



Government of **Western Australia**  
Department of **Mines, Industry Regulation and Safety**  
**Building and Energy**

# Gas Service Logbook

for  
Industrial and Commercial Gas  
Installations, not subject to a  
“Gasfitting Authorisation”



Issued by EnergySafety  
December 2017

To be completed by the gasfitter

## Gas Service Logbook

Commencement date:

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Business/Company name:

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Principal place of business:

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Installation address and/or site section which is covered by the gasfitting work carried out:

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Gas Service Logbook location:

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Secure electronic database for recording servicing (if applicable):

• Location of record in database:

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• Key personnel on site having access to database:

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## 1. Preface

This Gas Service Logbook has been prepared to assist consumers and gas fitters in fulfilling their obligations under the Gas Standards (Gasfitting and Consumer Installations) Regulations 1999 [Regulations] in relation to servicing of industrial and commercial gas-fired appliances and pipework.

## 2. Purpose

This Gas Service Logbook has been issued by the Director of Energy Safety as a means of recording information about the servicing of a consumer's gas installation by a registered gas fitter.

Use of this Gas Service Logbook for recording servicing work by a gas fitter satisfies the requirement of Regulation 23 of the regulations as an alternative means of recording servicing information for a consumer's installation.

Use of this Gas Service Logbook assists a consumer (owner/operator) of a Type B gas appliance and its associated gas piping systems in satisfying Regulation 36(4A).

This Gas Service Logbook does not apply to premises or installations where the owner/operator holds a Gasfitting Authorisation. Servicing work carried out under an authorisation must be recorded in a 'Gasfitting Record Book' that is specifically issued by the Director of Energy Safety for use under the authorisation.

## 3. Meanings

**Registered gas fitter** – In relation to doing or supervising gasfitting work, means a person who is registered as the holder of a certificate of competency, a permit or authorisation to do or supervise the work.

**Servicing** – In relation to a consumer's installation means:

- a) maintenance involving the adjustment and cleaning of any appliance or apparatus in the installation in accordance with the recommendations of the manufacturer; or
- b) repair involving the exchange of components but not requiring modification of the installation.

## 4. Retention of Gas Service Logbook

The Gas Service Logbook is to be retained on site in a specific location, kept in good order with all entries legible and indelible. The Gas Service Logbook must be available at the request of an Inspector (Gas).

## 5. Information to be recorded

To satisfy the requirements of the regulations, the person (owner/operator) responsible for the installation must ensure that the following details are included and recorded in of the Gas Service Logbook, which is divided into three parts, as follows:

Part 1: List of gas appliances and apparatus.

Part 2: Recording of servicing work by registered gas fitters.

Part 3: Reporting of gas incidents.

The details that are required by the gas fitter for each part are outlined in the following clauses.

### 5.1 **Part 1: List of gas appliances and apparatus**

Each gas appliance and its associated pipework and apparatus must be fully described and the location on the site stated. Reference to a site drawing showing the location of gas appliances and associated apparatus would assist in this requirement.

## 5.2 Part 2: Recording of servicing work by registered gas fitters

The owner/operator for the installation must ensure that the following details are included and recorded in of the Gas Service Logbook by the gas fitter carrying out the work:

- The date the work was completed.
- Gas fitter's name and licence number.
- Description of gasfitting work carried out, including identification of appliance.  
This work should include all servicing work carried out on the gas appliances, valves and pressure regulating equipment, flues ventilation systems and any work associated with the safe operation of gas systems, for example work on burner management system and electrical work.
- Certification from the gas fitter that the gasfitting work meets the requirements of the regulations.

Where a secure electronic database is used on site for recording servicing, the gas fitter must enter the full details outlined in the Gas Service Logbook or cross reference in the book exactly where this record is kept in the secure site database. Key site personnel must make available to an inspector (Gas) the recording of the gasfitting work entered into the secure electronic database. Accurate and accessible records are essential for reporting.

Approved Recording of servicing work form is included in Part 2 of the Gas Service Logbook.

## 5.3 Part 3: Reporting of gas incidents

Gas incidents must be reported to the Director under Regulation 42(1) of the regulations, which states the following:

*If an incident that causes or is likely to cause injury to a person or damage to a property occurs, a person who is aware of the incident must immediately report it:*

- a) to the relevant gas supplier and the Director; or
- b) to the Director, if:
  - i) The gas installation is a mobile engine or is on a caravan or marine craft; or
  - ii) The relevant gas supplier is not identifiable.

An approved Reporting of gas incidents form is included in Part 3 of the Gas Service Logbook.

## 6. Further information

If you require further information on the use of the Gas Service Logbook, please contact the Gas Inspection Branch of EnergySafety.

EnergySafety WA  
303 Sevenoaks Street  
Cannington WA 6107

Ph: 08 6251 1900

Fax: 08 6251 1901

Email: [energysafety@dmirs.wa.gov.au](mailto:energysafety@dmirs.wa.gov.au)

Internet: [www.dmirs.wa.gov.au/energysafety](http://www.dmirs.wa.gov.au/energysafety)

**For the reporting of gas or electrical incidents and emergency advice,  
telephone Freecall Western Australia only 1800 678 198 (all hours)**

# Part 1 - List of gas appliances and apparatus

List of gas appliances and apparatus example:

<b>Description of gas appliance/apparatus:</b> Gas turbine GT-1 (Sims SGT 800, Serial No. B5750)
<b>Location:</b> Turbine enclosure Soley Mine, SW bank, Leighton Road, Newtown WA 6999

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# Part 2 - Recording of gasfitting service work

The use of Part 2 for the recording of service work by licensed gas fitters satisfies the requirements of Regulation 23

Recording of servicing work example:

<b>Date work completed:</b> 10.06.2012	<b>Gas fitter's name:</b> Dick Smythe	<b>Gas fitter's licence number:</b> GF 99999
<b>Description of gasfitting work carried out:</b> Replaced existing worn 50mm isolating ball valve on Boiler 2 outside of the Boiler House with a Name brand certified ball valve (AGA Certification No. 88888).		
I confirm that this gasfitting work complies with the Gas Standards Act 1972 and its regulations.  Gas fitter's signature: <i>Steve Wonderman</i>		<b>Date:</b> 11.06.2012



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# Part 3 - Reporting of gas incidents

Regulation 42 and 42A of the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 state the requirements for reporting, as reproduced below:

## **Regulation 42. Certain incidents, duty to report**

- (1) If an incident that causes or is likely to cause injury to a person or damage to property occurs, a person who is aware of the incident must immediately report it –
- (a) to the relevant gas supplier and the Director; or
  - (b) to the Director, if –
    - (i) the gas installation is a mobile engine or is on or in a caravan or marine craft; or
    - (ii) the relevant gas supplier is not identifiable.

## **42A. Unsafe gas installations, gas fitters to report**

- (1) If a gas fitter, in the course of work as a gas fitter, becomes aware of a defect that the gas fitter considers renders the gas installation, or a part of it, unsafe to use, the gas fitter must immediately notify the following of the existence and nature of the defect –
- (a) the consumer for whom the gasfitting work was done;
  - (b) the gas supplier or (if the gas installation is a mobile engine, is on or in a caravan or marine craft or the relevant gas supplier is not identifiable) the Director.

# Reporting of gas incidents

Facsimile transmission

**To:** Gas Inspection Branch  
 EnergySafety  
 Department of Mines, Industry Regulation and Safety

**Fax No:** 08 6251 1901

**From:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Number of Pages** (incl. this page): \_\_\_\_\_

For any enquiries regarding the transmission of this facsimile, telephone (08) 6251 1900

<b>Owner/Occupier Name:</b>	
<b>Company Name:</b>	
<b>Incident Address:</b>	
<b>Contact Telephone Number:</b>	
<b>Person Reporting Incident:</b>	
<b>Time and Date Incident Reported:</b>	
<b>Gas Supplier:</b>	
<b>Gas Type:</b>	NG LPG
<b>Gas Supply Pressure:</b>	
<b>Installation Type:</b> <i>(please tick)</i>	Domestic <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Caravan <input type="checkbox"/> Meter/Regulator <input type="checkbox"/> Automotive <input type="checkbox"/> Recreational <input type="checkbox"/> Mining <input type="checkbox"/> Marine <input type="checkbox"/> Supply Authority <input type="checkbox"/>
<b>Incident Type:</b> <i>(please tick)</i>	Fire <input type="checkbox"/> Gas Escape/Leak <input type="checkbox"/> Gas Release <input type="checkbox"/> Asphyxiation <input type="checkbox"/> Explosion <input type="checkbox"/> Products of Combustion <input type="checkbox"/> Other <input type="checkbox"/>
<b>Other Description:</b>	
<b>Cause of Incident:</b> <i>(please tick)</i>	
Improper Use <input type="checkbox"/>	Unsafe Appliance <input type="checkbox"/> Lack of Maintenance <input type="checkbox"/> Unsafe Installation <input type="checkbox"/>
Unskilled Interference <input type="checkbox"/>	Code Violation <input type="checkbox"/> Poor Ventilation <input type="checkbox"/> Component Failure <input type="checkbox"/>
Material Failure <input type="checkbox"/>	Corrosion <input type="checkbox"/> Deliberate Act <input type="checkbox"/> Vandalism <input type="checkbox"/>
Vehicle Impact <input type="checkbox"/>	Odourant Problem <input type="checkbox"/> Cylinder Abuse <input type="checkbox"/> Excavation Incident <input type="checkbox"/>
Water Ingress <input type="checkbox"/>	Storm <input type="checkbox"/> Design Fault <input type="checkbox"/> Induced Voltage <input type="checkbox"/>
Pressure Fault-High <input type="checkbox"/>	Pressure Fault-Medium <input type="checkbox"/> Pressure Fault-Low <input type="checkbox"/>
<b>Names of Persons Injured:</b>	
<b>Details of Injuries:</b>	
<b>Briefly describe how the incident occurred and the possible cause if known:</b>	(attach extra sheet)

# Appendix A - Extract from the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999

Section 23 of the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 is reproduced as follows:

## 23. Servicing gas installations, gas fitters' duties as to

- (1) When a gas fitter services a consumer's gas installation the gas fitter must record the service information.
- (2) The service information must be —
  - (a) clearly and legibly displayed in permanent form on a badge or label attached to the consumer's gas installation; or
  - (b) recorded in accordance with an approval under subregulation (3).
- (3) The Director may, in a particular case or class of case, approve in writing another means of recording service information for a consumer's gas installation.
- (4) In this regulation —

**service information**, in relation to the servicing of a consumer's gas installation, means —

  - (a) the date that the servicing took place; and
  - (b) the identification number endorsed on the certificate of competency, permit or authorisation held by the registered gas fitter who did or supervised the servicing.

