

# **Queensland gas work licence requirements**

**Petroleum and Gas Inspectorate**

**Version 5**

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**Table: Document history**

Version number	Date of publication	Date of effect	Key changes
V1	31 October 2014	31 October 2014	
V2	19 December 2014	19 December 2014	Changes to interim licence periods and Certificate VI enrolment prerequisite
V3	15 September 2016	15 September 2016	Gas work licence and authorisation requirements split into separate documents, various competencies updated, Certificate VI enrolment prerequisite updated, gas licence suitability information added, currency of qualifications/experience requirements added, Trade Test and related competencies added
V3.1	23 January 2017	23 January 2017	Gas work licence (servicing and caravan certification) title clarified to reflect removal of marine competency
V4	15 January 2018	15 January 2018	Significant revision and rationalisation of document, various competencies updated, qualification and experience requirements for overseas applicants updated, information on RTOs that deliver Trade Test included
V4.1	5 February 2018	5 February 2018	Clarification of title and currency of qualifications/experience requirements updated
V4.2	22 March 2018	22 March 2018	Corrected competency references
V4.3	28 June 2018	28 June 2018	Corrected competency referencing error and commented on the Hydrocarbon competency requirements
V5	1 September 2018	1 September 2018	Revised to align with the commencement of Petroleum and Gas (Safety) Regulation 2018

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# 1 Summary

The *Petroleum and Gas (Production and Safety) Act 2004* (P&G Act), requires that individuals carrying out gas work in relation to gas devices (type A) and/or a fuel gas refrigeration device must hold a current Gas Work Licence that allows the person to carry out work.

A gas work licence will only be issued to people who can adequately demonstrate that they have the qualifications or experience to hold the gas work licence or authorisation applied for.

The Petroleum and Gas (Safety) Regulation 2018 (P&G Regulation) prescribes the qualifications or experience required under P&G Act, and the Queensland gas work licence requirements sets out the specific requirements for applicants.

The Licence requirements will be regularly updated as training courses are amended and licence eligibility requirements change. This version is current from the date of effect until superseded or revoked.

# 2 Introduction

The *Petroleum and Gas (Production and Safety) Act 2004* (P&G Act) prescribes gas work as installing, removing, altering, repairing, servicing, testing and certifying the gas system of a gas device.

A gas device (type A) is a device prescribed under the Petroleum and Gas (Safety) Regulation 2018 (P&G Regulation), that is used or designed or intended to use, fuel gas for production of heat, light or power, for refrigeration, or as a propellant.

P&G Act requires that an individual carrying out gas work in relation to gas devices (type A) and/or a fuel gas refrigeration device must hold a current gas work licence that allows the person to carry out work.

P&G Regulation prescribes the types of gas work licences, what gas work each type of licence authorises, and the applicable qualifications or experience required to hold each type of licence under P&G Act. Licence requirements provide further information on the necessary qualifications or experience, and sets out specific requirements for applicants.

A gas work licence will only be issued to individuals who can adequately demonstrate that they have the qualifications and experience to hold the gas work licence applied for, and who can adequately demonstrate they are a suitable person to hold the gas work licence.

All gas work licence applications must be made in the approved form and accompanied by the fee prescribed in P&G Regulation. The fees are detailed on the relevant application form and are subject to change each financial year. The application fee is non-refundable.

Please note that the Chief Inspector (or delegate) does not pre-assess applications.

To apply or enquire, visit us online at [www.business.qld.gov.au](http://www.business.qld.gov.au).

### 3 Who may apply

An individual may apply for a gas work licence to carry out gas work in relation to:

- a) a gas device (type A) or a type of gas device (type A); or
- b) a fuel gas refrigeration device or a type of fuel gas refrigeration device.

The Chief Inspector (or delegate) must decide to grant or refuse the application. Section 728(C)(2) of the P&G Act requires that an application must be refused if the applicant:

- a) does not have the qualifications or experience prescribed under a regulation for the type of gas work licence applied for; or
- b) is not a suitable person to hold the gas work licence.

An interim licence may be granted if the Chief Inspector (or delegate) considers the applicant has not adequately demonstrated that the applicant has the competencies and experience to hold the gas work licence applied for (e.g. an apprentice or recently qualified person who has not completed the required Certificate VI competencies).

#### 3.1 Qualifications and experience

P&G Act requires that the applicant or individual must have the qualifications and experience for the gas work licence applied for.

P&G Regulation prescribes the applicable qualifications or experience required to hold each type of licence under P&G Act. The Licence requirements list the qualifications (and/or units of competency) or experience required for each type of gas work licence. The requirements for each type of gas work licence, and any administrative requirements, are set out in the sections below.

If you believe you already hold the qualifications (or equivalent), you may apply to a Registered Training Organisation (RTO) for recognition of prior learning (RPL).

The Chief Inspector (or delegate) may also require an applicant or individual to complete a written, oral or practical examination.

#### 3.2 Suitability

In deciding whether the applicant is a suitable person to hold the gas work licence, the Chief Inspector (or delegate) may have regard to the following:

- a) whether the applicant has been convicted of an indictable offence<sup>1</sup>;
- b) whether the applicant has been convicted of an offence against the repealed *Gas Act 1965* or P&G Act;
- c) any disability or medical condition the applicant has that could put the applicant or the public at risk; or
- d) any other issue relevant to the applicant's suitability to hold the gas work licence.

An applicant must disclose all relevant suitability information in the application form. Convictions typically need to be disclosed for period of 10 years from the date the conviction is recorded. Refer to the *Criminal Law (Rehabilitation of Offenders) Act 1986* for further information.

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<sup>1</sup> An indictable offence is a crime or misdemeanour, as defined in the *Criminal Code Act 1899*.

### 3.3 Limits and conditions

If the Chief Inspector (or delegate) decides to grant the application, the Chief Inspector (or delegate) may:

- a) limit the gas work licence to a stated type of gas work; or
- b) impose conditions on the gas work licence.

The applicant will be given an information notice if the Chief Inspector (or delegate) decides to:

- a) refuse the application; or
- b) impose a condition on, or to limit, the gas work licence, other than a condition or limitation agreed to, or requested by, the applicant.

If a gas work licence holder seeks to change a limit or condition, a new application is required. Any changes must be approved before carrying out new gas work. For example, changing a limit on the type of gas work or removing an imposed condition.

### 3.4 Term of gas work licence

A gas work licence will be issued for a stated term of up to three years unless cancelled, suspended or surrendered under P&G Act.

## 4 Gas work licence requirements

The following sub-sections specify the requirements for each type of gas work licence application.

### 4.1 Applying for a gas work licence

A gas work licence authorises an individual to carry out gas work in relation to a gas device (type A) and an associated gas system. To obtain a gas work licence, an applicant must generally either:

- a) hold an interim authority<sup>2</sup> (known as an 'interim gas work licence') and have the required practical experience and completed the required Certificate IV units of competency (refer 4.1.1.1 and 4.1.2.1); or
- b) hold an interstate or New Zealand licence recognised in Queensland (refer 4.5).

An interim gas work licence may be granted where an applicant has not adequately demonstrated they have the necessary competencies and experience to hold the gas work licence applied for.

An interim gas work licence authorises an individual to carry out limited types of gas work (installing, removing, altering, repairing, servicing and testing only) in relation to a gas device (type A) where the applicant has not yet demonstrated that they have the competencies and experience to hold a gas work licence.

The following applies to interim gas work licences:

- a) An individual may be issued one interim gas work licence for a period of three years.
- b) An interim gas work licence is limited to certain types of gas work (excluding certification) and conditioned to require all gas work to be carried out under supervision.
- c) An interim gas work licence holder cannot supervise gas work.

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<sup>2</sup> Refer to section 728B of P&G Act for the meaning of interim authority.

Applicants may be eligible for an interim gas work licence by:

- a) applying using a Certificate III in Plumbing (apprenticeship); or
- b) applying using a Certificate III in Gasfitting.

#### 4.1.1 Applying using a Certificate III in Plumbing

To qualify for an interim gas work licence using the Certificate III in Plumbing (i.e. apprenticeship) must:

- a) have completed an apprenticeship and been awarded an apprenticeship certificate; and
- b) have completed the units of competency from the Certificate III in Plumbing specified in Tables 1 and 2.

Applicants under this stream are not required to complete a practical experience form; however, applicants may be required to present a copy of a log book demonstrating gas work completed during their plumbing apprenticeship.

There may be additional units in a program; however, only those specified below are required to qualify for an interim gas work licence using the Certificate III in Plumbing.

**Table 1. Certificate III in Plumbing – general units of competency required for an interim gas work licence.**

Unit code	Unit title
CPCPCM2041A	Work effectively in the plumbing and services sector
CPCPCM2039A	Carry out interactive workplace communication
CPCPCM2043A	Carry out WHS requirements
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCPCM2040A	Read plans and calculate plumbing quantities
CPCPCM2045A	Handle and store plumbing materials
CPCPCM2046A	Use plumbing hand and power tools
CPCPCM2047A	Carry out levelling
CPCPCM2048A	Cut and join sheet metal
CPCPCM2050A	Mark out materials
HLTAID002	Provide basic emergency life support
CPCPCM2052A	Weld using oxy-acetylene equipment
CPCPCM2053A	Weld using manual metal arc welding equipment
CPCPCM2055A	Work safely on roofs
CPCPCM2008B	Erect and dismantle restricted height scaffolding
CPCPCM3021A	Flash penetrations through roofs and walls
CPCPCM3022A	Weld polyethylene and polypropylene pipes using fusion method
CPCPCM3023A	Fabricate and install non-ferrous pressure piping

**Table 2. Certificate III in Plumbing – gas specific units of competency required for an interim gas work licence.**

Unit code	Unit title
CPCPGS3056A	Install gas piping systems
CPCPGS3057A	Size consumer gas piping systems
CPCPGS3061A	Install and commission Type A gas appliances
CPCPGS3059A	Install LPG storage of aggregate storage capacity up to 500 litres
CPCPGS3060A	Install LPG storage of aggregate storage capacity exceeding 500 litres and less than 8KL
CPCPGS3046A	Install LPG systems in caravans, mobile homes and mobile workplaces
CPCPGS3047A	Install LPG systems in marine craft
CPCPGS3048A	Install gas pressure control equipment
CPCPGS3049A	Install Type A gas appliance flues
CPCPGS3051A	Purge consumer piping
CPCPGS3052A	Maintain Type A gas appliances
CPCPGS3053A	Disconnect and reconnect Type A gas appliances
CPCPGS3054A	Calculate and install natural ventilation for Type A gas appliances
CPCPGS3055A	Install gas sub-meters

#### 4.1.1.1 Applying using an interim gas work licence (Certificate III in Plumbing)

To progress to a gas work licence, applicants who were granted an interim gas work licence based on the Certificate III in Plumbing must complete the Certificate IV in Plumbing and Services units in Table 3.

There may be additional units in a program; however, only those specified in Table 3 are required to apply for a gas work licence.

**Table 3. Certificate IV in Plumbing and Services units of competency required to progress to gas work licence.**

Unit code	Unit title
CPCPGS4011C	Design and size consumer gas installations
CPCPGS4022A	Service Type A gas appliances
CPCPCM4011A	Carry out work based risk control processes
CPCPCM4012A	Estimate and cost work

## 4.1.2 Applying using a Certificate III in Gasfitting

To qualify for an interim gas work licence using the Certificate III in Gasfitting must:

- a) have successfully completed the Certificate III in Gasfitting
- b) have successfully completed all relevant competencies as specified in Tables 4 and 5.

There may be additional units in the program; however, only those specified in Tables 4 and 5 are required to qualify for an interim gas work licence using the Certificate III in Gasfitting.

**Table 4. Certificate III in Gasfitting – general units of competency required for an interim gas work licence.**

Unit code	Unit title
CPCPCM2041A	Work effectively in the plumbing and services sector
CPCPCM2039A	Carry out interactive workplace communication
CPCPCM2043A	Carry out WHS requirements
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCPCM2040A	Read plans and calculate plumbing quantities
CPCPCM2045A	Handle and store plumbing materials
CPCPCM2046A	Use plumbing hand and power tools
CPCPCM2047A	Carry out levelling
CPCPCM2048A	Cut and join sheet metal
CPCPCM2050A	Mark out materials
HLTAID002	Provide basic emergency life support
CPCPCM2052A	Weld using oxy-acetylene equipment
CPCPCM2053A	Weld using manual metal arc welding equipment
CPCPCM2055A	Work safely on roofs
CPCPCM2008B	Erect and dismantle restricted height scaffolding
CPCPCM3021A	Flash penetrations through roofs and walls
CPCPCM3022A	Weld polyethylene and polypropylene pipe using fusion method
CPCPCM3023A	Fabricate and install non-ferrous pressure piping

**Table 5. Certificate III in Gasfitting – gas specific units of competency required for an interim gas work licence.**

Unit code	Unit title
CPCPGS3056A	Install gas piping systems
CPCPGS3057A	Size consumer gas piping systems
CPCPGS3061A	Install and commission Type A gas appliances
CPCPGS3059A	Install LPG storage of aggregate storage capacity up to 500 litres
CPCPGS3060A	Install LPG storage of aggregate storage capacity exceeding 500 litres and less than 8KL
CPCPGS3046A	Install LPG systems in caravans, mobile homes and mobile workplaces
CPCPGS3047A	Install LPG systems in marine craft
CPCPGS3048A	Install gas pressure control equipment
CPCPGS3049A	Install Type A appliance flues
CPCPGS3051A	Purge consumer piping
CPCPGS3052A	Maintain Type A gas appliances
CPCPGS3053A	Disconnect and reconnect Type A appliances
CPCPGS3054A	Calculate and install natural ventilation for Type A gas appliances
CPCPGS3055A	Install gas sub-meters

#### 4.1.2.1 Applying using an interim gas work licence (Certificate III in Gasfitting)

To progress to a gas work licence, applicants who were granted an interim gas work licence based on the Certificate III in Gasfitting must:

- a) provide a certified copy of a statement of attainment for the relevant units of competency in Table 6; and
- b) provide a completed practical experience form demonstrating supervised gas work you have done during the period of the interim licence no less than 12 months.

There may be additional units in a program; however, only those specified in Table 6 are required to apply for a gas work licence.

**Table 6. Certificate IV in Plumbing and Services units of competency required to progress to a gas work licence.**

Unit code	Unit title
CPCPGS4011C	Design and size consumer gas installations
CPCPGS4022A	Service Type A gas appliances
CPCPCM4011A	Carry out work based risk control processes
CPCPCM4012A	Estimate and cost work

## 4.2 Applying for a gas work licence (servicing)

A gas work licence (servicing) authorises an individual to service, repair and test a gas device (type A), and is limited to servicing, repairing and testing a gas device (type A).

It does not include installing, removing, altering or certifying a gas system in relation to a gas device (type A). For example, carrying out gas work that changes the design, layout or operating parameters of a gas system.

Applicants applying for a gas work licence (servicing) must:

- a) have completed the units of competency specified in Tables 7 and 8; and
- b) provide a certified copy of a statement of attainment or record of results for the relevant units of competency.

There may be additional units in a program; however, only those specified are required to apply for a gas work licence restricted to servicing only.

**Table 7. General units of competency required for a gas work licence (servicing).**

Unit code	Unit title
CPCPCM2039A	Carry out interactive workplace communication
CPCPCM2043A	Carry out WHS requirements
HLTAID002	Provide basic emergency life support

**Table 8. Gas specific units of competency required for a gas work licence (servicing).**

Unit code	Unit title
CPCPGS3051A	Purge consumer piping
CPCPGS3052A	Maintain Type A gas appliances
CPCPGS3053A	Disconnect and reconnect Type A appliances
CPCPGS3054A	Calculate and install natural ventilation for Type A gas appliances
CPCPGS3048A	Install gas pressure control equipment
CPCPGS3057A	Size consumer gas piping systems
CPCPCM4011A	Carry out work-based risk control processes
CPCPGS4022A	Service Type A gas appliances

## 4.4 Applying for a gas work licence (servicing and caravan certification)

A gas work licence (servicing and caravan certification) authorises an individual to service, repair and test a gas device (type A), and certify a gas system in relation to a gas device (type A) installed in a caravan. A gas work licence (servicing and caravan certification) will be limited to:

- a) servicing, repairing and testing a gas device (type A); and
- b) certifying the gas system of a gas device (type A) installed in a caravan only.

It does not include installing, removing or altering a gas system in any way. For example, carrying out gas work that changes the design, layout or operating parameters of a gas system. It also does not include certifying a gas system, other than one installed in a caravan.

Applicants applying for a gas work licence (servicing and caravan certification) must:

- a) have completed the units of competency specified in Tables 9 and 10; and
- b) provide a certified copy of a statement of attainment or record of results for the relevant units of competency.

**Table 9. General units of competency required for a gas work licence (servicing and caravan certification).**

Unit code	Unit title
CPCPCM2039A	Carry out interactive workplace communication
CPCPCM2043A	Carry out WHS requirements
HLTAID002	Provide basic emergency life support

**Table 10. Gas specific units of competency required for a gas work licence (servicing and caravan certification).**

Unit code	Unit title
CPCPGS3051A	Purge consumer piping
CPCPGS3052A	Maintain Type A gas appliances
CPCPGS3053A	Disconnect and reconnect Type A appliances
CPCPGS3054A	Calculate and install natural ventilation for Type A gas appliances
CPCPGS3048A	Install gas pressure control equipment
CPCPGS3057A	Size consumer gas piping systems
CPCPCM4011A	Carry out work-based risk control processes
CPCPGS4022A	Service Type A gas appliances
CPCPGS3046A	Install LPG systems in caravans, mobile homes and mobile workplaces

## 4.6 Applying for a gas work licence (hydrocarbon refrigerant)

A gas work licence (hydrocarbon refrigerant) authorises an individual to undertake gas work on the gas system of a gas device in Queensland that uses fuel gas as a refrigerant such as charging, discharging or breaking into a refrigeration system.

Applicants applying for a gas work licence (hydrocarbon refrigerant) must meet the following requirements:

- a) Hold a current Australian Refrigeration Council (ARC) Licence, namely:
  - i. Full Refrigeration and Air Conditioning Licence
  - ii. Restricted Split System Air conditioning Installation and Decommissioning Licence; or
  - iii. Restricted Domestic Refrigeration and Air Conditioning Appliance Licence.
- b) Have at least one of the relevant qualification options specified in Table 11.
- c) Have completed the hydrocarbon specific units of competency specified in Table 12.
- d) Provide a certified copy of a testamur (certificate)/statement of attainment for the relevant qualifications/units of competency.
- e) Provide an experience log (EL) outlining recent refrigeration/air conditioning experience relevant to the application. The EL must be signed by the holder of a current Queensland gas work licence (hydrocarbon refrigerant) or another suitably qualified person who witnessed the gas work. If the gas work is unable to be witnessed by a suitably qualified person, a RTO may be able to assist in assessing the currency of your experience (fees may apply).

**Table 11. Qualification options for gas work licence (hydrocarbon refrigerant)**

Qualification code	Qualification title
MEM30205	Certificate III in Engineering Mechanical Trade
MEM30298 <sup>3</sup>	Certificate III in Engineering - Mechanical Trade
UEE32211	Certificate III in Air-conditioning and Refrigeration
UEE31307 <sup>4</sup>	Certificate III in Refrigeration and Air-Conditioning
UEE31306 <sup>5</sup>	Certificate III in Refrigeration and Air-Conditioning
UTE30999 <sup>6</sup>	Certificate III in Electro technology Refrigeration and Air Conditioning
UEE32111	Certificate III in Appliance Service
UEE30510 <sup>7</sup>	Certificate III in Appliance Servicing
UEE30507 <sup>8</sup>	Certificate III in Appliance Servicing
UEE30506 <sup>9</sup>	Certificate III in Appliance Servicing

<sup>3</sup> Deleted from MEM98 Metal And Engineering Industry Training Package (Superseded by MEM05 on 30 November 2005).

<sup>4</sup> Superseded by UEE32211 - Certificate III in Air-conditioning and Refrigeration on 28 July 2011.

<sup>5</sup> Deleted from UEE06 Electrotechnology Training Package (Superseded by UEE07 on 7 March 2008, then by UEE11 on 16 March 2012).

<sup>6</sup> Deleted from UTE99 Electrotechnology Industry Training Package (Superseded by UEE06 on 22 November 2006, then by UEE07 on 7 March 2008, then by UEE11 on 16 March 2012).

<sup>7</sup> Superseded.

<sup>8</sup> Superseded by UEE32111 - Certificate III in Appliance Service on 15 March 2012.

<sup>9</sup> Deleted from UEE06 Electrotechnology Training Package (Superseded by UEE07 on 7 March 2008, then by UEE11 on 16 March 2012).

Qualification code	Qualification title
UTE30104 <sup>10</sup>	Certificate III in Electro technology Assembly and Servicing — Appliances
90953 <sup>11</sup>	NSW Certificate in Domestic Appliance Servicing

**Table 12. Hydrocarbon specific units of competency required for a gas work licence (hydrocarbon refrigerant)<sup>12</sup>**

Unit code	Unit title
UEENEEJ174A	Apply safety awareness and legal requirements for hydrocarbon refrigerants
UEENEEJ175A	Service and repair self contained hydrocarbon air conditioning and refrigeration systems
UEENEEJ176A <sup>13</sup>	Install and commission hydrocarbon refrigeration systems, components and associated equipment

## 4.7 Mutual recognition for licence holders from another state, territory or New Zealand

The Trans-Tasman Mutual Recognition Agreement and the *Mutual Recognition (Queensland) Act 1992* applies. The holder of a current licence in another state, territory or New Zealand may be eligible for an equivalent licence in Queensland (if an equivalent licence exists). Any restrictions on a current interstate licence (e.g. LPG only / NG only / Interim), will be applied to the Queensland licence. A decision will be made within one month of lodgement of a completed application.

Applicants applying for mutual recognition must:

- a) hold a current equivalent licence in another State or Territory or New Zealand.
- b) provide a certified copy of the front and back of the current interstate licence and the original decision (including any limits or conditions).

### 4.7.1 Deemed registered

Once a fully complete application has been submitted and accepted, the applicant is 'deemed registered' and may perform gas work for a period of one month under their current interstate licence (including any conditions or restrictions) in accordance with the requirements of P&G Act.

Applicants working under a deemed registration who are refused a Queensland licence will be required to cease working in Queensland within two weeks of notification. All gas work in progress at the time of notification can be completed; however, no new work can be started. Any Gas System Compliance Certificate books, Defect Notice books or Gas Compliance plates must be returned.

<sup>10</sup> Deleted from UTE99 Electrotechnology Industry Training Package (Superseded by UEE06 on 22 November 2006, then by UEE07 on 7 March 2008, then by UEE11 on 16 March 2012).

<sup>11</sup> Non-current (accreditation period expired 31 December 2007).

<sup>12</sup> Completion of UEENEEJ174A and UEENEEJ175A are required for the issue of a gas work licence (hydrocarbon refrigerant).

<sup>13</sup> Completion of UEENEEJ176A (or equivalent) may be required for the issue of a gas work licence (hydrocarbon refrigerant) that authorises gas work in relation to industrial air conditioning and refrigeration equipment.

## 4.7.2 Substantive registration

If no response is received, after this period the applicant is entitled to a 'substantive registration'. This does not apply if fraud was a factor in the application.

## 4.7.3 Removing certain conditions

Mutual recognition applicants who are issued a Queensland gas work licence with a condition limiting gas work to 'LPG only' or 'NG only' can apply to remove the condition. To remove an 'LPG only' or 'NG only' condition, the applicant must contact the Licensing and Authorisation Unit.

# 5 Administrative requirements

The following administrative requirements apply to all gas work licence applications.

## 5.1 Expired gas work licence or delayed applications

These requirements apply to applicants whose licence has expired and/or who hold qualifications for the gas work licence being applied for but do not have current qualifications or experience.

Before making an application, affected applicants must meet the requirements specified in Table 13. If you previously held a Queensland gas work licence, the same licence may be reinstated if you complete these requirements.

**Table 13. Requirements for affected applicants**

Applicant status	Requirement
Gas work licence expired less than 12 months prior to application; or Never held a gas work licence and qualifications completed less than 12 months prior to application.	Applicant can apply as normal.
Gas work licence expired more than 12 months prior to application; or Never held a gas work licence and qualifications completed more than 12 months prior to application.	Applicant must contact a RTO and undertake an interview and/or challenge test. The RTO will decide if the applicant needs to undertake the approved Trade Test or be retrained in the Certificate III - Gasfitting.

The RTO will arrange an interview and/or a challenge test to determine the pathway that the applicant will need to undertake. This will be either verification of competency by completing the approved Trade Test or retraining in the Certificate III - Gasfitting.

The applicant is responsible for arranging this with the RTO and paying any relevant fees. The decision is made by the RTO and is subject to the RTOs policies and processes. Any enquiries about an RTO decision under this part should be directed to the RTO.

Applicants who have completed the approved Trade Test or Certificate III – Gasfitting must:

- a) apply as per the requirements for the gas work licence being applied for; and
- b) provide a certified copy of a statement of completion of the approved Trade Test or the Certificate III – Gasfitting from the RTO.

For RTOs interested in delivering the approved Trade Test, please contact the Licensing and Authorisation Unit for more information.

## 5.2 Supporting documents

Supporting documents include, but are not limited to:

- a) apprenticeship trade certificate
- b) completion certificate of qualification
- c) statements of attainment for units of competency
- d) statement of completion for trade test
- e) practical experience form
- f) other trade licences
- g) driver's licence (or equivalent)
- h) passport photograph.

### 5.2.1 Certified copies

Applicants must provide certified copies of any supporting documents provided with their application.

A certified copy is a copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document.

The Chief Inspector (or delegate) requires copies of primary documents to be certified by a:

- a) Justice of the Peace (JP); or
- b) Commissioner for Declarations (Cdec).

### 5.2.2 Practical experience form

If required, the [practical experience form](#) can be downloaded from [www.business.qld.gov.au](http://www.business.qld.gov.au)

The practical experience form must be signed by the holder of a current Queensland gas work licence who supervised the gas work in Queensland. If the gas work is unable to be signed off by the supervisor, a RTO may be able to assist in witnessing the currency of your experience (fees may apply).

If gas work is undertaken under the supervision of more than one holder of a current Queensland gas work licence, separate practical experience forms must be completed by each supervisor.