



Guidelines for Applicants

Gas Appliance Worker Accreditation

These guidelines explain the requirements for gas appliance work and are in addition to the Gas Appliance Worker Accreditation Code. The Code specifies the qualifications, practical experience requirements and procedure for people wishing to become accredited under the Code. Copies of the code are available from <http://www.legislation.act.gov.au/a/2000-67/di.asp>

LEGISLATION

Under the *Gas Safety Act 2000*, it is an offence for a person to undertake the maintenance, repair or servicing of a Type A or Type B gas appliance unless they are accredited under the Gas Appliance Worker Accreditation Code. The Code is a requirement under the *Gas Safety Regulation 2001*. This Code does not cover:

- work on a consumer piping system or a proposed system, including the connection or disconnection of an appliance other than an appliance designed to be portable;
- the inspection or testing of a consumer piping system;
- any work that is declared under the *Gas Safety Regulations 2001* to be gasfitting work.

TYPES OF ACCREDITATION

There are five types of gas appliance worker accreditation:

- **Type A** accreditation allows the accredited person to disconnect, reconnect and service Type A gas appliances in accordance with the gas safety legislation;
- **Type A trainee accreditation** allows a person who does not have 2 or more years of proven work experience in Type A gas appliance work to disconnect, reconnect and service Type A gas appliances under the supervision of a person who holds Type A Appliance Worker accreditation;
- **Restricted Type B** accreditation allows the accredited person to install, service and commission work on the components between the gas isolation valve adjacent to the appliance and the flue spigot of Type B appliances in accordance with the gas safety legislation and the restrictions specified under the accreditation. It also allows the holder to change components on a like for like basis;
- **Restricted Type B trainee accreditation** allows a person who does not have 2 or more years of proven work experience in Type B gas appliance work to disconnect, reconnect and service Restricted Type B gas appliances under the supervision of a person who holds Type B Appliance Worker accreditation; and



- **Type B** (sometimes known as ‘advanced’) accreditation allows the accredited person to install, service, design, modify and commission work on the components between the gas isolation valve adjacent to the appliance and the flue spigot of Type B appliances in accordance with the gas safety legislation.

Gas appliance workers accredited for Type A or B or restricted Type B work can only work on that type.

Type A gas appliances

A Type A gas appliance is an appliance which is approved, such as under the Australian Gas Association approval scheme. This generally includes mass-produced domestic and commercial gas appliances.

Type B gas appliances

A Type B gas appliance is an appliance with gas consumption in excess of 10MJ/h for which an Australian Gas Association approval scheme does not exist. This generally includes individually built industrial gas-fired appliances.

APPLICANTS

Who can apply for Type A accreditation

People who can apply for Type A accreditation:

- Have a current gasfitter’s licence, advanced gasfitter’s licence or journeyman gasfitter’s licence; or
- Have two or more years of type A appliance work experience and have completed an approved training course; or
- Are accredited under an approved scheme of another state or territory.

Who can apply for Type A **trainee** accreditation

People who can apply for Type A trainee accreditation:

- Are accredited in the ACT or under an approved scheme; or
- Provide a letter from their employer confirming employment and the name of the person who will perform the supervision of training and that persons Type A appliance worker accreditation details.

Who can apply for Restricted Type B accreditation

People who can apply for Restricted Type B accreditation:

- Have Restricted Type B accreditation in the ACT or under an equivalent approved scheme; or
- Have two or more years of Type B appliance work experience and have completed an approved training course.



Who can apply for Restricted Type B trainee accreditation

People who can apply for Restricted Type B trainee accreditation:

- Have Restricted Type B accreditation in the ACT or under an equivalent approved scheme; or
- provide a letter from their employer confirming employment and the name of the person who will perform the supervision of training and that persons Type B or Type B Restricted appliance worker accreditation details.

Who can apply for Type B accreditation

People who can apply for Type B accreditation:

- Are accredited in the ACT or under an approved scheme; or
- Have two or more years of Type B appliance work experience and have completed an approved training course.

APPLICATIONS

How to apply and supporting documents to provide

You must complete an application form and send it, with certified copies of the required documentation, to the postal address shown on the application form or deliver the documents in person to the ACT Planning and Land Authority Customer Service Centre, Ground Floor South, Dame Pattie Menzies House, 16 Challis Street, Dickson, ACT, 2602. The following tables summarise the application requirements. Please read it carefully as you will need to nominate the preferred method on your application form.



Preferred Methods of applying for Type A accreditation		Certified copies of documents to be submitted with the application
Method 1	Holder of gasfitter's licence, advanced gasfitter's licence or journeyman gasfitter's licence	<ul style="list-style-type: none"> • Identity certificate • Gasfitter's licence, advanced gasfitter's licence or journeyman gasfitter's licence
Method 2	A person accredited in the ACT or under an approved scheme of another State or Territory	<ul style="list-style-type: none"> • Identity certificate • Documents of accreditation achieved under an approved scheme
Method 3	A person with two or more years of Type A appliance work experience	<ul style="list-style-type: none"> • Identity certificate • Letter of recommendation from an accredited appliance worker • Documents showing two or more years of relevant work experience (eg. Written statements from current or previous employers, written statements from manufacturer members of the Gas Appliance Manufacturers Association of Australia Inc, written statements from any licensed gasfitter who has supervised or witnessed the applicant's work
Method 4	A person who has completed an approved training course	<ul style="list-style-type: none"> • Identity certificate • Documents showing the satisfactory completion of an approved training course



Preferred Methods of applying for Type A Trainee accreditation		Certified copies of documents to be submitted with the application
Method 1	A person accredited in the ACT or under an approved scheme of another State or Territory	<ul style="list-style-type: none"> • Identity certificate • Documents of accreditation achieved under an approved scheme
Method 2	A person who does not have 2 or more years of proven work experience in Type A gas appliance work, and who is working under the supervision of an accredited Type A appliance worker	<ul style="list-style-type: none"> • Identity certificate • Letter from their employer confirming employment, the name of the person who will perform the supervision of training, and that persons Type A appliance worker accreditation details.

Preferred Methods of applying for Restricted Type B accreditation		Certified copies of documents to be submitted with the application
Method 1	A person is accredited in the ACT or under an approved Type B appliance scheme in another State or Territory	<ul style="list-style-type: none"> • Identity certificate • Documents of accreditation achieved under an approved scheme.
Method 2	A person who has satisfactorily completed an approved training course	<ul style="list-style-type: none"> • Identity certificate • Documents showing the satisfactory completion of an approved training course.
Method 3	A person with two or more years of Type B appliance work experience	<ul style="list-style-type: none"> • Identity certificate • Letter of recommendation from an accredited appliance worker • Documents showing two or more years of relevant work experience (eg. Written statements from current or previous employers, written statements from manufacturer members of the Gas Appliance Manufacturers Association of Australia Inc, written statements from any licensed gasfitter who has supervised or witnessed the applicant's work)



Preferred Methods of applying for Restricted Type B Trainee accreditation		Certified copies of documents to be submitted with the application
Method 1	A person who has restricted Type B Trainee accreditation in the ACT or under an approved scheme of another State or Territory	<ul style="list-style-type: none"> • Identity certificate • Documents of accreditation achieved under an approved scheme
Method 2	A person who does not have 2 or more years of proven work experience in restricted Type B appliance work, and who is working under the supervision of an accredited restricted Type B appliance worker, or an accredited Type B appliance worker.	<ul style="list-style-type: none"> • Identity certificate • Letter from their employer confirming employment, the name of the person who will perform the supervision of training, and that persons Type B or Type B Restricted appliance worker accreditation details.

Preferred Methods of applying for Type B accreditation		Certified copies of documents to be submitted with the application
Method 1	A person is accredited in the ACT or under an approved Type B appliance scheme in another State or Territory	<ul style="list-style-type: none"> • Identity certificate • Documents of accreditation achieved under an approved scheme
Method 2	A person who has satisfactorily completed an approved training course	<ul style="list-style-type: none"> • Identity certificate • Documents showing the satisfactory completion of an approved training course
Method 3	A person with two or more years of Type B appliance work experience	<ul style="list-style-type: none"> • Identity certificate • Letter of recommendation from an accredited appliance worker • Documents showing two or more years of relevant work experience (eg. Written statements from current or previous employers, written statements from manufacturer members of the Gas Appliance Manufacturers Association of Australia Inc, written statements from any licensed gasfitter who has supervised or witnessed the applicant's work)



Certified copies

Copies of documents to be provided for accreditation need to be certified by a person who is a member of one of the following professions: accountant, chiropractor, dentist, engineer, legal practitioner, medical practitioner, nurse, patent attorney, pharmacist, physiotherapist, psychologist and veterinary surgeon, a Justice of the Peace, an agent of the Australian Postal Corporation, a bank, building society or credit union officer with five or more years of service, a permanent employee of the ACT Government with five or more years of service, a police officer or a teacher employed full-time at a school or tertiary education institution.

Assessment

The ACT Planning and Land Authority will assess your application. The assessing officers will only be able to consider information that you provide with your application. So it is important that you include as much relevant information as possible.

Costs and tests

There is no fee for submitting an application. However, there is a small fee to receive an accreditation certificate and some additional fees may be applicable if skill and knowledge testing is required. All fees are on the application form.

The theory tests for Type B accreditation are a three-hour computer-based, multiple choice exam. Applicants will be notified if required skill and knowledge testing is required by the ACT Planning and Land Authority, Ground Floor South, Dame Pattie Menzies House, 16 Challis Street, Dickson, ACT, 2602.

Practical skills tests are conducted under the supervision of an ACT Planning and Land Authority gas inspector at an agreed time and location.

The theory and practical skills test results are notified by mail within five working days.

CERTIFICATE OF ACCREDITATION

Length of accreditation

Accreditation lasts for a maximum of two years. Conditions can be placed on your accreditation if it is determined through assessment that you do not have the practical skills or theoretical knowledge necessary for an unconditional accreditation. You can also be directed to undertake specified training courses as a condition of your accreditation.

Supply of certificate

Once you are an accredited appliance worker, you will be issued a certificate of accreditation that will specify the category of accreditation and any conditions that may have been placed on your accreditation. You must produce this certificate of accreditation if asked to do so by an inspector or the owner or occupier of premises where you are carrying out appliance work.



If your accreditation is suspended or cancelled, you must return your certificate of accreditation to the ACT Planning and Land Authority within seven days of the suspension or cancellation taking effect.

After the end of a suspension of accreditation, the Authority must, if you request, return your certificate of accreditation. The certificate of accreditation will not be returned if there has been a further cancellation or suspension issued or if your accreditation has ended.

Review of decisions

Application may be made to the Administrative Appeals Tribunal to review a decision made under an Accredited Gas Appliance Worker Code approved for regulation 17A (1) that led to:

1. refusing to accredit a person to do appliance work; or
2. imposing a condition on a person's accreditation; or
3. refusing to renew a person's accreditation; or
4. suspending a person's accreditation; or
5. cancelling a person's accreditation.

For more information on the administrative appeals process, the Tribunal may be contacted at Knowles Place, Canberra ACT, phone (02) 6217 4261 or (02) 6217 4279.

MORE INFORMATION

- The ACT Planning and Land Authority, phone (02) 6207 1923 or visit www.actpla.act.gov.au
- The Gas Safety Act 2000, Gas Safety Regulation 2001 and Gas Safety (Appliance Worker Accreditation Code) are available on the ACT Legislation Register's website: <http://www.legislation.act.gov.au/>.
- AS 5601/2004 – Gas Installations
- AS 3814/2002 – Industrial and Commercial Gas-Fired Appliances
- AS 1375/1985 – SAA Industrial Fuel-Fired Appliance Code