

Guide for new gas-fitters in Tasmania

Consumer, Building and Occupational Services
Department of Justice



This Guide is a resource and reference document and is for general information only.

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Introduction

In Tasmania, you must have a license to complete any gas-fitting work.

This information guide is to help gas-fitters understand and meet their obligations under the *Gas Safety Act 2019*, *Occupational Licensing Act 2005* and subordinate regulations.

Gas Standards and Safety

The Office of the Director of Gas Safety, Gas Standards and Safety, strives to provide leadership and effective regulation in respect to:

- gas infrastructure
- downstream installation safety and
- technical standards.

This is achieved by ensuring that the gas-fitting industry aims for levels of excellence in installation and operations, providing acceptable public safety outcomes through industry engagement.

What is gas-fitting?

Gas-fitting work is work conducted in relation to the design, installation, construction, testing, commissioning, decommissioning, conversion, modification, relocation, repair, alteration, servicing or maintenance of a gas installation or a gas storage system, or any part of a gas installation or a gas storage system, including all pipes, fittings and auxiliary equipment which is downstream of a gas supply point or associated with a gas storage system.

This includes work on:

- components or fittings associated with the pipes
- any appliance and associated components or fittings
- any meter which is downstream from the gas supply point
- any ventilation or system used to remove combustion products downstream from the gas supply point

Work associated with the installation, service and repair of an automotive gas fuel system in a motor vehicle, forklift or industrial engine, is gas-fitting work that can only be performed by an automotive gas-fitter.

A gas installation includes an installation that can convey any of the following gasses:

- natural gas
- liquefied petroleum gas
- compressed natural gas
- liquefied natural gas
- simulated natural gas

- tempered liquefied petroleum gas
- biogas
- hydrogen or other calorific gas

Standards of gas-fitting work

Gas-fitters are responsible for making sure that gas-fitting work is performed in compliance with the prescribed Standards which includes:

- AS/NZS 5601.1: *Gas Installations – Part 1: General installations*
- AS/NZS 5601.2: *Gas Installations – Part 2 : LP Gas installations in caravans and boats for non-propulsive purposes*
- AS 4575 - *Gas appliances - Quality of servicing*
- AS 3814 – *Industrial fuel-fired appliances*

Types of gas installations

There are three types of gas installations in Tasmania which gas-fitters need to be aware of:

- Standard gas installation
- Standard Gas installation of a Prescribed Class
- Complex gas installation (including type B appliances)

To understand the different types of gas installation, an understanding of Building Classes in the National Construction Code is required.

Explaining the building classes

Class 1a: is a single dwelling being a detached house, or one of a group of two or more attached dwellings. Each building is separated by a fire-resisting wall. Buildings include a row house, terrace house, town house or villa unit. (Class 1 buildings are not to be located above or below another dwelling or class of building other than a private garage)

Class 1b: boarding house, guest house, hostel or the like with a total area of all floors not exceeding 300m², and where not more than 12 people reside, and is not located above or below another dwelling or another Class of building other than a private garage.

Class 2: is a building containing 2 or more sole-occupancy units each being a separate dwelling.

Class 3: residential building, other than a Class 1 or 2 building, which is a common place of long term or transient living for a number of unrelated persons. **Example:** boarding-house, hostel, backpackers accommodation or residential part of a hotel, motel, school or detention centre.

Class 4: is a dwelling in a building that is *class 5-9 if it is the only dwelling in the building. For example a caretakers flat with a building or accommodation over or otherwise

connected to a shop.

Class 5: is an office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9. Class 5 includes professional chambers or suites, lawyer's offices, government offices, accountant offices.

Class 6: is a shop or other building that sells retail goods or supplies services directly to the public. Example: café, restaurant, kiosk, hairdressers, showroom or service station.

Class 7: car park, warehouse or building used for the display of goods or produce for sale by wholesale.

Class 8: factories, laboratories, buildings used for altering or repairing, potteries, food manufacture (except restaurants, which are class 6) or buildings used for the packing of produce.

Class 9: healthcare buildings, assembly buildings for example theatres, halls, schools, child care centres, sports complex or bus/railway stations, day surgeries.

Class 10: non-habitable building.

For more information, or to get a copy of the NCC, visit www.abcb.gov.au

What is a Standard gas installation?

A Standard gas installation is an installation within:

- a Class 1a, residential premises containing type A gas appliances only; or
- a Class 2 or 4 residential premises not exceeding 3 storeys containing type A gas appliances only; or
- a Class 5 or 6 premises; and
 - not exceeding 3 storeys containing type A gas appliances only; and/or
 - in which the total gas consumption of the appliance does not exceed 750 mega joules an hour and/or
 - which the length of pipe from the gas supply point to the furthest appliance does not exceed 50 metres; or
- a caravan, mobile home or boat containing type A gas appliances only; and
 - in which the total gas consumption of the appliance does not exceed 750 mega joules an hour and/or
 - which the length of pipe from the gas supply point to the furthest appliance does not exceed 50 metres;

What is a Standard gas installation of a Prescribed Class?

A Prescribed standard gas installation is an installation:

- within a Class 2 or Class 4 building exceeding 3 storeys; or
- in a building with more than one meter where the meters are located in a common

area, except in a Class 1a building.

What is a Complex gas installation?

A Complex gas installation is an installation within:

- a Class 5 or 6 premises in which the:
 - total gas consumption of the appliances exceed 750 megajoules an hour: and/or
 - length of pipe from the gas supply point to the furthest appliance exceeds 50 metres; and/or
- any building that exceeds 3 storeys; or
- a caravan, mobile home or boat in which the:
 - total gas consumption of the appliances exceed 750 megajoules an hour; and/or
 - length of pipe from the gas supply point to the furthest appliance exceeds 50 metres; and
- any Class 1b, 7, 8, 9 or 10 building
- any installation containing a Type B appliance.

Gas appliances

The regulated gas appliances are categorised as either Type A or Type B. Gas-fitting work across these two types of gas appliances differs in nature, complexity and risk. As a result, gas-fitters are required to hold a licence for the type of appliance they are working on.

Note: gas-fitters holding a Gas-fitter Practitioner (Certifier) licence, either natural gas or LP gas, are able to install and work on Type A appliances connected to the respective gas. However a separate specialised licence is required to install or work on Type B appliances.

Type A appliances are defined as appliances (including second hand appliances) that:

- are approved in accordance with Section 42 of the *Gas Safety Act 2019*; and
- are typically domestic or commercial catering appliances.

Type A appliances are generally approved by the Director by recognising the certification schemes of approved external authorities/certification bodies. These appliances in turn require testing by independent laboratories against Australian Standards prescribed by the Director.

All remaining gas appliances with a gas consumption greater than 10 MJ are classified as Type B appliances. Type B appliances must comply with AS 3814 – *Industrial and commercial gas-fired appliances* and in accordance with section 54 of the *Gas Safety Act 2019*, and require the Director's acceptance before commissioning and use.

Signing off on gas fitting work - Gas Fitting Notices

After testing and commissioning a gas installation, a gas-fitter must provide a Certificate or Statement of Compliance appropriate to the nature of the gas-fitting work. A gas fitter provides a Certificate or Statement of Compliance by completing a Gas Fitting Notice to certify that work and testing has been carried out in accordance with prescribed standards. The correct coloured copy of the completed Gas Fitting Notice must be provided, within 48 hours after the gas installation or gas storage system is commissioned, to:

- the Director of Gas Safety; and
- the person on whose behalf the work was carried out or the owner of the gas installation or gas storage system; and
- the gas supplier.

Buying gas-fitting notice books

Gas Fitting Notice books can be purchased at Service Tasmania.

A gas supplier may rely on the receipt of a Gas Fitting Notice from the installing gas-fitter for assurance that a gas installation complies with technical and safety requirements of the Act.

For a natural gas installation a gas-fitter should contact Tas Gas Networks to get:

- the MRN allocated to the installation address and
- permission to turn on gas at the meter set.

The MRN received is recorded on the Gas Fitting Notice.

Gas Fitting Notices are also used for installations requiring acceptance by the Director of Gas Safety before the installation can be commissioned. Refer to Application for Acceptance section for further details.

Gas Installation Compliance Plates

After installing or altering a gas installation or gas storage system, a gas-fitter must:

- commission in accordance with the applicable Standards and
- securely attach a completed compliance plate.

The compliance plate should be in an accessible location - as close as practicable to the gas supply point of the installation or storage system.

The gas supply point is:

- the outlet of a licensee's meter assembly used to measure a customer's gas use; or
- the point of delivery of gas between the gas supplier and the customer.

Buying compliance plates

Compliance plates can also be purchased through Service Tasmania.

Compliance plate information

Compliance plates provide for two sets of information to allow for one alteration to the installation. Plates must not be altered or cut to accommodate plates being used for more than one installation.

The required information can be either clearly stamped or engraved into the blank areas provided.

Attaching compliance plates

The plates are self-adhesive and also have marked positions which may be drilled to allow for attaching the plate. Other methods of attaching, such as silicon based adhesives, are suitable.

If an existing compliance plate has both sets of information fields completed and an additional plate is required, it must be attached adjacent to the existing plate.

By law, a gas supplier requires the compliance plate to be fixed to the gas installation before supplying gas to the installation.

Type A gas appliance servicing notice

After a gas-fitter services a Type A appliance they must attach a notice to the appliance. It must be in a clearly visible position and must clearly and permanently display:

- the date the service took place; and
- the practitioner number of the licensed gas-fitter who carried out the gas-fitting work.

A Type A gas appliance must not be altered or modified in any way from the appliance's certified design without prior approval from the Director of Gas Safety.

After servicing a Type A gas appliance, a gas-fitter must provide a Gas Fitting Notice to the Director of Gas Safety within 48 hours of the gas appliance being recommissioned. The Gas Fitting Notice should state the service provided and include up-to-date information regarding the appliance condition and performance.

Applications for Acceptance

Gas-fitters carrying out work on Type B appliances, complex gas installations or prescribed standard gas installations, must apply to the Director of Gas Safety for acceptance of the installation before the installation is commissioned.

Note: this does not apply to repairs and maintenance. Information on what constitutes a complex or prescribed standard gas installation can be found in this guide as well as on the inside cover of all Gas Fitting Notice books.

Gas Standards and Safety is aware that once an application is lodged, that gas-fitters are keen to receive the Director's acceptance as soon as possible. We also want to issue acceptances without delay. To help make this possible, ensure you:

- submit a fully completed application

- include all applicable attachments
- sign the appropriate documents.

Documents/attachments you should include

To provide the applicable application for acceptance information outlined in the Regulations, Gas fitters should:

- Completed an unsigned yellow copy of a Gas Fitting Notice
- Completed and sign appropriate application for acceptance:
 - Complex or prescribed standard (document number TBA003); or
 - Type B appliance (document number TBA006)
- Legible installation plans (if applicable) showing:
 - Pipe alignment, pipe materials, pipe lengths, pipe diameters and pipe wall thickness
 - Locations of billing meters, gas storage systems, appliances, filters, valves, sub meters, pressure control
 - Depth of cover if buried
 - Equipment enclosures and ventilation, support detail, expansion, contraction details, protection details (bollards/barriers)
 - List of all major components to be used including manufacturer, model, size, maximum allowable operating pressure and certification number.

If the Director is satisfied that the information in an application has met the relevant prescribed Standards, the applicant will receive notification of the installation acceptance in writing. Gas-fitters must read these acceptance notifications carefully because they will outline the Director's conditions of acceptance for each individual installation.

Gas installation acceptances are valid for 2 years or until a Gas Fitting Notice is issued for the commissioned gas installation to the Director. If an acceptance is about to expire (or has expired) a gas-fitter must re-apply to the Director for acceptance before the installation is commissioned.

It is the responsibility of the gas-fitter to arrange for all mandatory inspections as detailed on the Director's acceptance. An authorised officer may decide to conduct an on-site inspection depending on the risk imposed by the installation. Regardless of whether the gas-fitting work is large or small, if an acceptance has been issued, a gas-fitter must contact the authorised officer who issued the installation acceptance on behalf of the Director to organise an inspection.

Notice of proposal to carry out certain gas-fitting work

A gas-fitter, proposing to or responsible for the carrying out of any of the following classes of work, must give at least 48 hours' notice to the Director, in a form approved by the Director, before carrying out:

- hot-tapping work
- conversion of a gas appliance (that has been designed to be fired by a fuel other than gas) to firing by gas.

Hot tapping

A gas-fitter must not carry out hot-tapping work unless that work:

- has been authorised in writing by the Director; and
- complies with the standards determined by the Director for that work and specified in the authority.

Hot-tapping for the purposes of this requirement means the connection of a pipe to consumer piping which contains gas under pressure.

Gas fitters responsibilities

Gas fitters are responsible for ensuring that all gas-fitting work carried out by them complies with legislation. The gas-fitter must carry out the work to the requirements of the *Gas Safety Act 2019* and the *Occupational Licensing Act 2005*, and test and commission the installation or appliance on completion of the work.

Continuing Professional Development

To maintain knowledge and understanding of applicable standards and regulations applicable to gas-fitting work, a licensed gas-fitter must undertake Continuing Professional Development (CPD) during their license period.

What is CPD?

Broadly, CPD includes all professional development (training) you need to keep doing your job. This includes keeping your skills and knowledge up to date to make sure you can do the job safely and competently. Maintaining and developing your knowledge, skills and competence in today's ever changing environment is vital to provide a higher standard of service to consumers and assist you in regulatory compliance. The importance of CPD should not be underestimated. It is an ongoing process that should continue throughout your working life.

The learning may relate to technical and practical skills, business competencies, laws affecting the industry, or personal and professional development relevant to your trade. These skills may be gained formally through courses or training, or by attending and participating in approved CPD events and activities.

CPD approved by the Administrator of Occupational Licensing can be viewed on the CBOS website at:

<https://www.cbos.tas.gov.au/topics/licensing-and-registration/cpd/events-calendar>

Through ongoing learning it will help you to:

- continue to expand your knowledge and skills
- meet professional standards
- meet public expectations
- meet regulatory requirements.

Recording your CPD

When completing CPD it is important to keep a record or log of the training completed each year.

Further information on CPD is available at www.cbos.tas.gov.au