



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

# Gasfitting Record Book

for  
Industrial and Commercial Gas  
Installations, subject to a  
“Gasfitting Authorisation”



Issued by EnergySafety  
December 2017

To be completed by the authorisation holder

## Gasfitting Record Book

Commencement Date:

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Business Name/Company Name:

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Principal Place of Business:

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Installation address or site covered by this Record of Gasfitting Work:

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This record book shall at all times be located at:

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# 1. Introduction

Under the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 (the Regulations), work specified in the Regulations as gasfitting must only be carried out by designated persons or those registered by the Director of Energy Safety (the Director). This Gasfitting Record Book has been developed by the Director to assist Gasfitting Authorisation holders fulfil their obligations under the Regulations. Gas consumers who own or operate Type B gas appliances and associated piping systems also have obligations under the Regulations.

# 2. Purpose of this book

This Gasfitting Record Book has been issued by the Director as a means of recording information about the servicing of a consumer's gas installation carried out by or under the supervision of a Gasfitting Authorisation holder (PART 1) and may also be used by a licensed Gas Fitter for recording of service work (PART 2).

Regulation 23 of the Regulations requires that gas fitters record servicing information each time servicing work is carried out on a gas appliance. This includes industrial and commercial appliances. Where approved by the Director the use of this record book satisfies this requirement. This book also provides assistance for owner operators of Type B gas appliances and associated piping systems to fulfil their obligations under Regulation 36.

# 3. Definitions

The definitions provided below are for guidance only. The defined terms are in the Regulations.

## **Authorisation** (*Gasfitting Authorisation for service work*)

Issued by EnergySafety (State Licensing Authority) to a person to do or supervise other persons whilst performing prescribed gasfitting work. The Authorisation details the class, category and type of gasfitting work that can be done. May be designated *Category 1 or 2* and on application include the *Piping system associated with a Type B gas appliance*.

## **Authorisation schedule**

The conditions under which an Authorisation will operate.

A gasfitting Authorisation holder is required to ensure the people working under the Authorisation are trained and competent to perform gasfitting work.

## **Category 1 Authorisation**

Class I gasfitting work restricted to servicing, rectification of faults, and recommissioning Type B appliances. High level authorisation allowing for service work similar to an independent licensed gas fitter.

## **Category 2 Authorisation**

Class I gasfitting work restricted to minor servicing activities, in the case of a breakdown limited to the like for like exchange of components and adjustment of parameters back to predetermined, original commissioned (approved) settings.

## **Apparatus**

Any measuring device, pressure raising device, regulator, valve, instrument, or other device used to measure, control, or regulate gas supply to any appliance or gas fitting.

## **Competent person**

A registered industrial gas fitter, independent industrial gas inspector or person with equivalent knowledge and qualification.

**Like for Like**

Like for Like means exchange of components that are of the same model and brand, or with the same classification and functional performance, and will not change the integrity of the safety system or take the appliance out of its approved criteria. The replacement of a boiler body, kiln or valve train is considered new work or modification for which a Notice of Completion is required.

**Minor servicing activities**

Minor servicing activities means the cleaning and/or replacement of components.

**Piping system associated with a Type B gas appliance**

The consumer's piping system from the outlet of the billing meter, tank, cylinder valve or designated point of transfer where a pipeline licence ceases and the consumer's pipe commences to the Type B appliance isolation valve.

**Safe to operate**

A gas appliance deemed by a competent person as meeting safe operating requirements when measured against industry codes and standards, manufacturer's instructions and regulatory requirements.

**Servicing**, in relation to a consumer's gas installation, means:

- (a) maintenance involving the adjustment and cleaning of any appliance or apparatus in the installation in accordance with the recommendations of the manufacturer; or
- (b) repair involving the exchange of components but not requiring modification of the installation.

**Supervising gas fitter**

Authorisation holder registered with EnergySafety as a gas fitter and authorised to supervise supervised gas fitters.

**Supervised gas fitter**

A person working under an Authorisation holder whilst carrying out prescribed gasfitting work or a person working under a Class I gas fitter.

## 4. Authorisation holder's responsibility

The Authorisation holder is responsible for compliance with the conditions set out in the Authorisation schedule and to ensure the work is completed safely, in compliance with the Regulations and the installation is left safe to use. Authorisation holders are to ensure that those they are supervising understand the Regulations, the conditions of the Authorisation and are trained and competent to undertake work under the Authorisation. National competence units and qualifications should be utilised for training where available. All training for the supervised gas fitter should be recorded.

It is not permitted to trade base the responsibility for gasfitting work under different Authorisations. For example, an Authorisation holder with an electrical trade qualification is not just responsible for electrical work, they are the licensed gas fitter and are responsible for all the gasfitting work carried out under their Authorisation. There can be only one Authorisation holder responsible for the specified gasfitting work, not one for electrical and one for mechanical fitting. Where there is more than one Authorisation holder present during gasfitting work, it must be made clear, through a management plan, which Authorisation holder is responsible for that particular work.

Before any work is carried out under the Authorisation on a Type B gas appliance the appliance must be in a safe to operate condition. Where the appliance has been certified/approved by an inspector, the original approved set/trip points and commissioning data must be used to maintain the appliance. Where the appliance has not been identified as being certified/approved or the original commissioning data is not available, then a competent person should check the appliance and ascertain the appropriate parameters under which the appliance can be safely maintained and operated.

## 5. Application

The gasfitting authorisation for maintenance work is valid only for safe to operate Type B appliances, associated piping systems and components. Before work is undertaken under a gasfitting authorisation it shall be established that the appliance and associated equipment is in a safe condition and all the appropriate maintenance and, where applicable, certification information is available.

Where Type B gas appliances cannot be identified as having been certified/approved and/or where the original approved operation criteria is not available, the owner/operator may:

- Seek certification for existing Type B appliances in accordance with the regulations.
- Have the appliances/equipment checked for safe operation by a competent person (industrial gas fitter, Type B gas appliance inspector etc).

To ensure compliance with the conditions of the Authorisation and that appliances are maintained safely and within the scope of any regulatory requirements, it is necessary to record all the operational criteria for each appliance and make it available for maintenance personnel.

## 6. Part 1 - Recording of work under an Authorisation

Part 1 of the record book provides pages for the recording of work carried out under the Authorisation.

## 7. Part 2 - Recording of service work by licensed gas fitters

Part 2 of the record book provides pages for the recording of service work carried out by independent gas fitters operating under their own licence.

## 8. Part 3 - Reporting of gas incidents

There is a mandatory obligation to report gas incidents. Regulation 42(1) of the Regulations states:

If an incident that causes or is likely to cause injury to a person or damage to property occurs, a person who is aware of the incident must immediately report it:

- (a) to the relevant gas supplier and the Director; or
- (b) to the Director, if:
  - (i) the gas installation is a mobile engine or is on or in a caravan or marine craft; or
  - (ii) the relevant gas supplier is not identifiable.

## 9. This book to be retained

This Gasfitting Record Book is provided for the recording of information as specified under the information to be recorded section (Section 10) and is not to be used for any other purpose. An Inspector (Gas) may request that the book be made available for inspection purposes. The book must be kept in good order for the life of the installation with entries legible and in ink.

## 10. Information to be recorded

To satisfy the requirements of the Regulations and those of the Director, the Authorisation holder must ensure that the information detailed below is recorded in the Gasfitting Record Book:

1. Authorisation holder details which must include:
  - name;
  - Authorisation number (licence number);
  - category of Authorisation;
  - commencement date; and
  - termination date.
2. The work record (completed by the Authorisation holder) confirming that the particular work performed complies with the Regulations and must include:
  - a description of the gasfitting work associated with the appliance, apparatus or piping system network;
  - location where the work took place;
  - the name of the person (supervised gas fitter) who carried out the work;
  - the date the work was completed; and
  - the name, signature and licence number of the Authorisation holder who supervised the work.

## 11. Electronic/database maintenance recording

When electronic recording of work is utilised on site, it is necessary to identify the administrative arrangements in the record book. A list of the Authorisation holder/s must be recorded in this book and the means by which the electronic data is available to an inspector during normal operating hours. The electronic data is only acceptable if it records, at a minimum, the same information required in the record book.

## 12. Gasfitting work

Gasfitting work is identified in the Regulations as:

An operation, work or process in connection with the installation, removal, demolition, replacement, alteration, maintenance, or repair of a gas installation (Regulation 4, the Regulations).

There are a number of exceptions to the above definition, including the exchange of LP Gas cylinders, some automotive engine tuning activities, and work associated with reticulated supply systems for a gas supplier.

A gas appliance in the Regulations is defined as 'any appliance that consumes gas for any purpose'. A gas appliance includes all the associate apparatus from the appliance isolation valve to the primary flue (exhaust).

Any work affecting the safe operation of the gas system is considered gasfitting and may include all types of servicing and maintenance work carried out on the gas installation, including:

- the gas appliance;
- combustion chamber;
- combustion air supply;
- any valves and gas pressure regulating equipment;
- flues, ventilation and ductwork;
- any work associated with the safe operation of gas systems (eg. work on burner management and electrical work); and
- gas apparatus, etc.

The gas piping system should be considered as all the apparatus from the point of supply (meter, bulk storage or point where a pipeline licence finishes) to the appliance isolation valve.

A gas appliance incorporates all the components and associated control systems that affect the safe operation of the gas system and is located downstream of the appliance isolation valve. The maintenance and servicing of installed flue and exhaust systems associated with the products of the fuel gas combustion are also considered gasfitting work.

Pipework downstream of the appliance isolation valve may be less than a metre or many metres long before it reaches the burner/combustion chamber, but is still considered part of the appliance. Typically on a gas turbine, the appliance isolation valve is located outside the structure that houses the turbine. The piping system maybe many metres long and include gas conditioning devices such as filters, pressure control devices, and gas heaters, but all of these and the pipe and components are still considered part of the appliance.

To ensure the appropriate safety outcomes are achieved an assessment must be carried out before any work is undertaken on the gas system to determine if the work is gasfitting:

- what are the relevant safety issues and have they been addressed;
- can the work be carried out under the Authorisation;
- is there adequate knowledge and skills to do the work;
- what are the regulatory compliance requirements;
- is a purging/commissioning procedure required; and
- on completion of the gasfitting work what verification is required to ensure the system is operating correctly, safely and is compliant.

**NOTE:** The bridging out of gas safety interlock is not permitted under any circumstances.

A modification to a Type B gas appliance may only be carried out in accordance with the Regulations and must not be undertaken without authority of an inspector. Maintenance servicing Authorisations do not permit the modification of a gas appliance.

### 13. Owner/Operators responsibilities

Owner/operators of industrial gas installations are set out under Regulation 36, Consumers' obligations. In brief:

- When a Type B gas appliance is installed it cannot be used until it has been approved by a designated gas inspector and a certificate of compliance has been issued;
- A modified Type B gas appliance must be made available for re-approval by a designated gas inspector and must not be put back into operation until a new certificate of compliance has been issued;
- In accordance with the regulations the owner/operator of a consumer's gas installation must ensure that their installation is serviced and must make and maintain a record of:
  - (a) the date on which each service was carried out; and
  - (b) the registered gas fitter by whom each service was carried out.
- Where a pressure raising device (booster) or an over-pressure protection device (OPSO or similar device), is installed the consumer must ensure that the gas installation is serviced by a registered gas fitter:
  - (a) within 2 years after the device or fitting line regulator is installed; and
  - (b) thereafter within 2 years after it was last serviced.
- A consumer must make the service record available for inspection by an inspector upon reasonable request.

Note: The information provided in Section 13 is for guidance only and the Regulations should be consulted for mandatory requirements.



## 14. Further information

If you require further information on Authorisations or the use of the Gasfitting Record Book, please contact the Gas Utilisation Branch, EnergySafety WA.

EnergySafety WA  
303 Sevenoaks Street  
Cannington WA 6107

Ph: 08 6251 1900

Fax: 08 6251 1901

Email: [energysafety@dmirs.wa.gov.au](mailto:energysafety@dmirs.wa.gov.au)

Internet: [www.wwww.dmirs.wa.gov.au/energysafety](http://www.wwww.dmirs.wa.gov.au/energysafety)

For the reporting of gas or electrical incidents and emergency advice,  
**telephone Freecall 1800 678 198 (all hours)**

# Authorisation Holder/s

Please print

Name:	Authorisation GF Number:	Authorisation Category	Work Contact No.	A/H Contact No.	Authorisation Start Date	Finish Date

# Supervised gas fitters

Please print

Name:	Designation:	Location:	Contact No:	Date:	
				Start	Finish

# Supervised gas fitters

Please print

Name:	Designation:	Location:	Contact No:

Add other pages as required.

# Part 1 - Gasfitting Authorisation Maintenance Record

Authorisation number (supervising gas fitter's Number) <b>GF 00114</b>	Worker's name (person who carried out the work) <b>Mike Neoper</b>	Date work completed <b>1 March 2011</b>
Description of gasfitting work carried out: <b>Replaced Kitz 50mm ball valve with Arco 50mm ball valve (AGA certification #57</b> <i>If an electronic/database recording system is used then the job number must be recorded here.</i>		
(Authorisation holder or delegate to sign) <i>I confirm that this Gasfitting work complies with the Gas Standards Act 1972 and its regulations.</i>  Gas fitter's signature: <i>Stuart Anthony</i>		Date: <b>1 March 2011</b>

The use of Part 1 for the recording of work under an Authorisation satisfies the requirements of Regulation 23

## Electronic Record

See Sections 10 and 11.

Location where the electronic recording of gasfitting work carried out under an authorisation is maintained:

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Details of who has authority and access to the data:

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Comments:

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Authorisation number (supervising gas fitter's number)	Worker's name (person who carried out the work)	Date work completed:
Description of gasfitting work carried out:		
(Authorisation holder to sign) <i>I confirm that this gasfitting work complies with the Gas Standards Act 1972 and its regulations.</i> Signature:		Date:
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# Part 2 - Gas fitter service

The use of Part 2 for the recording of service work by licensed gas fitters satisfies the requirements of Regulation 23

## Recording of service work by licensed gas fitters

Date work completed:	Gas fitter's name:	Gas fitter's number:
Description of gasfitting work carried out:		
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# Part 3 - Reporting of gas incidents

Regulation 42 and 42A of the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 state the requirements for reporting, as reproduced below:

## **Regulation 42. Certain incidents, duty to report**

- (1) If an incident that causes or is likely to cause injury to a person or damage to property occurs, a person who is aware of the incident must immediately report it –
- (a) to the relevant gas supplier and the Director; or
  - (b) to the Director, if –
    - (i) the gas installation is a mobile engine or is on or in a caravan or marine craft; or
    - (ii) the relevant gas supplier is not identifiable.

## **42A. Unsafe gas installations, gas fitters to report**

- (1) If a gas fitter, in the course of work as a gas fitter, becomes aware of a defect that the gas fitter considers renders the gas installation, or a part of it, unsafe to use, the gas fitter must immediately notify the following of the existence and nature of the defect –
- (a) the consumer for whom the gasfitting work was done;
  - (b) the gas supplier or (if the gas installation is a mobile engine, is on or in a caravan or marine craft or the relevant gas supplier is not identifiable) the Director.

# Reporting of gas incidents

Facsimile transmission

**To:** Gas Inspection Branch  
EnergySafety  
Mines, Industry Regulation and Safety

**Fax No:** 08 6251 1901

**From:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Number of Pages** (incl. this page): \_\_\_\_\_

For any enquiries regarding the transmission of this facsimile, telephone (08) 6251 1900

<b>Owner/Occupier Name:</b>	
<b>Company Name:</b>	
<b>Incident Address:</b>	
<b>Contact Telephone Number:</b>	
<b>Person Reporting Incident:</b>	
<b>Time and Date Incident Reported:</b>	
<b>Gas Supplier:</b>	
<b>Gas Type:</b>	NG LPG
<b>Gas Supply Pressure:</b>	
<b>Installation Type:</b> <i>(please tick)</i>	Domestic <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Caravan <input type="checkbox"/> Meter/Regulator <input type="checkbox"/> Automotive <input type="checkbox"/> Recreational <input type="checkbox"/> Mining <input type="checkbox"/> Marine <input type="checkbox"/> Supply Authority <input type="checkbox"/>
<b>Incident Type:</b> <i>(please tick)</i>	Fire <input type="checkbox"/> Gas Escape/Leak <input type="checkbox"/> Gas Release <input type="checkbox"/> Asphyxiation <input type="checkbox"/> Explosion <input type="checkbox"/> Products of Combustion <input type="checkbox"/> Other <input type="checkbox"/>
<b>Other Description:</b>	
<b>Cause of Incident:</b> <i>(please tick)</i>	
Improper Use <input type="checkbox"/>	Unsafe Appliance <input type="checkbox"/> Lack of Maintenance <input type="checkbox"/> Unsafe Installation <input type="checkbox"/>
Unskilled Interference <input type="checkbox"/>	Code Violation <input type="checkbox"/> Poor Ventilation <input type="checkbox"/> Component Failure <input type="checkbox"/>
Material Failure <input type="checkbox"/>	Corrosion <input type="checkbox"/> Deliberate Act <input type="checkbox"/> Vandalism <input type="checkbox"/>
Vehicle Impact <input type="checkbox"/>	Odourant Problem <input type="checkbox"/> Cylinder Abuse <input type="checkbox"/> Excavation Incident <input type="checkbox"/>
Water Ingress <input type="checkbox"/>	Storm <input type="checkbox"/> Design Fault <input type="checkbox"/> Induced Voltage <input type="checkbox"/>
Pressure Fault-High <input type="checkbox"/>	Pressure Fault-Medium <input type="checkbox"/> Pressure Fault-Low <input type="checkbox"/>
<b>Names of Persons Injured:</b>	
<b>Details of Injuries:</b>	
<b>Briefly describe how the incident occurred and the possible cause if known:</b>	(attach extra sheet)



# Appendix A - Authorisation Management Plan

## Authorisation Management Plan

Where there is more than one authorisation holder per site or operation, a management plan is required. The plan is to include a hierarchy of responsibility identifying who is responsible for what, when and where. It is not to be trade based. The Authorisation holder is a registered supervising Gas Fitter and is responsible for any gasfitting work they do and those they are supervising (supervised gas fitters) irrespective of trade type, e.g. electrical or mechanical.

### **1. Hierarchy of responsibility**

It is recommended a senior person, engineer or maintenance supervisor is given overall responsibility for managing the authorisation system. It is important the manager of the authorisation system has authority to ensure compliance with the conditions set out in authorisation schedules and the legal obligations of the authorisation holders. This person may or may not be a registered authorisation holder.

### **2. Authorisation holder responsibility**

The Authorisation holder is responsible to ensure they comply with the conditions outlined in their Authorisation, the *Gas Standards Act 1972* and its regulations. They need to know what gasfitting work they are responsible for and when. An authorisation holder is also responsible to ensure that those working under the authorisation are competent to do so, suitable training is provided and an appropriate level of supervision is employed.

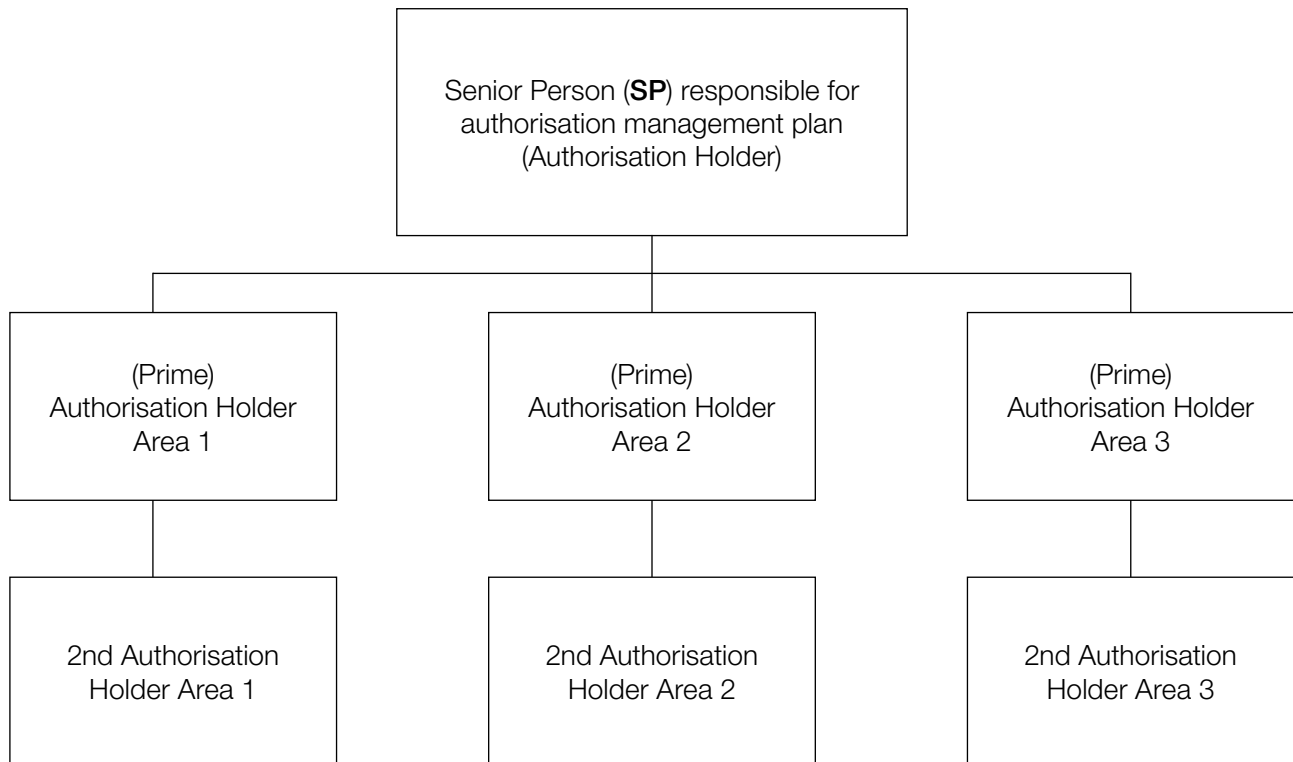
If there is more than one authorisation holder present or associated with the maintenance work it must be clear which **one** is responsible for that particular work and under whose name and gasfitting number the work will be recorded in the Gasfitting Record Book.

### **3. Supervised Gas Fitters**

Are unregistered gas fitters but they are still responsible for compliance with the *Gas Standards Act* and its regulations. It is important supervised gas fitters are aware of their legal obligations to comply with legislation, the authorisation system in operation, the conditions under which they may do gasfitting work and whose authorisation (the person) they are working under.

Training for supervised gas fitters may take the form of an induction process for contractors, minor maintenance operations or a comprehensive training programme for those required to carryout more complex maintenance operations. Whichever is employed it must meet an appropriate level to ensure safety and compliance requirements are achieved.

### **Management plan (example)**



### **Senior Person (SP)**

Has overall responsibility and is to ensure:

- the authorisation system operates effectively and meets legal obligations;
- all authorisations are current;
- record books are maintained;
- gas safety and legislation training is provided to all supervised gas fitters and contractors;
- they liaise with prime authorisation holders on training needs and arrange training; and
- is the prime authorisation holder responsible for the plant gas piping systems to the isolation valves of Type B gas appliances. The SP may become the authorisation holder responsible for work carried out in any area should the prime authorisation holder or 2nd authorisation holder not be available.

### **Prime Authorisations Holders**

Are responsible for:

- all gasfitting work conducted in their area;
- compliance with safety and legal requirements for their supervised gas fitters including contractors;
- maintenance of the record book and recording of gasfitting work;
- identifying any deficiencies in competency of supervised gas fitters and arrange with SP appropriate training;
- as directed by SP become the authorisation holder for another area should the prime and 2nd authorisation holders not be available;
- With authority from executive management undertake the duties of the SP.

### **2nd Authorisation holder**

Are responsible for undertaking the responsibilities of the prime authorisation holder should they not be available.





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

Issued by

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Internet: [www.dmirs.wa.gov.au/energysafety](http://www.dmirs.wa.gov.au/energysafety)