

# Occupational Licensing (Approved Forms – Electrical) Determination 2016

## *Occupational Licensing Act 2005*

DOC/15/27499 (v1.0)

I, Dale Edward Webster, Administrator of Occupational Licensing, for the purposes of the *Occupational Licensing Act 2005* and the associated prescribed work, approve the use of the forms tabled in this Determination.

### **1. Short Title**

This Determination may be cited as the Occupational Licensing (Approved Forms - Electrical) Determination 2016.

### **2. Commencement**

This Determination takes effect on 7 December 2016

### **3. Revocation**

The Occupational Licensing (Approved Forms – Electrical) Notification 2011 is revoked

### **4. Purpose**

This Determination approves for use forms required under the *Occupational Licensing Act 2005* and the associated *Occupational Licensing (Electrical Work) Regulations 2008*

### **5. Application of Acts Interpretation Act 1931**

The *Acts Interpretation Act 1931* applies to this Notification

### **6. Interpretation**

In this Determination, unless the context otherwise requires:

“**Act**” means the *Occupational Licensing Act 2005*;

“**electrical work regulation**” means the *Occupational Licensing (Electrical Work) Regulations 2008*;

“**record of electrical work**” means a form of any style having as its minimum content as required by clause 8 of this Determination;

“**responsible person**” means:

- (i) in the case of gratuitous work performed, the practitioner responsible for the electrical work ; **or**
- (ii) in all other cases, the person responsible for assigning the electrical work to the practitioner.

## 7. Approved forms for use

The following tables list the approved forms for use for:

- 1) Table 1 – licence administration
- 2) Table 2 – electrical work processes

### 1) Table 1 – Licence Administration

Form No.	Title/Purpose
DOC/16/37551	Practitioner's Licence Application
DOC/16/37573	Practitioner's Licence Renewal Application
DOC/16/37605	Contractor's Licence Application
DOC/16/37635	Contractor's Licence Renewal Application
DOC/16/37695	Contractor's Licence Change in Nomination of Manager
DOC/16/37752	Electrical Contractor's Licence Signatory Notification
DOC/16/37491	Contractor's Register
DOC/16/37466	Contractor's Replacement Licence Application
DOC/16/37815	Practitioner's Replacement Licence Application
DOC/16/37850	Electrical Additional Class Application

### 2) Table 2 – Electrical Work Processes

Form No.	Title/Purpose
DOC/15/27499 clause 8	Record of electrical work (minimum requirements)
DOC/16/5742	<ul style="list-style-type: none"> <li>• Defective Electrical Work Notice printed booklet form (formerly GF069); <b>or</b></li> <li>• The form as created by the Electrical Contractor Performance Tracking database and known as the "Defective Electrical Work Notice"</li> </ul>
DOC/16/5621	Certificate of Electrical Compliance (formerly GF123) (for permission to energise or for notification)
DOC/16/3378	Private High Voltage Electrical Work Certification of Compliance (for permission to energise)
DOC/16/3375	Standard Private High Voltage Electrical Work Certification of Compliance (for permission to energise)
DOC/16/16772	Electrical Compliance Label (formerly Electrical Compliance Certificate (Tasmania)) for caravans, motor homes, food vans, etc.

## 8. Record of Electrical Work – electrical work regulation 17(1)

The content of the record of electrical work must, as a minimum, contain:

- (a) in respect of all electrical work:
  - (i) performed for or on behalf of a contractor, the contractor's name, licence number and business address; **or**
  - (ii) not performed for or on behalf of a contractor, the responsible person's name, position and business address;
- (b) the name of the person for whom the work was performed, their address and the address where the work was done;
- (c) details of the electrical work performed, which must be sufficient to:
  - (i) identify what work was carried out, when and where; **and**
  - (ii) indicate the part of the installation or infrastructure where the work was done;
- (d) the name of the practitioner:
  - (i) who performed or assisted in undertaking the electrical work; **and**
  - (ii) who certifies the work as compliant and records the same in writing
- (e) a contractor's nominated manager's or responsible person's certification, setting out in close proximity to one another:
  - (i) I certify that I have systems in place to ensure the above mentioned work has been performed in accordance with the installation, verification and testing requirements of the Occupational Licensing (Standards of Electrical Work) Code of Practice 2008 and that I have recorded and retained (as required) the documentation prepared by the licensed practitioner who certified this work as compliant;
  - (ii) the name of the nominated manager or responsible person;
  - (iii) the nominated manager's or responsible person's signature (whether applied electronically or not); **and**
  - (iv) the date the nominated manager's or responsible person's signature was applied.



Dale Edward Webster

**Administrator of Occupational Licensing**

Date: 7 December 2016

## Explanatory Note

### (This note is not part of this Determination)

This Determination replaces the Occupational Licensing (Approved Forms – Electrical) Notification 2011 (formally known as DD020).

This Determination differs from the previous Notification by:

- a) changed from a Notification to a Determination
- b) being renamed to cover all electrical occupational licensing approved forms, with the addition of;
  - (i) contractor and practitioner licence replacement application forms
  - (ii) electrical contractor's licence signatory notification form
  - (iii) application for the addition of a new class to electrical licence
- c) including or modifying and renumbering the approved electrical work process forms;
  - (i) to change old form numbers e.g. GF\*\*\* to the new TRIM document number
  - (ii) to include the form number or related clause information;
  - (iii) for the Defective Electrical Work Notice
  - (iv) for - Private High Voltage Electrical Work Certification of Compliance
  - (v) to remove the Electrical Work Notice – Before Commencement notice, and reduce administrative burdens.

### Contact details

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