



Department of Consumer
and Employment Protection

Guidelines for Developing a Gasfitting Authorisation Training Plan

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Foreword

Gasfitting “Authorisations” are issued in Western Australia by EnergySafety to enable companies (industrial and mining organisations) to maintain their own on-site gas equipment, with the scope normally restricted to like-for-like exchange of components. Authorisations may also be issued where the installation, alteration or modification of a gas appliance or equipment will require the use of specialised trades and skills, such as welders, boilermakers, electricians and sheet metal workers.

These guidelines are issued to assist personnel in satisfying the need to develop and implement a training plan as part of their Authorisation responsibilities and/or application.

Any course based upon these guidelines must adequately address legal, technical and gas safety requirements in Western Australia, including those contained in legislation.

To satisfy the licensing requirements of the *Gas Standards Act 1972* and the *Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999*, delivery and assessment of the training must enable successful candidates to receive and demonstrate adequate skills and knowledge in relation to the gasfitting tasks covered by the Authorisation.

People requiring this training may include those who are, or will be, involved in the construction, installation, repair or maintenance of a consumer’s gas installation and who have a legal or other obligation to their employer, employee, customer or statutory authority to ensure the installation complies with the Act and its Regulations.

Training based on these guidelines should ensure that, at the end of any course, candidates are able to demonstrate an adequate working knowledge of the requirements involved in obtaining a Gasfitting Authorisation, in particular:

- safe working with gas
- gasfitting legislation
- scope of gasfitting
- Gasfitting Authorisations
- skills and knowledge to perform gasfitting tasks under the Authorisation
- supervision requirements
- gasfitting record books
- reporting of gas incidents.



Albert Koenig
DIRECTOR OF ENERGY SAFETY

Training Requirements to be Identified

Where training is for a specific site or operation, a risk assessment needs to be conducted by the owner/operator of the gas installation. The outcomes of that will lead to procedures for dealing with identified hazards and emergencies and these must be incorporated into the training plan. Where necessary, procedures and manuals for the safety management of the gas installation must be developed, continually reviewed and updated. Such procedures must be made available to all personnel carrying out the work. Steps should be taken to ensure the documents are understood and complied with.

All workers must undertake gas safety training, both general and specific, before any work is carried out on gas plant, appliances or equipment.

All registered gas fitters are required to have an understanding of basic combustion and exhaust principles. It is therefore recommended that all workers associated with the construction, maintenance or operation of a gas installation undertake a course in basic combustion and exhaust principles.

Training should be considered from two aspects:

1. Training for registered gas fitters
2. Training for non-registered gas fitters

Training for Registered Gas Fitters

A risk assessment must be conducted to identify any competency gap between a gas fitter's qualifications and the task to be done. Any deficiencies in the competency of the gas fitter recognised during the analysis need to be addressed by additional training that focuses on the specific needs of the site or operation. The training must be undertaken before any gasfitting work of this type is commenced. This applies to both permit holders (independent licensed) and Authorisation holders (who carry out and/or supervise the work for their employer).

Training for Non – Registered Gas Fitters

Training will depend on the task the worker is undertaking. A basic understanding of gas safety may be all that is required. However, for those people working under the supervision of an Authorisation holder, gasfitting training will need to reflect the competencies needed to carry out the work.

Risk Assessment

It is recommended that a risk assessment be carried out on all industrial gas installations or for work on consumer gas piping operating above 200 kPa or any work associated with Type B gas appliances. Where an Authorisation has been issued and the work has not been subject to a risk assessment, such as assessment must be carried out by a competent person prior to the work commencing. Any risk assessment should consider the following:

- the gas installation and/or operation
- any tasks to be performed on or in the vicinity of gas equipment
- the competence of the person performing the task
- regulatory requirements
- associated hazards
- isolation process / safety shut down procedures
- emergency procedures.

Gas safety training can be based on EnergySafety's publication "*Guidelines for Safe Working with Gas in Consumers' Installations*".

Delegates

A delegate is a supervised gas fitter authorised by an Authorisation holder to sign the Gasfitting Record Book on their behalf. The delegate must be competent to carry out the type of gasfitting work they are signing off.

Each delegate's name must appear in the front of the Gasfitting Record Book duly signed as authorised by the Authorisation holder.

Training Plans

The issue of an Authorisation does not constitute an assurance of technical competence on the part of a company or its workers. It does, however, establish a responsibility on the part of the person to whom it is issued to ensure acceptable safety outcomes in relation to gasfitting work.

The following will assist applicants to understand the requirements of the licensing authority and may assist the Authorisation holder and company to prepare and audit a training plan. It is intended that audits be conducted by the authority to ensure Authorisation holders are complying with the conditions under which the gasfitting Authorisation was issued.

All training must be documented and copies of appropriate training certificates retained for audit purposes.

Gasfitting Authorisation holders must ensure all workers complete gas safety training before commencing any work under their Authorisation. Training may only need to be a simple induction course for very competent engineering or trades persons working in gas-free conditions. Alternatively, training may need to be detailed and comprehensive. The Gasfitting Authorisation holder, together with the employer, will need to determine the level of training required by those working under the gasfitting Authorisation (see Risk Assessment).

Training may consist of:

- external nationally endorsed courses
- external licensing authority recognised courses
- external non-recognised courses
- internal courses
- manufactures/equipment supplier's courses.

Recognition of Prior Learning

For the Authorisation holder and their employer to give recognition to prior learning, they must be satisfied that the workers have been given the appropriate training and can demonstrate they are competent to perform the work under the gasfitting Authorisation.

Appendix A - Typical Authorisation Conditions

Gasfitting Authorisations are always issued with an attached schedule containing certain conditions. The Authorisation is only valid if all the conditions set out in the Authorisation are met. Certain conditions must be met before work is carried out under the Authorisation. A list of typical conditions attached to an Authorisation is shown below.

- All supervised gas fitters shall be instructed in regard to their obligations under the *Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999*, the means by which the Regulations may be satisfied and any potential hazards in the working environment.
- The level of supervision of each supervised gas fitter shall take into account his/her skills and knowledge in relation to gasfitting, including any formal training.
- The number of supervised gas fitters shall be not more than ____.
- A “Gasfitting Record Book”, supplied by EnergySafety, is to be kept at each work site by the supervising gas fitter. All gasfitting work carried out under this Authorisation shall be recorded in the book. This means of recording is an approved means for the purpose of the Regulations.
- Each entry in the book/s referred to above shall be signed by the supervising gas fitter or delegate to confirm that the particular work performed complies with the Regulations.
- The name of each delegate shall be entered inside the front cover of the Record Book and authorised by the supervising gas fitter. This does not relieve the supervising gas fitter of any responsibilities for ensuring compliance with the Regulations.
- The work specified by this Authorisation shall be performed such that the original parameters and/or settings of the installation, including pressure, timings, flows, trip points etc shall not be altered.
- This Authorisation does not cover any new work for which a Notice of Completion would be required, for service work or for installation work.
- Notices of Completion shall be duly completed by the Authorisation holder and submitted in accordance with the Regulations. A supervised gas fitter working under this Authorisation must not submit Notices of Completion for work; notices must be submitted by the Authorisation holder.

Notes: This Authorisation is not effective until all the conditions set out in this schedule are met or in place. Supervised gas fitters must undertake training in gas safety before commencing work under this Authorisation. It is recommended supervised gas fitters are made familiar with the “Guidelines for Safe Working with Gas in Consumers’ Installations” issued by EnergySafety.

Appendix B - Training Plan

A training plan will need to include the following and is based on the conditions under which an Authorisation is normally issued.

Item	Requirement
Gas Safety	<p>All employees or contractors who work under the Gasfitting Authorisation must be trained in gas safety. Topics of training must include:</p> <ul style="list-style-type: none">• the type/s of gas that are used in the installation (Natural or LP Gas)• characteristics of gases• combustion fundamentals• dangers of leaking gas• safety procedures in the event of a gas leak• safe handling and use of site gasses• health hazards. <p>Where appropriate, training should include:</p> <ul style="list-style-type: none">• hazards of incomplete combustion• hazards of carbon monoxide• processes for detecting gas leaks• ventilation• safety requirements for the commissioning and/or decommissioning of plant and equipment. <p>The level of training will depend on the work being performed.</p>

Item	Requirement
Legislation	<p>Training to be provided on Western Australian gasfitting legislation and must be based on the current <i>Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999</i>.</p> <p>Training topics should include:</p> <ul style="list-style-type: none"> • <i>Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999</i> and how it applies to the consumer's installation, scope of gasfitting work under regulation 4 • how the regulations apply to work being carried out under the Authorisation • compliance requirements of regulation 18 • what is an Authorisation • what is a supervised gas fitter • the responsibilities of: <ul style="list-style-type: none"> ○ the Authorisation holder ○ supervised gas fitters ○ owner/operator of the installation ○ employer of the supervised gas fitter (regulation 34) • the penalties for doing gasfitting work without the appropriate: <ul style="list-style-type: none"> ○ gasfitting permit; or ○ doing gasfitting work not covered by a gasfitting Authorisation issued by the Director of Energy Safety • reporting of gas incidents (regulation 42)
Supervision	<p>Supervised gas fitters must be informed of the level of supervision that applies to them when carrying out work under the Authorisation.</p> <p>The level of supervision must be based on the skills and competence of the supervised gas fitter and the type of work being performed.</p>

Item	Requirement
Recording of Work	<p>Training in recording of work [in the Gasfitting Record Book] carried out under the Authorisation must be given where appropriate to cover:</p> <ul style="list-style-type: none"> • that the record book is kept by the Authorisation holder/s • procedures for the recording of work, including any electronic data cross-referencing. <p>Details must be correctly entered into the Gasfitting Record Book to show:</p> <ul style="list-style-type: none"> • Authorisation number • worker's name • date the work was completed • description of the work • gas fitter's signature • date of entry. <p>The name of delegate/s must be entered in the Gasfitting Record Book.</p> <p>The purpose of the Gasfitting Record Book is for audit purposes eg:</p> <ul style="list-style-type: none"> • details of the work carried out • when the work was completed • by whom the work was carried out (primary responsible worker when a work crew is involved) • under whose gasfitting Authorisation the work was carried out (supervising gas fitter's number).
Limit of Work	Supervised gas fitters can only carry out gasfitting work specified in the Authorisation.
Skills Training	Adequate training must be provided to ensure workers are competent to carry out the task/s being carried out under the Gasfitting Authorisation (see Risk Assessment).

Item	Requirement
<p>Management Plan (Only applicable where more than one Authorisation is issued per site or to cover the same work)</p>	<p>Where necessary, training must be provided so Authorisation holders (supervising gas fitters) are aware of:</p> <ul style="list-style-type: none"> • how it is to operate • when it is to operate • what has to be done • each Authorisation holder's responsibilities under the plan. <p>Each Authorisation holder and their employers need to know:</p> <ul style="list-style-type: none"> • who is responsible; • for what work; and • when it was carried out.

Appendix C - Management Responsibility

In this instance, the “manager” should be considered as the registered manager or the person who has a duty of care to the nominated company Gasfitting Authorisation holder.

Management	<p>The manager must be aware of the responsibilities of the company nominated Gasfitting Authorisation holder/s.</p>
Reg 14 of Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999	<p>The manager must be aware of the Authorisation certificate, which work is specified and under what conditions the Authorisation certificate has been issued.</p>
Regs 34, 36, 42, 18, 23, 27 & 28 of Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999	<p>The manager must be aware of the implications of directing workers to do unlawful gasfitting work.</p>
	<p>The manager must be aware of the responsibilities of licensed gas fitter/s doing work for them (new work and servicing).</p>
	<p>The manager must be aware of the responsibilities of a consumer in regard to the regulations.</p>
Reporting of Gas Incidents Reg 42 of Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999	<p>The manager should be aware of the requirement to report gas incidents.</p>