eNotice Guide (Gas)



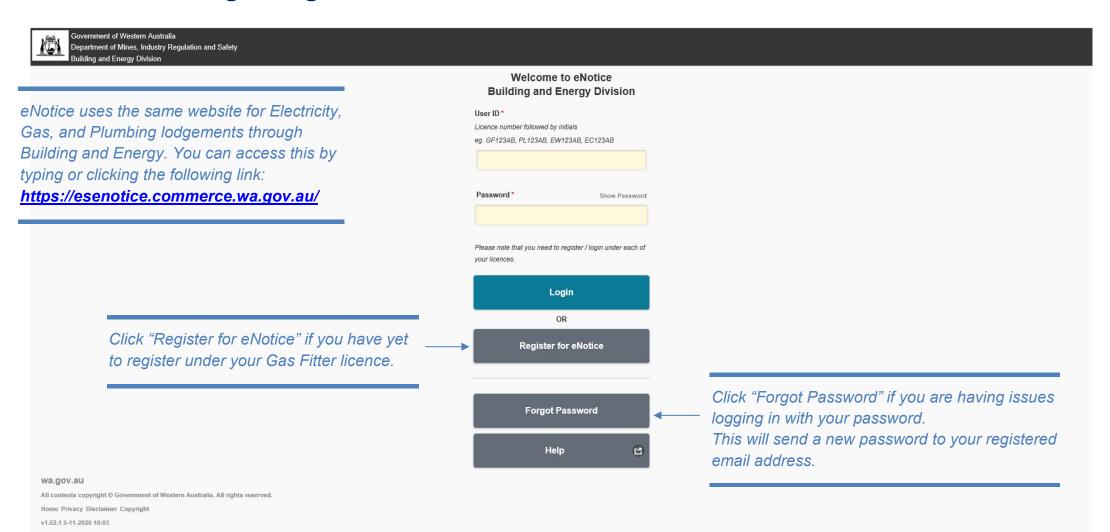


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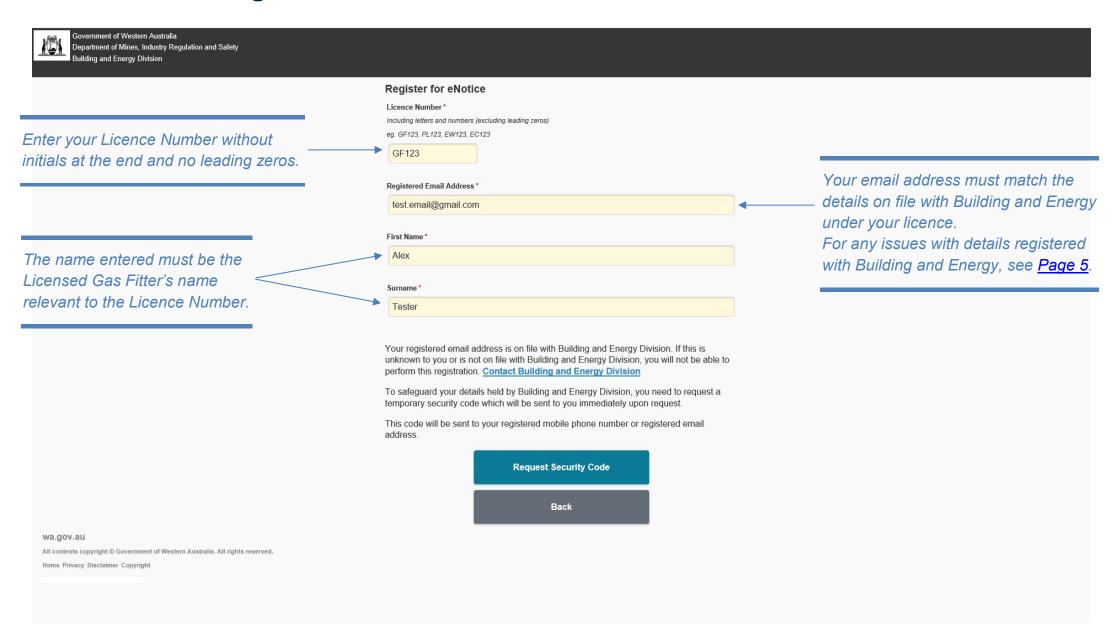
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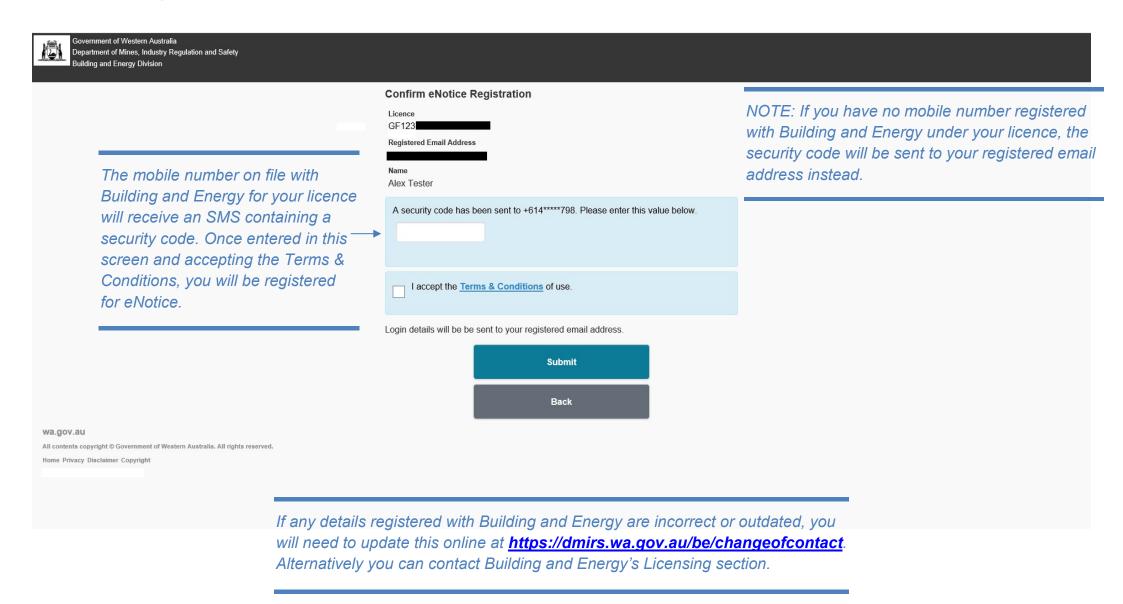
eNotice Login Page



First-time Registration for eNotice



Security Code



Registration Email

From: <do-not-reply@dmirs.wa.gov.au>
Sent: Wednesday, 2 December 2020 4:32 PM

To: <test.email@gmail.com>

Subject: Your New EnergySafety eNotice Account Details

Your randomly-generated password may contain different characters that appear identical to others. It is recommended to copy-paste your password directly into the <u>eNotice Login Page</u>. To do this, highlight only your password, right-click and click "Copy".

In the Password field of eNotice, right-click and click "Paste".

While it is not a requirement to change your password, it is highly recommended to update this via "Change Password" from the **Main Menu** after logging in.

Dear Alex Tester,

You have been granted access to the EnergySafety eNotice system at the Department of Mines, Industry Regulation and Safety.

User ID: GF123AT Password: tcd6nlaP

You may access eNotice via the following URL:

http://esenotice.commerce.wa.gov.au/es-enotice

Please keep your login details secure at all times and ensure the password is changed periodically.

Please check your details are up to date from the **My Details** menu option. If any details are incorrect, please use the **Change Contact Details** button.

You may access the Terms & Conditions of use via the following URL: https://www.commerce.wa.gov.au/building-and-energy/terms-and-conditions-0

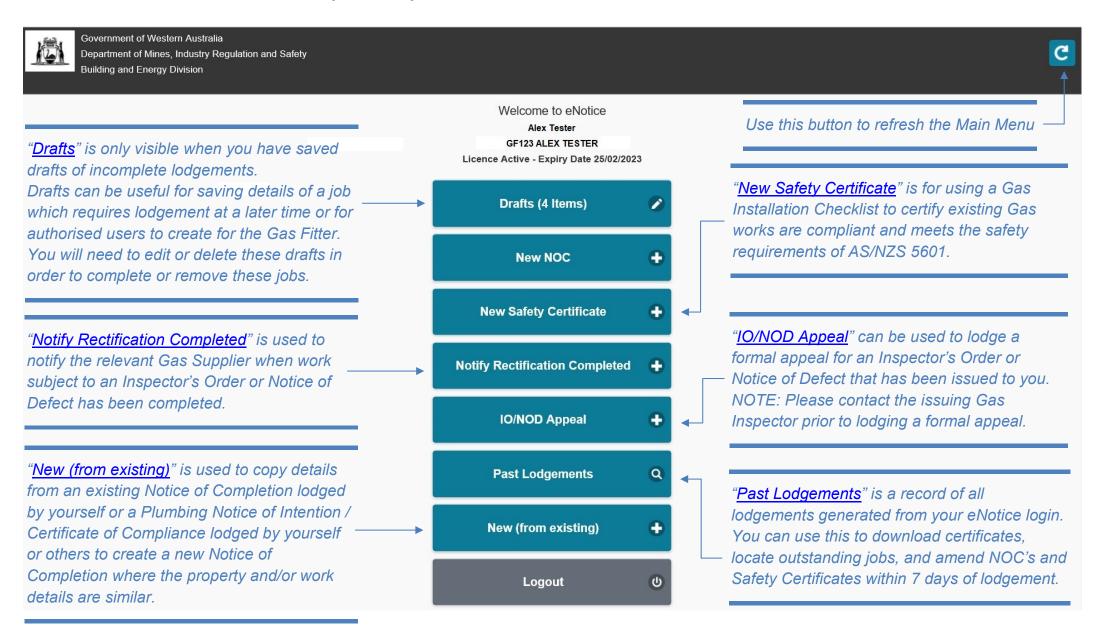
For assistance, please visit https://www.commerce.wa.gov.au/building-and-energy/licensing-and-registration-and-owner-builder-approval

Regards,

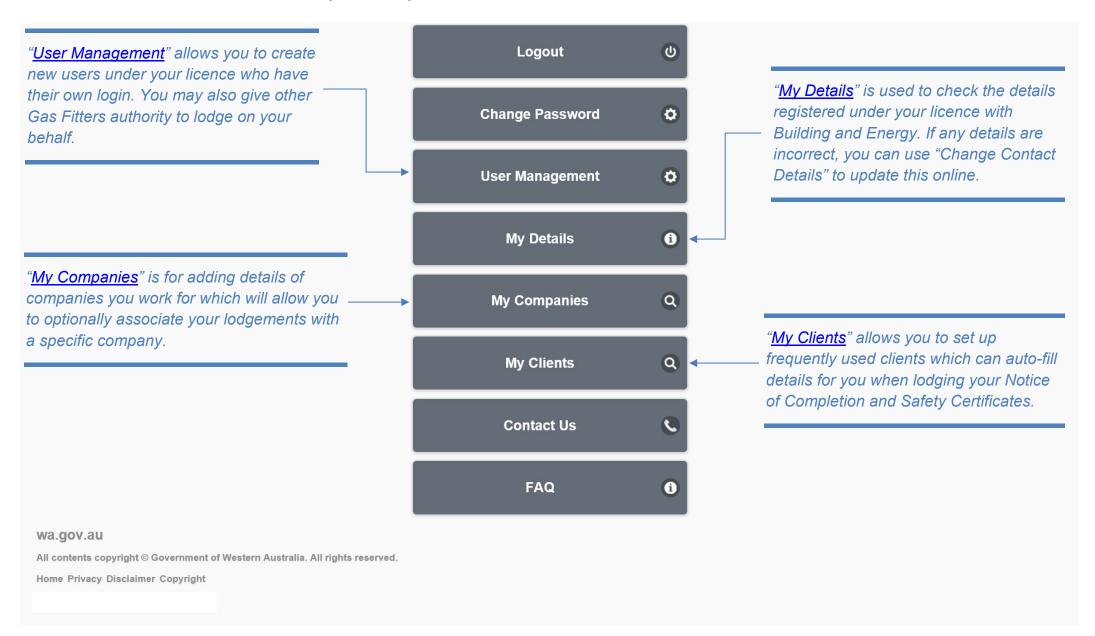
Energy Safety, Department of Mines, Industry Regulation and Safety, Western Australia

TIP: On mobile devices, hold your finger directly on the password text for 2-5 seconds until a "Copy" icon appears. Tap on this, then go to the <u>eNotice Login Page</u> and hold your finger inside the Password field for 2-5 seconds until a "Paste" icon appears, and tap this.

eNotice Main Menu (Part 1)

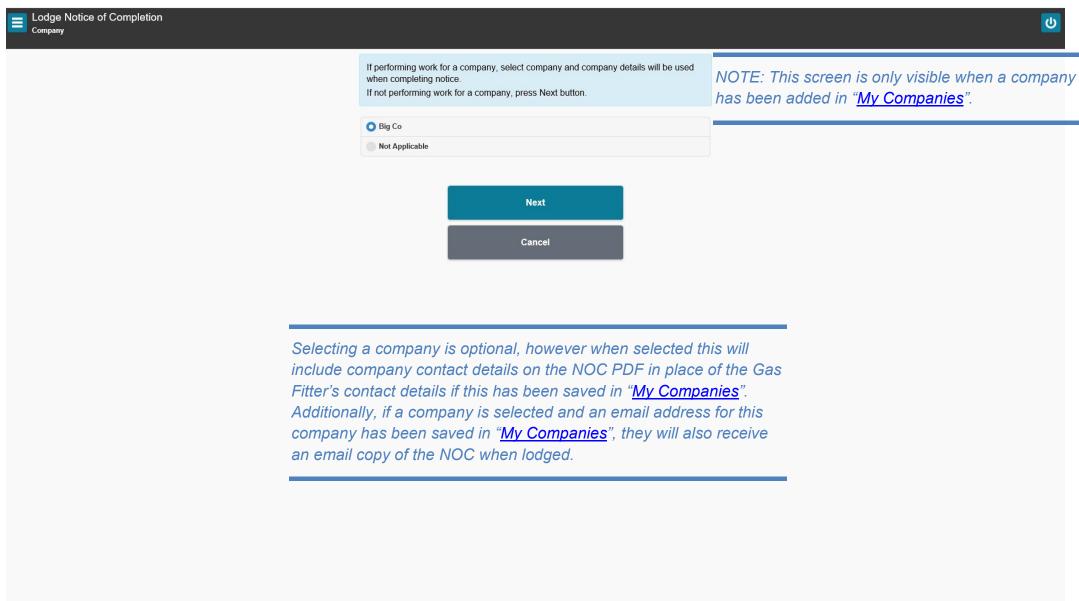


eNotice Main Menu (Part 2)



Lodge Notice of Completion

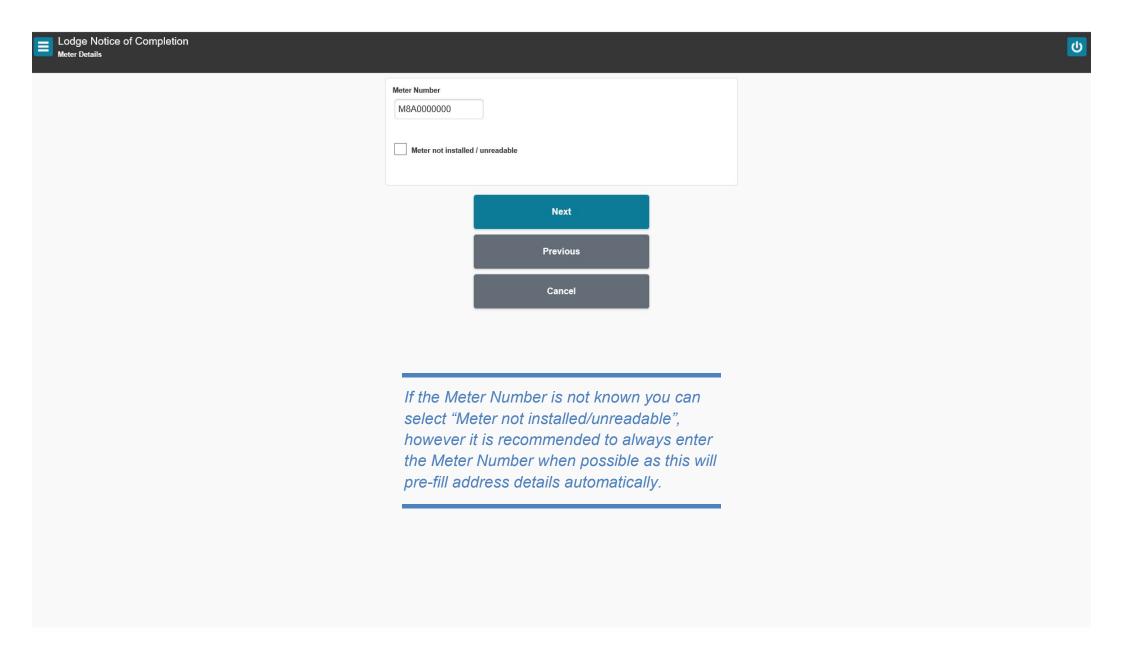
Company



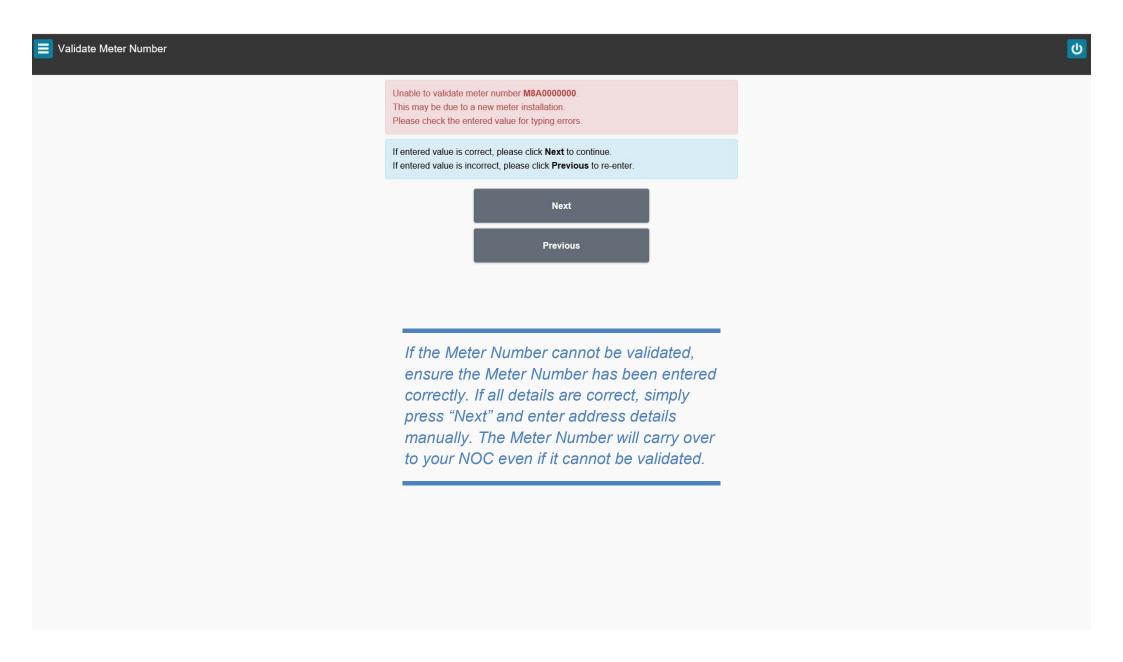
Installation Category



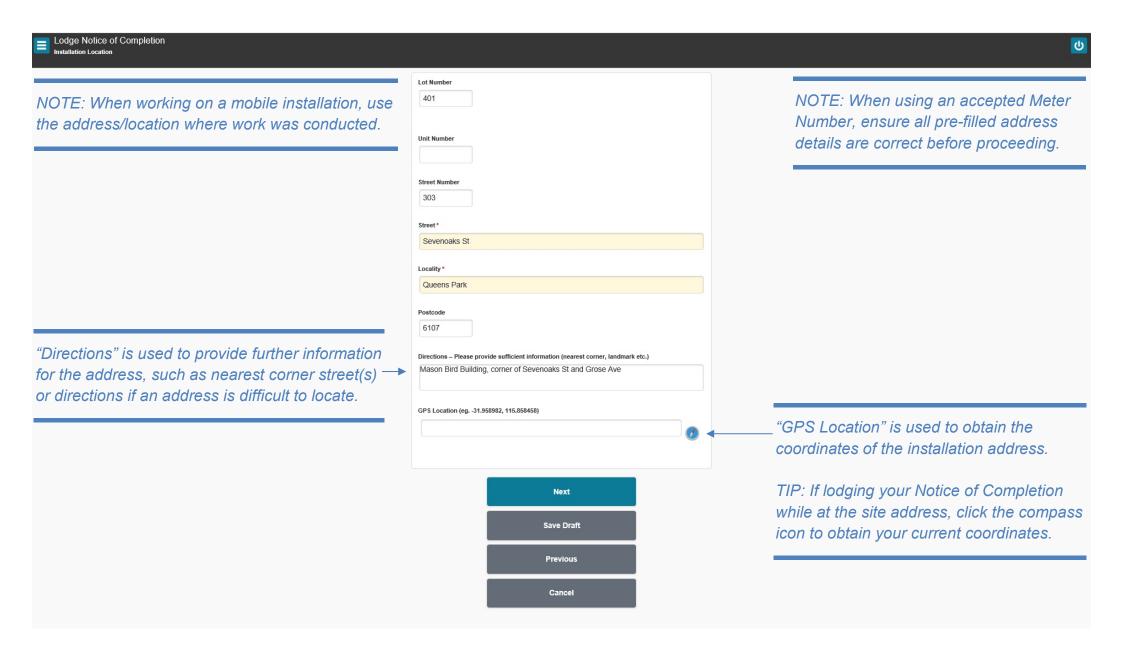
Meter Details



Validate Meter Number



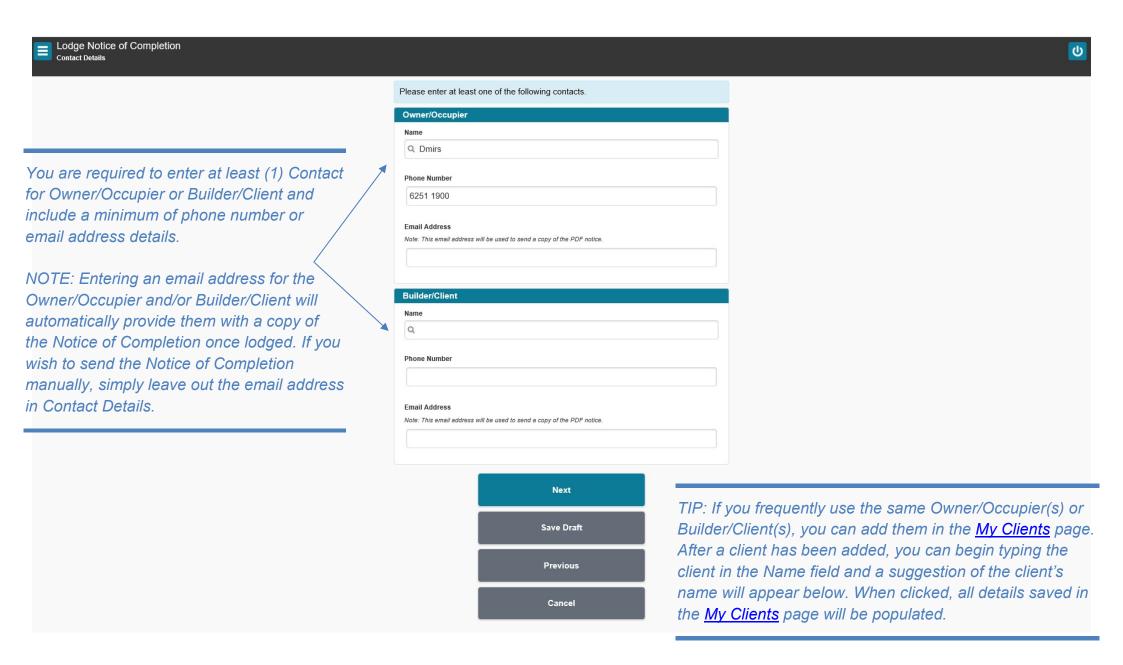
Installation Location



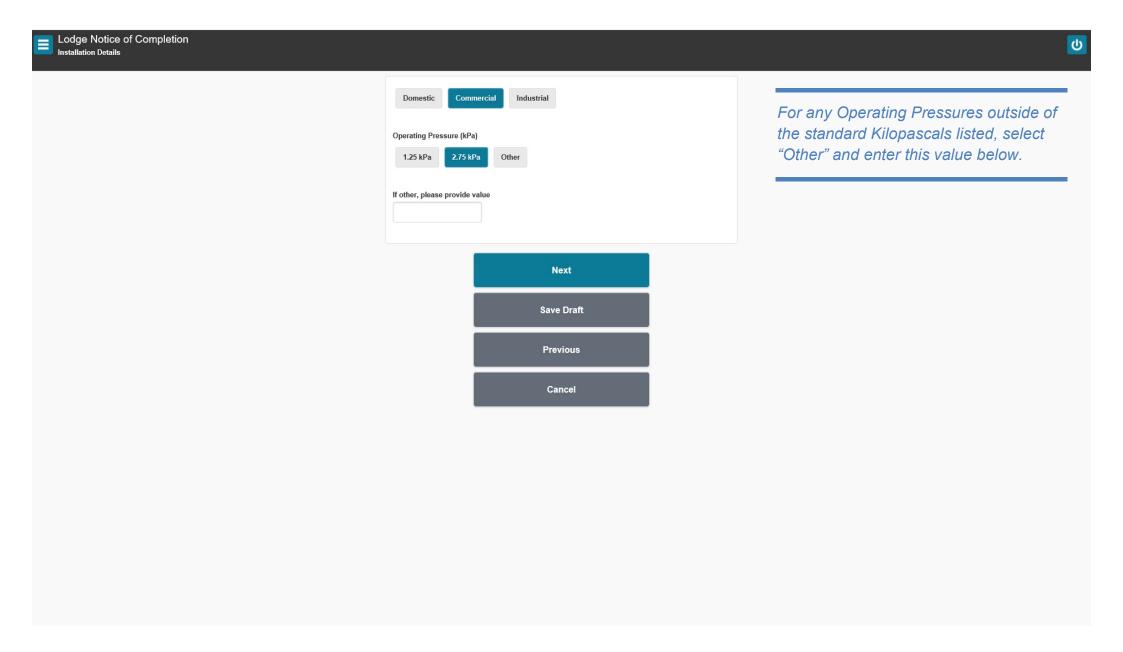
Validate Address



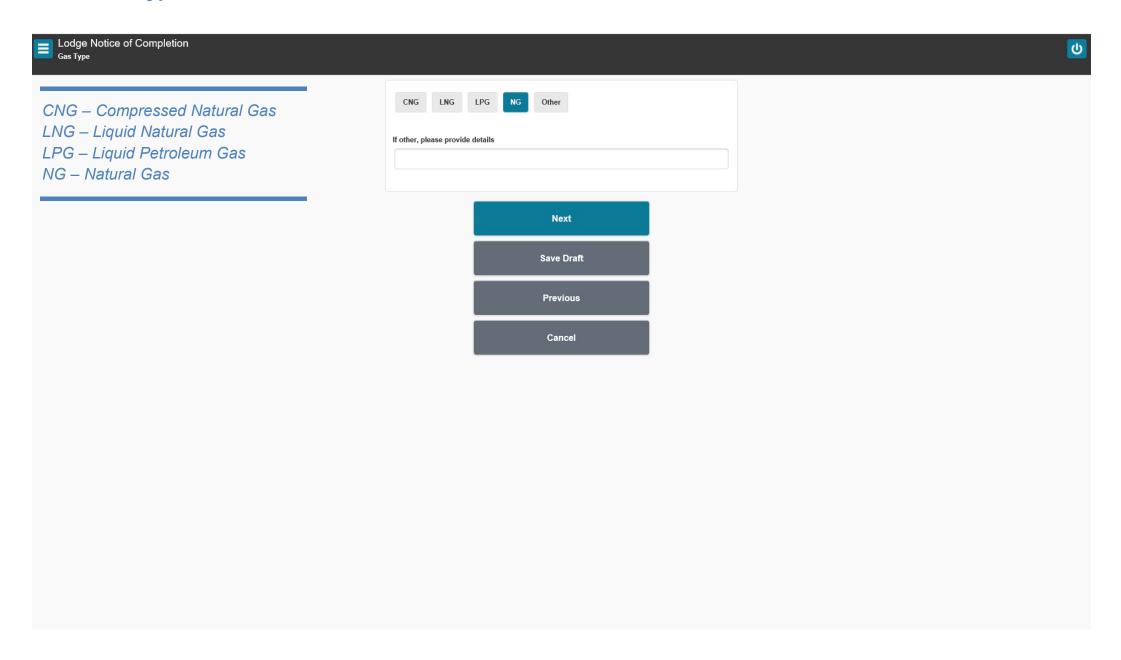
Contact Details



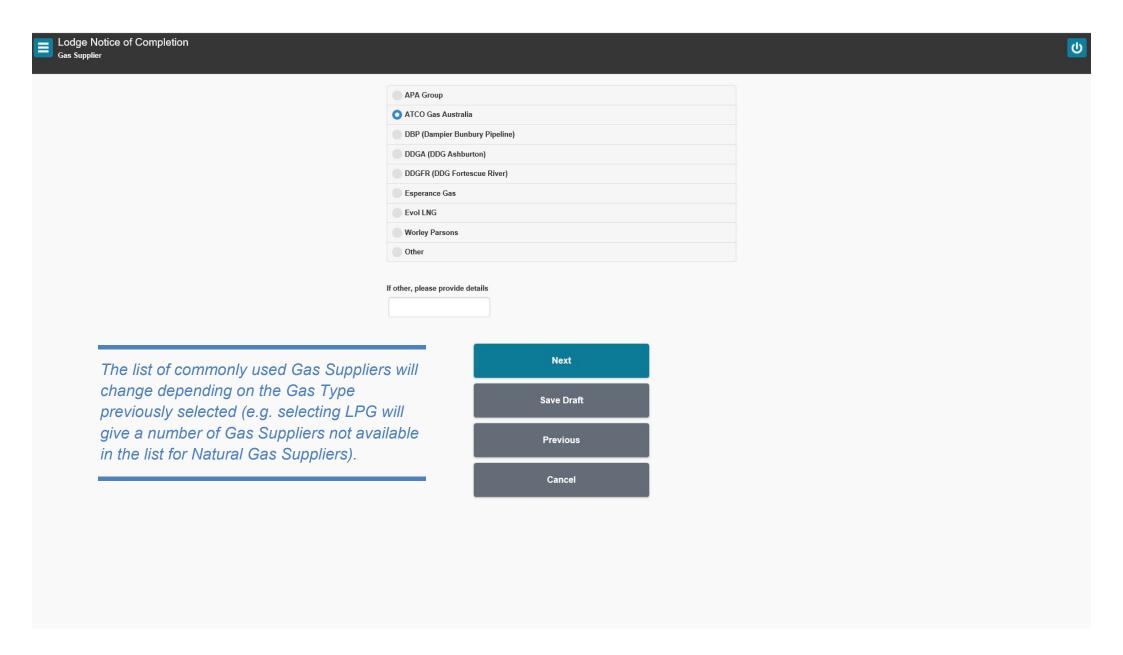
Installation Details



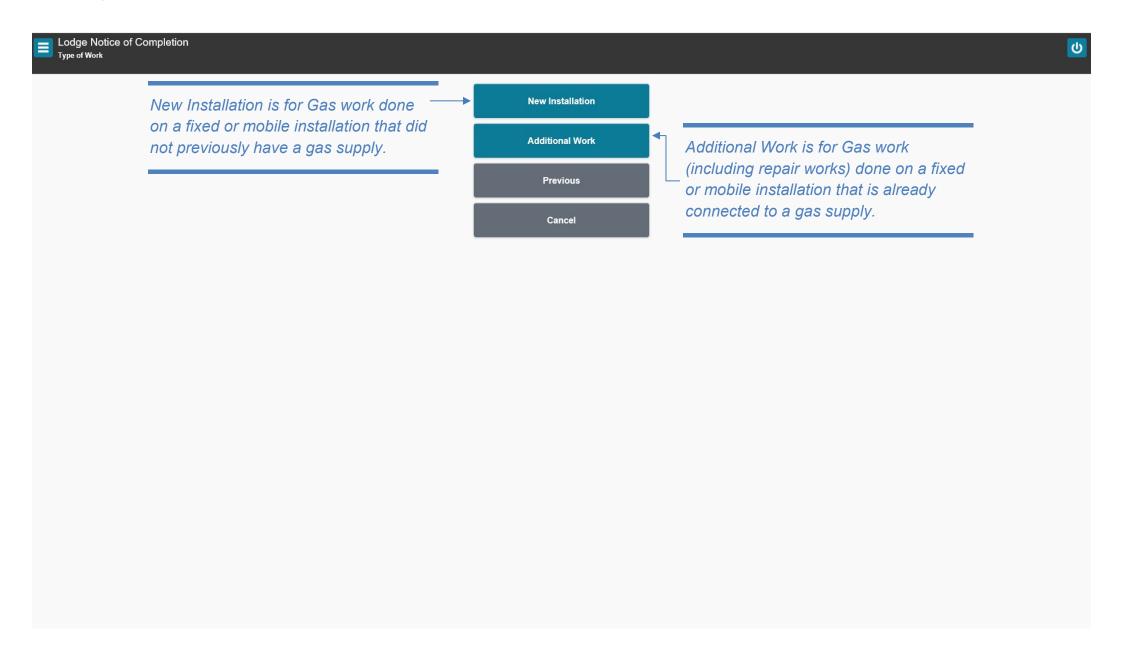
Gas Type



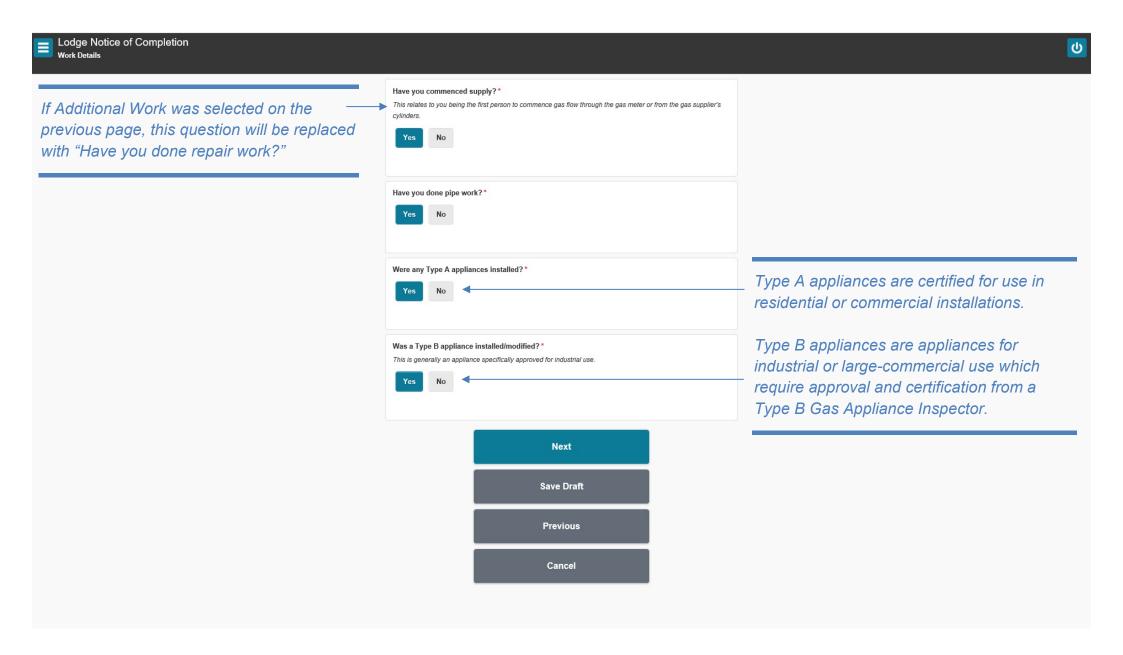
Gas Supplier



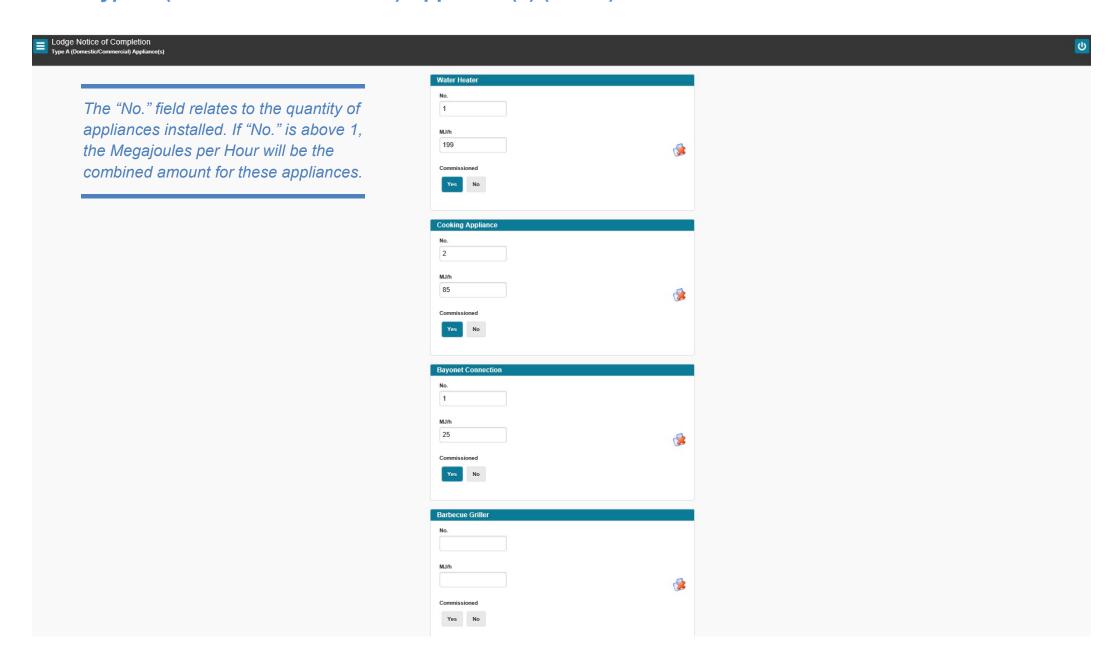
Type of Work



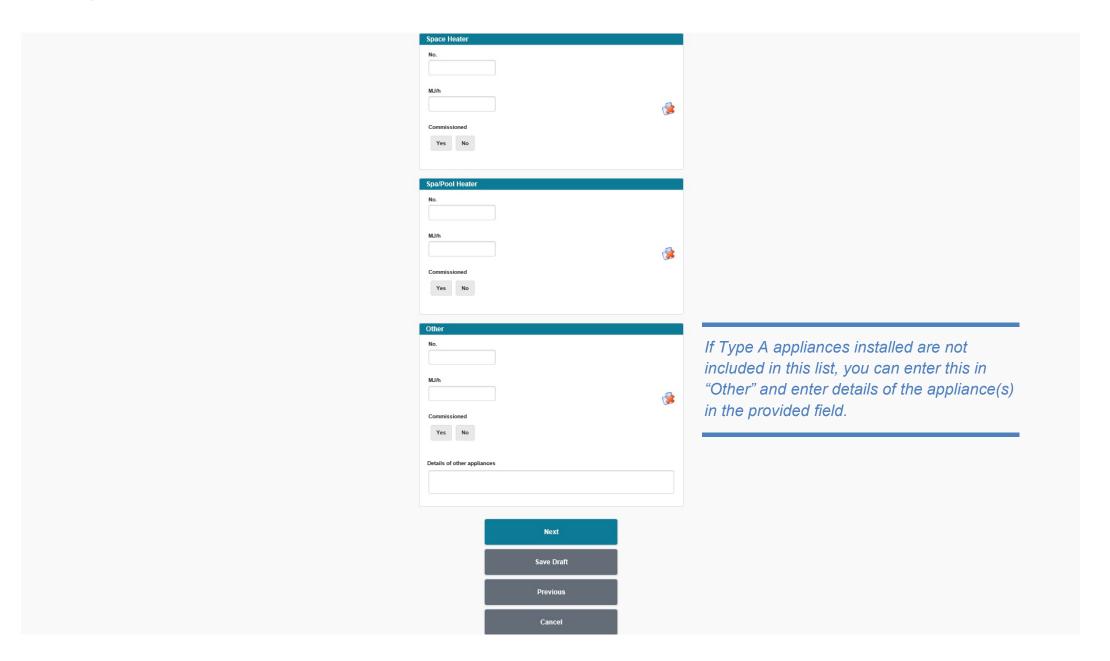
Work Details



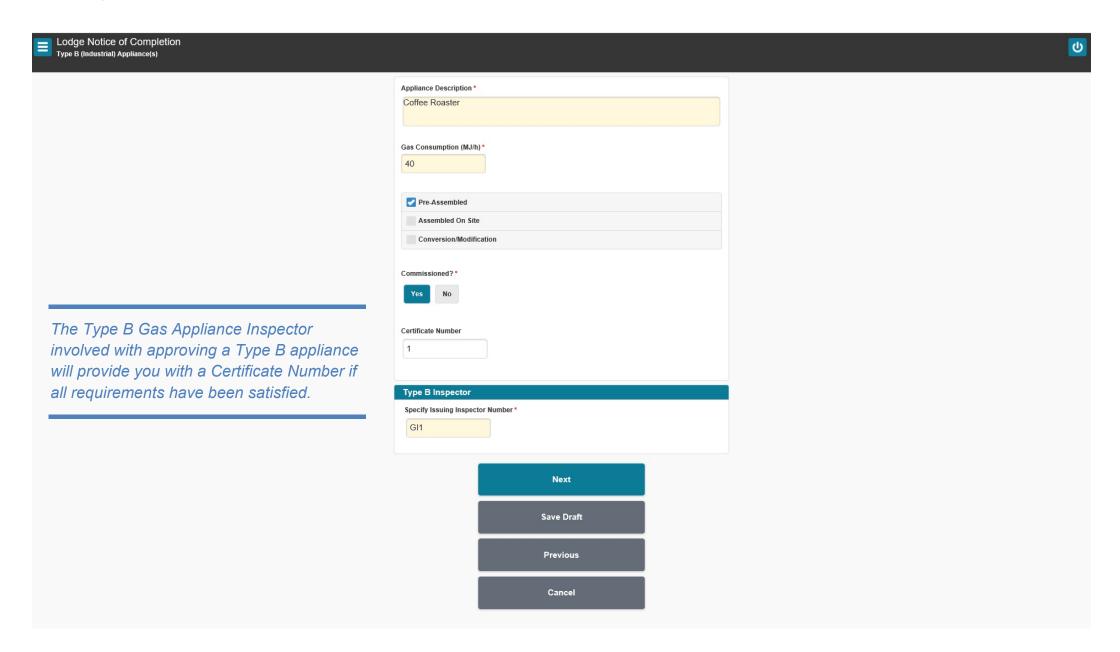
Type A (Domestic/Commercial) Appliance(s) (Part 1)



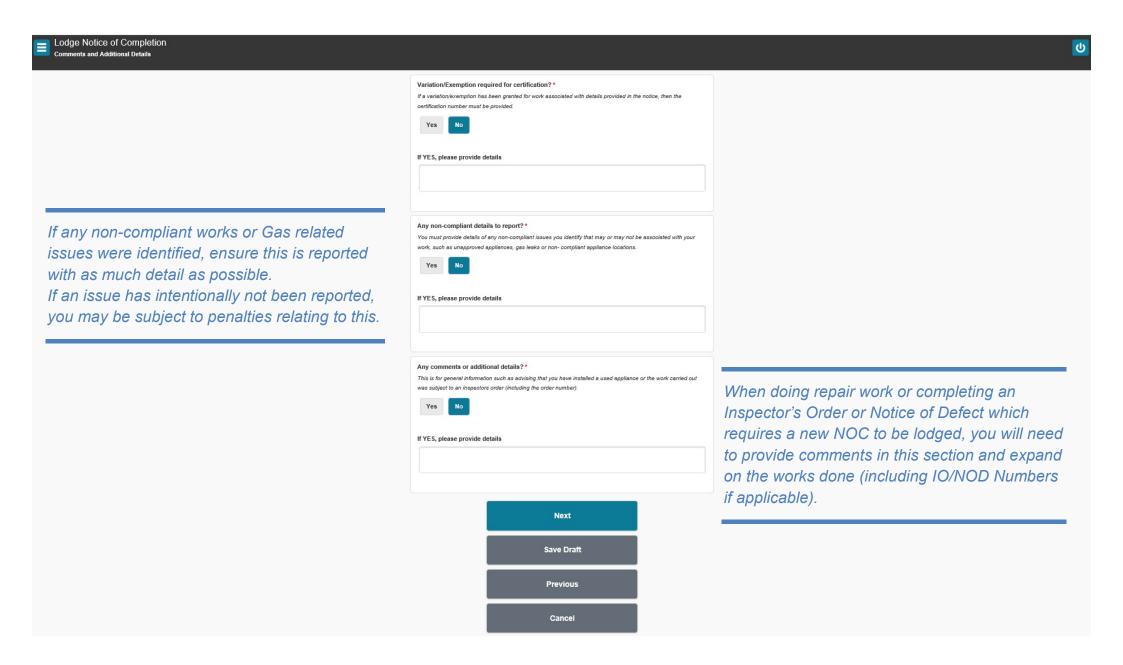
Type A (Domestic/Commercial) Appliance(s) (Part 2)



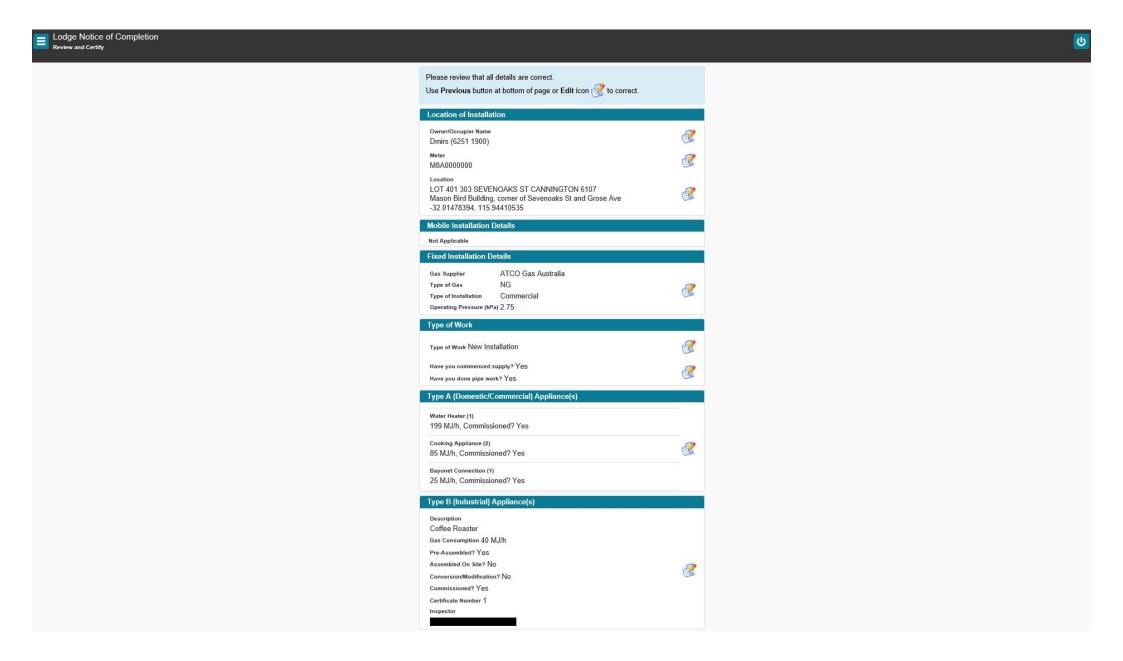
Type B (Industrial) Appliance(s)



Comments and Additional Details



Review and Certify (Part 1)

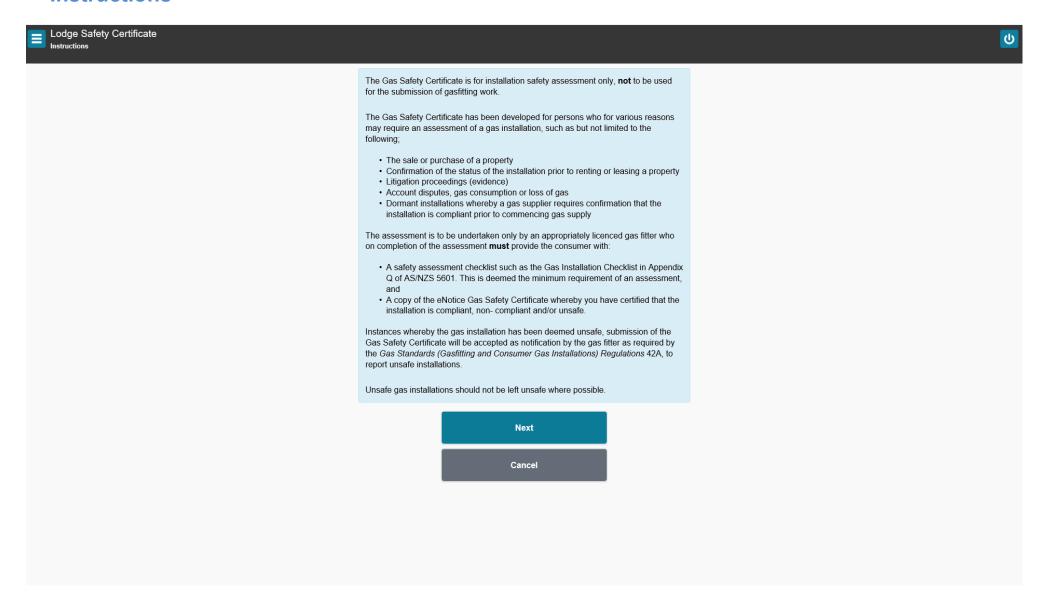


Review and Certify (Part 2)

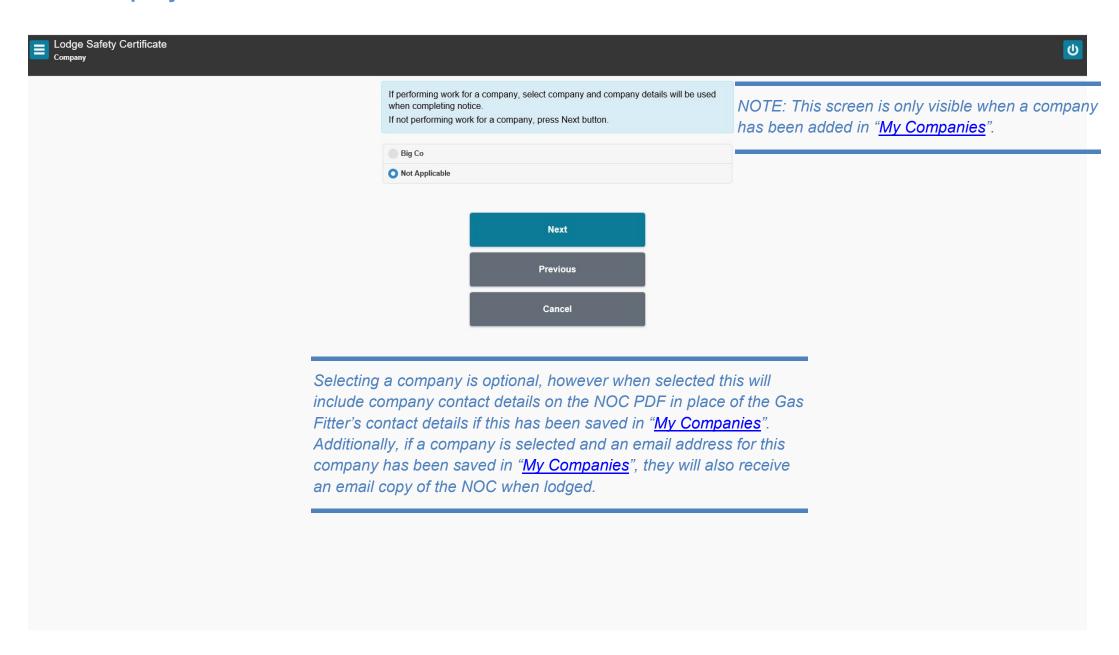
Comments & Additional Details Variation/Exemption required for certification? No Once Lodge Notice has been clicked, a PDF copy of Any non-compliant details to report? No Any comments or additional details? No the Notice of Completion will be sent to the following **Gasfitter Details** parties: Name **ALEX TESTER** Company Name Big Co Gas Fitter Business Address Gas Supplier Customer/Client (if email address was entered in Registration Number GF123 Contact Details) Classes of Gasfitting Company (if an email address was entered in I hereby certify this Notice has been duly completed, that every part of the gas My Companies and a company was selected in installation on which the gasfitting work specified on this Notice was done or that is affected by that work complies with the Gas Standards Act 1972 and its Company) regulations, is safe to use and is completed to a trade finish. I further certify that if the work has included leaving a Type B appliance permanently connected in that customer's gas installation, an Inspector has issued a Certificate of Compliance for that appliance. I declare that I am currently registered to do the gasfitting specified in this Notice. Date of Completion 2/12/2020 A copy of the PDF notice will be sent to the following Gas Fitter email address(es) a@bigco.com Additional email addresses not covered by the above Note: Copies will be automatically emailed to Gas Supplier and the Customer (provided email address has been provided). Other copies can be sent by entering email address(es) below (separated by a comma list can be entered here to receive a PDF copy of the____ Notice of Completion (if multiple email addresses are Your Job Reference is an optional field for you Your Job Reference entered they must be separated by a comma). to enter your own personal reference for this job. **Lodge Notice** Save Draft Previous

Lodge Safety Certificate

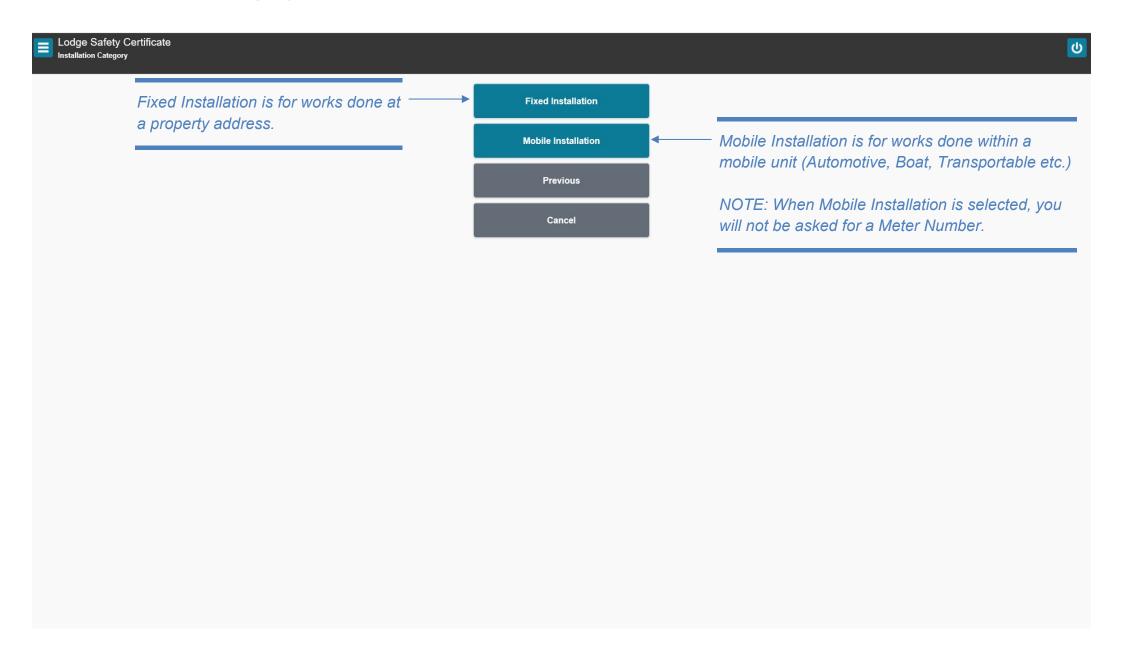
Instructions



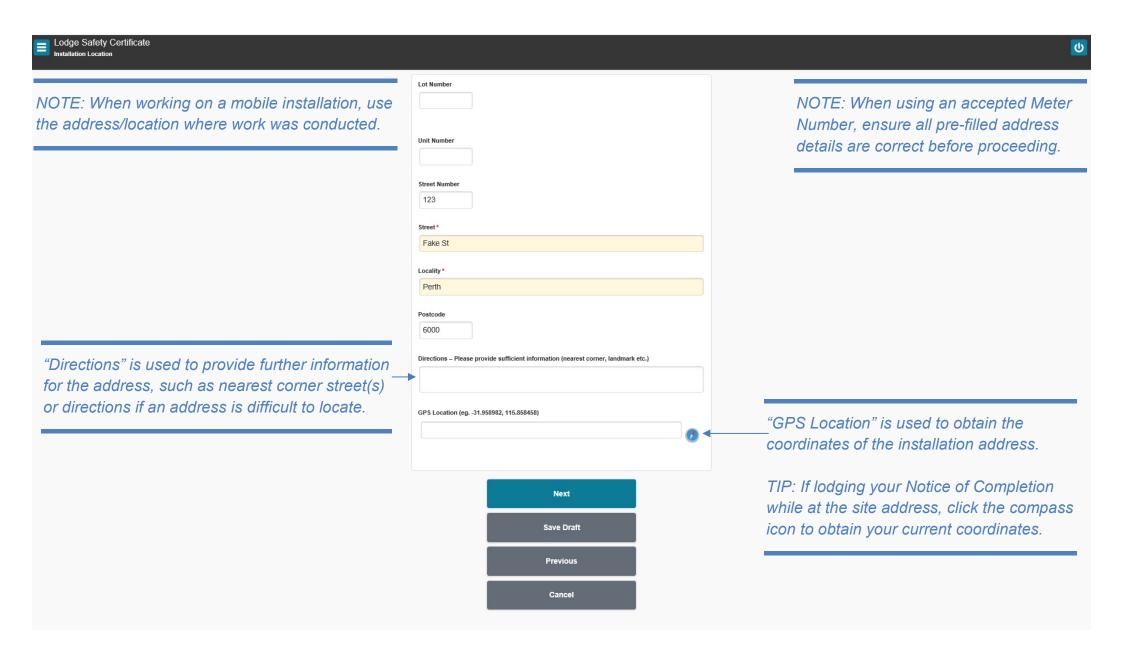
Company



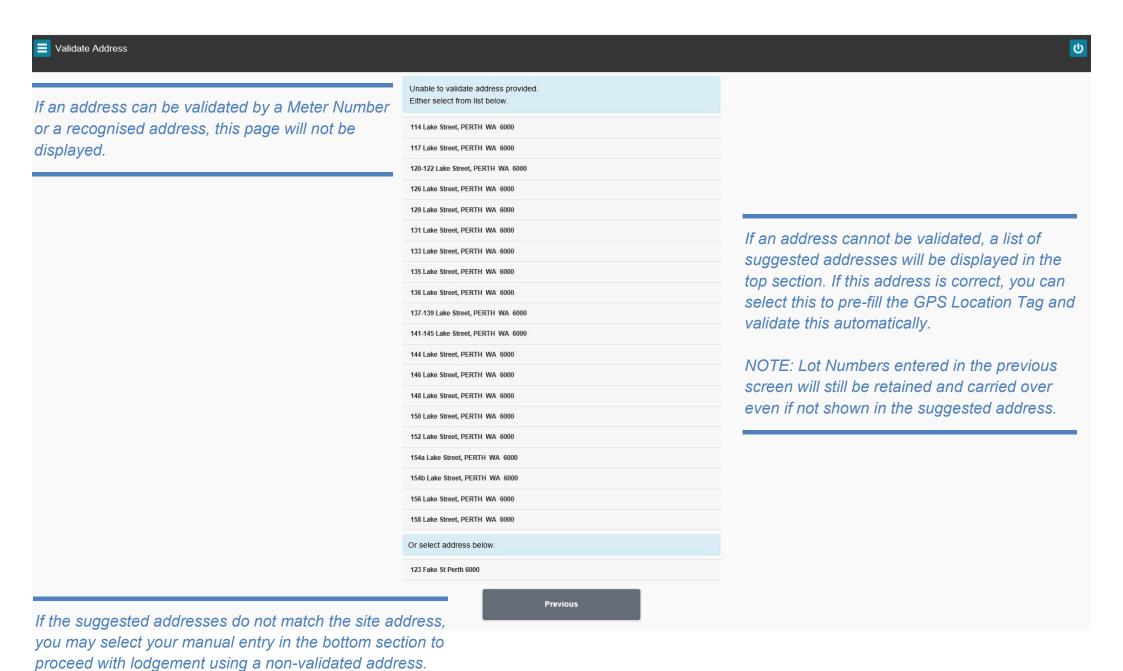
Installation Category



Installation Location

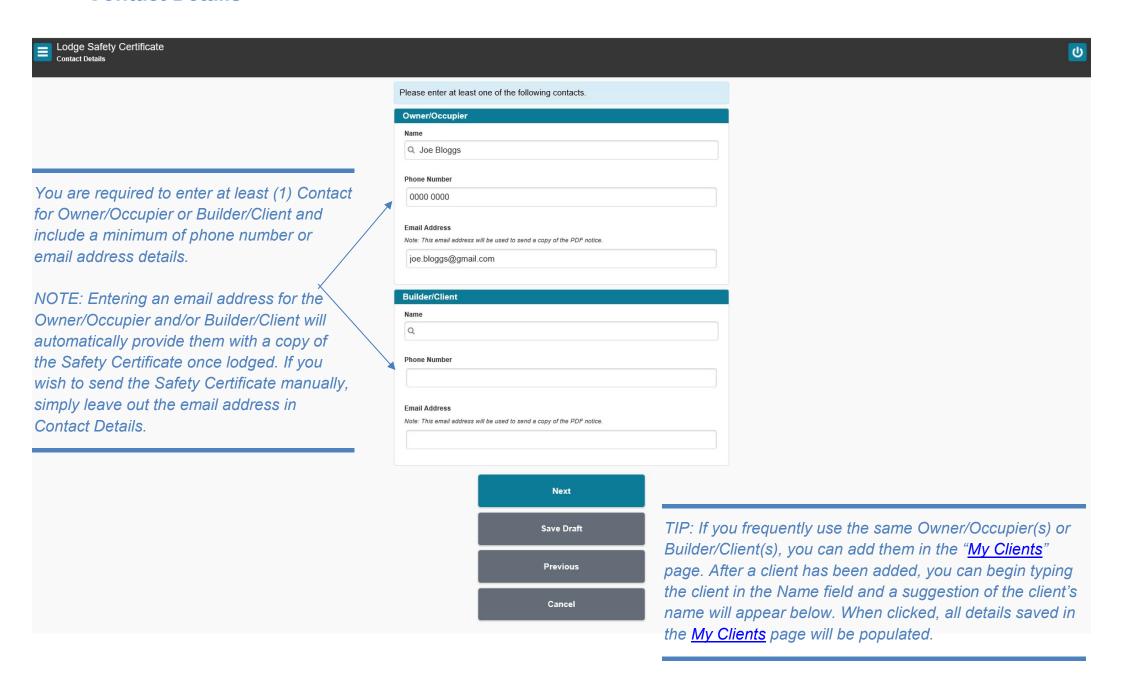


Validate Address

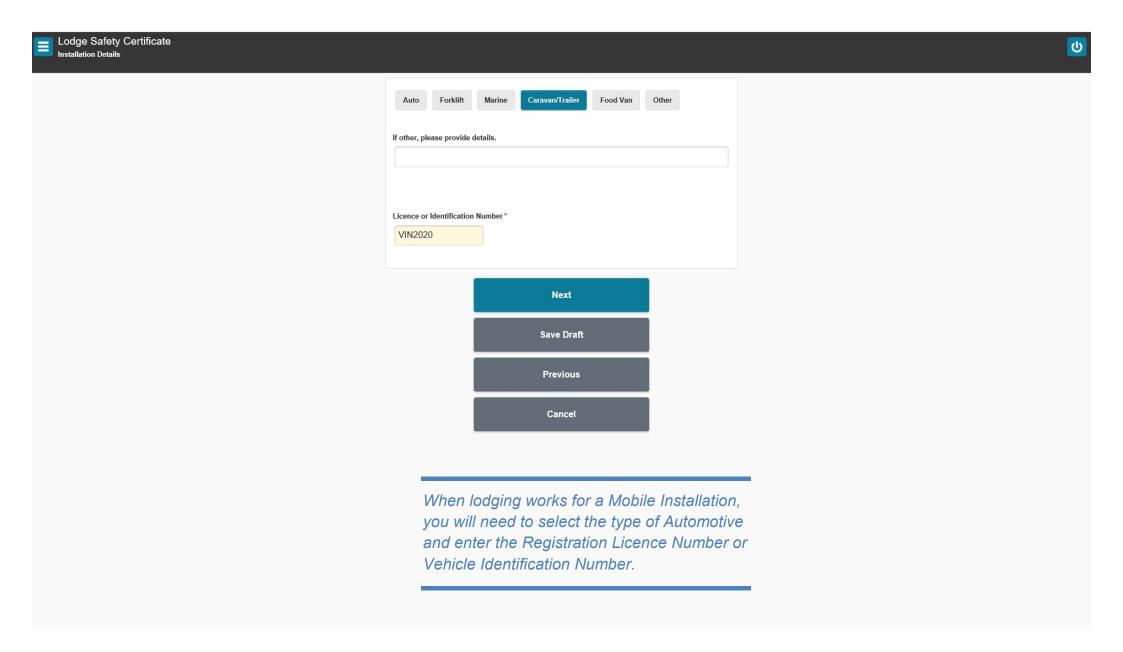


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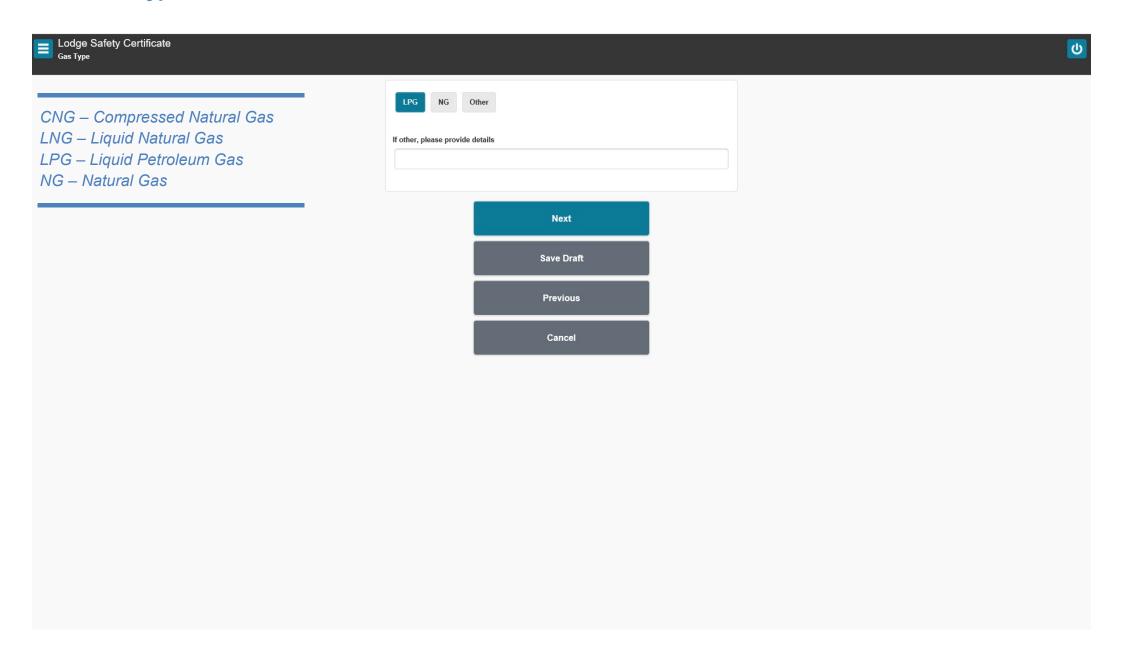
Contact Details



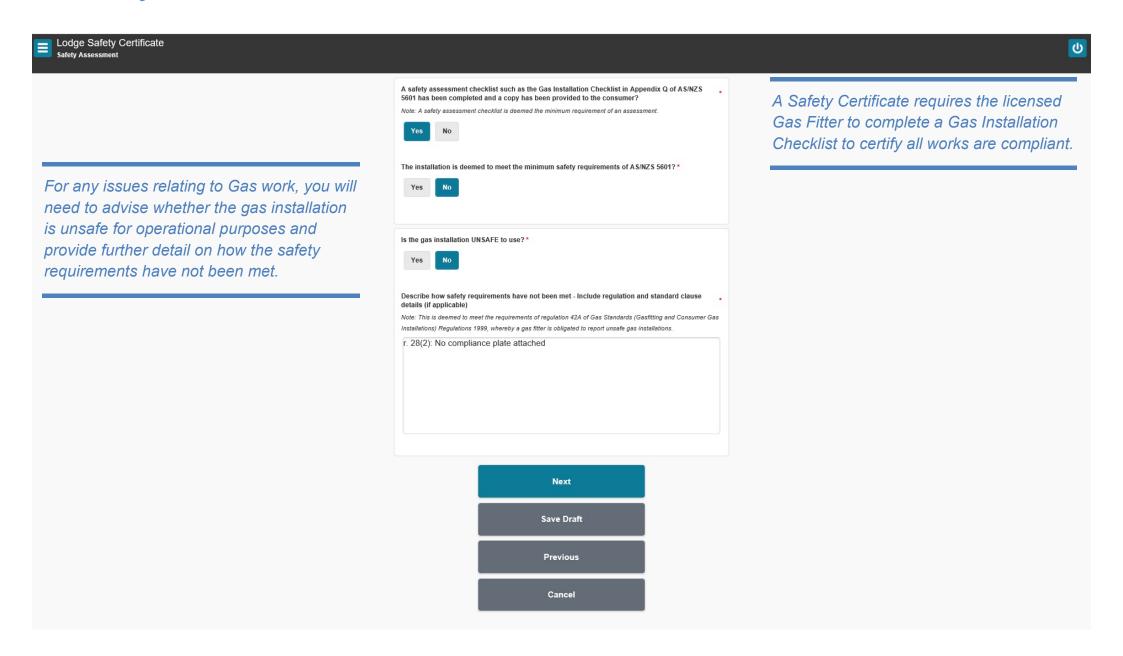
Installation Details (Mobile Installation)



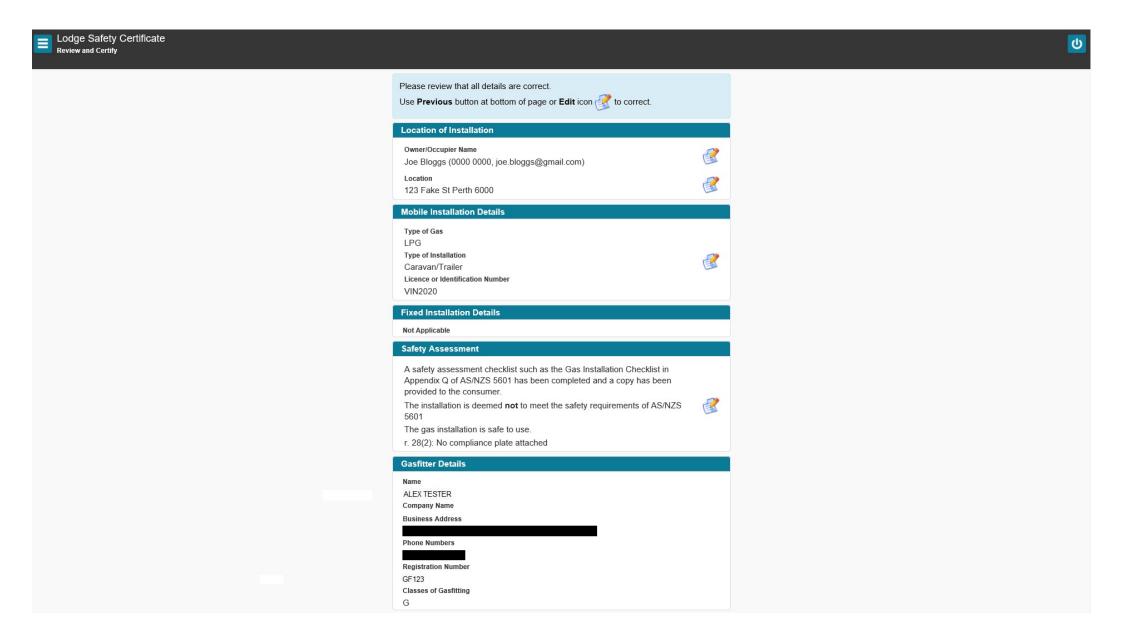
Gas Type



Safety Assessment



Review and Certify (Part 1)



Review and Certify (Part 2)

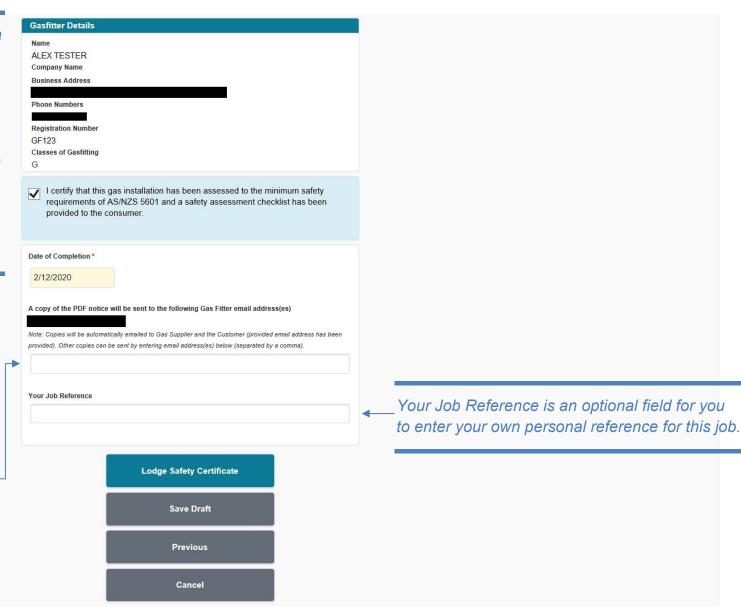
Once Lodge Safety Certificate has been clicked, a PDF copy of the Safety Certificate will be sent to the following parties:

Gas Fitter
Gas Supplier

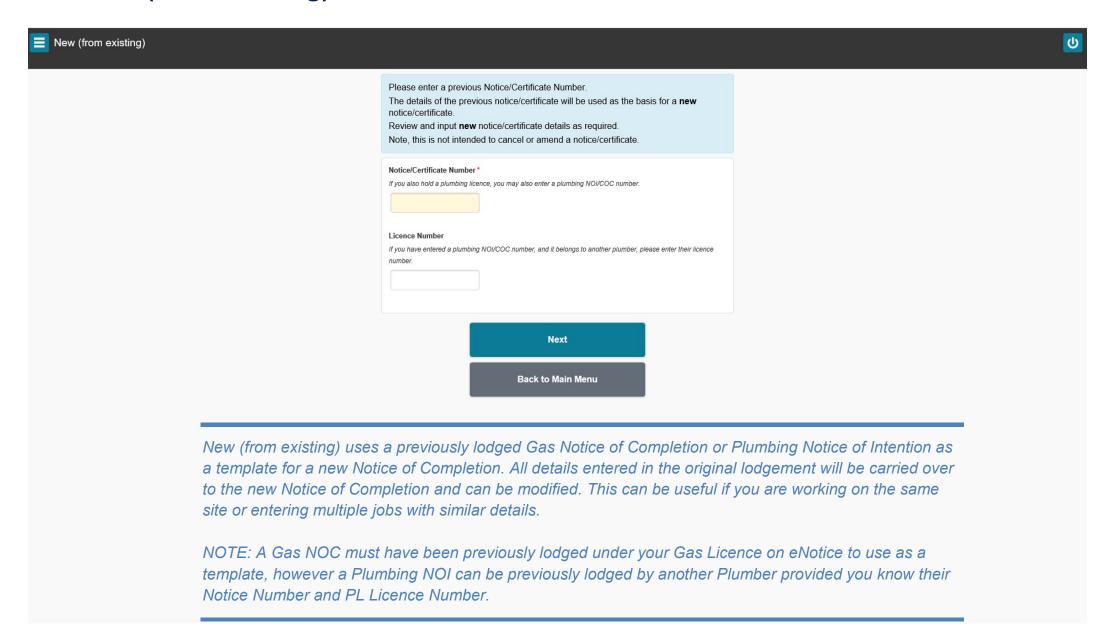
Customer/Client (if email address was entered in Contact Details)

Company (if email address was entered in <u>My</u> <u>Companies</u> and a company was selected in <u>Company</u>)

Additional email addresses not covered by the above list can be entered here to receive a PDF copy of the Safety Certificate (if multiple email addresses are entered they must be separated by a comma).

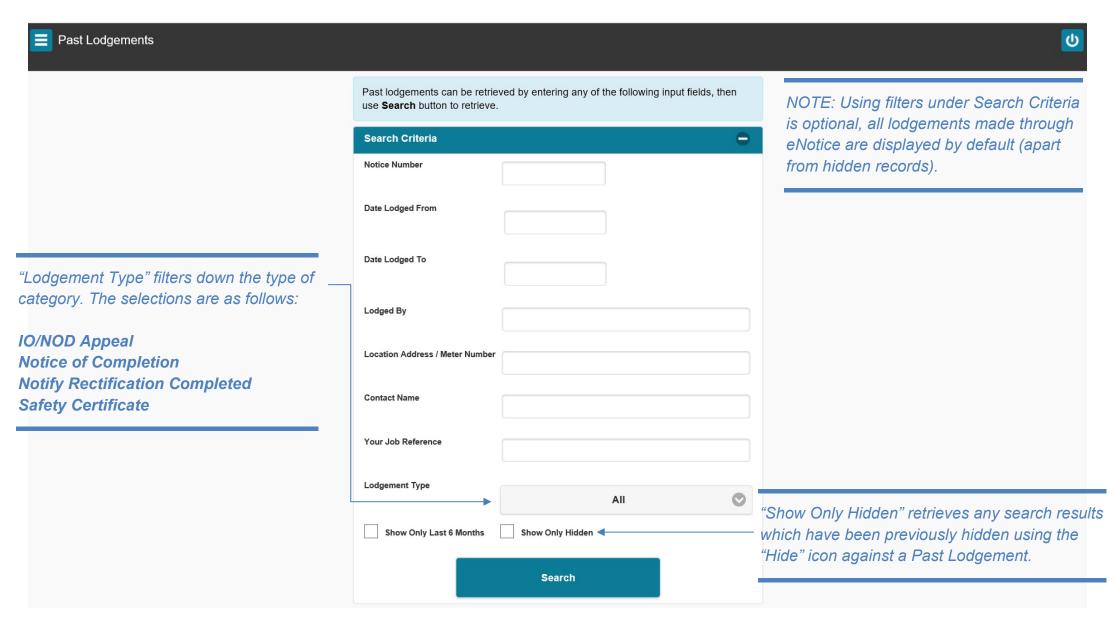


New (from existing)



Past Lodgements

Search Criteria



Result Listings



"Download" downloads the relevant PDF directly to your device.

"Send Copy" sends an email containing the relevant PDF as an attachment to yourself or a nominated recipient.

"Amend" allows you to amend any details of a Notice of Completion that has been lodged up to 7 days prior.

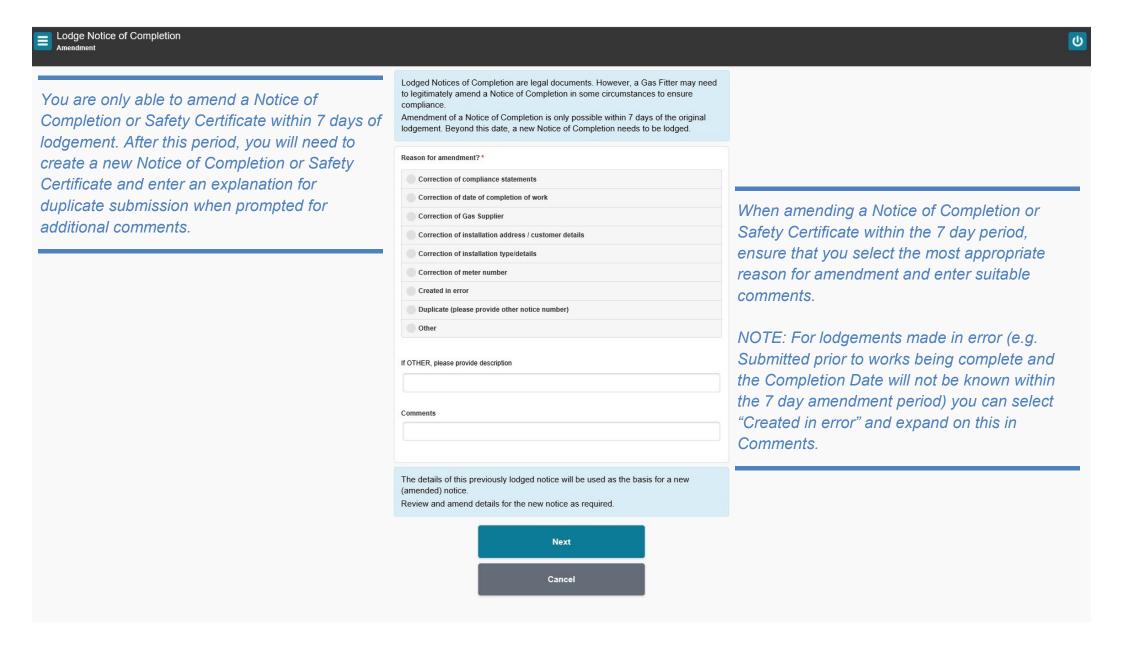
"Hide" can be used to hide any irrelevant lodgements from your Result Listings, such as cancelled jobs or jobs lodged in error.

"Unhide" can restore hidden Result Listings.

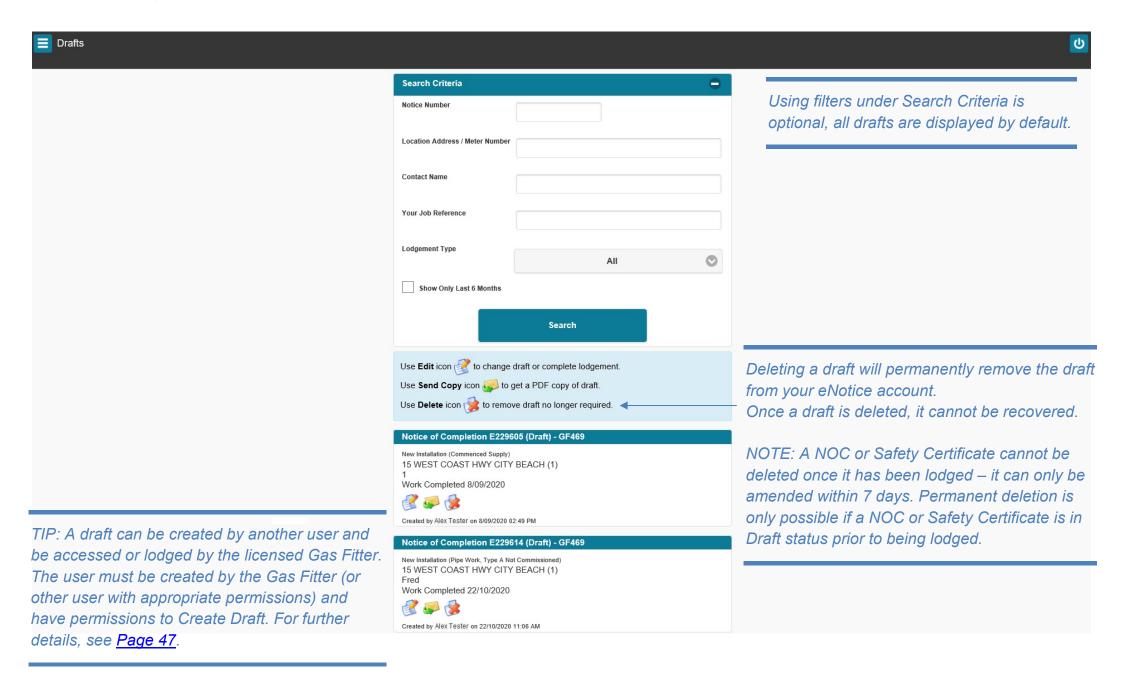
IMPORTANT: "Unhide" is only visible when using "Show Only Hidden", as this replaces the "Hide" icon.

WARNING: Jobs will not be visible in Result Listings if the "Hide" icon was used. If you are unsure if a job is hidden, it is highly recommended that you search on "Show Only Hidden" to double check (see <u>Page 39</u>).

Amendment

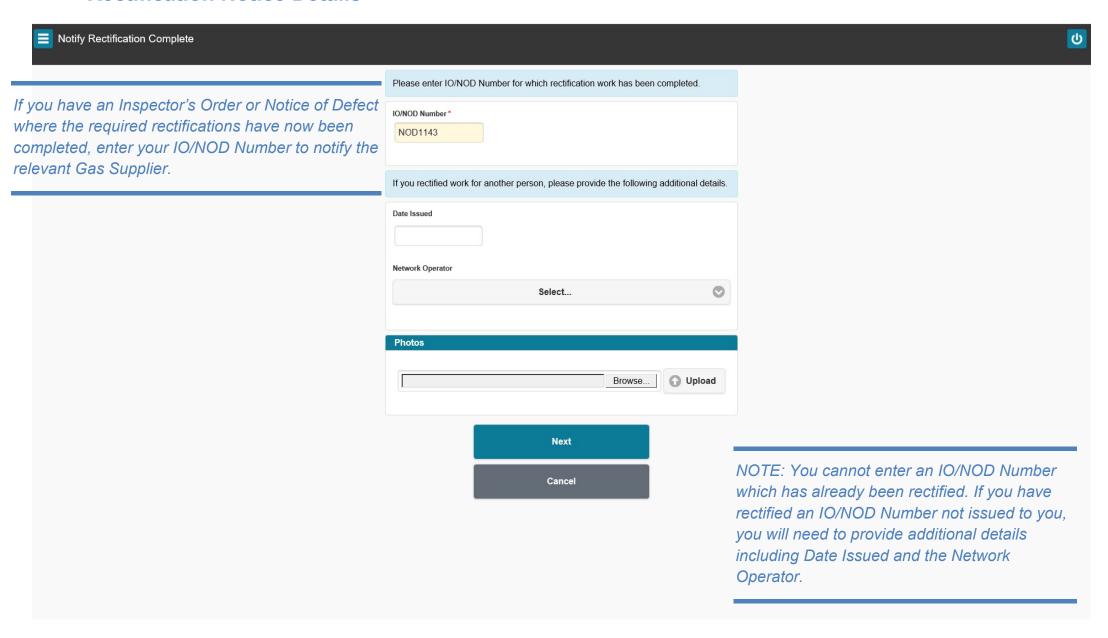


Drafts

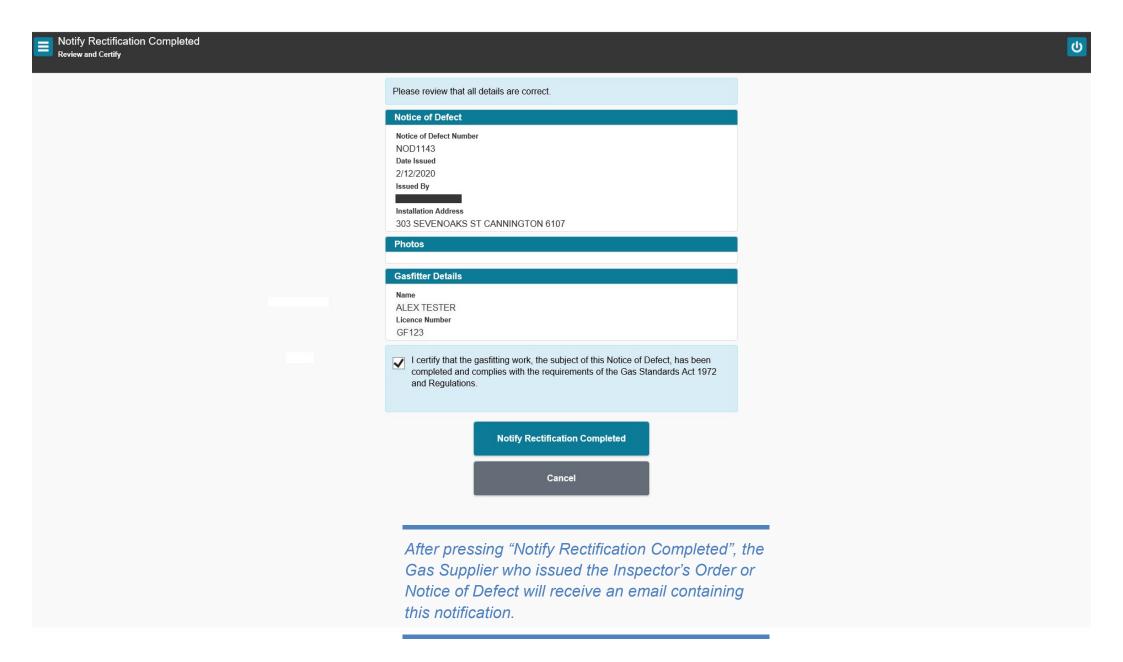


Notify Rectification Completed

Rectification Notice Details

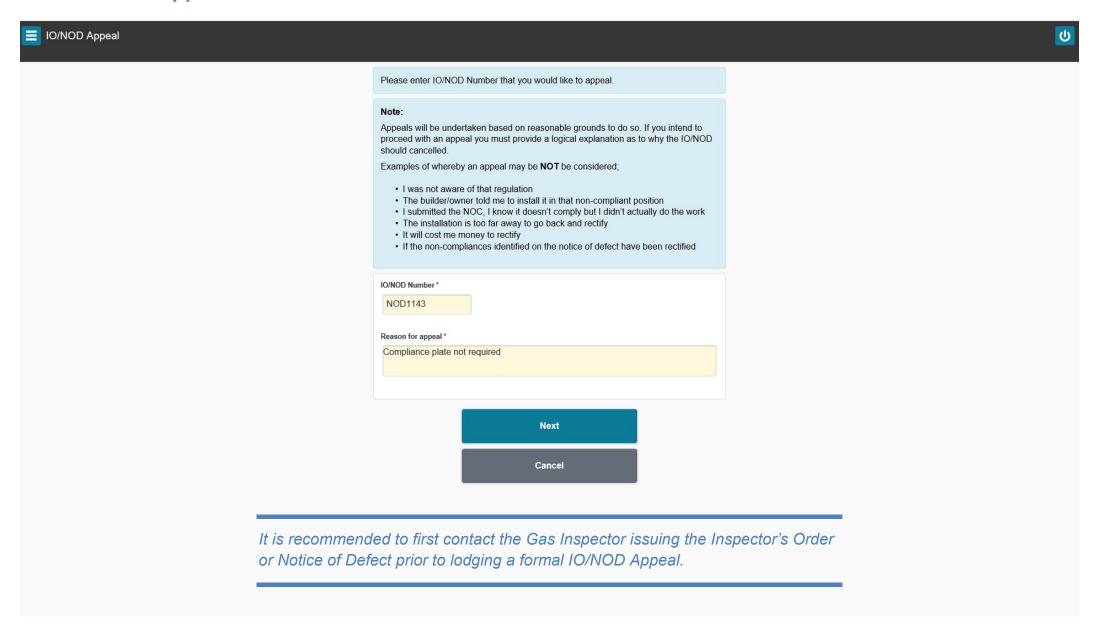


Review and Certify

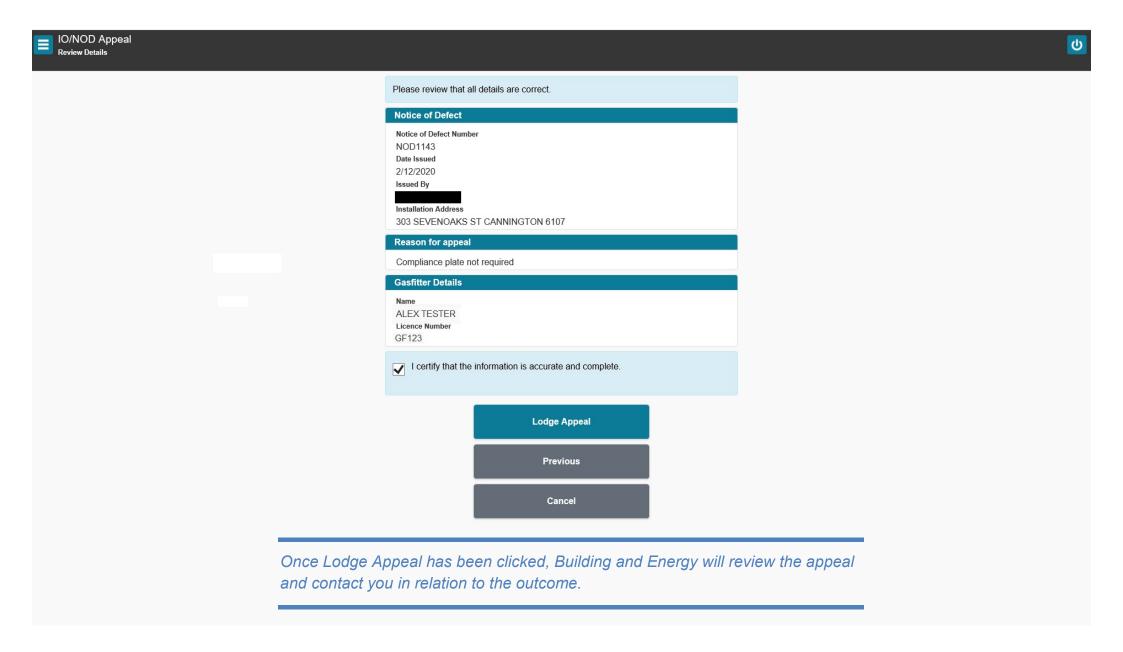


IO/NOD Appeal

IO/NOD Appeal Details

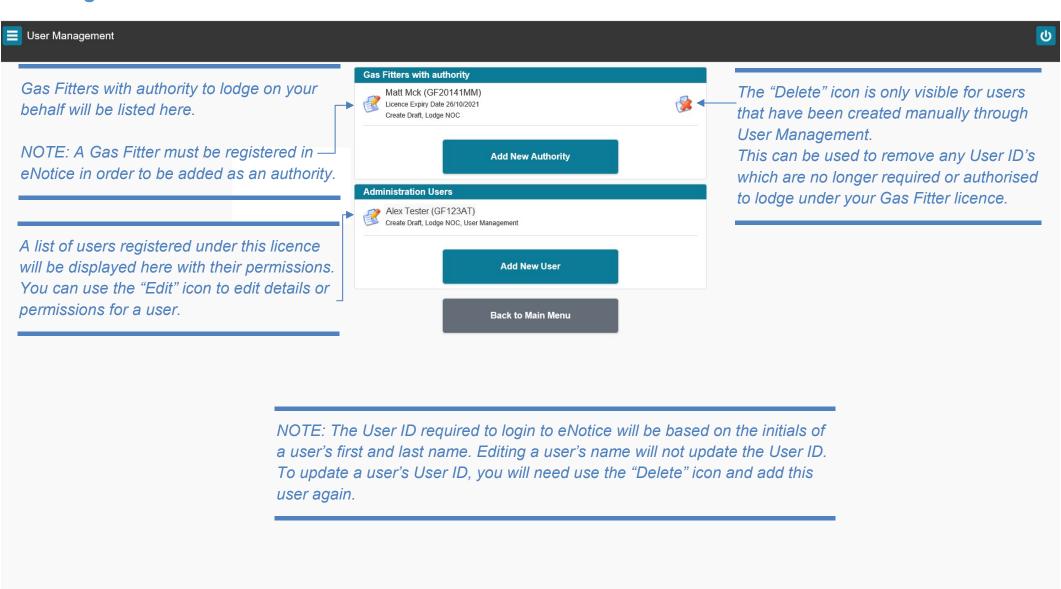


Review Details

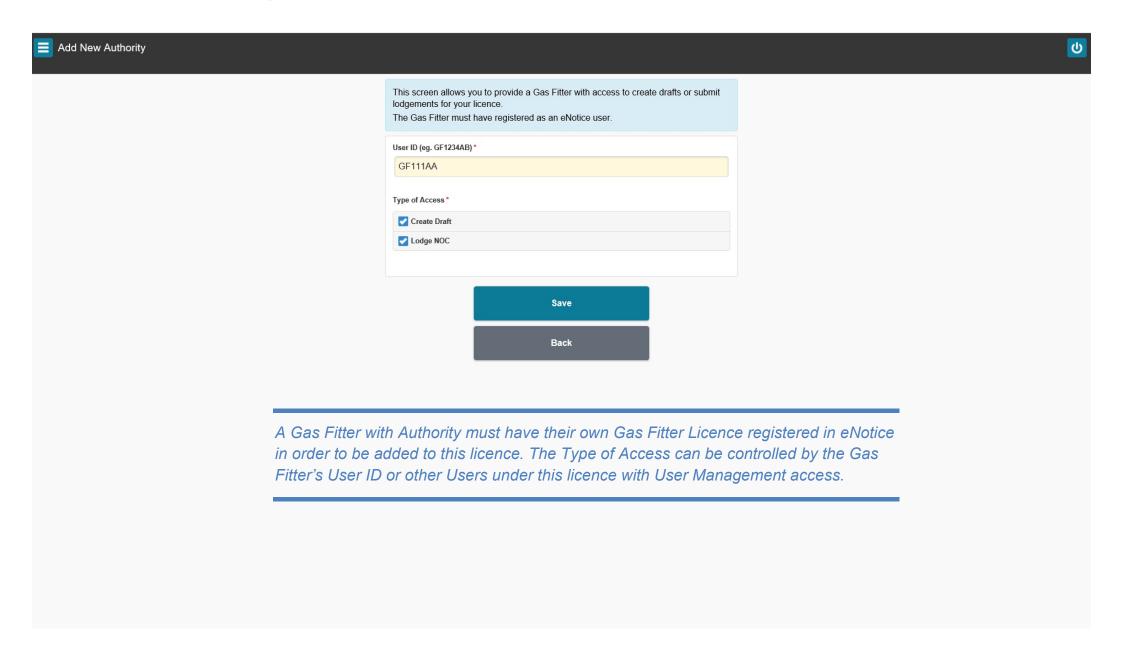


User Management

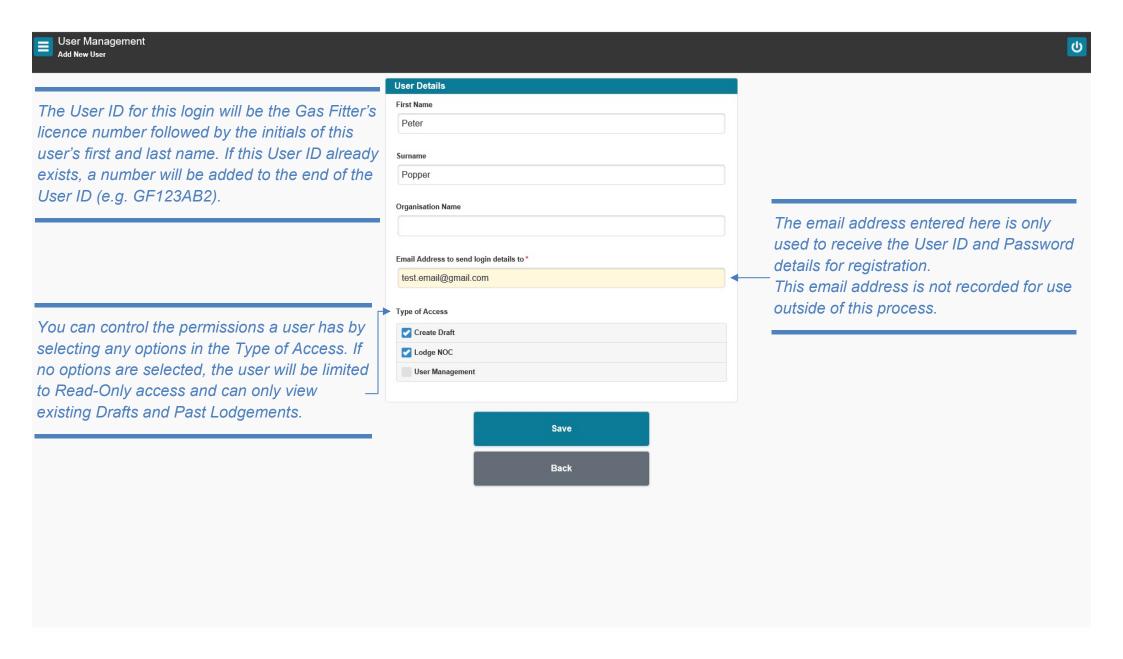
Registered Users



Add New Authority

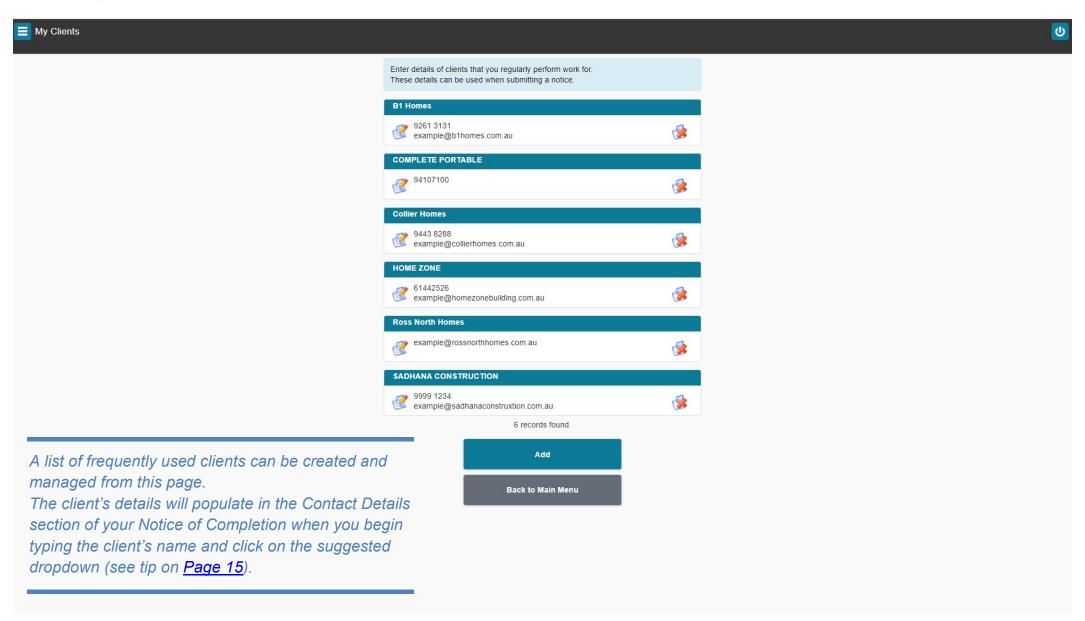


Add New User

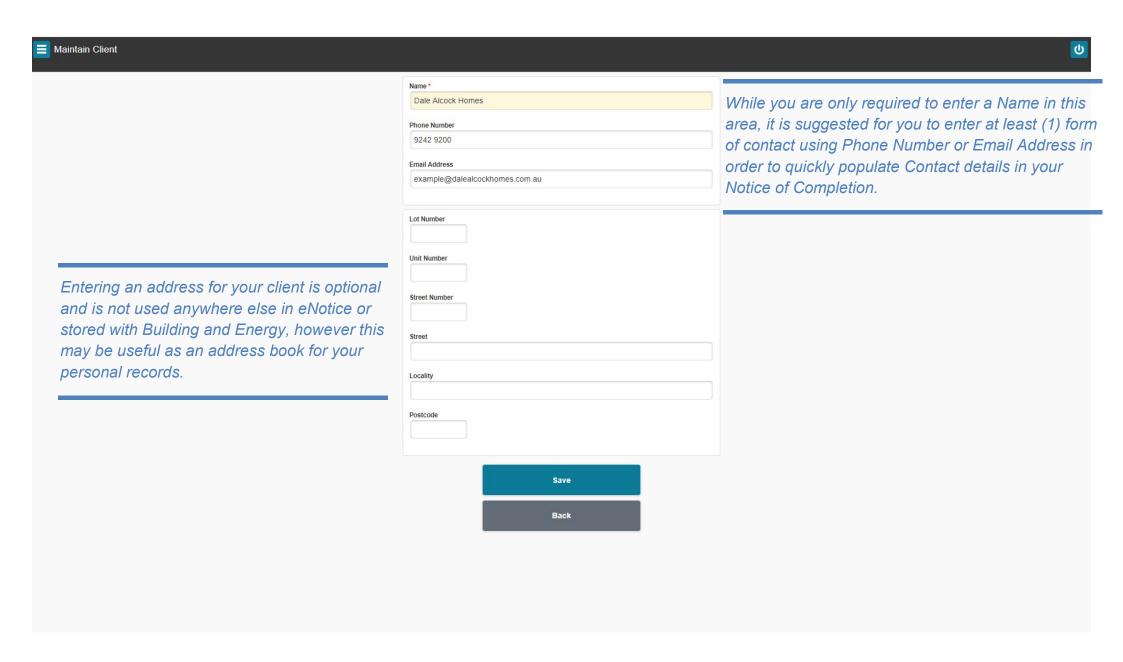


My Clients

Registered Clients

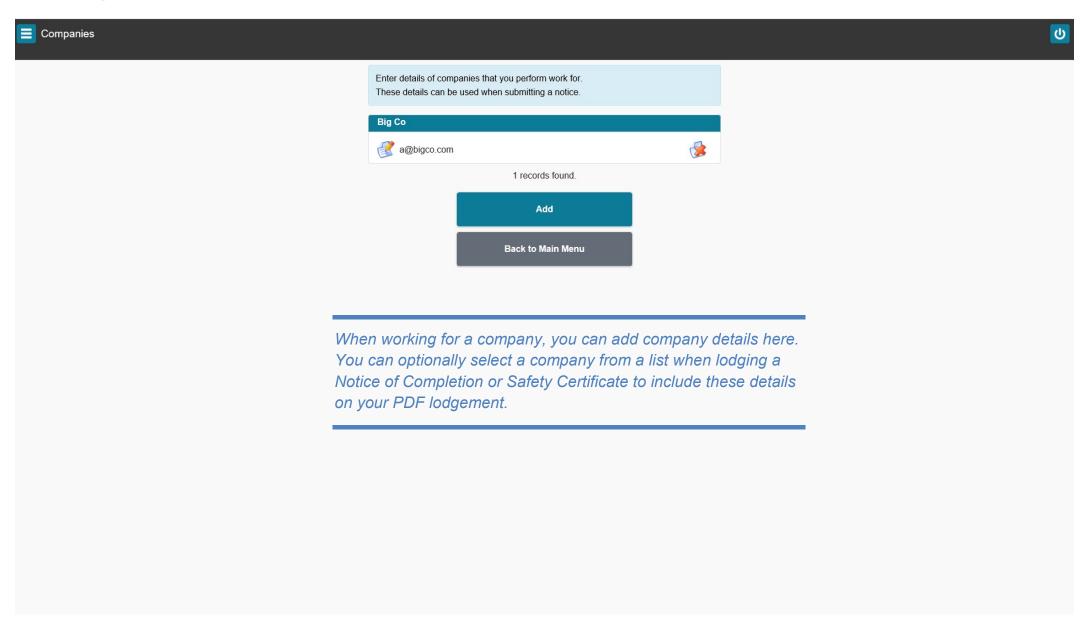


Add New Client

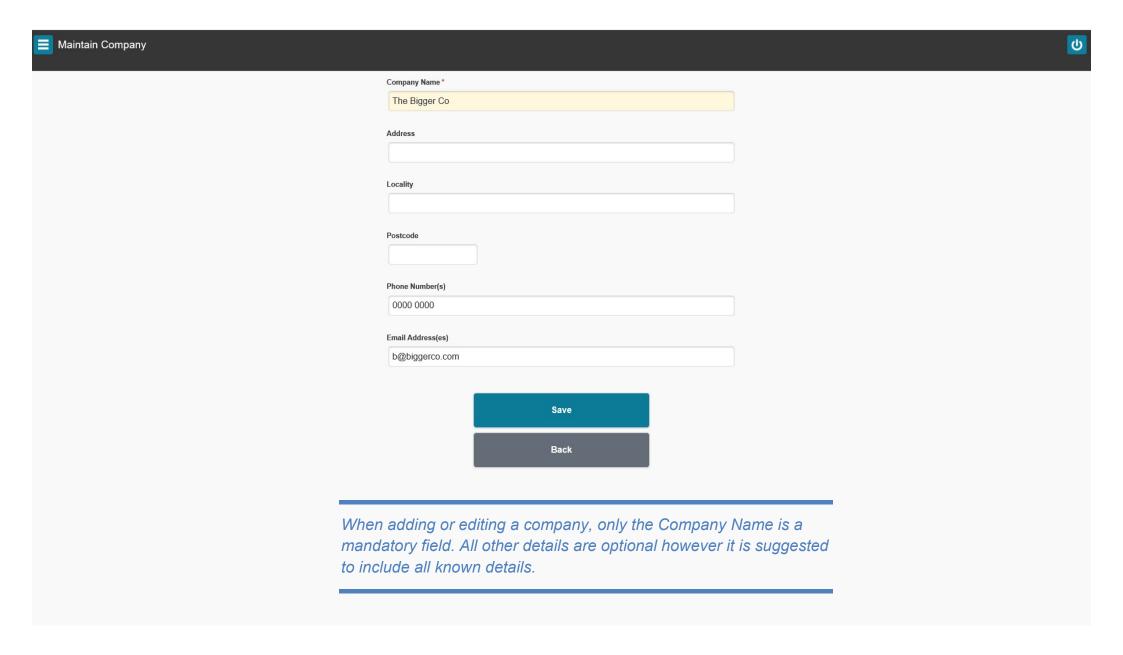


My Companies

Registered Companies



Maintain Company



My Details

