

### Information for Electrical Contractors and Nominated Managers

This fact Sheet is to help Electrical Contractors and Nominated Managers meet their obligations under the *Occupational Licensing Act 2005* and *Occupational Licensing (Electrical Work) Regulations 2008*.

#### Recording electrical work

Record all electrical work, regardless of nature, size or classification. You **must** record details that are required in the Occupational Licensing (Approved Forms - Electrical) Determination 2016. You can use the book copy of the Certificate of Electrical Compliance. The contracting business must maintain this record for at least 10 years.

#### Customer copy of record

You **must** give a copy of the record of electrical work to your customer. The customer is the person or business that contracted your business to do the electrical work. If a Certificate of Electrical Compliance (CEC) book is required, you can give a legible carbon copy (usually the white copy in the book) to the customer as your record of electrical work.

#### Notification

A Certificate of Electrical Compliance (CEC) is the usual notification method. This is the blue copy in the CEC book. (See Occupational Licensing (Classification of Electrical Work) Determination 2016.

The green copy stays in the book.

The CEC forms (25 per book, in triplicate) are available from TechSafe Australia offices.

You have 3 days for notification of electrical work left either energised or capable of being energised.

High-Voltage electrical work performed on a privately owned electrical installation must be certified and notified. (See: Occupational Licensing (Private High-Voltage Electrical Work – Certification and Energisation) Determination 2016).

#### Permission to energise certain electrical work

An electrical inspector must receive and accept a Certificate of Electrical Compliance before energising high voltage and hazardous area electrical work. This is work not considered replacement of 'like for like'. A site dossier must be completed before certifying compliance electrical work in a hazardous area

## Electrical Safety Inspection Service

### TechSafe Australia Pty Ltd

Provides the Electrical Safety Inspection Service on behalf of the Department of Justice.

TechSafe Australia inspects electrical work and existing electrical installations to assess compliance and electrical safety related issues.

For a site-specific interpretation of Standards or to get/submit notification, contact TechSafe Australia Pty Ltd in your region:

Southern Region	Northern Region	North-West Region
TechSafe Australia Pty Ltd PO Box 1666 Mornington 7018 1/2 Jannah Court Mornington Tel: 6282 3100 Fax: 6244 6305	TechSafe Australia Pty Ltd PO Box 667 Launceston 7250 B/71-79 Galvin Street, South Launceston 7249 Tel: 6345 5100 Fax: 6343 1634	TechSafe Australia Pty Ltd PO Box 447 Ulverstone 7315 4/28 Reibey Street Ulverstone Tel: 6425 2079 Fax: 6425 7915

### Electrical work register

Contractors must maintain a register of anyone employed or engaged to perform electrical work. This register must include:

- licence details
- period of employment
- qualifications, competencies and continuing professional development status.

### Service Connections and Metering

Contact TasNetworks for information on:

- Service and Installation Rules
- Supply connections and metering
- Network arrangements and the notification process

Phone: 1300 137 008. Web: [www.tasnetworks.com.au](http://www.tasnetworks.com.au).

Contact Hydro Tasmania for information on:

- Supply connections and metering for the Bass Strait Islands

Phone: 1300 360 44. Web: [www.hydro.com.au](http://www.hydro.com.au)

### The Legislation

Copies of the Act and other legislative documents can be viewed at [www.justice.tas.gov.au](http://www.justice.tas.gov.au) under Licensed Occupations and Licensing Legislation.

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