



Tasmanian
Government

Occupational Licensing (Approved Forms – Electrical) Determination 2021

I, Peter John Graham, Administrator of Occupational Licensing, for the purposes of the *Occupational Licensing Act 2005*, approve the prescribed electrical work the forms and certificates in this Determination.

Title	Occupational licensing (Approved Forms – Electrical) Determination 2021
Description	This Determination specifies the approved electrical work forms and certificates required under the <i>Occupational Licensing Act 2005</i> , the Occupational Licensing (Electrical Work) Regulations 2018 and the Occupational Licensing (Standards of Electrical Work) Code of Practice 2017
Version	Version number 3.0
Application	This Determination applies from dd/mm/yyyy until its revocation. It supersedes the previous Director's Determination, the Occupational Licensing (Approved Forms – Electrical) Determination 2018
Approval date	dd/mm/yyyy Date Executive Director signs Determination
Commencement date	Add date notified in Gazette

Add signature image on approval

Peter John Graham
Administrator of Occupational Licensing
Consumer, Building and Occupational Services
Department of Justice

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Document Development History

Version	Application Date	Sections amended
3.0	** May 2021	This Determination differs from the previous Determination by: <ol style="list-style-type: none"> Deleting definitions for the record of electrical work and responsible person. Adding definition of CBOS, Regulations and work compliance database. Deleting the approved forms Tables Adding new clauses for electrical licensing forms, contractors register, certificate of electrical compliance, defective electrical work, high voltage certificate of electrical compliance, electrical compliance labelling. Modifying Record of Electrical Work clause to update to the current context.
2.0	1 May 2018	Document revised and updated - Occupational Licensing (Approved Forms – Electrical) Determination 2018
1.0	7 December 2016	Document revised and changed to a determination, the Occupational Licensing (Approved Forms – Electrical) Determination 2016
DD020	11 March 2011	Original release – the Occupational Licensing (Approved Forms – Electrical) Notifications 2011

1. Interpretation

In this Determination, unless the context otherwise requires:

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

“**CBOS**” means Consumer Building and Occupational Services

30 Gordons Hill Rd, Rosny Park, 7018

www.cbos.tas.gov.au

“**Regulations**” means Occupational Licensing (Electrical Work) Regulations 2018.

“**work compliance database**” means the Electrical Contractor Performance Tracking system used by the Electrical Safety Inspection Service.

2. Approved forms for use

The following approved forms and certificates are approved for use for:

2.1. Electrical Licence applications

For the purposes of sections 26(5), 33(1) and 36(1) of the Act, and regulations 7(2) and 10(2) of the Regulations, the approved licence application and renewal forms:

- are those in the Occupational Licensing Audit and Compliance system that is available on the CBOS website; and
- which are to be completed through the Occupational Licensing Audit and Compliance system.

2.2. Contractors register

For the purposes of section 98 of the Act, the contractor’s register may be in any format but must be legible, current, and as a minimum, contain the following information required by section 98(2) of the Act:

- (a) for each employee engaged to perform prescribed work – their full name, licence number and expiry date of the licence; **and**
- (b) For persons undergoing a course of training (apprentice), the year of progression in the course of training that would determine the supervision requirements; **and**
- (c) the occupations and classes of prescribed work undertaken by each employee; **and**
- (d) the qualifications, competencies and continuing professional development (CPD) of each employee.

2.3. Record of Electrical Work

For the purposes of regulation 14(1) of the Regulations, for the 'recording of electrical work', the content of the record of electrical work must be legible and, 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 (where a contractor licence is not required), the practitioner's name and address; **and**
- (b) the name of the person for whom the work was performed, and the address where the work was done; **and**
- (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; **and**
- (d) the name, licence number and signature (whether applied electronically or not) of the practitioner who certifies the work as compliant and records the same in writing; **and**
- (e) the date the record of electrical work was certified.

2.4. Certificate of Electrical Compliance

For the purposes of regulation 15(2) the Regulations, for the 'notification of prescribed electrical work', the approved form is the Certificate of Electrical Compliance (form GF123).

This form must be completed on the printed booklet available from CBOS or the Electrical Safety Inspection Service or electronically through the CBOS website portal when available.

2.5. Defective Electrical Work

For the purposes of regulation 19(2) the Regulations, for the authorised officer 'giving notice of defective electrical work', the approved form is the defective electrical work notice form in the work compliance database.

2.6. High Voltage Certificate of Electrical Compliance

For the purposes of regulation 17(1) of the Regulations, which places restrictions on energising high voltage electrical work, the approved certificate for certifying the compliance of high voltage electrical work is the 'high voltage certificate of electrical compliance'.

The 'high voltage certificate of electrical compliance' can be any format but must be legible and, as a minimum, contain:

- (a) the name of the person responsible for certifying the high voltage electrical work and installation and their;
 - i. building services licence number, or
 - ii. NER registration number, or
 - iii. Engineers Australia member number, or
 - iv. Administrator's Approval document number; and
- (b) the address and location of where the high voltage electrical work was performed; and
- (c) a copy/s of the Certificate of Electrical Compliance, signed by the person responsible for the high voltage electrical work or part thereof; and
- (d) verification of the following:
 - i. the installed electrical equipment has the appropriate certification; and;
 - ii. the high voltage electrical work complies with the;
 - a. appropriate standards of work; and
 - b. the design specifications; and
 - c. will function as intended and is
 - d. safe to energise and remain energised; and;
 - iii. that consideration and resultant appropriate actions have been implemented to ensure that the high voltage electrical work does not negatively affect any other part of the electrical installation, other electrical installations or network.
- (e) evidence verifying that, at the time of the signing and dating the high voltage certificate of electrical compliance, the network service provider has approved and granted permission for:
 - i. the high voltage electrical installation to be connected to the service provider's network; and
 - ii. that the specifications of a network connection agreement have been met.

2.7. Electrical Compliance Labelling

For the purposes of clause 9(1)(b) of the Occupational Licensing (Standards of Electrical Work) Code of Practice 2017, for the labelling of transportable structures and vehicles, the Electrical Compliance Label must be completed, legible and as a minimum, contain and comply with the requirements of clause 9(2) of the Occupational Licensing (Standards of Electrical Work) Code of Practice 2017.

The Electrical Compliance Label (sticker) can be obtained from CBOS.