



REQUEST FOR A RESTRICTED ELECTRICAL LICENCE SYSTEM TRAINING RECORD AND LOGBOOK

FOR Electronics and Communications Equipment

A Restricted 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 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

Electronics and Communication Equipment

A Restricted Electrical Worker's Licence for Electronics and Communication Equipment allows the licence holder to perform the following Work Area Category and Scope of Work:

Work Area Category

Electronics and Communication Equipment

Scope of Work

1. Disconnect and reconnect electronic and communication equipment.
2. Replace the unit or defective electrical components within electronic and communication equipment.
3. Ensure the equipment is safe for operation.

Electronic and Communication means the following equipment operating above extra low voltage:

- Electronic devices that are components of an audio, video, TV, computer or communication network.
- CCTV systems.
- Laboratory and scientific equipment.

A request must include the following:

- 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 like-for-like basis.
- How often the electrical work is to be carried out, ie 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 competence.)
- 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 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.



**Request for a Restricted Electrical Licence System
 Training Record and Logbook for Electronics and
 Communication Equipment**

	Please print neatly in BLOCK LETTERS with a black or blue pen only
	<p>Supervisee Details</p> <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>Date of Birth: _____</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>
Provide email address details if available This section must be completed	<p>Home Phone: _____ Work Phone: _____</p> <p>Mobile Phone: _____ Facsimile: _____</p> <p>Email: _____</p>
Frequency of electrical work to be performed	<p>How often do you expect to perform the electrical work (e.g. daily, weekly, monthly)?</p> <p>The information provided will be referred, as it appears on this request, to the Electrical Licensing Board.</p> <p>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.</p> <p>_____</p> <p>_____</p> <p>_____</p>

Scope of Work

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.

Your request **must** be supported by a letter of reference from your current employer, confirming the scope of work as described below.

Please provide details and coloured photographs of each piece of equipment you are requesting to carry out electrical work on.

<p>List the Equipment/Appliances to be disconnected and reconnected from fixed wiring</p>	<p>State the Voltage/s (AC/DC) (For Example)</p>	<p>State whether Single Phase or Three Phase</p>	<p>State the <u>Components</u> within the <u>Equipment/ Appliances</u> to be replaced on a like-for-like basis. The statement in this section must be completed in accordance with the following.</p>
<p><i>Only include the <u>Equipment / Appliances</u> and <u>not</u> the components that are located within the equipment.</i></p>	<p><i>240V and/or 415V and/or 440V etc.</i></p>	<p><i>Single Phase / Three Phase</i></p>	<p><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 Equipment / Appliances) to replace (list the components within the appliances) on a like-for-like basis.</i></p>

Nominated Supervisor	<p>A supervisor is 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 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 supervisee is licensed. (Please note that general supervision does not apply during training.) • The supervisee 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>
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>
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>
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 request must include advice from the employer (or self-employed person) setting out how the training and direct and constant on-the-job supervision will be achieved.</p> <p>Where more than one supervisee is to receive on-the-job supervision by the same supervisor a training plan is required to show that only one supervisee will be trained at any one time.</p> <p>Please provide as much detailed description and precise information as possible to support the request. The information provided will be referred, as it appears on this request, to the Electrical Licensing Board.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
Supervisor to sign and date	<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 supervisee _____ 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: _____

CHECK SHEET

This Check Sheet is to be completed in full.

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 request will not be considered unless all requirements of the Check Sheet have been met.		
REQUIRED	COMMENT	SUPPLIED
Request	Completed request including all relevant details and signatures of all relevant parties.	<input type="checkbox"/>
Trade qualifications must support the applications.	Copies of any relevant qualifications or training if application are included as attachments to this request.	<input type="checkbox"/>
Details and coloured photographs of equipment	Please provide details and clearly labelled coloured photographs of each piece of 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"/>
Additional relevant documentation required by the Employer	The request is accompanied by a reference on company letterhead from your current place of employment supporting your request.	<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 Electrician's licence.	<input type="checkbox"/>
	The letter is to include a list of the equipment/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/appliances are 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