental Protection Agency,
McCumiskey House,
Richview,
Clonskeagh,
Dublin 14

Appendix A.
Relevant Regulations and Codes of Practice

1. Regulations under the Safety, Health and Welfare Act, 2005
2. The Building Regulations
3. National Rules for Electrical Installations, ET101:2008

It should be noted that this is a non-exhaustive list of regulations and codes of practice.

Appendix B.

Annual Provision of data regarding remediation works carried out.

Data should be provided annually to the EPA in electronic format and include the fields below. The previous years' data should be provided by 31st January of each year.

Townland, Village, Town	County	Initial test result	Final test result, where available	Age of building	Floor type	Remediation method