

Requirements for On-the-job Training Record Log Book

Class I(a) and/or Class I(b) Gasfitting Permit

The information in this document forms part of the Class I(a) and/or Class I(b)
licensing policy and is subject to periodic review and change.

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Foreword

To be issued a Class I(a) and/or Class I(b) Gasfitting Permit in Western Australia, a person must be able to satisfy the Director of Energy Safety (Director) that they have adequate theoretical, practical knowledge and skills, to carry out the gasfitting work.

A person applying for a Class I(a) and/or Class I(b) gasfitting permit must be able to demonstrate adequate skills and knowledge by having successfully completed training and assessment that is considered acceptable to the Director. The person must have completed a minimum specified amount of gasfitting work in the workplace under supervision.

This document provides guidance on the required tasks to be completed and sets out the role of the Supervising gasfitter.

The contents of this document are subject to periodic review.

For further information in relation to this document, please contact Building and Energy Licensing Office.

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On-the-job training

From 1 March 2023, it is a requirement that any person who applies for a Class I(a) and /or Class I(b) gasfitting permit, is to complete relevant on-the-job training to demonstrate their adequate practical knowledge. The person must hold a Class I(a) gasfitting permit restricted to work under supervision while undertaking on-the-job-training to be issued a Class I(a) permit.

The supervised gas fitter is required to have completed a sufficient quantity of gasfitting work in a safe and consistent manner as required by the standards expected in the workplace.

Once the supervising gas fitter and the applicant are satisfied that sufficient gasfitting work has been completed, a declaration on the back of this logbook must be completed by both.

Evidence required within each section forms part of the on-the-job-training record log book and hence it needs to be presented to the Licensing Office as part of the licensing requirements.

INSTRUCTIONS

Class I(a) Gasfitting permit restricted to work under supervision

A person, who intends to work under supervision of a registered gas fitter, while completing on-the-job training, is required to hold a valid Class I(a) gasfitting permit restricted to work under supervision. This permit must be obtained **prior** to undertaking any gasfitting work.

The gasfitting permit can be obtained subject to satisfying the below credentials:

- Successful completion of CPCG4023B Install, commission, service type B gas appliances for Install, Commission and Service Type B gas appliance scope of work; or
- Provide copies of relevant engineering or trade qualification (s) for Service Type B Gas appliance scope of work.

Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 state that the Director may issue a permit to an applicant to carry out the gasfitting specified in the permit, if the Director is satisfied that the applicant:

- has adequate theoretical and practical knowledge and adequate skills, to carry out the gasfitting;
- has an adequate knowledge of the Act and these Regulations; and
- is otherwise a fit and proper person to carry out the gasfitting.

Supervision requirements

Strict conditions apply to supervised and supervising gas fitters.

The supervised gas fitter is only permitted to carry out gasfitting work for which they and their supervisor are licensed to perform.

It is the supervising gas fitter's responsibility to ensure that the supervised gas fitter works in a safe manner and every part of the gas appliance and its associated installation on which the work was done or that is affected by the work complies with the regulations.

It is also the supervising gas fitter's responsibility to ensure that the work carried out by the supervised gas fitter is completed to a trade finish and that the installation and or appliance(s) are safe to use.

Supervised gas fitters are not permitted to submit notices of completion (e-NOC) or affix service stickers and compliance badges on completion of gasfitting work; however they are permitted to submit e-NOC drafts for approval by the supervising gas fitter.

ON-THE-JOB TRAINING RECORD LOG BOOK

The following sample table is an example on how to complete the log book and it is important that the tasks and required information is entered legibly.

Task	Date completed	Supervising GF number	Supervising GF signature	NOC/NOI number (as applicable)
Section 1. Install Type B gas appliance <i>Evidence of the technical submission to be provided</i>		Examples below:		
1a. Forced draft burner (non-modulating)				
Preparing Technical submission for Type B appliance	03/05/2017	GF 12345	Please sign	E12456
Installing appliance, including flueing and ventilation	15/05/2017	GF 16777	Please sign	E123456

On-the-job Training Record Log Book for Class I(a) Gasfitting permit

On completion of the on-the-job training, the gas fitter is to provide evidence of five different tasks in each of the sections that you wish to appear on your licence (install, commission and/or service) to be issued a Class I(a) gasfitting permit. The gasfitting permit issued may be restricted depending on the evidence provided.

For Example:

If the applicant provides evidence for Section 3 only, the gasfitting permit issued will be Class I(a) Restricted to Service Type B gas appliance.

If the applicant provides evidence for all three sections but is limited to Gas Engines, the gasfitting permit issued will be Class I(a) Install, Commission and Service Type B appliances Restricted to Gas Engines.

If the applicant provides evidence for all three sections, the gasfitting permit issued will be Class I(a) Install, Commission and Service Type B appliances.

Task	Date completed	Supervising GF number	Supervising GF signature	NOC/NOI number (as applicable)
Section 1. Install Type B gas appliance				
1a. Forced draft burner (non-modulating)				
Preparing Technical submission for Type B appliance. <i>Refer to AS3814 Appendix A as minimum evidence to be provided.</i>				
Installing appliance, including flueing and ventilation.				
1b. Forced draft burner (modulating)				
Preparing Technical submission for Type B appliance.				
Installing appliance, including flueing and ventilation.				
1c. Atmospheric burner				
Preparing Technical submission for Type B appliance.				
Installing appliance, including flueing and ventilation.				

1d. Gas Engine

Preparing Technical submission for Type B appliance.				
Installing appliance, including flueing and ventilation.				

1e. Gas Turbine

Preparing Technical submission for Type B appliance.				
Installing appliance, including flueing and ventilation.				

Task	Date completed	Supervising GF number	Supervising GF signature	NOC/COC number (as applicable)
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Section 2. Commission Type B gas appliance**2a. Forced draft burner (non-modulating)**

Commissioning Type B appliance <i>Refer to AS3814 Appendix I for minimum evidence to be provided.</i>				
Demonstrating compliance to Type B appliance inspector for Certification				

2b. Forced draft burner (modulating)

Commissioning Type B appliance				
Demonstrating compliance to Type B appliance inspector for Certification				

2c. Atmospheric burner

Commissioning Type B appliance				
Demonstrating compliance to Type B appliance inspector for Certification				

2d. Gas Engine

Commissioning Type B appliance				
Demonstrating compliance to Type B appliance inspector for Certification				

2e. Gas Turbine

Commissioning Type B appliance				
Demonstrating compliance to Type B appliance inspector for Certification				

Task	Date completed	Supervising GF number	Supervising GF signature	Service number
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Section 3. Service Type B gas appliance**3a. Forced draft burner (non-modulating)**

Servicing Type B appliance <i>Evidence of servicing activities to include service and faulty finding work.</i>				
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3b. Forced draft burner (modulating)

Servicing Type B appliance				
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3c. Atmospheric burner

Servicing Type B appliance				
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3d. Gas Engine

Servicing Type B appliance				
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3e. - Gas Turbine

Servicing Type B appliance				

On completion of this section, the applicant is to provide evidence demonstrating practical experience working under supervision of a Class I permit holder or a Gasfitting authorisation holder who is authorised to supervise the gasfitting work on gas piping system operating at pressure above 200kPa for 12 months or more. Experience can be in one or more of the following scope of work:

- The gasfitting permit issued may be restricted depending on the evidence provided.

Page 10 of 11

Section 3. Service Gas Pipe system above 200kPa Type B gas appliance	Date completed	Supervising GF number	Supervising GF signature	NOC/NOI number (as applicable)