



Department of  
Natural Resources and Mines

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# QUEENSLAND GAS WORK LICENCE NOTES 2011

Potential applicants for a gas work licence, or gas work licence (hydrocarbon refrigerants) should read these notes carefully along with the guidance notes on the left hand side of the current gas work licence application form.

**FOR GAS WORK LICENCE (HYDROCARBON REFRIGERANT) ENQUIRIES, PLEASE CALL:**

**(07) 4938 4683 (Central Region) - Rockhampton**

**FOR GAS WORK LICENCE ENQUIRIES, PLEASE CALL YOUR CLOSEST REGIONAL OFFICE:**

**(07) 4938 4683 (Central Region) - Rockhampton**

**(07) 3238 3725 (Southern Region) - Woolloongabba (Brisbane)**

**(07) 4760 7402 (Northern Region) - Townsville**

Approved for Release

A handwritten signature in black ink, appearing to be "S. J. A.", written over a white background.

Chief Inspector, Petroleum and Gas

Date: 9 July 2013

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## INTRODUCTION:

Under the provisions of the *Petroleum and Gas (Production and Safety) Act 2004* (the P&G Act) a person must not carry out gas work in relation to a gas device (Type A), or a gas device which uses flammable hydrocarbon refrigerants unless the person holds a current gas work licence. The P&G Act allows the Chief Inspector, Petroleum and Gas to issue a gas work licence to an individual for this purpose.

S728C(2)(a) of the P&G Act and section 116 of the *Petroleum and Gas (Production and Safety) Regulation 2004* (P&G Regulation) provide the qualification requirements for a gas work licence. Section 116 (1)(b) refers to this document as providing those training requirements. Section 116 (1)(b) also allows the Chief Inspector to provide for other requirements.

This document includes the current CPC32412, and superseded CPC32411, CPC32408 and BCP30103 Certificate III in Plumbing courses (Appendix A). In addition, the current CPC32712, and superseded CPC32711, CPC32708 and BCP30403 Certificate III in Gasfitting courses have been retained and will remain for a suitable teach out period.

Applicants will be able to present prior existing qualifications for a period of 2 years after the teachout period has finished without any further requirement. After this period, the Expired Licence Policy (Appendix E) will apply.

The older CNBU1027 is no longer taught, therefore, applicants who undertook these courses and have not previously held a gas work licence in Queensland, are to have the units mapped across to the new competencies. The Expired/Out of Date Licence Policy detailed in Appendix E will still apply.

# **PART 1**

## **GAS WORK LICENCE**

If you are applying for a  
Gas Work Licence (Hydrocarbon Refrigerant),  
Part 1 does not apply.  
Please refer to Part 2.

## PART 1: Gas Work Licences

Anyone who undertakes gas work (installs, removes, alters, repairs, services, tests or certifies) on the gas system of a Type A device must have a current gas work licence. A Type A device is an appliance used for producing heat, light or power where gas is the fuel and is listed in Schedule 6 of the P&G Regulation.

### ROUTES TO OBTAINING A GAS WORK LICENCE:

To obtain a gas work licence, **NEW** applicants need to demonstrate that they have successfully achieved the required competencies. This can be achieved in five ways summarised below:

#### NOTES:

1. The CPC32412 Certificate III in Plumbing has replaced CPC32411, CPC32408 and BCP30103
2. The CPC32712 Certificate III in Gasfitting has replaced CPC32711, CPC32708 and BCP30403
3. Applicants will be able to present prior existing qualifications for a period of 2 years after the teachout period has finished without any further requirement. After this period, the Expired Licence Policy (Appendix E) will apply.
4. All interim licences issued will require licence holders to complete four Certificate IV units to obtain a full licence.
5. Gas work may require electrical work to be undertaken. Therefore a restricted electrical licence is required before undertaking this work.

Training / Competency		Requirements for Interim Licence	Requirements for Full Licence
<b>1 Plumbing Apprenticeship with gas stream – Appendix A</b>			
CPC32412 or CPC32411 or CPC32408 or BCP30103 – ‘Certificate III in Plumbing with Stream 6 Gas Services’		Completion of CPC32412 or CPC32411 or CPC32408 or BCP30103 Certificate III in Plumbing with relevant gas stream units as listed in Appendix A Part 1.	Interim Licence plus completion of additional four units (Appendix A Part 2)
<b>2 Other Trade / Non Trade Option - Appendix B</b>			
CPC32712 or CPC32711 or CPC32708 or BCP30403 – ‘Certificate III in Gasfitting’		Complete Appendix B Part 1 units	Interim licence held for 12 months plus completion of all four Appendix B Part 2 units. Completed Field Experience Form.
<b>3 For restricted gas work licences – Appendix C1 or Appendix C2</b>			
<b>3a</b>	Servicing Only	N/A	Complete Appendix C(1) service course units
<b>3b</b>	Servicing and Caravan Certification only	N/A	Complete Appendix C(2) service course units which includes caravan specific units.
<b>4 Mutual Recognition (Equivalent current licence in another State, Territory or New Zealand)</b>			
Valid <b>current</b> licence from another State, Territory or New Zealand		Mutual recognition may apply. An interim licence is issued if the licence from another jurisdiction is similarly restricted.	Mutual recognition may apply. A full licence may be issued if the licence from another jurisdiction is equivalent. Where an interim licence was issued, completion of additional four units (Appendix A Part 2).
NOTE: When applying from interstate with an expired licence, Option 1 or 2 above applies.			
<b>5 Overseas Applicants</b>			
Holder of an overseas licence.		Individual assessment of skills by an RTO is required. An interim licence is issued if the licence from another jurisdiction was similarly restricted.	Individual assessment of skills is required by an RTO including all Certificate IV post units. Where an interim licence was initially issued, completion of all Certificate IV units (Appendix A Part 2).

Applicants who have previously held a valid Queensland licence and are reapplying for their licence will be deemed to have met the qualification requirements, subject to conditions imposed on their previous licence. Any reapplication will be subject to the Expired Licence Policy (Appendix E) where continuing trade experience could not be demonstrated, ie working interstate etc.

Where a person's competency has been brought into question during the term of the licence (ie where significant or serious defective / non-compliant work has been identified) further assessment may be required as provided under s116 (1)(b) and (2) of the P&G Regulation.

Only one Gas Work Licence can be issued to an individual for Type A gas work, and an application is assessed on the highest level of competency attained. However this licence can be issued with restrictions to undertake only a particular scope of work where full competencies have not been achieved.

## OPTION 1: Plumbing Apprenticeship (Appendix A)

**Completion of the apprenticeship stream of the Approved Plumbing and Services Training Package CPC32412 OR CPC32411 OR CPC32408 OR BCP30103 Certificate III in Plumbing with the Stream 6 Gas Services units.**

### Interim Licence

Completion of Certificate III competencies listed in Appendix A Part 1 only, will provide the applicant with the qualification requirements to apply for an interim gas work licence.

- Apprentices must have completed all the requirements of their apprenticeship before applying for a licence. Applicants for this method of entry are required to provide a certified copy of their 'Completion of Apprenticeship' certificate (or Queensland Plumbing licence) plus the certificate of attainment for all Certificate III competencies listed in Appendix A.
- As apprentices have already undertaken 'on the job' training during their apprenticeship, no Field Experience Form is required.
- **Interim licence holders must work under the supervision of the holder of a current full Gas Work Licence and are not permitted to certify completion of work until a full licence is granted.**

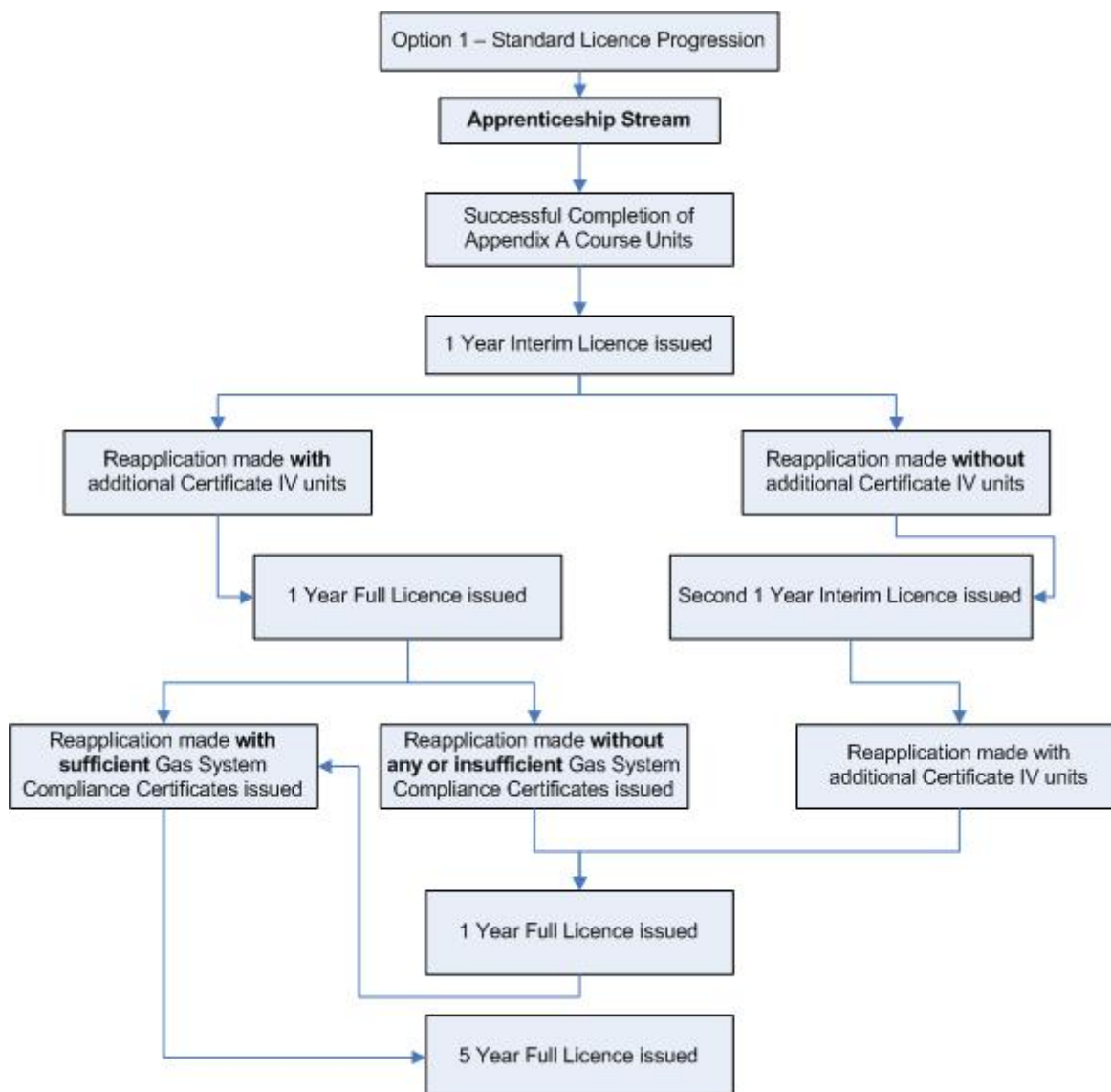
### Progression to a Full One-Year Licence

- An interim licence is a pre-requisite requirement to enrol in the Certificate IV 'post-units of competency' modules required to obtain a full licence.
- All persons issued an interim licence are required to complete the four Certificate IV Post Units of Competency listed in Appendices A or B Part 2.
- Interim licence holders are allowed a maximum of two one-year interim licences to progress to full licence status. Those who have not completed the Appendix A Part 2 'Post Units of Competency' modules in this period will be required to provide a statement to the Chief Inspector detailing the reasons why the units have not been completed and provide evidence of enrolment in any modules not yet completed. Consideration of whether a third interim licence will be granted is assessed on a case by case basis and will be at the discretion of the Chief Inspector. **A fourth interim licence will not be granted.**
- If a person has difficulties completing the Certificate IV units of competency in the required timeframe due to lack of availability of appropriate courses they should contact the Chief Inspector.
- Once the Certificate IV units have been completed, upon application, the licence issued will be a full one-year licence.
- Note: If these competencies are not provided by your local regional RTO, some of the Certificate IV level post units of competency are offered by SkillsTech online. Visit [www.skillstech.tafe.qld.gov.au](http://www.skillstech.tafe.qld.gov.au) for further information.
- Note: BSA requires competency in business practice to obtain a BSA Contractors Licence. This can be achieved via their own course, or an endorsed contextualised version of BSBSBM401A – Establish Business and Legal Requirements (see page 18).

## Progression to a Full Five-Year Licence

- The first full licence issued will be for one (1) year only. Licence holders are required to submit all gas system compliance certificates for work undertaken by them during that year, as outlined in the letter issued with the licence. This will allow gas work undertaken in the first year to be inspected as part of the assessment process for an application for a full five-year licence. Subsequent licences will be granted for five years provided work is satisfactory in the first year licence.
- If no gas work has been undertaken during the first 12 months, the second licence will only be issued for a one (1) year period. If the applicant cannot produce any or sufficient gas system compliance certificates after the second year, they will be required to sit and pass the department's in-house exam **before** re-applying for a third one-year licence. **A fourth one-year licence will not be granted.**

Note: the expired licence policy (Appendix E) applies to anyone who has completed their apprenticeship but has not applied for a licence within two years of completing their apprenticeship. The above policy with respect to issuing a one (1) year licence initially, also applies.





## OPTION 2: Non-Trade and Post Trade Gasfitting Course (Appendix B)

### General

- Non-Trade and Trade qualified persons wishing to obtain a gas work licence covering installation work are required to have completed the CPC32712, CPC32711, CPC32708 or BCP30403 Certificate III in Gas Fitting, including all competency units detailed in Appendix B Part 1.
- Evidence of the successful completion of all competency units must be included with an application for a licence. Trade qualified persons may provide their Certificate of Attainment covering all non-gas specific units as detailed in Appendix B. Where course results cannot be provided, not undertaken as part of an apprenticeship, or recognition of prior learning cannot be provided, all units are required to be undertaken by coursework.
- Non-Trades qualified persons must complete all required units by coursework or demonstrate through recognition of prior learning (RPL) (supporting documentation).
- RPL is actively encouraged as an option and most RTOs should provide this option (essentially this may involve sitting exams and / or undertaking alternate assessments without having to do the course work).

### Interim Licences

- All applicants for a licence via the Non Trade/Post Trade gasfitting course pathway will be issued (provided all other criteria are met) an Interim licence. Interim licence holders are required to work under the supervision of the holder of a current Full Gas Work Licence and are not permitted to certify (sign off) completion of gas work until a full licence is granted.
- Interim licence holders are allowed a maximum of two one (1) year interim licences to progress to full licence status.

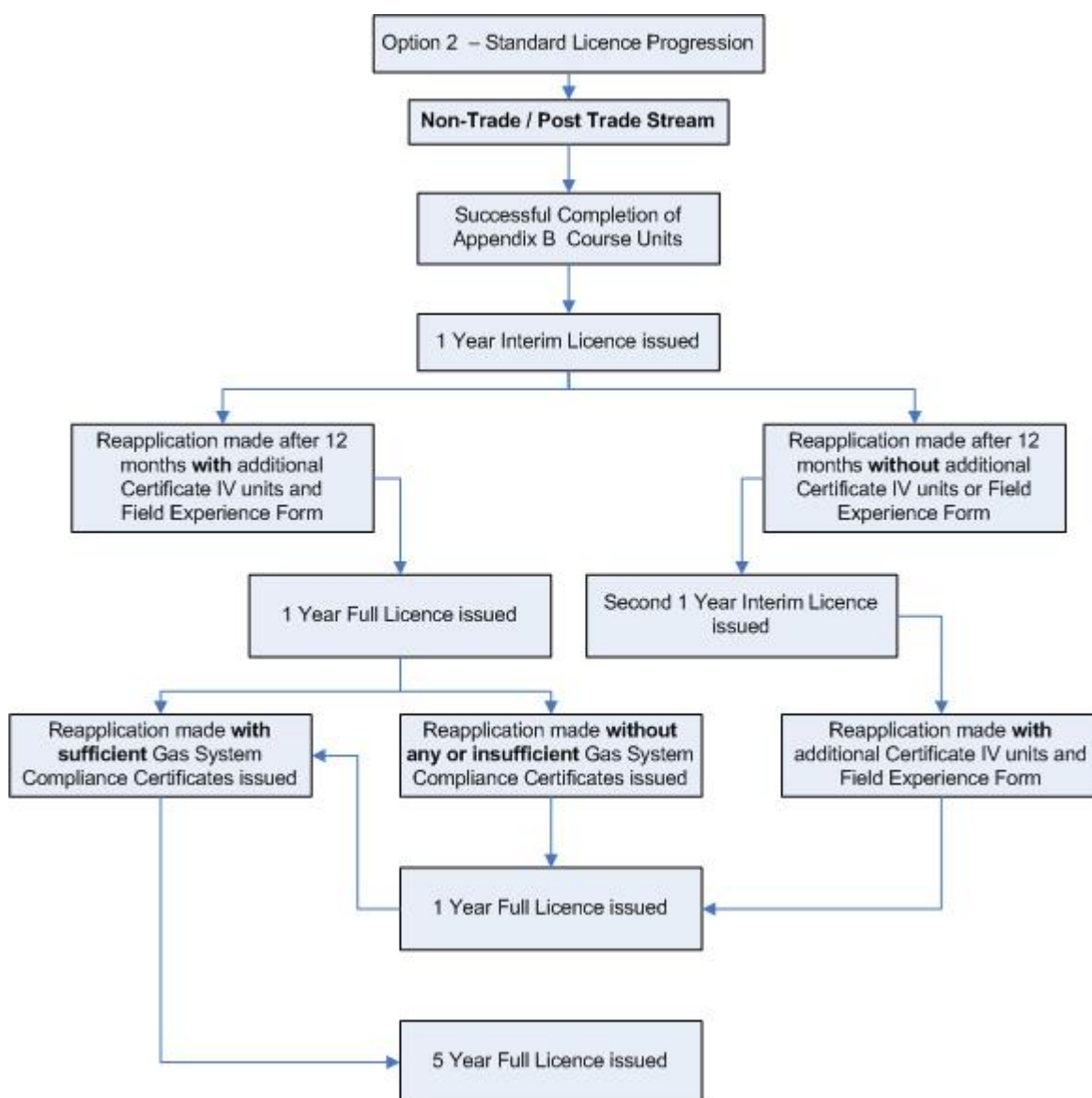
### Progression to a Full One-Year Licence

- Interim licence holders who completed the CPC32612, CPC32611, CPC32708 or BCP30403 Certificate III in Gasfitting may apply for a full one-year licence after
  - holding an interim licence for a minimum of 12 months; and
  - completing the four Certificate IV 'Post Units of Competency' modules detailed in Appendix B, Part 2; and
  - completing a 'Field Experience Form' of on-the-job experience (Appendix D).
- An interim licence is required by RTOs before being eligible to enrol in the Certificate IV level Post Units of Competency.
- Once the interim licence has been held for 12 months, the Certificate IV units and Field Experience Form have been completed, upon application, the licence issued will be a full one-year licence.
- Interim licence holders are allowed a maximum of two one-year interim licences to progress to full licence status. Those who have not completed the Appendix B Part 2 'Post Units of Competency' modules in this period will be required to provide a statement to the Chief Inspector detailing the reasons why the units have not been completed and provide evidence of enrolment in any modules not yet completed. Consideration of whether a third interim licence will be granted is assessed on a case by case basis and will be at the discretion of the Chief Inspector. **A fourth interim licence will not be granted.**
- If a person has difficulties completing the Certificate IV units of competency in the required timeframe due to lack of availability of appropriate courses they should contact the Chief Inspector.
- Note: If these competencies are not provided by your local regional RTO, some of the Certificate IV level post units of competency are offered by SkillsTech online. Visit [www.skillstech.tafe.qld.gov.au](http://www.skillstech.tafe.qld.gov.au) for further information.

- The first full licence issued will be for one (1) year only. Licence holders are required to submit all gas system compliance certificates for work undertaken by them during that year as outlined in the letter issued with the licence. This will allow for gas work undertaken in the first year to be inspected as part of the assessment process for the application for a full five-year licence.
- If no gas work has been undertaken during the first 12 months, then the second licence will only be issued for a one (1) year period. If the applicant cannot produce any or sufficient gas system compliance certificates after the second year, they will be required to sit and pass the department's in-house exam before re-applying for a third one-year licence. **A fourth one-year licence will not be granted.**
- Progression to a five year licence is as per Option 1 on page 9.

Note: the expired licence policy rules (Appendix E) apply to anyone who has completed their course but has not applied for a licence within two years of completing their course.

Note: BSA requires competency in business practice to obtain a BSA Contractors Licence. This can be achieved via their own course, or an endorsed contextualised version of BSBSBM401A – Establish Business and Legal Requirements (see page 18).



### **OPTION 3: Restricted Servicing Licences**

**(a) A person may apply for a gas work licence restricted to servicing (Appendix C1).**

- In this case **no gas installation work** can be undertaken. This licence restricts the licence holder to servicing of Type A gas devices (badged appliances), and associated gas systems including LP gas cylinders only, but not LP gas tanks. This includes testing, repairing, removing and refitting the same appliance if removed for service but does not include installation of a new device, or altering a device.
- The qualification requirements for obtaining this general servicing licence are set out in Appendix C1.
- A one year full licence may be issued once these competencies are obtained.
- Progression to full five-year licence will be dependent on the licence holder providing a statement of work undertaken during the one-year licence period, and this work may be randomly inspected for compliance.
- **Gas servicing work may require electrical work to be undertaken. If electrical work is undertaken, you are required to also hold a restricted electrical licence before undertaking this work. Please contact the Electrical Safety Office on 1300 650 662 for further information on this requirement.**

**(b) A person may apply for a gas work licence restricted to servicing and caravan certification (Appendix C2).**

- Servicing and caravan certification licence holders are permitted to inspect and service caravans and issue Gas System Compliance Certificates to meet relevant inspection/certification requirements of the Petroleum and Gas (Production and Safety) Regulation 2004. They are restricted to undertaking the activities listed in Appendix H.
- All applicants must successfully complete an approved course of training before applying for a gas work licence restricted to servicing and caravan certification. See competency requirements in Appendix C2.

## OPTION 4: Equivalent Qualification / Licence in another State, Territory or New Zealand

### Current Licence holders – Mutual Recognition

- Mutual Recognition legislation and the Trans Tasman Mutual Recognition Agreement provide that the holder of a **current** licence in another State, Territory or New Zealand will be eligible for an equivalent licence in Queensland, (where an equivalent level of licence exists).
- Under the Ministerial declaration made in February 2007 equivalence of licences has been agreed between the States for certain licence types. This allows applicants to quickly identify what licence they may be entitled to. The website <http://www.licencerecognition.gov.au> contains the information to find an equivalent licence in any Australian jurisdiction.
- Mutual recognition still applies if there is no declaration made, if an equivalent licence can be identified.
- If any restrictions apply to the current interstate licence (ie LPG only / NG only), these will also be applied to the Queensland licence.
- To have an 'LPG only' or 'NG only' restriction removed, the holder is required to obtain appropriate competencies under the **direct** supervision of the holder of a full unrestricted gas work licence prior to undertaking the department's LPG or NG theory exam and complete the LPG or NG components of the Field Experience Form.
- Licences can be granted to non Queensland residents.

### Application process

- The provisions set down by the *Mutual Recognition (Queensland) Act 1992* only apply once the applicant has lodged written notice of his/her intention to seek registration in Queensland. Completion of the approved Gas Work Licence Application Form is mandatory (with the accompanying fee/s). The form contains a specific section for mutual recognition applicants and all the questions in that section must be answered in full.
- A certified copy of both the front and back of the currently held interstate licence must be provided with the application. An out-of-date licence cannot be mutually recognised.
- Once a **fully complete** application has been submitted the applicant is 'Deemed Registered' and may perform gasfitting work for a period of one month using their current interstate licence.
- While deemed registered, applicants are required to work within the limits of their interstate licence, upon which the application is based. Similarly, he/she must also comply with the provisions of the *Queensland Petroleum and Gas (Production and Safety) Act 2004* and *Petroleum and Gas (Production and Safety) Regulation 2004*.
- Postponement of the issue of registration may occur if -
  - (a) any of the statements or information in the notice required by Section 19 of the *Mutual Recognition (Queensland) Act 1992* are materially false or misleading; or
  - (b) any statement or information as required by Section 19 (2) has not been provided or is materially false or misleading; or
  - (c) the circumstances of the person lodging the notice have materially changed since the date of the notice or the date it was lodged; or
  - (d) the authority decides that the occupation in which registration is sought is not an equivalent occupation.

- Applicants will receive a response from the Petroleum and Gas Inspectorate within one month of lodgement of their complete application. If no response is received within this period the applicant is entitled to '**Substantive Registration**'. Issue of a licence will be effective immediately and this Department will lodge no objection, unless fraud was a factor delaying its response.
- Those applicants refused a Queensland licence, but working under the deemed registration provision, will be required to cease working in Queensland within two weeks of receipt of such notification. This allows for gas work already in progress to be completed, and no new work can be commenced after the date of notification. Any issued Gas System Compliance Certificate Books, Defect Notice Books or Gas Compliance Plates are to be returned.

#### *Interim Licences issued under Mutual Recognition*

- Where there is an equivalent requirement, an interim licence must be issued, and may remain in force for a period of up to two years. Interim licence holders are to work under the supervision of the holder of a current full unrestricted Gas Work Licence and are not permitted to certify completion of gas work until a full licence is granted.
- To progress to a full gas work licence, interim licence holders are to hold an interim licence for a minimum of 12 months, must successfully complete the required four Certificate IV competencies listed in Appendix A or B and, for non-plumbing/gasfitting apprenticeship applicants, complete a 'Field Experience Form' issued with the licence.
- **Note for Victorian licence holders only:** Where an equivalent interim licence must be issued and the applicant can demonstrate that they have
  - held their licence for more than 12 months,
  - fulfilled **all** the obligations of their Victorian registration, and
  - only requires payment of insurances to be granted a Contractors licence,
 the Chief Inspector **may** grant an upgrade to a full one-year licence following the initial issue of an interim licence. A check through the interstate authority will verify the information prior to any upgrade being considered.

#### **Current Licence holders – Not subject to Mutual Recognition**

- Where there is no equivalent licence, mutual recognition does not apply. The application will be assessed on its merits and the competencies of the applicant will be compared with the competencies listed in this document's Appendices. Discussions will also be held with the interstate regulator in an attempt to determine an equivalent licence type.
- If an interim licence is issued, progression to a full one-year gas work licence will require the holder to have successfully completed the required additional Certificate IV competencies nominated in Appendix A or B and complete a 'Field Experience Form' issued with the licence.
- An interim licence is to be held for a minimum of one year before a full licence is granted.

## **Non licence holders with equivalent qualifications (or expired licence)**

- Mutual recognition is not applicable in this case as the applicant effectively does not have a current interstate licence (either expired or never applied for). In this case the application must be assessed on its merits and the competencies of the applicant will be compared with competencies listed in this document's Appendices. Discussions will also be held with the interstate regulator. Applicants may be required to undertake a trade test or undergo further study. The 'expired' or 'out of date' licence policy (Appendix E) would apply in all cases.
- If an interim licence is issued, to progress to a full gas work licence, Interim licence holders must successfully complete the additional Certificate IV competencies nominated in Appendix A or B and complete a 'Field Experience Form' issued with the licence.
- An interim licence is to be held for a minimum of one year.
- For expired licences, the Queensland expired or out of date licence policy (Appendix E) will be applied. **Any holder of an interstate or New Zealand licence is not required to renew that licence before applying for an equivalent licence in Queensland.**
- All interstate applicants will be required to sign the endorsement on the Gas Work Licence application form stating that they possess the current standards and Queensland regulations before a licence may be issued. See 'Lodging your application' (page 16).

## OPTION 5: Holders of other overseas licences

- New Zealand applicants who have an expired licence or who have achieved the necessary levels of competency for a New Zealand licence will be considered on an individual basis. In this instance, Mutual Recognition does not apply and an application must be made on the standard gas work licence application form. The Expired / Out-of-Date Licence Policy (Appendix E) will be used as a guideline where a licence has not been held for more than 2 years.
- In order to determine an applicant's competencies from other overseas countries, the Chief Inspector requires the applicant to undertake a Queensland RTO assessment against the current Gas Work Licence Notes requirements. This will require the applicant to contact the RTO to arrange for this assessment **prior to applying** for a gas work licence.
- If no formal training qualifications have been undertaken or can be provided, a full assessment by an RTO is required to verify the required competencies listed in this document.
- If an interim licence is issued, to progress to a full gas work licence, interim licence holders must complete one full interim period, submit a Field Experience Form and complete the additional Certificate IV Post Units of Competency in Appendix A or B.
- Special requirements may apply to overseas applicants who may have limited or no LPG qualifications and/or experience. A restriction (no LPG work allowed) will be put on their gas work licence. Before the LPG restriction can be removed, an applicant is required to obtain appropriate LPG competencies under the supervision of the holder of a full unrestricted gas work licence prior to undertaking the department's LPG theory exam and complete the LPG components of the Field Experience Form.
- All overseas applicants will be required to sign the endorsement on the Gas Work Licence application form stating that they possess the current standards and Queensland regulations before a licence may be issued. See 'Lodging your application' (page 16).

# LODGING YOUR APPLICATION

## Forms

- Applications **must be made on the approved form** PGA728L (see website for latest version <http://mines.industry.qld.gov.au/safety-and-health/forms-certificates.htm>). Old versions of the application form will not be accepted.
- Only an original signed application form will be accepted, therefore emailed or faxed application forms will not be processed.
- You must complete all details on the form and the application must be accompanied by the prescribed application and licence fees and supported by documentary evidence where required. All copies of supporting documents must have an original certification of a Justice of the Peace or a Commissioner for Declarations.
- Evidence of qualifications may be demonstrated by the provision of a certified copy of a 'Completion of Apprenticeship' Certificate **and** a 'Statement of Attainment' from an RTO.
- Apprentices who have completed the appropriate Queensland course will not be granted a licence until the completion of their apprenticeship obligations. Applicants are required to provide a certified copy of their 'Completion of Apprenticeship' certificate as evidence that this requirement has been met.
- By signing the endorsement on the application form, applicants are certifying that they are in possession of the documents in Appendix G of these Notes.
- The application must be lodged at one of the offices listed on the form (see Appendix M).

## Fees

The prescribed fees for a Queensland Gas Work Licence are detailed on the Application for Gas Work Licence form, and are subject to CPI increases from 1<sup>st</sup> July each year.

- For those being issued their first full one year gas work licence, an order form with payment for a Gas System Compliance Certificate Book, Gas System Compliance Plates and Defect Notice Book must accompany the application form.

## Other

- **It should be noted that if your application is incomplete and you are required to provide additional information, you must do so within the stated period (20 business days). If an application remains incomplete after this time the application will be rejected and submission of a new application, including application fee, will be required.**
- Under the Petroleum and Gas (Production and Safety) Regulation 2004, the Chief Inspector may require any applicant for a licence to undertake a written, oral or practical examination.
- Licences may be issued with restrictions.
- Where a licence is cancelled, suspended or surrendered, all unused Gas System Compliance Certificates, Gas Compliance Plates and Defect Notices must be returned to your issuing regional office.



## LICENCE DETAILS

- Licences are issued subject to all licence conditions being met. The holder must comply with the conditions of the licence and the obligations of the P&G Act and Regulation including the relevant standards.
- Licence holders will be notified of the impending expiry of their licence, as per the address details listed on the original application or latest address change notification. It is the licence holder's responsibility to notify the Petroleum and Gas Inspectorate, in writing, of any changes in their address and/or contact details.
- Licensees must update any change of address and / or contact details, or other conditions that may affect the licence holder's eligibility to the Petroleum and Gas Inspectorate in writing within twenty (20) business days after the date of the change. Failure to comply with this requirement may result in a maximum penalty of \$1,100.
- The Chief Inspector may require a licence holder to show cause why a licence should not be cancelled or suspended.
- In the event that a licence card is lost, stolen, destroyed, or badly damaged, the licensee may apply for a replacement. He/she must provide a Statutory Declaration detailing the circumstances as to what happened to the licence card. This document must be witnessed by a Justice of the Peace or Commissioner for Declarations. **A fee listed in Schedule 9, Part 6(6) of the Regulation is payable for a replacement licence. If the licence is subsequently found at a later date, it must be returned to the issuing office.**

## BUILDING SERVICES AUTHORITY (BSA) REQUIREMENTS

To undertake gas fitting work in Queensland a gas fitter holding a gas work licence must also have a BSA contractors licence for gasfitting, or be working for a gas fitting company or trade contractor which has a current BSA licence for gasfitting. This applies no matter what the value of the work.

If you do not have a BSA licence or are not working for a **BSA licensed gasfitter** (as an employee or a sub trade contractor), then you are working illegally and are liable for prosecution by the BSA (under their legislation).

Information to obtain a BSA licence for gasfitting is available on the BSA website at <http://www.bsa.qld.gov.au/BuildersContractors/LicensingInformation/Pages/LicensingInformation.aspx>.

You can do an online search to find out if you or your employer is licensed at <http://www.bsa.qld.gov.au/SearchForLicensee/DisclaimerAgreeDisagree.aspx>. Note: the BSA licence must relate to gas fitting, not another trade.

For further information phone 1300 272 272 or go to the BSA website at <http://www.bsa.qld.gov.au/Pages/BuildingServicesAuthority.aspx>.

# APPENDIX A - Apprenticeship Course Requirements

## PART 1 – CERTIFICATE III UNITS

To obtain an INTERIM Gas Work Licence, the following units are required.

Current Units CPC 32412	Superseded CPC32411 6-8-14 Teach-out	Superseded CPC32408 30-6-13 Teach-out	Superseded BCP30103 10-3-12 Teach-out	Unit Title
CPCPCM2041A	CPCPCM2021A	CPCPCM2001A	BCPCM2001A	Work effectively in the plumbing and services sector
CPCPCM2039A	CPCPCM2002A	CPCPCM2002A	BCPCM2002A	Carry out interactive workplace communication
	CPCPCM2023A	CPCPCM2003A	BCPCM2003A	Carry out OHS requirements
CPCPCM2043A				Carry out WHS requirements
CPCPCM2040A	CPCPCM2004A	CPCPCM2004A	BCPCM2004A	Read plans and calculate plumbing quantities
CPCPCM2045A	CPCPCM2025A	CPCPCM2005A	BCPCM2005A	Handle and store plumbing materials
CPCPCM2046A	CPCPCM2026A	CPCPCM2006A	BCPCM2006A	Use plumbing hand and power tools
CPCPCM2047A	CPCPCM2027A	CPCPCM2007A	BCPCM2007A	Carry out levelling
CPCPCM2048A	CPCPCM2028A	CPCPCM2008A	BCPCM2008A	Cut and join sheet metal
CPCPCM2049A	CPCPCM2029A	CPCPCM2009A	BCPCM2009A	Cut using oxy-LPG-acetylene equipment
CPCPCM2050A	CPCPCM2030A	CPCPCM2010A	BCPCM2010A	Mark out materials
HLTFA211A	CPCPCM2011A	CPCPCM2011A	BCPCM2011A	Apply first aid in the workplace
CPCPCM2052A	CPCPCM2032A	CPCPCM2012A	BCPCM2012A	Weld using oxy acetylene equipment
	CPCPCM2033A	CPCPCM2013A	BCPCM2013A	Weld using arc welding equipment
CPCPCM2053A				Weld using manual metal arc welding equipment
CPCPCM2055A	CPCPCM2035A	CPCPCM2015A		Work safely on roofs
CPCCCM2008B	CPCCCM2008A	CPCCCM2008A		Erect and dismantle restricted height scaffolding
CPCPCM3021A	CPCPCM3011A	CPCPCM3001A	BCPCM3001A	Flash penetrations through roofs and walls
	CPCPCM3012A			Weld plastic pipe using fusion method
CPCPCM3022A				Weld polyethylene and polypropylene pipe using fusion method
		CPCPCM3002A	BCPCM3002A	Weld polyethylene (PE) pipe using fusion method
CPCPCM3023A	CPCPCM3013A	CPCPCM3003A	BCPCM3003A	Fabricate and install non-ferrous pressure piping

### Gas Specific Competencies

CPCPGS3056A	CPCPGS3031A	CPCPGS3001A	BCPGS3001A	Install gas piping systems
CPCPGS3057A	CPCPGS3032A	CPCPGS3002A	BCPGS3002A	Size consumer gas piping systems
CPCPGS3058A	CPCPGS3033A	CPCPGS3003A	BCPGS3003A	Install and commission Type A gas appliances
CPCPGS3059A	CPCPGS3034A	CPCPGS3004A	BCPGS3004A	Install LPG storage of aggregate storage capacity up to 500 litres
CPCPGS3060A	CPCPGS3035A	CPCPGS3005A	BCPGS3005A	Install LPG storage of aggregate storage capacity exceeding 500 litres and less than 8Kl
CPCPGS3046A	CPCPGS3016A	CPCPGS3006A	BCPGS3006A	Install LP gas systems in caravans/mobile homes, water craft and mobile work places
	CPCPGS3017A	CPCPGS3007A	BCPGS3007A	Install gas detection devices
CPCGS3047A				Install LPG Systems in marine craft
CPCPGS3048A	CPCPGS3018A	CPCPGS3008A	BCPGS3008A	Install gas pressure control equipment
CPCPGS3049A	CPCPGS3019A	CPCPGS3009A	BCPGS3009A	Install Type A appliance flues
CPCPGS3051A	CPCPGS3021A	CPCPGS3011A	BCPGS3011A	Purge consumer piping
CPCPGS3052A	CPCPGS3022A	CPCPGS3012A	BCPGS3012A	Maintain Type A gas appliances
CPCPGS3053A	CPCPGS3023A	CPCPGS3013A	BCPGS3013A	Disconnect and reconnect Type A gas appliances
CPCPGS3054A	CPCPGS3024A	CPCPGS3014A	BCPGS3014A	Calculate and install natural ventilation for Type A gas appliances
	CPCPGS3025A	CPCPGS3015A		Install subsidiary gas metres
CPCPGS3055A				Install gas sub-meters

At this stage an Interim Gas Work Licence may be issued on provision of a 'Completion of Apprenticeship' Certificate and Certificate of Attainment for the above units. Work can be undertaken under the supervision of the holder of a current Full Gas Work Licence. 'Signing off' of work must be carried out by a supervisor who holds a Current Full Gas Work Licence.

## PART 2 – CERTIFICATE IV POST UNITS OF COMPETENCY

- To progress to a FULL Gas Work Licence, the following units must be completed

CPCPGS4011B	CPCPGS4011A			Design and size consumer gas installations
		CPCPGS4001A	BCPGS4001A	Plan size and layout consumer gas installations
CPCPGS4022A or QLD300GAS01A	CPCPGS4012A or QLD300GAS01A	CPCPGS4002A or PHD410A or QLD300GAS01A		Service Type A gas appliances
			BCPGS4002A or PHD410A	Service domestic and commercial gas appliances
CPCPCM4011A	CPCPCM4001A	CPCPCM4001A	BCPCM4001A	Carry out work based risk control processes
CPCPCM4012A	CPCPCM4002A	CPCPCM4002A	BCPCM4002A	Estimate and Cost Work

## APPENDIX B – Non Plumbing Apprenticeship Course

### PART 1 – CERTIFICATE III UNITS

The following units are required in order to obtain an INTERIM Gas Work Licence

Current Units CPC 32712	Superseded CPC32711 6-8-14 Teach-out	Superseded CPC32708 30-6-13 Teach-out	Superseded BCP30403 10-3-12 Teach-out	Unit Title
CPCPCM2041A	CPCPCM2021A	CPCPCM2001A	BCPCM2001A	Work effectively in the plumbing and services sector
CPCPCM2039A	CPCPCM2002A	CPCPCM2002A	BCPCM2002A	Carry out interactive workplace communication
	CPCPCM2023A	CPCPCM2003A	BCPCM2003A	Carry out OHS requirements
CPCPCM2043A				Carry out WHS requirements
CPCPCM2040A	CPCPCM2004A	CPCPCM2004A	BCPCM2004A	Read plans and calculate plumbing quantities
CPCPCM2045A	CPCPCM2025A	CPCPCM2005A	BCPCM2005A	Handle and store plumbing materials
CPCPCM2046A	CPCPCM2026A	CPCPCM2006A	BCPCM2006A	Use plumbing hand and power tools
CPCPCM2047A	CPCPCM2027A	CPCPCM2007A	BCPCM2007A	Carry out levelling
CPCPCM2048A	CPCPCM2028A	CPCPCM2008A	BCPCM2008A	Cut and join sheet metal
CPCPCM2049A	CPCPCM2029A	CPCPCM2009A	BCPCM2009A	Cut with oxy-LPG acetylene
CPCPCM2050A	CPCPCM2030A	CPCPCM2010A	BCPCM2010A	Mark out materials
HLTFA211A	CPCPCM2011A	CPCPCM2011A	BCPCM2011A	Apply first aid in the workplace
CPCPCM2052A	CPCPCM2032A	CPCPCM2012A	BCPCM2012A	Weld using oxy acetylene equipment
	CPCPCM2033A	CPCPCM2013A	BCPCM2013A	Weld using arc welding equipment
CPCPCM2053A				Weld using manual metal arc welding equipment
CPCPCM2055A	CPCPCM2035A	CPCPCM2015A	BCPRF2001A	Work safely on roofs
CPCCCM2008A	CPCCCM2008A	CPCCCM2008A		Erect and dismantle restricted height scaffolding
CPCPCM3021A	CPCPCM3011A	CPCPCM3001A	BCPCM3001A	Flash penetrations through roofs and walls
	CPCPCM3012A			Weld plastic pipe using fusion method
CPCPCM3022A				Weld polyethylene and polypropylene pipe using fusion method
		CPCPCM3002A	BCPCM3002A	Weld polyethylene (PE) pipe using fusion method
CPCPCM3023A	CPCPCM3013A	CPCPCM3003A	BCPCM3003A	Fabricate and install non-ferrous pressure piping

**Note:** Persons with a non plumbing trade may provide evidence of these units undertaken during their prior training, or apply to a recognised training organisation (RTO) for recognition of prior learning (RPL) in regard to all these competencies.

Persons with no trade background will be required to demonstrate competency in all units listed.

Persons with a current Queensland plumbing licence are exempt from demonstrating competency in these units.

#### Gas specific competencies

CPCPGS3056A	CPCPGS3031A	CPCPGS3001A	BCPGS3001A	Install gas piping systems
CPCPGS3057A	CPCPGS3032A	CPCPGS3002A	BCPGS3002A	Size consumer gas piping systems
CPCPGS3058A	CPCPGS3033A	CPCPGS3003A	BCPGS3003A	Install and commission Type A gas appliances
CPCPGS3059A	CPCPGS3034A	CPCPGS3004A	BCPGS3004A	Install LPG storage of aggregate storage capacity up to 500 litres
CPCPGS3060A	CPCPGS3035A	CPCPGS3005A	BCPGS3005A	Install LPG storage of aggregate capacity exceeding 500 litres and less than 8KL
CPCPGS3046A	CPCPGS3016A	CPCPGS3006A	BCPGS3006A	Install LP gas systems in caravans/mobile homes, water craft and mobile work places
	CPCPGS3017A	CPCPGS3007A	BCPGS3007A	Install gas detection devices
CPCGS3047A				Install LPG Systems in marine craft
CPCPGS3048A	CPCPGS3018A	CPCPGS3008A	BCPGS3008A	Install gas pressure control equipment
CPCPGS3049A	CPCPGS3019A	CPCPGS3009A	BCPGS3009A	Install Type A appliance flues
CPCPGS3051A	CPCPGS3021A	CPCPGS3011A	BCPGS3011A	Purge consumer piping
CPCPGS3052A	CPCPGS3022A	CPCPGS3012A	BCPGS3012A	Maintain Type A gas appliances
CPCPGS3053A	CPCPGS3023A	CPCPGS3013A	BCPGS3013A	Disconnect and reconnect Type A appliances
CPCPGS3054A	CPCPGS3024A	CPCPGS3014A	BCPGS3014A	Calculate and install natural ventilation for Type A gas appliances
	CPCPGS3025A	CPCPGS3015A	BCPGS3015A	Install subsidiary gas metres
CPCPGS3055A				Install gas sub-meters
			BCPMS3001A	Fabricate and install steel pressure piping

At this stage an Interim Gas Work Licence may be issued on provision of a "Statement of Attainment". Work can be undertaken under the supervision of the holder of a current Full Gas Work Licence. "Signing off" of work must be carried out by a supervisor who holds a Current Full Gas Work Licence.

### PART 2 – CERTIFICATE IV POST UNITS OF COMPETENCY

- To progress to a FULL Gas Work Licence, the 'Field Experience Form' and following units must be completed.

CPCPGS4011B	CPCPGS4011A			Design and size consumer gas installations
		CPCPGS4001A	BCPGS4001A	Plan size and layout consumer gas installations
CPCPGS4022A or QLD300GAS01A	CPCPGS4012A or QLD300GAS01A	CPCPGS4002A or PHD410A or QLD300GAS01A		Service Type A gas appliances
			BCPGS4002A or PHD410A	Service domestic and commercial gas appliances
CPCPCM4011A	CPCPCM4001A	CPCPCM4001A	BCPCM4001A	Carry out work based risk control processes
CPCPCM4012A	CPCPCM4002A	CPCPCM4002A	BCPCM4002A	Estimate and Cost Work

## APPENDIX C1 – Servicing Course Requirements

The following units are required in order to obtain a Gas Work Licence restricted to Servicing

Current Units	Superseded Units		Unit Title
			BCPCM2001A Work effectively in the plumbing and services sector
CPCPCM2039A	CPCPCM2002A	CPCPCM2002A	BCPCM2002A Carry out interactive workplace communication
	CPCPCM2023A	CPCPCM2003A	BCPCM2003A Carry out OH&S requirements
CPCPCM2043A			Carry out WHS requirements
			BCPCM2004A Read plans and calculate plumbing quantities
			BCPCM2005A Handle and store plumbing materials
			BCPCM2006A Use plumbing hand and power tools
			BCPCM2007A Carry out levelling
			BCPCM2008A Cut and join sheet metal
			BCPCM2010A Mark out materials
HLTFA211A	CPCPCM2011A	CPCPCM2011A	BCPCM2011A Apply first aid in the workplace
			BCPCM2012A Weld using oxy acetylene equipment
			BCPCM2013A Weld using arc welding equipment
			BCPCM3001A Flash penetrations through rooves and walls

**Note:** Persons with a non plumbing trade may provide evidence of these units undertaken during prior training, or apply to a recognised training organisation (RTO) for recognition of prior learning (RPL) in regard to all these competencies.

Persons with no trade back ground will be required to demonstrate competency in all units listed.

Persons with a current Queensland plumbing licence are exempt from demonstrating competency in these units.

### Gas Servicing specific competencies

Current Units	Superseded Units		Unit Title
CPCPGS3051A	CPCPGS3021A	CPCPGS3011A	BCPGS3011A Purge consumer piping
CPCPGS3052A	CPCPGS3022A	CPCPGS3012A	BCPGS3012A Maintain Type A gas appliances
CPCPGS3053A	CPCPGS3023A	CPCPGS3013A	BCPGS3013A Disconnect and reconnect Type A appliances
CPCPGS3054A	CPCPGS3024A	CPCPGS3014A	BCPGS3014A Calculate and install natural ventilation for Type A gas appliances
CPCPCM4011A	CPCPCM4001A	CPCPCM4001A	Carry out work based risk control processes
CPCPGS4022A or QLD300GAS01A	CPCPGS4012A or QLD300GAS01A	CPCPGS4002A or QLD300GAS01A	Service Type A gas appliances
			GAS309 (From 14349 QLD) Domestic and commercial gas appliance servicing

- At this stage, a Full One-Year Gas Work Licence restricted to Servicing Type A gas devices may be issued on provision of a 'Statement of Attainment'. 'Signing off' of work is not permitted for the servicing licence class. Defect Notices can be issued.
- To progress to a full Five-Year Gas Work Licence restricted to Servicing, a statement of work undertaken during the one-year licence period is required to be submitted monthly. A random check of work performed may be conducted at the time of re-application.
- If inspections show non-compliances, only a further one-year Licence may be issued, with further work being inspected at the time of re-application.

**\* NOTE:** Gas servicing work may require electrical work to be undertaken. If electrical work is undertaken, you are required to also hold a relevant electrical or restricted electrical licence before undertaking this work. Please contact the Electrical Safety Office on 1300 650 662 for the definition of electrical work or further information on electrical licensing requirements.

## APPENDIX C2 – Servicing and Caravan Certification Course Requirements

The following units are required in order to obtain a Gas Work Licence restricted to Servicing and Caravan Certification

Current Units	Superseded Units	Unit Title	
CPCPCM2039A	CPCPCM2002A	CPCPCM2002A	Carry out interactive workplace communication
CPCPCM2043A	CPCPCM2023A	CPCPCM2003A	Carry out WHS requirements
HLTFA211A	CPCPCM2011A	CPCPCM2011A	Apply first aid in the workplace

**Note:** Persons with a non plumbing trade may provide evidence of these units undertaken during prior training, or apply to a recognised training organisation (RTO) for recognition of prior learning (RPL) in regard to all these competencies.

Persons with no trade background are required to demonstrate competency in all units listed.

### Gas Servicing specific competencies

Current Units	Superseded Units	Unit Title	
CPCPGS3051A	CPCPGS3021A	CPCPGS3011A	Purge consumer piping
CPCPGS3052A	CPCPGS3022A	CPCPGS3012A	Maintain Type A gas appliances
CPCPGS3053A	CPCPGS3023A	CPCPGS3013A	Disconnect and reconnect Type A appliances
CPCPGS3054A	CPCPGS3024A	CPCPGS3014A	Calculate and install natural ventilation for Type A gas appliances
CPCPCM4011A	CPCPCM4001A	CPCPCM4001A	Carry out work based risk control processes
CPCPGS4022A or QLD300GAS01A	CPCPGS4012A	CPCPGS4002A or QLD300GAS01A	Service Type A gas appliances
CPCPGS3046A	CPCPGS3016A	CPCPGS3016A	Install LP gas systems in caravans/mobile homes, water craft and mobile work places

The above gas specific competencies should be contextualised to caravans/vessel related scope of work.

- At this stage, a Full One-Year Gas Work Licence (Servicing and Caravan Certification) may be issued on provision of a 'Statement of Attainment'. 'Signing off' of work is permitted for the caravan servicing and certification licence class. Defect Notices can be issued.
- To progress to a full Five-Year Gas Work Licence (Servicing and Caravan Certification), a statement of work undertaken during the one-year licence period is required to be submitted monthly. A random check of work performed may be conducted at the time of re-application.
- If inspections show non-compliances, only a further one-year Licence may be issued, with further work being inspected at the time of re-application.

**\* NOTE: Gas servicing work may require electrical work to be undertaken. If electrical work is undertaken, you are required to also hold a relevant electrical or restricted electrical licence before undertaking this work. Please contact the Electrical Safety Office on 1300 650 662 for the definition of electrical work or further information on electrical licensing requirements.**

The allowable scope of work is listed in Appendix H.

## APPENDIX D - Field Experience Requirements

The following table lists the field experience requirements which will be required for interim gas licence holders (other than those who have completed a plumbing or gasfitting apprenticeship) before they can be eligible for a full one-year licence. The tasks listed in the supplied 'Field Experience Form' must be signed off by the holder of a current full gas work licence or a person approved by the Chief Inspector.

The Field Experience Form has been divided into two sections, one for LPG and the other for natural gas. If your interim licence is not restricted to LPG or NG only, you are required to complete all sections. Alternatively, if you have a restricted licence, you only need to complete the relevant LPG or Natural Gas section.

Work performed must be completed under the **supervision** of the holder of a full gas work licence.

If work is undertaken under the supervision of more than one gas work licence holder, separate forms must be used and signed off.

CATEGORY – Natural Gas only	WORK TO BE PERFORMED
Cooker	Installation and commission
Type A Appliance	Installation and commission
Full Type A Gas System	Installation and test
Consumer Piping	Purge

CATEGORY – LPG only	WORK TO BE PERFORMED
Include all items in NG only above	
Cylinder Installation	In-situ
Cylinder Installation	Exchange
1 <sup>st</sup> and 2 <sup>nd</sup> Stage Regulator System	Installation and commission

The form can be obtained from: <http://mines.industry.qld.gov.au/safety-and-health/forms-certificates.htm>

## APPENDIX E – Expired or Out-of-Date Licence Policy

This policy was formulated by the Gas Licensing Advisory Committee in August 1992 pertaining to licence holders whose licences have lapsed and specifically applies to holders of gas work licences.

PLEASE NOTE: Following the completion of the requirements below, the holder of an expired Queensland gas work licence will only be eligible to apply for the equivalent licence which had been in force at the time of expiry, ie full or interim.

This Policy may be used for determining what measures to apply to applicants who have obtained qualifications after undertaking the recognised gas course but have never applied for a gas work licence.

Interstate applicants with out-of-date licences or have RTO qualifications but never applied for a licence will also be subject to this policy.

The periods of time listed below show time which has elapsed since licences were due for replacement or when the course was completed, whichever is the later.

**PLEASE NOTE: It is illegal to conduct gas work without a current gas work licence.**

Period of expiry	Action required
<b>0 - 2 Years</b>	<ul style="list-style-type: none"> <li>Applicants may be granted a licence in line with the Licence Notes provisions on application.</li> </ul>
<b>2 - 5 Years</b>	<ul style="list-style-type: none"> <li>On successful completion of the Department's in-house examination an applicant may be granted a licence in line with the Gas Work Licence Notes 2011 provisions.</li> </ul> <p><b>Details of Examinations:</b></p> <ul style="list-style-type: none"> <li><b>A non-refundable exam application fee of \$100 is payable prior to sitting the examination.</b></li> <li>The examinations are "open book" - the LPG exam being of 2.5 hours duration and the Natural Gas exam being of approximately 2 hours duration. The questions are directly relevant to the gas trade and have been approved by education authorities. The examinations require an overall pass mark of 80%, including a pass mark for each exam section. Should that standard not be reached, applicants will be required to undertake a Trade Test (see Appendix F).</li> </ul>
<b>5 - 10 Years</b>	<ul style="list-style-type: none"> <li>Applicants must successfully complete a Trade Test – see Appendix F before applying (Contact RTO for cost estimate).</li> </ul>
<b>Over 10 Years</b>	<ul style="list-style-type: none"> <li>Applicants must redo the full training competencies (Appendix A or B competencies) via an RTO Certificate III course or, alternatively, arrange with an RTO to be assessed (RPL) in <b>each</b> subject of the Appendix B competencies <b>before applying</b>. Normal rules then apply as per licence pathways Options 1 and 2.</li> </ul>

## APPENDIX F – Trade Test Requirements

Written approval to undertake a Trade Test must be obtained from the Petroleum and Gas Inspectorate prior to any RTO enrolling a person to undertake the test.

Failure to obtain this pre-requisite approval can result in any Trade Test results not being accepted as part of the re-application process.

### A Be assessed by a relevant RTO to be competent in the following areas:

1. CPCPGS3056A - Install gas piping systems including
  - a. Legislation within the Queensland gas industry, with reference to the *Petroleum and Gas (Production and Safety) Act 2004*, Petroleum and Gas (Production and Safety) Regulation 2004 and Gas Work Licence Notes 2011 produced by this department.
  - b. Knowledge of the role industry and certifying bodies ie, AGA and QGA
  - c. Understanding the physical properties of gas.
  - d. Gas safety, with reference to section 3 of AS/NZS 5601.1:2010 and/or section 2 clause 2.2 AS/NZS 5601.2:2010 and notes regarding fire fighting as produced by industry representatives
2. CPCPGS3058A - Install and commission Type A appliances, (with particular reference to section 6 of AS/NZS 5601.1:2010 / section 6 of AS/NZS 5601.2:2010)
3. CPCPGS3034A - Calculate and install natural ventilation for Type A gas appliances.
4. CPCPGS3053A - Disconnect and reconnect Type A appliances ( with particular reference to sections 3 and 6 of AS/NZS 5601.1:2010 and section 2 clause 2.2 and section 6 of AS/NZS 5601.2:2010)
5. CPCPGS3052A - Maintain Type A gas appliances.

### B On completion or as part of these competencies, undertake a practical assessment of gas competencies.

**Note:** The competencies above may be undertaken by one of the following methods:

- Attendance of Gas Work Licence courses at a relevant RTO that may be underway at the time.
- Attendance in specially run 'Trade Test' courses (Contact Skillstech Australia or your local RTO)
- Through online study offered by Skillstech Australia (Contact Skillstech on availability of online course) for **theory component** only.

### C Where a Trade Test is undertaken in order to reapply an expired licence, the licence status at the time of expiry will be the licence status of the new licence.

If an interim licence was originally granted via the Appendix B competencies and is reissued as an interim licence, a Field Experience Form will be required and all Certificate IV competencies successfully completed after one year to progress to a full one-year licence. Where an interim licence was originally granted via the Appendix A competencies, only the Certificate IV competencies are required..

If a full licence is granted, it will be for one-year and Gas System Compliance Certificates are required to be submitted each month during the one-year licence period.

All work undertaken will be randomly inspected for compliance prior to upgrade.



## APPENDIX G – Documents Required

Applicants and holders of a Gas Work Licence must have current copies of the following Standards and Regulations.

1. ***Petroleum and Gas (Production and Safety) Regulation 2004***

Available from:           The Queensland Legislation Webpage  
[www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)

2. **Australian Standard - AS/NZS 5601.1:2010 – Gas Installations – General Installations**

3. **Australian Standard – AS/NZS 5601.2:2010 – Gas Installations – LP Gas Installations in caravans and boats for propulsive purposes**

4. **Australian Standard – AS/NZS 1596:2008 – The Storage and Handling of LP Gas**

AVAILABLE FROM
<p>Standards Australia                      Telephone: 131 242 (Press 1)                      Facsimile: 1300 654 949                      Web shop: <a href="http://www.saiglobal.com/shop">http://www.saiglobal.com/shop</a>                      E-mail: <a href="mailto:sales@saiglobal.com">sales@saiglobal.com</a></p>
<p>TAFE Book Shops</p>
<p>Gameco Pty Ltd                      1 / 460 Bilsen Road                      Geebung Qld 4034                       Telephone: (07) 3377 7999                      Facsimile: (07) 3377 7900                      Email: <a href="mailto:sales@gameco.com.au">sales@gameco.com.au</a></p>
<p>Standards may be available through selected plumbing supplier outlets (with gas fittings section) such as Tradelink and Reece Plumbing Supplies.</p>

**Note:** The above-mentioned Standards are “preferred standards” as defined under section 7 of the Petroleum and Gas (Production and Safety) Regulation 2004. A person who complies with these standard(s) is deemed to comply with the safety requirements.

A person may comply with the safety requirement without complying with the preferred standards, provided the level of risk achieved is equal to or less than the level of risk that would be achieved by complying with the preferred standard(s). An independent risk assessment is required in this case.

Refer to sections 7 and 7A of the Petroleum and Gas (Production and Safety) Regulation 2004 for further information.

## APPENDIX H – Servicing and Caravan Certification Licence Restrictions

The Chief Inspector may impose certain conditions on any Servicing and Caravan Certification Licence<sup>1</sup>. Typically these restrictions/conditions are:

### 1. Certification:

- Licensed certifiers are permitted to inspect and certify caravan installations for compliance with s734 of the *Petroleum and Gas Production and Safety Act 2004* and specifically the Australian Standard AS/NZS 5601.2:2010 'Gas Installations – LP Gas Installations in caravans and boats for non-propulsive purposes' and issue Gas System Compliance Certificates to meet relevant inspection/certification requirements in the Petroleum and Gas (Production and Safety) Regulation 2004.
- Certification must take into account all relevant safety requirements of caravans with particular emphasis on ensuring appliances are approved, adequate ventilation, good combustion and no leakage. The certificate you sign states that you have inspected the gas system and that all the requirements of the standard have been met.

### 2. Servicing:

You may carry out all servicing work on domestic Type A appliances and caravan gas systems.

### 3. Work outside the scope of your licence:

- You are not permitted to install a new or replacement gas appliance of any type including "like for like". However, you may 'refit' the same appliance removed for cleaning/checking, but only in the same place and in the same way.
- You are not permitted to carry out any installation, modification or repair to pipework other than the tightening existing joints to seal any leakage.
- You are not permitted to accept/certify any work that is not in strict compliance with the standard.

### 4. Other training:

- Gas servicing work may require electrical work to be undertaken. If electrical work is undertaken, you are required to also hold a relevant electrical or restricted electrical licence before undertaking this work. Please contact the Electrical Safety Office on 1300 650 662 for the definition of electrical work or further information on electrical licensing requirements.

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<sup>1</sup> Where a Gas Work Licence (Caravan Servicing and Certification) was issued without undertaking the competencies listed in Appendix C(2), the original restricted scope of work allowed, as detailed in Appendix H, Version 2 of the Gas Work Licence Notes 2011 still applies.

## **PART 2**

# **GAS WORK LICENCE – HYDROCARBON REFRIGERANT**

If you are not applying for a  
Gas Work Licence (Hydrocarbon Refrigerant),  
Part 2 does not apply.

## PART 2: Gas Work Licence – Hydrocarbon Refrigerant

Anyone installing, removing, altering, repairing, servicing, testing or certifying the gas system of a device (ie charging, discharging or breaking into the refrigeration system that uses hydrocarbon refrigerants) must hold a Gas Work Licence (Hydrocarbon Refrigerants) to do so.

Hydrocarbon refrigerants are those defined in AS1677 Part 1, Table 3.1.

### General

These Notes explain what a gas work licence (hydrocarbon refrigerants) is and how to apply for one. It also provides information on the responsibilities and obligations that holders have once a licence is granted. An explanation of the approval process for hydrocarbon refrigerant appliances is also provided.

Under the *Petroleum and Gas (Production and Safety) Act 2004* a person who installs, commissions and services domestic and commercial refrigeration units along with split system and other air conditioners must be the holder of a gas work licence (hydrocarbon refrigerants). Gas Work Licences (Hydrocarbon Refrigerants) are only issued to individuals. Only the licensed individual or an apprentice working under the direct supervision of a licensed individual may undertake this work.

Note: Prior to 21 April 2010 the requirement was to hold or work under a Gas Work Authorisation (Hydrocarbon Refrigerants).

Applications are to be made on an individual basis and applicants must hold an ARC licence, along with relevant refrigeration competencies such as Certificate 3 Refrigeration Mechanic. For air conditioners, a Certificate 2 in Split Systems and Air Conditioning may be acceptable.

An application for a Gas Work Licence (Hydrocarbon Refrigerant) must be made on the approved form available on the department's website <http://mines.industry.qld.gov.au/safety-and-health/forms-certificates.htm> or from the relevant department regional office.

The completed application form and all supporting documentation must be lodged at the Central Region, Petroleum and Gas Inspectorate office with the appropriate fees (for address details see Appendix N).

The holder of a licence is responsible under the Act for compliance with the Act and any requirements set out in the licence and may face disciplinary action for failure to adhere to the terms of the licence.

Work performed under a licence will also be subject to general duties of care and hazard management processes valid under other Queensland legislation, including the *Work Health and Safety Act 2011*.

## Scope of work

A Gas Work Licence (Hydrocarbon Refrigerant) is the mechanism provided under the *Petroleum and Gas (Production and Safety) Act 2004* (P&G Act) for allowing hydrocarbon refrigerant gas work to be undertaken on refrigeration and air conditioning appliances in Queensland.

Gas work includes installing, removing, altering, repairing, servicing, testing or certifying the gas system of a gas device.

A licence may be for all the above work or limited to a specific scope of work, and may be further limited to specific appliances (e.g. split system air conditioners) or types of appliances (eg one manufacturer).

A licence may cover all hydrocarbon refrigerant gases as detailed in AS1677.1 Table 3.1, or may be restricted to specific gases.

An application for a licence must state, in clear and precise terms, the scope of work for which the licence is sought. This should include all the activities to be undertaken and the type of gas devices to be worked on.

Domestic refrigeration work will be limited up to 150 grams of hydrocarbon refrigerant charge in each separate refrigeration circuit. Air conditioning work will be limited up to 1500 grams per individual circuit.

The scope of work must be 'commensurate' with your skills and competencies.

The scope of work approved by the Chief Inspector becomes the allowable work that can be undertaken under the licence. Work outside the approved scope of work cannot be undertaken.

If, after approval of the licence, the licence holder wishes to vary the scope of work, a new application form is to be submitted which details the required changes. In this case, only the application fee is required to accompany the application form. Any change of scope must be approved before the work commences.

## Competencies and skills

Training/competencies pre-requisites to applying for a **full licence** are:

- The completion of an apprenticeship in refrigeration mechanics or equivalent air conditioning as per Appendix I or other equivalent qualification accepted by Chief Inspector.
- Formal competency based training from an RTO in safe use of hydrocarbon refrigerants.  
*UEENEEJ174A and UEENEEJ175A will be the mandatory training for the issue of a full hydrocarbon refrigerant licence for domestic refrigeration, box air conditioners and split system air conditioners up to 18 kilowatt cooling. Other larger commercial refrigeration / air conditioning equipment work would require the applicant to complete the UEENEEJ176A in addition to the other modules.*
- ARC Licence (Full Refrigeration and Air conditioning Licence, Restricted Split System Air conditioning Installation and Decommissioning Licence, or Restricted Domestic Refrigeration and Air conditioning Appliance Licence).
- Possible requirement for the department's in-house refrigerant exam (depending on scope of work / experience of applicant).

## Experience

Details of experience and previous refrigeration/air conditioning work undertaken are required.

Applicants may be required to provide the names of referees to substantiate credentials. The details should demonstrate the range and frequency of work undertaken and any restrictions on experience such as a particular hydrocarbon refrigerant, and type, make or model of equipment.

When reapplying for a gas work licence (hydrocarbon refrigerants), you must detail the range and frequency of work undertaken during the period of the previous licence/authorisation.

## Working under a gas work licence (hydrocarbon refrigerant)

Once the licence is granted, the applicant must conduct their work in accordance with the conditions of the licence, the *Petroleum and Gas (Production and Safety) Act 2004*, Petroleum and Gas (Production and Safety) Regulation 2004, and relevant Standards. Key issues are:

- A person must not undertake gas work or install devices for which they are not licensed. The maximum penalty for doing so is 500 penalty units (\$55,000).
- An installer must not install / service a device for which there is no Approving Authority Approval Certificate. This can be checked with the appliance manufacturer or on the department's website '[register of approved appliances](#)'.
- Installation, commissioning and servicing must be undertaken in accordance with the manufacturer's instructions / design package as approved by the [Type B Approving Authority](#).

Only the person stated on the licence can operate under that licence.

## Interim Licences

*As there is now a recognised competency based training course available, interim licences are considered on a case by case basis.*

## Progression to a Full Licence

To progress to a full licence, an interim licence holder will be required to undertake a recognised competency based training course in hydrocarbon refrigerants, as listed in Appendix I.

*UEENEEJ174A and UEENEEJ175A will be the mandatory training for the issue of a full hydrocarbon refrigerant licence for domestic refrigeration, box air conditioners and split system air conditioners up to 18 kilowatt cooling. Other larger commercial refrigeration / air conditioning equipment work would also require the applicant to complete the UEENEEJ176A in addition to the other modules. This can be undertaken at a later date and licenceholders can request a change of scope of work to include the larger work.*

## Installation and servicing

The gas work licence (hydrocarbon refrigerants) may be granted with restrictions with respect to matters such as the scope of work, type of devices, type of gas or particular manufacturer.

A person must not undertake gas work or install devices for which they are not licensed. The maximum penalty for doing so is 500 penalty units (\$55,000).

**An installer must not install, service or repair a device which has not been approved for sale or use in Queensland via a Type B Approving Authority Approval Certificate [Form PGA733(2)]** – See Appendix L. The penalty (which could apply to the installer and/or the owner) for installing or using an unapproved device is a maximum of 200 penalty units (\$22,000).

Approved appliances for hydrocarbon refrigerants are listed on the department's website at <http://mines.industry.qld.gov.au/safety-and-health/hydrocarbon-refrigerants.htm>.

If you come across an unapproved device, the operator of the device must be given a defect notice advising them the appliance is unapproved and should not be used.

Books of defect notices can be purchased by the holder of the Gas Work Licence from the Petroleum and Gas Inspectorate offices at Woolloongabba, Rockhampton and Townsville.

The approving authority who approves the appliance, must not be the same person as the installer.

Installation and commissioning must be undertaken in accordance with the manufacturer's instructions/design package **as approved by the Approving Authority**.

Installation, commissioning, service and repair must be undertaken in accordance with the manufacturer's instructions/design package and must meet the safety requirements of the *Petroleum and Gas (Production and Safety) Act* and Regulation 2004 (essentially AS 1677 for non mobile appliances).

It is a condition of a licence that the licence holder shall comply with AS1677:2 1998 'Refrigerating systems, Safety requirements for fixed applications' when installing, maintaining or servicing a relevant fixed appliance, in particular section 4, 5 6 and Appendix D, E & G.

All gas work must comply with AS1596:2008 "The storage and handling of LP Gas" and any other relevant standards listed in Schedule 1 of the Petroleum and Gas (Production and Safety) Regulation 2004.

Installations must comply with s115A of the Regulation with regard to proximity of ignition sources to gas systems.

## Compliance certificates/recording of work performed

A gas system compliance certificate is **not required to be issued** for installations of plug in white goods (mass produced) appliances.

As per Schedule 8 of the Petroleum and Gas (Production and Safety) Regulation 2004, a Gas System Compliance Certificate will be required where a device is actually 'installed'. That is when the device/appliance is constructed or pipe work is constructed/installed as part of the installation. Split systems, industrial appliances and mobile appliances would fall into this category.

In this case the licence holder must issue a copy of the gas system compliance certificate to the owner. Licence holders must keep copies of their issued certificates for 3 years.

Books of gas system compliance certificates can be purchased by the holder of the Gas Work Licence from Petroleum and Gas Inspectorate offices at Woolloongabba, Rockhampton and Townsville.

## **Scope of work changes**

If the licence holder wishes to undertake a **different scope of work**, the following action must be undertaken:

- Minor change to scope of work or gas device — letter from holder stating changes required and justification re experience, skills, competencies. The original licence is to be returned for reissue (replacement fee applies).

Note: If the change is substantial the Chief Inspector, Petroleum and Gas may require reapplication.

## **Re-application**

If the licence holder wishes to continue holding a licence, the holder must reapply for a licence before the expiry date of the licence. It is important to note this is not a renewal but a full re-application. The same application form is used as per the original application and all supporting information must be provided in full.

The criteria for assessment of the original application still apply.

Applicants should describe their experience in the application, particularly with respect to work undertaken during the period of the expiring licence. For installation work, this may include reference to the amount of work undertaken or the number and nature of gas system compliance certificates issued.

## **Expired Licence Policy**

For expired licences, the Queensland expired or out of date licence policy (Appendix J) will be applied.



## **Fees**

The prescribed fees for a Queensland Gas Work Licence are detailed on the Application for Gas Work Licence (Hydrocarbon Refrigerant) form, and are subject to CPI increases from 1<sup>st</sup> July each year.

## **Regulatory inspections and follow up of corrective actions**

Departmental inspectors may perform inspections of the licence holder's work at any time.

Licence holders may be requested to provide copies of any gas system compliance certificates issued and details (including the location of any devices installed) of any gas work undertaken under the licence.

It is an offence not to comply with a safety requirement and the penalty is a maximum fine of 500 penalty units or \$55,000.

If compliance directions are issued as a result of an inspection of the licence holder, it is legally required that the compliance direction be complied with and be signed off within the time specified in the direction. Failure to comply with a compliance direction is also an offence and attracts a maximum penalty of 500 penalty units or \$55,000.

Significant or repeated breaches of the Act may lead to suspension, cancellation of the licence or prosecution.

## APPENDIX I

### REFRIGERATION / AIR CONDITIONING RECOGNISED TRAINING COMPETENCIES

#### Successful completion of an Apprenticeship as a Refrigeration Mechanic

MEM30205	Certificate III in Engineering Mechanical Trade (Refrigeration and Air conditioning)
MEM30298	Certificate III in Engineering - Mechanical - Refrigeration and Air conditioning
UEE31307	Certificate III in Refrigeration and Air conditioning
UEE31306	Certificate III in Refrigeration and Air conditioning
UTE30999	Certificate III in Electro technology Refrigeration and Air conditioning

#### Trade Certificate with a Trade Outcome of Refrigeration Mechanic and evidence of Industry Experience.

UEE30507	Certificate III in Appliance Servicing
UEE30506	Certificate III in Appliance Servicing
UTE30104	Certificate III in Electro technology Assembly and Servicing – Appliances
90953	NSW Certificate in Domestic Appliance Servicing

#### Hydrocarbon Refrigeration Competencies

UEENEEJ174A	Apply safety awareness and legal requirements for hydrocarbon refrigerants
UEENEEJ175A	Service and Repair Self Contained Hydrocarbon Refrigeration and Air Conditioning Systems
UEENEEJ176A	Install and commission hydrocarbon refrigeration systems, components and associated equipment

## APPENDIX J

### EXPIRED OR OUT-OF-DATE HYDROCARBON REFRIGERANT LICENCE POLICY

Following completion of the requirements below, the holder of an expired Queensland gas work licence (hydrocarbon refrigerants) will only be eligible to apply for the equivalent licence which had been in force at the time of expiry.

This Policy may be used for determining what measures to apply to applicants (persons) who have undertaken the recognised hydrocarbon refrigerant gas course, have obtained qualifications but have never applied for a gas work licence.

The periods of time listed below show time which has elapsed since licences expired or when the course was completed, whichever is the later.

**PLEASE NOTE: It is illegal to conduct gas work without a current gas work licence (hydrocarbon refrigerants).**

Period of expiry	Action required
0 - 2 Years	<ul style="list-style-type: none"><li>Applicants may be granted a licence in line with the Licence Notes provisions on application.</li></ul>
2 - 5 Years	<ul style="list-style-type: none"><li>On successful completion of this Department's hydrocarbon refrigerant in-house examination an applicant may be granted a licence in line with the Gas Work Licence Notes 2011 provisions.</li></ul> <p><b>Details of Examinations:</b></p> <ul style="list-style-type: none"><li><b>A non-refundable exam application fee of \$100 is payable prior to sitting the examination.</b></li><li>The examination is "open book". The questions are directly relevant to the hydrocarbon refrigerant gas trade and have been approved by education authorities. To be successful an 80% overall pass is required with at least 65% pass in each part. Should that standard not be reached, applicants will be required to complete the UEENEEJ174A and UEENEEJ175A units listed in Appendix I.</li></ul>
Over 5 Years	<ul style="list-style-type: none"><li>Applicants must undertake the UEENEEJ174A and UEENEEJ175A units (Appendix I) via an RTO or, alternatively, arrange with an RTO to be assessed (RPL) in these units before re-applying.</li></ul>

# APPENDIX K

## DOCUMENTS REQUIRED

Applicants and holders of a Gas Work Licence (Hydrocarbon Refrigerants) must have current copies of the following Standard and Regulations.

### ***Petroleum and Gas (Production and Safety) Regulation 2004***

Available from: The Queensland Legislation Webpage  
[www.legislation.qld.gov.au/Acts\\_SLs/Acts\\_SL\\_P.htm](http://www.legislation.qld.gov.au/Acts_SLs/Acts_SL_P.htm)

Access to relevant legislation can be located on the Petroleum and Gas website pages at <http://mines.industry.qld.gov.au/safety-and-health/legislation.htm>, or from the Parliamentary Counsel legislation site.

### **Australian Standard - AS 1677 – ‘Refrigerating systems’ Part 1 ‘Refrigerant Classification’ (1998) Part 2 ‘Safety Requirements for fixed applications’ (1998)**

**Note:** The above-mentioned Standard is a “mandatory standard” as defined under section 7 of the Petroleum and Gas (Production and Safety) Regulation 2004. A person who complies with this standard is deemed to comply with the safety requirements.

### **Australian Standard – AS1596:2008 – The Storage and Handling of LP Gas**

**Note:** The above-mentioned Standard is a “preferred standard” as defined under section 7 of the Petroleum and Gas (Production and Safety) Regulation 2004. A person who complies with these standard(s) is deemed to comply with the safety requirements. A person may comply with the safety requirement without complying with the preferred standards, provided the level of risk achieved is equal to or less than the level of risk that would be achieved by complying with the preferred standard(s). An independent risk assessment is required in this case. Refer to sections 7 and 7A of the Petroleum and Gas (Production and Safety) Regulation 2004 for further information.

AVAILABLE FROM
Standards Australia Telephone: 131 242 Facsimile: 1300 654 949 Web shop: <a href="http://www.saiglobal.com/shop">http://www.saiglobal.com/shop</a> E-mail: <a href="mailto:sales@sai-global.com">sales@sai-global.com</a>

## APPENDIX L

### APPLIANCE APPROVAL CERTIFICATION PROCESS

All appliances using a hydrocarbon refrigerant must be approved under the *Petroleum and Gas (Production and Safety) Act 2004*.

1. For **fixed refrigeration systems** subject to AS1677:1998: Part 2, these devices can be approved under s733(2) of the P&G Act by an appropriate Type B approving authority or the Chief Inspector, Petroleum and Gas. Type B approving authorities are persons authorised by the Chief Inspector to approve Type B devices. There are currently two bodies who can undertake this type of work. The Chief Inspector will only consider applications for hydrocarbon refrigerant appliance approvals if the approving authorities are unable to undertake the work.

For an appliance to be approved the applicant should make application on the form "*Application for approval of a type B gas device (hydrocarbon refrigerants) – Form PGA733(1) HR*" and submit it to the approving authority. All necessary information must be provided including test reports, operating and installation instructions. The approving authority will assess the application in accordance with the "*Code of conduct and guidelines for making approvals under s733(2) for flammable hydrocarbon refrigerants used in fixed refrigeration or air conditioning applications*". If the approving authority is satisfied that the application meets the legislative requirements the approving authority will issue the applicant a *Type B Gas Device Approval Certificate (Form PGA733(2) AA)* and a copy is to be provided to the department which will update its website register of approved hydrocarbon refrigerant appliances.

2. For all **mobile appliances/applications** (eg motor vehicle air conditioners) as there is no applicable Australian Standard which covers the use of hydrocarbons as a refrigerant in these applications, a safety report must be produced. The safety report requires a detailed risk assessment to be undertaken which, when submitted, will be referred to an independent panel of industry experts for evaluation before a decision is made. Details of what the report must address are outlined in Schedule 8 of the Petroleum and Gas (Production and Safety) Regulation 2004. Other safety requirements related to LPG (Australian Standards such as AS1596) also apply in relation to flammable hydrocarbon refrigerant gases.

The approving authority (or Chief Inspector) will issue the applicant a *Type B Gas Device Approval Certificate (Form PGA733(2) AA)* and website register of approved hydrocarbon refrigerant appliances will be updated.

The above mentioned application form, code of conduct for approving authorities, list of approving authorities and register of approved appliances can be downloaded from the department's website at <http://mines.industry.qld.gov.au/safety-and-health/petroleum-gas-safety.htm>

## APPENDIX M

### CONTACT AND OFFICE DETAILS

*All applications for a **gas work licence** and enquiries should be made to your regional office.*

#### **Southern Region**

*(postcodes 4000 to 4510, including NSW, ACT and overseas applications)*

*In person to:*

Podium 2, Ground Floor,  
Cnr Main and Vulture Streets  
Woolloongabba Qld 4102

Operations Support Officer:

*By post to:*

PO Box 1475  
Coorparoo Qld 4151

Phone: 07 3238 3725

#### **Central Region**

*(postcodes 4570 to 4799, including WA and SA)*

*In person to:*

Level 5 QIDC Building  
34 East Street  
Rockhampton Qld 4700

Operations Support Officer:

*By post to:*

PO Box 548  
Rockhampton Qld 4700

Phone: 07 4938 4683

#### **Northern Region**

*(for postcodes 4511 to 4569 and 4800 to 4999, including NT, Victoria and Tasmania)*

*In person to:*

Level 1, State Government Building  
187-209 Stanley Street  
Townsville Qld 4810

Operations Support Officer:

*By post to:*

PO Box 1752  
Townsville Qld 4810

Phone: 07 4760 7402

*All applications for **gas work licences (hydrocarbon refrigerants)** and enquiries should be made only to Central Region.*

#### **APPLICATIONS ARE TO BE SENT TO:**

Operations Support Officer  
Petroleum and Gas Inspectorate  
PO Box 548  
Rockhampton Qld 4700  
Phone: 4938 4683

#### **FURTHER INFORMATION:**

Regional Inspector, Petroleum and Gas,  
Central Region  
Petroleum and Gas Inspectorate  
Phone: 4938 4682

**Email enquires:** [gassafe@dnrm.qld.gov.au](mailto:gassafe@dnrm.qld.gov.au)