



Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**
Building and Energy

REQUEST FOR A RESTRICTED ELECTRICAL LICENCE SYSTEM TRAINING RECORD AND LOGBOOK

FOR Plumbing and/or Gasfitting Appliances

A Restricted Electrical Licence authorises the holder of the licence to carry out electrical work (including testing) associated with or for the purpose of the holder's trade or calling.

A Restricted Electrical Licence **does not** authorise the holder of the licence to carry out the installation or alteration of fixed wiring.

Before submitting a request please read the information provided to ensure that the request is for the licence type that is relevant to the work for which the licence is required.

Copy of any relevant qualification or training listed in the 'Check Sheet' provided in this package must support the request.

The Electrical Licensing Board considers all requests at its scheduled meetings. Licensing Services will advise of the outcome of the Board meeting in writing.

Building and Energy

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OFFICE HOURS: MONDAY TO FRIDAY 8:30AM to 4:30PM

Licence Type Description

Plumbing and/or Gasfitting Appliances

A Restricted Electrical Licence for Plumbing and/or Gasfitting Appliances allows the licence holder to perform the following Work Area Category and Scope of Work:

Work Area Category

Plumbing appliances and/or
Type A Gasfitting appliances and/or
Type B Gasfitting appliances

Scope of Work

1. Disconnect and reconnect fixed wired appliances in accordance with the approved work area category up to 1000V.
1. Replace the unit or defective electrical components confined within appliances in accordance with the approved work area category on a like-for-like basis.
2. Locate and rectify faults in appliances in accordance with the approved work area category.
3. Ensure the equipment is safe for operation.

Refer to **Schedule A** for the list of **Type A** gasfitting appliances.

Type B gasfitting appliance means an appliance that has a maximum hourly input rate exceeding 10 MJ but is neither a Type A gas appliance, nor a mobile engine.

The licence does not authorise the holder to install or alter fixed wiring.

A request must include the following:

- Plumbing Contractor or Tradesperson Licence. (Endorsed Water Supply, Sanitary and Drainage Plumbing) - For work area category plumbing appliances.
- Class G Gasfitting Permit. (Endorsed Installing and Servicing NG and LPG.) - For work area category Type A gasfitting appliances.
- Class I(a) Gasfitting Permit (with or without supervision restriction) - For work area category Type B gasfitting appliances.
- Type of electrical work to be carried out including the equipment/appliance to be disconnected and reconnected and the components within the equipment/appliance to be replaced on a like-for-like basis.
- How often the electrical work is to be carried out, i.e. daily, weekly or monthly (to carry out electrical work "once or twice a year" is not sufficient to meet the Board's requirements to maintain competency).
- Trade or calling associated with the electrical work to be carried out (including any qualifications or evidence of training).
- A nominated supervisor and details on how the on-the-job supervision is to be supervised.
- Details and coloured photographs of the equipment or appliances listed.
- Details and coloured photographs of isolation point.
- A reference on company letterhead from the employer supporting the applicants training signed by a management level representative.
- Advice from the employer (or self-employed person) setting out how the direct and constant on-the-job supervision will be achieved. A training plan is required where more than one applicant is being supervised by the same supervisor.

Schedule A

For the purposes of the definition of **Type A gas appliance** in section 4 of the *Gas Standards Act 1972*, gas appliances of the class or type specified in the Table to this regulation are prescribed.

Type A Gasfitting Appliances

1.	Domestic cooking appliances
2.	Domestic space heating appliances having a maximum hourly input rate of 150MJ
3.	Domestic refrigerators
4.	Domestic outdoor barbecue grillers
5.	Water heaters
6.	Swimming pool heaters
7.	Commercial catering equipment — boiling tables, open and closed top
8.	Catalytic space heaters having a maximum hourly input rate of 20MJ
9.	Domestic decorative gas log fires having a maximum hourly input rate of 72MJ
10.	Incinerating toilets
11.	Cooking, lighting or heating appliances that use LPG and are designed for outdoor use
12.	Commercial catering equipment — salamanders and grillers
13.	Commercial catering equipment — solid griller plates, griddles
14.	Commercial catering equipment — barbecue grillers
15.	Commercial catering equipment — ovens
16.	Commercial catering equipment — boiling water units
17.	Commercial catering equipment — stock pots
18.	Commercial catering equipment — atmospheric steamers
19.	Commercial catering equipment — fryers
20.	Commercial catering equipment — food warmers, Bain-Marie
21.	Commercial catering equipment — convection ovens
22.	Laundry dryers
23.	Overhead heaters
24.	Industrial mobile air heaters
25.	Indirect fired air heaters
26.	Air conditioning units



**Request for a Restricted Electrical Licence System Training Record
 and Logbook for Plumbing and/or Gasfitting Appliances**

Please print neatly in **BLOCK LETTERS** with a black or blue pen only

Applicant Details

Title: Mr Mrs Ms Miss

Surname: _____

Given Names: _____

Date of Birth: _____

**Provide details
 of current
 residential
 address**

Residential Address: _____

Suburb: _____ State: _____ Postcode: _____

**If same as above
 address, write
 "as above"**

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

**Provide email
 address details**

**This section
 must be
 completed**

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Facsimile: _____

Email: _____

**Work Area
 Category**

**Refer to page 2
 to ensure that
 the work area
 category applied
 for relates to the
 licence type
 selected**

Work Area Categories

Please indicate below the Work Area Category that is applicable;

Plumbing Appliances

Note: Evidence must be provided of a current WA Plumbing Contractor or Tradespersons Licence endorsed Water Supply, Sanitary and Drainage Plumbing.

Plumbing Gasfitting Appliances **'Type A'**

Note: Evidence must be provided of a current Class G Gasfitting Permit endorsed installing and servicing NG and LPG.

Gasfitting Appliances **'Type B'**

Note: Evidence must be provided of a current Class I(a) Gasfitting Permit (with or without supervision).

**Frequency of
 electrical work to
 be performed**

**This question
 must be
 answered**

How often do you expect to perform the electrical work (e.g. daily, weekly, monthly)?

The information provided will be referred as it appears on this application, to the Electrical Licensing Board.

Note: The information provided must clearly indicate that competence will be maintained. To answer "once or twice a year" is not sufficient to meet the Board's requirements.

Scope of Work

This question must be answered

The scope of work must be supported by a reference from your employer

Please attach additional pages if required

Please use the table below to describe the electrical work that you will be required to perform.

Please note that if you are currently employed, your application **must** be supported by a reference from your current employer, confirming the scope of work as described below.

Please provide details and coloured photographs for each piece of equipment you are applying for in this application.

Note: If the electrical work to be carried out is not completed in the following format your application cannot be submitted to the Electrical Licensing Board and will be returned to you to complete.

List the <u>Plumbing / Gasfitting</u> appliances to be disconnected and reconnected from fixed wiring	State the Voltage/s (AC/DC) (For Example)	State whether Single Phase or Three Phase	State the <u>Components</u> within the <u>Plumbing / Gasfitting</u> appliances that is to be replaced on a like-for-like basis. The statement in this section must be completed in accordance with the following.
<i>Only include the <u>appliances</u> and <u>not</u> the <u>components</u> that are located within the equipment.</i>	<i>240V and/or 415V and/or 440V etc.</i>	<i>Single Phase / Three Phase</i>	<i>Disconnect and reconnect 240V single phase and 415 Volt three phase (i.e. enter the relevant voltages and phase/s that are applicable) fixed wired (enter the type of Plumbing and if applicable Gasfitting appliances) to replace (list the components within the appliances) on a like-for-like basis.</i>

Nominated Supervisor	<p>Supervisors are responsible for providing adequate and timely training. The following points need to be considered:</p> <ul style="list-style-type: none"> • The supervisor accepts overall responsibility for the applicant’s supervision. This means that the supervisor must supervise on-the-job training on a direct and constant basis. This direct supervision must continue until the applicant is licensed. (Please note that general supervision does not apply during training). • The applicant shall not carry out any electrical work unless adequately supervised in accordance with Regulation 50 of the Electricity (Licensing) Regulations 1991. • Failure to comply with Regulation 50 may result in prosecution. The maximum penalty for a breach of the regulations is \$50,000 for an individual and \$250,000 for a corporation. • The Electrical Licensing Board may also take disciplinary action against licensed persons who fail to comply with Regulation 50.
Supervisor’s details This section must be completed	<p>Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss</p> <p>Surname: _____</p> <p>Given Names: _____</p> <p>Home Phone: _____ Work Phone: _____</p> <p>Mobile: _____ Fax: _____</p> <p>Email: _____</p>
Provide details of current residential address	<p>Residential Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
If same as above address, write “as above”	<p>Postal Address: _____</p> <p>Suburb: _____ State: _____ Postcode: _____</p>
Supervisor’s electrical licence details	<p>Supervision must be carried out by a licence holder of the same or greater licence scope.</p> <p>Supervisor’s EW No: _____</p>
Details of supervision Please attach additional pages if space provided is insufficient	<p>How will the ‘on-the-job’ supervision part of the training be carried out?</p> <p>The application must include advice from the employer (or self-employed person) setting out how the training and direct on-the-job supervision will be achieved.</p> <p>Where more than one applicant is to receive on-the-job supervision by the same supervisor a training plan is required to show that only one applicant will be trained at any one time.</p> <p>Please provide as much information as possible to support the application. The information provided will be referred, as it appears on this application, to the Electrical Licensing Board.</p> <p>_____</p> <p>_____</p> <p>_____</p>
Supervisor to sign and date before submitting application	<p>Supervisor Declaration</p> <p>I _____ have read and understood the obligations and responsibilities associated with agreeing to undertake the task of supervising and assessing the applicant _____ and undertake to perform these duties in the manner prescribed.</p> <p>I further understand that if I provide the Electrical Licensing Board with false information regarding the supervision/assessment, I may be called before the Board under Regulation 59 of the Electricity (Licensing) Regulations 1991 and may face disciplinary proceedings.</p> <p>Signature: _____ Date: _____</p>

Please provide details of current employment situation	Current Employment <input type="checkbox"/> Currently Employed <input type="checkbox"/> Currently self-employed Current Occupation: _____ Name of Employer: _____
Employer's current business address	Employer's Business Address: _____ Suburb: _____ State: _____ Postcode: _____
If same as above address, write "as above"	Employer's Postal Address: _____ Suburb: _____ State: _____ Postcode: _____
Include email address details if available	Employer's Phone: _____ Employer's Fax: _____ Email: _____
Employer to sign and date before submitting application	Employer Declaration In accordance with regulation 59 of the Electricity (Licensing) Regulations 1991, I declare that the information in this request or any documentation attached by me is complete and true to the best of my knowledge. Name: _____ Position: _____ Signature: _____ Date: _____
Supervisee Proof of Identification	<input type="checkbox"/> Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet.
Sign and date before submitting request	Supervisee Declaration In accordance with regulation 59 of the Electricity (Licensing) Regulations 1991, I declare that the information in this request or any documentation attached by me is complete and true to the best of my knowledge. Signature: _____ Date: _____

APPLICATION CHECK SHEET

This Check Sheet is provided to comply with the requirements of making a request to obtain a Restricted Electrical Licence through off-the-job and on-the-job training.

Note: This application will not be considered unless all requirements of the Check Sheet have been met.		
REQUIRED	COMMENT	SUPPLIED
Request	Completed application form including all relevant details and signatures of all relevant parties to the application.	<input type="checkbox"/>
Details and coloured photographs of equipment	Please provide details and coloured photographs of each equipment you are applying for under this application.	<input type="checkbox"/>
Isolation point photographs	Please provide additional details and clearly labelled coloured photographs of the isolation and disconnection points for each appliance you are applying for under this application.	<input type="checkbox"/>
An existing licence must support the application.	<p>Copy of your Plumbing Contractor or Tradesperson Licence; and/or</p> <p>Class G Gasfitting Permit (endorsed installing and servicing NG and LPG) if electrical work is to be carried out on Type A gasfitting appliances; and/or</p> <p>Class I(a) Gasfitting Permit (with or without supervision) if electrical work is to be carried out on Type B gasfitting appliances.</p>	<input type="checkbox"/>
Trade qualifications to support the application (if applicable)	Copies of any relevant qualifications or training if application are included as attachments to this request.	<input type="checkbox"/>
Additional relevant documentation required by the Employer	The application is accompanied by a reference on company letterhead from your current place of employment supporting your application.	<input type="checkbox"/>
	The letter is signed by a person in management and preferably a person with an equivalent licence than the one being applied for or an Electrician's licence.	<input type="checkbox"/>
	The letter is to include a list of the plumbing and/or gasfitting appliances to be disconnected and reconnected from fixed wiring and the components within the equipment to be replaced on a like-for-like basis. Also include the voltages and whether the equipment is single-phase or three-phase.	<input type="checkbox"/>
Proof of identification	Proof of identification (minimum of 100 points) in accordance with the attached Fact Sheet.	<input type="checkbox"/>
Training Plan (if applicable)	A training Plan is required where more than one supervisee is being supervised by the same supervisor.	<input type="checkbox"/>



Proof of identity of applicants for an electrical or gas worker's licence

Fact Sheet

The Licensing Office maintains a database of licensed electrical and gas operatives and ensures that the information is accurate and confidential, protecting operatives against the possible fraudulent use of their name.

Applicants for an electrical or gas worker's licence in Western Australia must prove their identity. This fact sheet explains the requirements for an applicant to prove his or her identity.

Before an electrical or gas worker's licence will be issued, applicants must prove their identity by presenting as many documents from the following lists so as to score a minimum of 100 points. The documentation provided may be a photocopy of the original document.

Credit cards, debit cards or bank statements cannot be accepted for proof of identification.

AT LEAST ONE DOCUMENT PROVIDED MUST SHOW THE SIGNATURE OF THE APPLICANT.

Name of the signatory verified from one of the following:

70 POINTS

- Birth certificate / Birth card issued by the Registry of Births, Deaths and Marriages
- Australian Citizenship certificate
- International travel document / Current passport
- Expired passport which has not been cancelled and was current within the preceding 2 years
- Other document of identity having the same characteristics as a passport (e.g. this may include some diplomatic documents and some documents issued to refugees)

Note: Additional points cannot be scored for more than one document.

Name of signatory verified from one of the following (but only where they contain a photograph or signature that can be matched to the signatory):

40 POINTS

- A licence or permit issued under a law of the Commonwealth, a State or Territory
- An identification card issued to a public employee (with photo or signature)
- An identification card issued by the Commonwealth, a State or Territory as evidence of the person's entitlement to a financial benefit (with photo or signature)
- An identification card issued to a student at a secondary or tertiary education institution (with photo or signature)
- Australian driver's licence

Name and Address of signatory verified from any of the following:

35 POINTS

- Document verifying employment (A current employer, or a previous employer within the last 2 years)
- Document from a rating authority (e.g. land rates)

Name of signatory verified from any of the following:

25 POINTS

- Marriage certificate (for maiden name only)
- Council rates notice
- Telephone account
- Medicare card
- Records of Public Utility
- Transperth Smartrider cards (for students only)

Name and Date of Birth verified from any of the following:

25 POINTS

- Records of primary, secondary or tertiary educational institution attended by the signatory within the last 10 years
- Records of a professional or trade association of which the signatory is a member
- Proof of Age card
- Foreign driver's licence