

Guide for new gas-fitters in Tasmania



This Guide is a resource and reference document and is for general information only.

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Introduction

In Tasmania, you must have a licence to complete any gas-fitting work.

This information guide is to help gas-fitters understand and meet their obligations under the *Gas Act 2000* and *Gas (Safety) Regulations 2014*.

Gas Standards and Safety

The Office of the Director of Gas Safety, Gas Standards and Safety, strives to provide leadership and effective regulation in respect to:

- gas infrastructure
- downstream installation safety and
- technical standards.

This is achieved by ensuring that the gas-fitting industry aims for levels of excellence in installation and operations, providing acceptable public safety outcomes through industry engagement.

What is gas-fitting?

Gas-fitting means the following work carried out in connection with a gas installation:

- installing
- commissioning
- relocating
- repairing
- modifying
- maintaining
- disconnecting.

The gas installation can convey:

- liquefied petroleum gas
- compressed natural gas
- liquefied natural gas
- hydrogen gas or calorific gas or
- any part of that gas installation.

Gas-fitting also includes work on:

- (a) any pipe or pipe system used to convey gas which are downstream from the gas supply point. It includes components or fittings associated with the pipes.
- (b) any one or more of the following:
 1. any appliance and associated components or fittings which are downstream from the gas supply point
 2. any meter which is downstream from the gas supply point
 3. any ventilation or system used to remove combustion products which is downstream from the gas supply point.

Gas-fitting work includes work relating to:

- design
- installation and construction
- testing, commissioning and decommissioning
- conversion, modification and relocation
- repair, alteration, servicing or maintenance

of a gas installation or a gas storage system which is downstream of a gas supply point. This includes any part of a gas installation or gas storage system, all pipes, fittings, and auxiliary equipment.

Standards of gas-fitting work

Gas-fitters are responsible for making sure that gas-fitting work is carried out to Standards prescribed in the *Gas Act 2000* by ensuring compliance with the most recent version of prescribed Australian Standards:

- AS/NZS 5601.1: *Gas Installations – Part 1: General installations*
- AS/NZS 5601.2: *Gas Installations – Part 2 : LP Gas installations in caravans and boats for non-propulsive purposes*
- AS 4575 - *Gas appliances - Quality of servicing*
- AS 3814 – *Industrial fuel-fired appliances*

To get a copy of the legislation go to www.legislation.tas.gov.au

To get a copy of a Standard visit www.saiglobal.com or ring 131 242.

Types of gas installations

There are three types of gas installations in Tasmania which gas-fitters need to be aware of:

1. Standard gas installation
2. Standard Gas installation of a Prescribed Class
3. Complex gas installation (including type B appliances)

What is a Standard gas installation?

A Standard gas installation is:

- within a *class 1a, residential premises, a caravan or mobile home containing type A gas appliances only
- within a *class 2 or 4 residential premises not exceeding 3 storeys containing type A gas appliances only
- within a *class 5 or 6 premises
 - not exceeding 3 storeys containing type A gas appliances only; and/or
 - in which the total gas consumption of the appliance does not exceed 500 mega joules an hour and/or
 - which the length of pipe from the gas supply point to the furthest appliance does not exceed 50 metres.

Note: * within the meaning of the National Construction Code (NCC). For more information or to get a copy of the NCC visit www.abcb.gov.au

Explaining the building classes

Class 1a: is a single dwelling being a detached house, or one of a group of two or more attached dwellings. Each building is separated by a fire-resisting wall. Buildings include a row house, terrace house, town house or villa unit.

Class 2: is a building containing 2 or more sole-occupancy units each being a separate dwelling.

Class 4: is a dwelling in a building that is *class 5-9 if it is the only dwelling in the building. For example a caretakers flat with a building or accommodation over or otherwise connected to a shop.

Class 5: is an office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9. Class 5 includes professional chambers or suites, lawyer's offices, government offices, accountant offices.

Class 6: is a shop or other building that sells retail goods or supplies services directly to the public. Example: café, restaurant, kiosk, hairdressers, showroom or service station.

What is a Standard gas installation of a Prescribed Class?

A Prescribed standard gas installation is an installation:

- within a *class 2 or *class 4 building exceeding 3 storeys and/or
- with more than one meter where the meters are located in a common area

Note: * within the meaning of the National Construction Code.

Class 2: a building containing 2 or more sole-occupancy units each being a separate dwelling.

Class 4: dwelling in a building that is *class 5-9 if it is the only dwelling in the building. For example a caretakers flat with a building or accommodation over or otherwise connected to a shop.

What is a Complex gas installation?

A Complex gas installation is an installation:

- within a *class 5 & 6 premises in which the:
 - total gas consumption of the appliances exceed 500 megajoules an hour: and/or
 - length of pipe from the gas supply point to the furthest appliance exceeds 50 metres; and/or
 - building exceeds 3 storeys
- within any *class 1b, 7, 8, 9 or 10 building
- any installation containing a Type B appliance

Note: * within the meaning of the National Construction Code.

Class 1b: boarding house, guest house, hostel or the like with a total area of all floors not exceeding 300m², and where not more than 12 people reside, and is not located above or below another dwelling or another Class of building other than a private garage.

Class 3: residential building, other than a Class 1 or 2 building, which is a common place of long term or transient living for a number of unrelated persons. **Example:** boarding-house, hostel, backpackers accommodation or residential part of a hotel, motel, school or detention centre.

Class 5: office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9 including professional chambers or suites, lawyer's offices, government offices, accountant offices.

Class 6: shop or other building for the sale of goods by retail or the supply of services direct to the public. **Example:** café, restaurant, kiosk, hairdressers, showroom or service station.

Class 7: car park, warehouse or building used for the display of goods or produce for sale by wholesale.

Class 8: factories, laboratories, buildings used for altering or repairing, potteries, food manufacture (except restaurants, which are class 6) or buildings used for the packing of produce.

Class 9: healthcare buildings, assembly buildings for example theatres, halls, schools, child care centres, sports complex or bus/railway stations, day surgeries.

Class 10: non-habitable building.

Gas appliances

Gas appliances are split into either Type A or Type B. Gas-fitting work across these two types of gas appliances differs in nature, complexity and risk. As a result, gas-fitters are required to hold a licence for the type of appliance they are working on.

Note: gas-fitters holding a Gas-fitter Practitioner (Certifier) licence, either natural gas or LP Gas, are able to install and work on Type A appliances connected to the respective gas. However a separate specialised licence is required to install or work on Type B appliances.

Type A appliances are defined as appliances (including second hand appliances) which:

- are approved by the Director of Gas safety in accordance with Section 70 of the *Gas Act 2000* and
- are typically domestic or commercial catering appliances.

Type A appliances are generally approved by the Director by recognising the certification schemes of approved external authorities/certification bodies. These appliances in turn require testing by independent competent laboratories against Australian Standards prescribed by the Director.

All remaining gas appliances, which have a gas consumption greater than 10 MJ, are classified as Type B appliances. Type B appliances must comply with AS 3814 – *Industrial and commercial gas-fired appliances* and require the Director's acceptance before commissioning and use.

Signing off on gas fitting work - Gas Fitting Notices

After testing and commissioning a gas installation, a gas-fitter must complete a Gas Fitting Notice to certify that work and testing has been carried out in accordance with prescribed standards. The correct coloured copy of the completed Gas Fitting Notice must be provided, within 48 hours after the gas installation or gas storage system is commissioned, to:

- the Director of Gas Safety; and
- the person on whose behalf the work was carried out or the owner of the gas installation or gas storage system; and
- the gas supplier.

Buying gas-fitting notice books

You can buy Gas Fitting Notice books at Service Tasmania Shops.

By law, a gas supplier requires a Gas Fitting Notice before being able to supply gas to the installation. For a natural gas installation a gas-fitter must contact Tas Gas Networks to get:

- the MRN allocated to the installation address and
- permission to turn on gas at the meter set.

The MRN received is recorded on the Gas Fitting Notice.

Gas Fitting Notices are also used for installations requiring acceptance by the Director of Gas Safety before the installation can be commissioned. Refer to Application for Acceptance section for further details.

Gas Installation Compliance Plates

To complete installing or altering a gas installation or gas storage system, a gas-fitter must:

- commission in accordance with the applicable Standards and
- securely attach a completed compliance plate. The plate must be in an accessible location - as close as practicable to the gas supply point of the installation or storage system.

The gas supply point is:

- the outlet of a gas entity's meter assembly used to measure a customer's gas use or
- the outlet of the first stage regulator of a liquefied petroleum gas storage cylinder or tank.

Buying compliance plates

You can buy compliance plates through the same Service Tasmania shops as Gas Fitting Notice books.

Compliance plate information

Compliance plates provide for two sets of information to allow for one alteration to the installation. Plates must not be altered or cut to accommodate plates being used for more than one installation.

The required information can be either clearly stamped or engraved into the blank areas provided.

Attaching compliance plates

The plates are self-adhesive and also have marked positions which may be drilled to allow for attaching the plate. Other methods of attaching, such as silicon based adhesives, are suitable.

If an existing compliance plate has both sets of information fields completed, and an additional plate is required, it must be attached adjacent to the existing plate.

By law, a gas supplier requires the compliance plate to be fixed to the gas installation before being able to supply gas to the installation.

Type A gas appliance servicing notice

After a gas-fitter services a Type A appliance they must attach a notice to the appliance. It must be in a clearly visible position and must clearly and permanently display:

- the date the service took place; and
- the practitioner number of the licensed gas-fitter who carried out the gas-fitting work.

A Type A gas appliance must not be altered or modified in any way from the appliance's certified design without prior approval from the Director of Gas Safety

After servicing a Type A gas appliance, a gas-fitter must provide a Gas Fitting Notice to the Director of Gas Safety within 48 hours of the gas appliance being recommissioned. The Gas Fitting Notice should state the service provided and include up-to-date information regarding the appliance condition and performance.

Applications for Acceptance

Gas-fitters carrying out work on Type B appliances, complex or prescribed standard gas installations, must apply to the Director of Gas Safety for acceptance of the installation before the installation is commissioned.

Note: this does not apply to repairs and maintenance. Information on what constitutes a complex or prescribed standard gas installation can be found in this guide as well as on the inside cover of all Gas Fitting Notice books.

Gas Standards and Safety is aware that once an application is lodged, that gas-fitters are keen to receive the Director's acceptance as soon as possible. We also want to issue acceptances without delay. To help make this possible, ensure you:

- submit a fully completed application
- include all applicable attachments
- sign the appropriate documents.

Documents/attachments you must include

- Completed but unsigned yellow copy of a Gas Fitting Notice
- Completed and signed complex/prescribed standard (document number TBA003) or type B appliance (document number TBA006) application for acceptance (whichever is applicable).
- Legible installation plans (if applicable) showing:
 - Pipe alignment, pipe materials, pipe lengths, pipe diameters and pipe wall thickness
 - Locations of billing meters, gas storage systems, appliances, filters, valves, sub meters, pressure control
 - Depth of cover if buried
 - Equipment enclosures and ventilation, support details, expansion, contraction details, protection details (bollards/barriers).
 - List of all major components to be used including manufacturer, model, size, maximum allowable operating pressure and certification number.

If the Director is satisfied that the information in an application has met the relevant prescribed Standards, the applicant will receive notification of the installation acceptance in writing. Gas-fitters must read these acceptance notifications carefully because they will outline the Director's conditions of acceptance for each individual installation.

The Director incorporates a general condition across all gas installation acceptances restricting the period of validity of any acceptance. Gas installation acceptances are valid for 2 years or until a Gas Fitting Notice is issued for the commissioned gas installation to the Director. If an acceptance is about to expire (or has expired) a gas-fitter must re-apply to the Director for acceptance before the installation is commissioned.

It is the responsibility of the gas-fitter to arrange for all mandatory inspections as detailed on the Director's acceptance. An authorised officer may decide to conduct an on-site inspection depending on the risk imposed by the installation. Regardless of whether the gas-fitting work is large or small, if an acceptance has been issued, a gas-fitter must contact the authorised officer who issued the installation acceptance on behalf of the Director to organise an inspection.

Notice of proposal to carry out certain gas-fitting work

A gas-fitter, proposing to or responsible for the carrying out of any of the following classes of work, must give at least 48 hours' notice to the Director, in a form approved by the Director, before carrying out:

- hot-tapping work
- conversion of a gas appliance (that has been designed to be fired by a fuel other than gas) to firing by gas.

Hot tapping

A gas-fitter must not carry out hot-tapping work unless that work:

- has been authorised in writing by the Director; and
- complies with the standards determined by the Director for that work and specified in the authority.

Hot-tapping for the purposes of this requirement means the connection of a pipe to consumer piping which contains gas under pressure.

Gas fitters responsibilities

It is the gas fitter's responsibility to ensure that all gas-fitting work carried out by them complies with legislation. The gas-fitter must carry out the work to the requirements of the *Gas Act 2000*, as highlighted in the document, and test and commission the installation or appliance on completion of the work

Continuing Professional Development

To maintain a licence gas-fitters are expected to accrue Continuing Professional Development (CPD) points.

What is CPD?

CPD is the process of tracking and documenting your skills, knowledge and experience gained during your working life beyond your initial training. It is a record of what you have learnt and then applied.

Through ongoing learning it will show that you:

- continue to expand your knowledge and skills
- meet professional standards
- meet public expectations
- meet regulatory requirements.

Recording your CPD

When completing CPD it is important to keep a record or log of the training completed each year.

Further information including how to accrue CPD points is available at www.cbos.tas.gov.au

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