

Australian Capital Territory

Gas Safety (Appliance Worker Accreditation Code) Approval 2002

Disallowable instrument DI2002—187

made under the

Gas Safety Regulations 2001

I, Alan Geoffrey Thompson, Chief Executive, acting under the *Gas Safety Regulations 2001*, regulation 17A (1), approve the appliance worker accreditation code set out in the Schedule.

Alan Geoffrey Thompson
Chief Executive
Urban Services

Dated: 23 October 2002

Schedule Appliance worker accreditation code

1 Purpose

The purpose of this code is to provide detailed requirements and procedures in relation to the accreditation of people for appliance work.

2 Dictionary

The dictionary at the end of this code is part of the code.

3 Types of accreditation

3.1 Type A accreditation

Type A accreditation allows the accredited person to disconnect, reconnect and service Type A gas appliances in accordance with the gas safety legislation.

3.2 Type B accreditation

Type B accreditation allows the accredited person to perform installation, service, design, modification and commissioning work on the components between the gas isolation valve adjacent to the appliance and the flue spigot of Type B appliances in accordance with the gas safety legislation.

3.3 Restricted type B accreditation

Restricted type B accreditation allows the accredited person to perform installation, service and commissioning work on the components between the gas isolation valve adjacent to the appliance and the flue spigot of Type B appliances in accordance with the gas safety legislation and the restrictions specified under the accreditation. It also allows the holder to change components on a like for like basis.

4 Approving authority

All applications for accreditation are approved by the chief executive or a delegate of the chief executive.

5. Eligibility to apply for accreditation

5.1 Eligibility to apply for Type A accreditation

A person is eligible to apply for type A accreditation and renewal of such accreditation if the person—

- a. holds a gasfitter's licence, advanced gasfitter's licence or journeyman's gasfitter's licence; or
- b. is accredited in the ACT or under an approved scheme; or
- c. has satisfactorily completed an approved training course; or
- d. has 2 or more years of proven work experience in type A appliance work.

5.2 Eligibility to apply for Type B accreditation

A person is eligible to apply for type B accreditation and renewal of such accreditation if the person—

- a. is accredited in the ACT or under an approved scheme; or
- b. has satisfactorily completed an approved training course; or
- c. has 2 or more years of proven work experience in type B appliance work.

5.3 Eligibility to apply for restricted Type B accreditation

A person is eligible to apply for restricted type B accreditation and renewal of such accreditation if the person-

- a. has restricted type B accreditation in the ACT or under an equivalent approved scheme; or
- b. has satisfactorily completed an approved training course; or
- c. has 2 or more years of proven work experience in type B appliance work.

6. Application procedure

6.1 Application made to the chief executive

An application for accreditation or renewal of accreditation, must be made to the chief executive.

6.2 Supporting documents

An applicant must include certified copies of the following documents, where applicable:

- a. identity certificate, eg. driver's licence, passport or birth certificate (must be included for all applications);
- b. letter of recommendation from an accredited appliance worker;
- c. journeyman gasfitter's licence, gasfitter's licence or advanced gasfitter's licence;
- d. documents showing 2 or more years of relevant work experience (eg. Written statements from current or previous employers, written statements from manufacturer members of the Gas Appliance Manufacturers Association of Australia Inc, written statements from any licensed gasfitter who has supervised or witnessed the applicant's work);
- e. documents showing the satisfactory completion of an approved training course;
- f. document of accreditation under an approved scheme;
- g. statement of work performed from the type B appliance supplier or manufacturer or the gas supplier;
- h. any other relevant documents.

6.3 Further information

The chief executive may require an applicant for accreditation or renewal of accreditation to provide further information as is necessary for the purpose of assessing the application for accreditation.

7. Accreditation

7.1 Accreditation approved by the chief executive

- a. On receiving an application, the chief executive must accredit the applicant, or renew the applicant's accreditation if, after considering all the documents submitted by the applicant, the chief executive is satisfied that the applicant is eligible for accreditation and is fit and proper to undertake appliance work.
- b. For restricted type B accreditation, the chief executive may, as he or she thinks fit, stipulate restrictions under the accreditation.

7.2 Conditions of accreditation

- a. The chief executive may impose conditions:
 - i. on a new or renewed accreditation; or
 - ii. on an existing accreditation where recommended by an inspector.

- b. The conditions may be for a specified period of not more than 12 months and can only include conditions on:
 - i. The type of appliances that can be serviced; and
 - ii. Requirements relating to the supervision of work.
- c. Conditions must be reviewed at the end of the specified period.

8. Certificate of accreditation

- a. If the chief executive accredits an applicant, renews the applicant's accreditation, or adds conditions to an existing accreditation, he or she must issue the applicant with a certificate of accreditation.
- b. A certificate of accreditation must include the following particulars:
 - i. name of the accredited appliance worker;
 - ii. address of the accredited appliance worker;
 - iii. type of accreditation;
 - iv. accreditation number;
 - v. the period for which the accreditation has effect;
 - vi. restrictions and conditions applied.

9 Duration of accreditation

- a. The maximum duration of accreditation for an applicant who holds a gasfitter's licence or advanced gasfitter's licence applying for type A or type B accreditation is 2 years, unless it is sooner suspended or cancelled.
- b. The maximum duration of accreditation for an applicant who has satisfactorily completed an approved training course is 2 years, unless it is sooner suspended or cancelled.
- c. The maximum duration of restricted type B accreditation is stipulated by the chief executive and based on the practical needs of the application. The maximum duration the chief executive may stipulate is 2 years.

10 Renewal of accreditation

A person may apply for renewal of accreditation no earlier than 2 months before the expiration of the existing accreditation period.

12 Suspension or cancellation of accreditation

- a. The chief executive may suspend for a period as the chief executive thinks fit, or cancel, the accreditation if satisfied that any of the following circumstances exist:
 - i. the accredited person obtained accreditation, or a renewal of accreditation, by a false statement or misrepresentation;
 - ii. the accredited person has breached the gas safety legislation, including codes of practice;
 - iii. the accredited person does not have the required skills to do appliance work;
 - iv. the accredited person does not have sufficient knowledge of the gas safety legislation;
 - v. the accredited person's journeyman gasfitter's licence, gasfitter's licence or advanced gasfitter's licence is suspended or cancelled;
 - vi. the accredited person has failed to comply with instructions given by an inspector or the chief executive;
 - vii. the accredited person's accreditation under the approved scheme, through which he or she obtained the accreditation under the gas safety legislation, has been suspended, cancelled or disqualified;
 - viii. the accredited appliance worker, when being a supervisor to a person working on appliance work, has failed to give proper instructions or supervision to that person;
 - ix. the accredited person has been convicted or found guilty of an offence that was committed directly or indirectly in the capacity of an accredited appliance worker;
 - x. the accredited person is not fit for doing appliance work for any other reasons.
- a. The chief executive must not suspend or cancel an accredited appliance worker's accreditation unless the chief executive—
 - i. has notified the appliance worker in writing of the grounds on which the chief executive believes the accreditation should be suspended or cancelled and that the appliance worker may show cause, within a specified period after the date of the notice (being not less than 3 working days), why the accreditation should not be suspended or cancelled; and
 - ii. has considered any representation made by the appliance worker within the specified period.

13 Notification of changes of status

An accredited appliance worker must notify, in writing, the chief executive of the change of status of any of the following items within 14 days after the occurrence of the change in—

- a. postal address; or
- b. relevant qualifications and licences held.

15 Further training

- a. For the purpose of accreditation the chief executive may, in writing, direct an accredited appliance worker to undertake an approved training course within a specified period.
- b. A direction for further training must be posted to the accredited appliance worker at his or her last known place of residence.
- c. If the accredited appliance worker fails to comply with the direction, the chief executive may suspend or cancel their accreditation.

16 Competency-based assessment

- a. For the purpose of accreditation the chief executive may, in writing, direct an accredited appliance worker to undertake a competency-based assessment within a specified period.
- b. A direction for undertaking a competency-based assessment must be posted to the accredited appliance worker at his or her last known place of residence.

17 Approval of accreditation scheme

The chief executive may, by notifiable instrument, declare an accreditation scheme under a law of another State or Territory to be an approved scheme.

18 Approval of training course

The chief executive may, by notifiable instrument, approve a training course.

Dictionary

Act means the *Gas Safety Act 2000*;

advanced gasfitter's licence means a advanced gasfitter's licence issued under the *Plumbers, Drainers and Gasfitters Board Act 1982*;

appliance has the same meaning as defined under the Act;

appliance work has the same meaning as defined under the Act;

approved scheme means a scheme of another State or Territory declared by the chief executive under clause 17 to be an approved scheme for this code;

approved training course means a training course approved under clause 18 of this code;

certified copy means a copy of a document certified by—

- a. a member of the profession of accountant, chiropractor, dentist, engineer, legal practitioner, medical practitioner, nurse, patent attorney, pharmacist, physiotherapist, psychologist or veterinary surgeon; or
- b. a Justice of the Peace; or
- c. an agent of the Australian Postal Corporation; or
- d. a bank, building society or credit union officer with 5 or more years of services; or
- e. a permanent employee of the ACT government with 5 or more years of services; or
- f. a police officer; or
- g. a teacher employed on a full-time basis at a school or tertiary education institution.

chief executive has the same meaning and functions as in the Act;

gas safety legislation has the same meaning as defined under the Act;

gasfitter's licence means a gasfitter's licence issued under the *Plumbers, Drainers and Gasfitters Board Act 1982*;

inspector means a person appointed under section 40 (Appointment of inspectors) of the Act

type A appliance has the same meaning as defined under the *Gas Safety Regulations 2001*;

type B appliance has the same meaning as defined under the *Gas Safety Regulations 2001*.