



Application and Renewal

Designation of Inspectors (Electricity) in Western Australia



Explanatory notes

Purpose of this document

This document details the application and renewal processes for the designation of Inspectors (Electricity) in Western Australia.

It also sets out the necessary competencies and qualifications for individuals seeking designation.

To whom do these processes apply?

These processes apply to all applicants seeking a new designation or renewal of designation as an Inspector (Electricity) in Western Australia.

Authority for applications and renewals

To enable the electrical safety requirements of the *Electricity Act 1945* to be enforced, the *Energy Coordination Act 1994* authorises the Director of Energy Safety to designate persons to be Inspectors (Electricity).

The *Energy Coordination Act 1994* also specifies the range of powers that are available for Inspectors (Electricity).

The Director of Energy Safety determines the specific powers, limitations, qualifications and experience applicable to each inspector designation and role.

The Code of Practice for Inspectors (Electricity) in Western Australia

The Code applies to all designated Inspectors (Electricity) in Western Australia. It defines the conduct inspectors must follow in performing their duties and applying the powers conferred on them.

The Code of Practice is published on EnergySafety's website at www.energysafety.wa.gov.au.

Where can I provide feedback or obtain further information?

To receive further information or provide feedback, please contact:

EnergySafety
Level 1, 303 Sevenoaks Street
Cannington WA 6107

Locked Bag 14
Cloisters Square WA 6850
Phone: 6251 1900

Email: energysafety@commerce.wa.gov.au

Internet: www.energysafety.wa.gov.au

Qualifications and competencies to be designated as an Inspector (Electricity)

To be designated as an Inspector (Electricity) in Western Australia, a person must have the necessary qualifications and competencies to carry out the duties specified in the Certificate of Designation as detailed in Regulation 6 of the Energy Coordination (General) Regulations 1995.

The qualifications required for each Inspector (Electricity) depend on the role to be undertaken by the inspector. An Inspector (Electricity) will be either an electrician, with a valid WA unrestricted licence or an electrical engineer¹ with a power specialisation.

Electrical Installation Inspector (Network Operator)

An applicant for designation as an Electrical Installation Inspector (Network Operator) must have a high level of competence in the application of the Wiring Rules and the WA Electrical Requirements. The person must have a sound understanding of:

- installation inspection practices;
- the network operator's Inspection System Plan and Policy Statement (where relevant);
- the Electricity (Licensing) Regulations 1991;
- the *Energy Coordination Act 1994*;
- the investigation of regulatory breaches and electrical incidents;
- the electrical licensing framework; and
- the functions and powers of Electrical Installation Inspectors.

Electrical Licence Inspector (Electrical Trade Union)

An applicant for designation as an Electrical Licence Inspector (Electrical Trade Union) to examine and inspect electrical contractors' and workers' licences, must be a qualified and licensed electrician employed as a full-time paid employee of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia (CEPU) in Western Australia.

The person must have a sound understanding of:

- the Electricity (Licensing) Regulations 1991;
- the *Energy Coordination Act 1994*;
- the electrical licensing framework; and
- the functions and powers of Electrical Licence Inspectors.

¹ A *professionally qualified engineer* with the meaning given in Part 3 of the Electricity (Licensing) Regulations 1991

Electrical Inspector (EnergySafety)

An applicant for designation as Electrical Inspector (EnergySafety) must be employed or engaged by EnergySafety and have a sound knowledge of the practical application of the Wiring Rules and the WA Electrical Requirements. The person must have a sound understanding of:

- installation inspection practices;
- the Electricity (Licensing) Regulations 1991;
- the *Energy Coordination Act 1994*;
- the investigation of regulatory breaches and electrical incidents;
- the electrical licensing framework; and
- the functions and powers of Inspectors (Electricity).

Applying for designation as an Inspector (Electricity)

Application documents

Application for designation as an Inspector (Electricity) is to be made by submitting a completed application form [Appendix A] to the Director of Energy Safety (the Director), with the following supporting documents:

- a personal resume;
- a copy of a valid WA Electrician's Licence;
- all relevant formal qualifications;
- a recent² National Police Clearance certificate;
- a statement of any past breaches or pending investigation into any breach of the Electricity (Licensing) Regulations 1991 by the applicant³;
- insurance certificate (for self-employed applicants only); and
- endorsement of the application and certification by the employer that the applicant has been assessed as having the required skills and knowledge to effectively fulfill the role of inspector, and fully understands the employer's Inspection Policy Statement and System Plan and supporting policies and procedures.

National police clearance

A new application for designation must include a recent National Police Clearance certificate.

A designated Inspector (Electricity) is a public officer with significant public accountability. For this reason, the nature and currency of any criminal convictions will be considered by the Director in the assessment of an application.

Particular criminal offences may not preclude a person from being appointed as an inspector. The relevance of the offence to the responsibilities of an Inspector (Electricity) will be assessed in reaching a decision about designation.

² No older than 3 months

³ It is recommended that the employer asks EnergySafety to conduct a check of the applicant's record as a licensee prior to offering him/her employment as an inspector

Insurance

There is a requirement for the employer to be certified with adequate insurance for any liability for damage to property, injury or consequential damages resulting from an inspector exercising his or her powers. Self-employed inspectors are required to certify and provide a certificate of currency with the application that they have \$5 million or greater general liability insurance.

The completed application form and supporting documentation should be forwarded to:

Director of Energy Safety
EnergySafety
Locked Bag 14
Cloisters Square WA 6850

Renewal of Designation

Application documents

The period of designation as an inspector is specified on each individual Certificate of Designation, and is usually a calendar year expiring on 31 December.

Every year, each designated inspector is required to submit a 'Request for Renewal for Designation as an Inspector (Electricity)' form [Appendix B] to the Director with the following supporting documents:

- a recent⁴ National Police Clearance certificate;
- insurance certificate (for self-employed applicants only); and
- endorsement of the application and certification by the employer that the applicant has been assessed as having the required skills and knowledge to effectively fulfill the role of Inspector, and fully understands the employer's Inspection Policy Statement and System Plan and supporting policies and procedures.

The completed and signed requests of renewal for each inspector need to be received by EnergySafety by 30 September each year to ensure continuity of each inspector's designation for the following calendar year.

National police clearance

An application for renewal of designation must include a recent National Police Clearance certificate.

A new national police clearance check is required every three years. The nature and relevance of any new convictions will be considered by the Director in the assessment of a renewal application.

Insurance

There is a requirement for the employer to be certified with adequate insurance for any liability for damage to property, injury or consequential damages resulting from an inspector exercising his or her powers. Self-employed inspectors are required to certify and provide a certificate of currency with the application that they have \$5 million or greater general liability insurance.

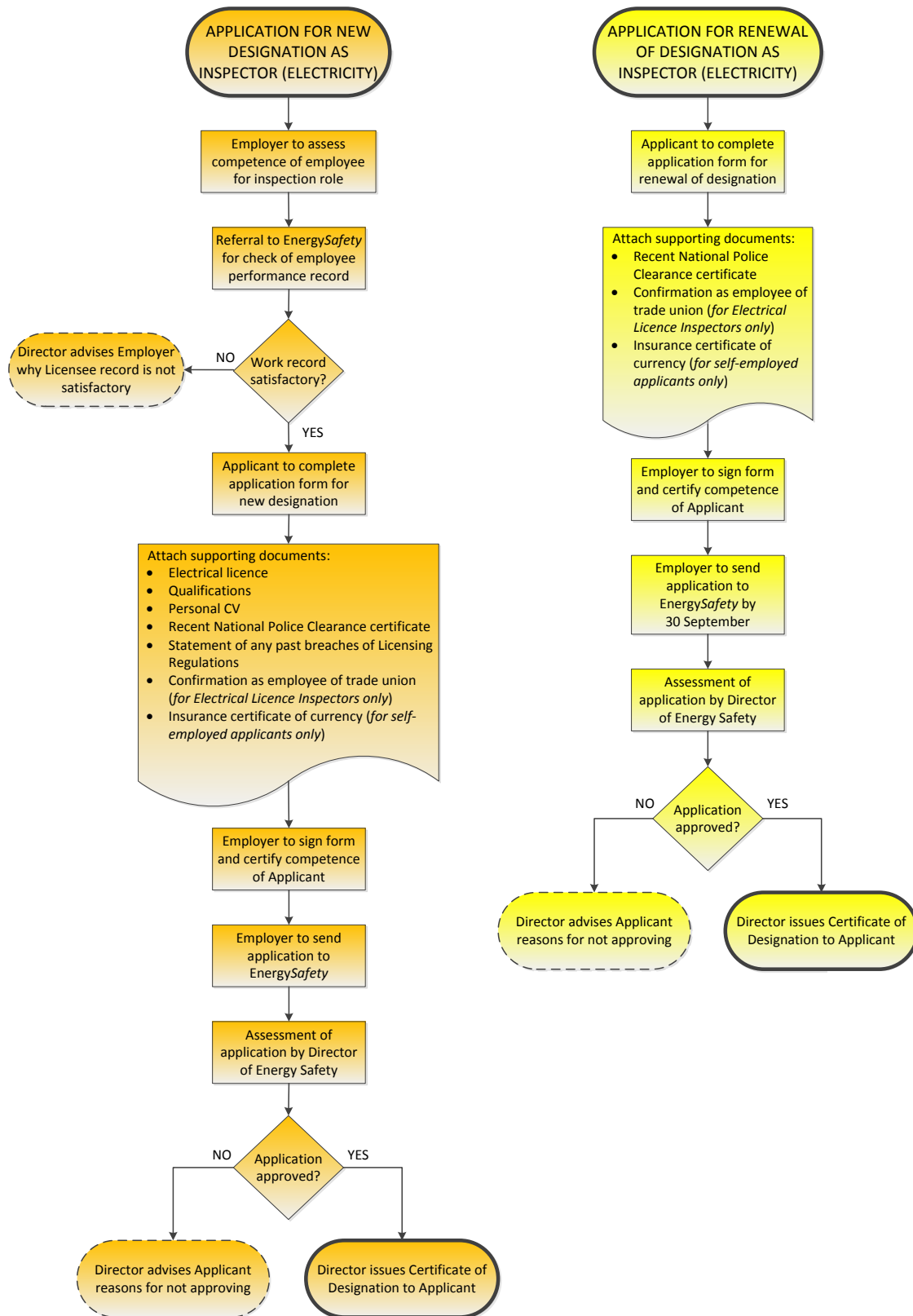
The completed application form and supporting documentation should be forwarded to:

Director of Energy Safety
EnergySafety
Locked Bag 14
Cloisters Square WA 6850

⁴ No older than 3 months

Application Process

Applications for new and renewal of designation as Inspector (Electricity) should follow the process illustrated below:





USE BLACK INK  and print with **BLOCK LETTERS**

Application for Designation as a NEW Inspector (Electricity)																												
Applicant Details	<table border="1" style="width: 100%;"> <tr> <td style="width: 10%;">Mr Mrs Ms</td> <td style="width: 45%;">Given Names:</td> <td style="width: 45%;">Last Name:</td> </tr> <tr> <td colspan="2">Home Phone No: Work Phone No:</td> <td>Mobile No: Fax No:</td> </tr> <tr> <td colspan="3">Email - Work: Home:</td> </tr> <tr> <td colspan="2">Address:</td> <td>Postcode:</td> </tr> <tr> <td colspan="2">EW Licence No:</td> <td>Expiry Date:</td> </tr> <tr> <td colspan="3">Job Title:</td> </tr> <tr> <td colspan="3">Base work location:</td> </tr> <tr> <td colspan="3"> I would like to apply for the following category of designation: <ul style="list-style-type: none"> <input type="checkbox"/> Electrical Installation Inspector (Network Operator) <input type="checkbox"/> Electrical Licence Inspector (Trade Union) <input type="checkbox"/> Electrical Inspector (EnergySafety) I agree to comply with the conditions specified on the issued Certificate of Designation and the Code of Practice for Inspectors (Electricity) in WA. <p>I have never been convicted of a breach of any part of the <i>Electricity Act 1945</i> and Regulations.</p> <p>I have never been convicted of any offence involving theft, fraud, dishonesty, drug trafficking, sexual act or violence.</p> <p><input type="checkbox"/> National Police Clearance certificate is enclosed.</p> </td> </tr> <tr> <td colspan="3">Applicant Signature: Date:</td> </tr> </table>	Mr Mrs Ms	Given Names:	Last Name:	Home Phone No: Work Phone No:		Mobile No: Fax No:	Email - Work: Home:			Address:		Postcode:	EW Licence No:		Expiry Date:	Job Title:			Base work location:			I would like to apply for the following category of designation: <ul style="list-style-type: none"> <input type="checkbox"/> Electrical Installation Inspector (Network Operator) <input type="checkbox"/> Electrical Licence Inspector (Trade Union) <input type="checkbox"/> Electrical Inspector (EnergySafety) I agree to comply with the conditions specified on the issued Certificate of Designation and the Code of Practice for Inspectors (Electricity) in WA. <p>I have never been convicted of a breach of any part of the <i>Electricity Act 1945</i> and Regulations.</p> <p>I have never been convicted of any offence involving theft, fraud, dishonesty, drug trafficking, sexual act or violence.</p> <p><input type="checkbox"/> National Police Clearance certificate is enclosed.</p>			Applicant Signature: Date:		
	Mr Mrs Ms	Given Names:	Last Name:																									
	Home Phone No: Work Phone No:		Mobile No: Fax No:																									
	Email - Work: Home:																											
	Address:		Postcode:																									
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Applicant Signature: Date:																												

Supporting Evidence	Attached to this application are copies of:	
	<input type="checkbox"/> Unrestricted Electrician's Licence <input type="checkbox"/> Formal qualifications <input type="checkbox"/> Current personal resume	<input type="checkbox"/> Confirmation that applicant is a full time employee of a trade union (for Electrical Licence Inspectors only)
Employer Details	Company / Business Name:	ACN:
	Address:	Postcode:
	I endorse this application on behalf of the employer.	
	I certify that the applicant: <ul style="list-style-type: none"> • has been assessed as competent in the carrying out of electrical inspections; • has adequate skills and knowledge to carry out electrical installation inspections to an acceptable standard; and • fully understands this network operator's Inspection System Plan and Policy Statement, and related policies and procedures. 	
I certify that the applicant's employer has at least \$5M general liability insurance.		
Signature:		Date:
Name:		Position:
Phone:		Email:

Send to: **Director of Energy Safety**
EnergySafety
Locked Bag 14
Cloisters Square WA 6850

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Information Checklist	<input type="checkbox"/> Electrical Licence <input type="checkbox"/> Formal qualifications <input type="checkbox"/> National police clearance <input type="checkbox"/> Employer supporting documentation	Comments:
	All required information provided	
Signature		Date:



USE BLACK INK  and print with **BLOCK LETTERS**

Request for Renewal of Designation as an Inspector (Electricity)				
Applicant Details	<table border="1" style="width: 100%;"> <tr> <td style="width: 10%; vertical-align: top;">Mr Mrs Ms</td> <td style="width: 50%;">Given Names:</td> <td style="width: 40%;">Last Name:</td> </tr> </table>	Mr Mrs Ms	Given Names:	Last Name:
	Mr Mrs Ms	Given Names:	Last Name:	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Home Phone No: Work Phone No:</td> <td style="width: 40%;">Mobile No: Fax No:</td> </tr> </table>	Home Phone No: Work Phone No:	Mobile No: Fax No:	
	Home Phone No: Work Phone No:	Mobile No: Fax No:		
	Email - Work: Home:			
	Address:	Postcode:		
	EW Licence No:	Expiry Date:		
	Job Title:	Electrical Inspector No:		
Base work location:				
<p>I would like to apply for the following category of designation:</p> <p><input type="checkbox"/> Electrical Installation Inspector (Network Operator)</p> <p><input type="checkbox"/> Electrical Licence Inspector (Trade Union)</p> <p><input type="checkbox"/> Electrical Inspector (EnergySafety)</p> <p>I agree to comply with the conditions specified on the issued Certificate of Designation and the Code of Practice for Inspectors (Electricity) in WA.</p> <p>I have not been convicted of any offence involving theft, fraud, dishonesty, drug trafficking, sexual act or violence, since my previous application.</p> <p><input type="checkbox"/> National Police Clearance certificate is enclosed.</p> <p>Applicant Signature: Date:</p>				
Supporting Evidence	<p>Attached to this application are copies of:</p> <p><input type="checkbox"/> Confirmation that applicant is a full time employee of a trade union (for Electrical Licence Inspectors only)</p>			

Employer Details	Company / Business Name:	ACN:
	Address:	Postcode:
	<p>I endorse this application on behalf of the employer.</p> <p>I certify that the applicant:</p> <ul style="list-style-type: none"> • has been assessed as competent in the carrying out of electrical inspections; • has adequate skills and knowledge to carry out electrical installation inspections to an acceptable standard; and • fully understands this network operator's Inspection System Plan and Policy Statement, and related policies and procedures. <p>I certify that the applicant's employer has at least \$5M general liability insurance.</p> <p>Signature: Date:</p> <p>Name: Position:</p> <p>Phone: Email:</p>	

Send to: **Director of Energy Safety
EnergySafety
Locked Bag 14
Cloisters Square WA 6850**

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Information Checklist	<input type="checkbox"/> Electrical Licence <input type="checkbox"/> Formal qualifications <input type="checkbox"/> National police clearance <input type="checkbox"/> Employer supporting documentation	Comments:
	<p>All required information provided</p> <p>Signature Date:</p>	