



## **Plumbers Licensing Board Policy**

### **Recording of minor plumbing work**

#### **OBJECTIVE**

The objective of this policy is to inform licensed plumbing contractors (LPCs) and restricted plumbing permit holders (permit holders) of their responsibilities in regard to the recording of minor plumbing work carried out under their licence or permit.

#### **SCOPE**

This policy applies to all minor plumbing work performed by or for a LPC or permit holder.

#### **CONTEXT**

With effect from 1 January 2020, the Plumbers Licensing Board (the Board) no longer requires a compliance certificate (known as a multi-entry certificate) to be submitted following the carrying out of minor plumbing work.

Instead, regulation 44A of the Plumbers Licensing and Plumbing Standards Regulations 2000 (Plumbing Regulations) requires that LPCs and permit holders must maintain a record of any minor plumbing work carried out under their licence or permit, and keep that record for a minimum period of six years from the date the work was completed or from when the most recent rectification notice for that work was issued. The record must be held at the LPC's or permit holder's principal place of business.

#### **TERMS USED**

Minor plumbing work            The meaning of the term 'minor plumbing work' is as defined in Regulation 3 of the Plumbing Regulations.

#### **POLICY PRINCIPLES**

The objective of this policy is to reduce the administrative burden for LPC's, permit holders and the Board, while still ensuring that the minimum required information necessary for compliance inspection purposes is available to plumbing inspectors and the Board on request.

To meet this objective, the following information must be recorded for all minor plumbing work:

- the name and licence or permit number of the person under whose licence or permit the work was performed;
- the date(s) the work was performed;
- the address where the work was performed;
- the type of plumbing work that was performed (e.g. water supply plumbing; drainage plumbing); and
- the category of plumbing work that was performed (e.g. repair work; maintenance work).


Plumbing inspectors or the Board may request that this information be provided in an electronic format.

An optional template is available from the Department of Mines, Industry Regulation and Safety – Building and Energy Division (Building and Energy) to assist LPCs and permit holders to meet the requirements of regulation 44A of the Plumbing Regulations and this Board policy.

### **POLICY IMPLEMENTATION**

The requirement for LPCs and permit holders to keep a record of minor plumbing work in an approved form will commence on 1 January 2020. The record will be in the approved form if it complies with this Board policy. The record will not be required to be submitted to the Board on a regular basis. However, plumbing inspectors delegated by the Board will have the power to require LPCs and permit holders to produce their record of minor plumbing work for inspection upon request.

### **GOVERNANCE**

Resolved by the PLB	Meeting Date 23 September 2019	Item Number 3.3.3
Chair	Signature 	Date 4 October 2019
Keywords	Minor plumbing work	
Next review	23 September 2021	