



CBOS
Consumer, Building &
Occupational Services
Promoting a fair marketplace

Electrical Standards and Safety Regulatory Guide

Information for Electrical Contractors and Nominated Managers

This Regulatory Guide has information about the requirements for performing electrical work in Tasmania under the *Occupational Licensing Act 2005 (Tas)* and *Occupational Licensing (Electrical Work) Regulations 2018 (Tas)*.

Copies of this legislation and other relevant codes of practice and determinations are available at www.cbos.tas.gov.au

Licensing

Electrical work in Tasmania must be performed by a person who holds a Tasmanian electrical practitioner's licence. If you hold an electrical licence interstate, you may be eligible for automatic mutual recognition of this licence in Tasmania.

If you are contracting to perform electrical work, you also need a Tasmanian electrical contractor's licence. If you hold an electrical contractors licence interstate and are a sole trader you may be eligible for automatic mutual recognition of this licence in Tasmania.

For more information about electrical licence eligibility and the application process, visit www.cbos.tas.gov.au

For more information about automatic mutual recognition, visit: [Automatic mutual recognition for occupational licences \(cbos.tas.gov.au\)](http://www.cbos.tas.gov.au)

Insurance

If you are contracting for electrical work in Tasmania, you need to be covered by a public and products liability insurance policy of at least \$5 million. You also need this insurance if you are performing gratuitous work (more information below).

Electrical work standards

Electrical work in Tasmania must comply with AS/NZS 3000:2018 *Electrical Installations* (also known as the Wiring Rules). It also must comply with any other Standards referred to in the Wiring Rules, and those listed in the *Occupational Licensing (Standards of Electrical Work) Code of Practice* available at www.cbos.tas.gov.au

Electrical Safety Inspection Service

TechSafe Australia Pty Ltd (TechSafe) performs inspections of new electrical work and collects Certificate of Electrical Compliance (CEC) forms under contract to the Department of Justice.

If TechSafe identifies electrical work defects during an inspection, they issue a defect notice to the responsible contractor.

If you need to discuss a CEC form or defect notice with TechSafe, you can contact them by phoning (03) 6282 3100 or emailing tascec@techsafe.com.au TechSafe also has an office at 1/2 Jannah Court in Mornington.

Recording electrical work

You must keep records of all electrical work performed in Tasmania. The electrical contractor must retain these records for at least 10 years.

Records must include the name, licence number and address of the contractor, the customer name, the work address, details of the work carried out and the signature of the practitioner who certifies the work.

You can use a copy of your Certificate of Electrical Compliance (CEC) for this record, or your invoice if no CEC is required. More information about CECs is below.

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 who contracted you to do the electrical work, or a person or organisation you performed gratuitous (free) electrical work for.

To meet this requirement you could give your customer a copy of the CEC or invoice for the work provided it includes all necessary details. More information is available in the *Occupational Licensing Advisory Note (Approved Forms – Electrical)* at www.cbos.tas.gov.au

Certificates of Electrical Compliance

You must submit a CEC form to TechSafe for all notifiable electrical work performed within 3 days of the work being energised, or capable of being energised.

Notifiable electrical work is listed in the *Occupational Licensing (Classification of Electrical Work) Code of Practice* available at www.cbos.tas.gov.au. It includes almost all new work except like for like repairs or replacements.

Books of CEC forms are available from all Service Tasmania shops, or from the TechSafe office at Mornington. There are 25 forms in each book which are in triplicate. You submit the blue form to TechSafe, give the white form to your customer for their records, and keep the green copy for your records. You may also submit these forms via email and keep electronic records.

You can submit CECs to TechSafe via email to tascec@techsafe.com.au You can also post CEC forms to TechSafe at PO Box 1666 Mornington TAS 7018, or use one of the drop boxes in the north, north-west or south of the State. The locations of these drop boxes are listed in the CEC books.

Permission to energise electrical work

For high voltage electrical work, you need permission from TechSafe before energising. You need to submit a high voltage Certificate of Compliance to TechSafe. For more information, read the *Occupational Licensing (High Voltage Electrical Work - Certification and Energisation) Code of Practice* at www.cbos.tas.gov.au

You also need permission from TechSafe to energise electrical work in a hazardous area. You will need to provide a CEC form for the work and a dossier for the site.

Defect notices

TechSafe issues defect notices when they identify non-compliant electrical work. They issue these notices to the electrical contractor listed on the CEC for the work. Defect notices will be sent to the postal address on your licence. You can also opt to have defect notices sent to you via email by contacting TechSafe at tascec@techsafe.com.au

If you receive a defect notice you need to:

- Rectify the defects within the specified timeframe,
- Pay the fee, and
- Submit a CEC notifying TechSafe that the defects have been rectified

If you don't comply with the notice, you will receive further notices and be required to pay further fees. Beyond the third defect notice, CBOS investigates and takes compliance action.

Gratuitous work

If you are doing work for no payment (also known as gratuitous work) you still need to keep a record of the electrical work, give a copy to your customer and submit a CEC to TechSafe if the work is notifiable. You also need to hold public and products liability insurance.

Electrical worker register

Contractors must maintain a register of anyone employed or engaged to perform electrical work. This register must include the following for each worker:

- Licence details,
- Period of employment, and
- Qualifications, competencies and continuing professional development completed.

Continuing professional development

Electrical practitioners in Tasmania must complete continuing professional development (CPD) activities each year to retain their licence. Practitioners need to keep records of CPD activities completed, and these also need to be recorded by the contractor in the electrical worker register.

More information about CPD requirements and upcoming events in Tasmania is available at www.cbos.tas.gov.au by searching "CPD".

Service connections and metering

TasNetworks is one of Tasmania's electricity distributors. Contact them for information on the service and installation rules and supply connections and metering.

- Phone: 1300 137 008
- Web: www.tasnetworks.com.au

Hydro Tasmania is the electricity distributor for the Bass Strait Islands. Contact them for information about supply connections and metering for the Bass Strait Islands.

- Phone: 1300 360 441
- Web: www.hydro.com.au

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