



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

# **Building and Energy's requirements for on-the-job training**

## **Class G Gasfitting Permit**

The information in this document forms part of the Class G licensing policy and is subject to periodic review and change.

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## Foreword

To be issued a Class G Gasfitting Permit in Western Australia, a person must be able to satisfy the Director of Energy Safety that they have adequate theoretical and practical knowledge and adequate skills, to carry out the gasfitting work.

A pathway to be able to demonstrate adequate skills and knowledge is to have successfully completed training and assessment that is considered acceptable to the Director.

It is Building and Energy's licensing policy that an apprentice or trainee is to have completed a minimum specified amount of gasfitting work in the workplace under supervision.

This document is to provide guidance on what tasks are to be completed and who is responsible for providing training direction and supervision to the trainee.

Building and Energy consider that the on-the-job training requirement is the responsibility of the employer, supervisor and trainee.

The contents of this document are subject to periodic review and any suggestions for improvement are welcome.

For further information in relation to this document, please contact the Gas Inspection Branch.

Gas Inspection Branch  
Building and Energy  
303 Sevenoaks Street  
Cannington WA 6107

Phone: (08) 6251 1938  
Fax: (08) 6251 1901  
Email: [energysafety@dmirs.wa.gov.au](mailto:energysafety@dmirs.wa.gov.au)  
Website: [www.dmirs.wa.gov.au/energysafety](http://www.dmirs.wa.gov.au/energysafety)

## On-the-job training

From 1 January 2018, it is a Building and Energy requirement, that any person who is undertaking training to obtain a Class G Gasfitting Permit, enabling them to certify or supervise gasfitting work, is required to complete relevant on-the-job training.

Building and Energy considers it is the employer and or the supervising gas fitter's responsibility to ensure the trainee has completed a sufficient quantity of gasfitting work, safely, consistently and to the required standard expected in the workplace.

It is the employer and or supervising gas fitter's responsibility to monitor and review this on-the-job training practice completed by the trainee and additional tasks are to be given to the trainee as appropriate to assist them in completing their training.

Once the employer or supervising gas fitter considers that the trainee has completed all the required training practice, the supervising gas fitter and the trainee are to complete the declaration on the back page of the log book.

The on-the-job training evidence gathered by the trainee is to include:

- the supervising gas fitter's name and gasfitting number;
- trainees working under supervision permit number;
- NOC/NOI completion number for the gasfitting work undertaken (where applicable);
- brief details of the type of gasfitting work carried out;
- property address or registration number of caravan or marine craft as applicable; and
- site contact details or owner's name and contact details (as appropriate).

A copy of a NOC/NOI or an eNotice number will provide most of the information required and the record of work must be recorded on either an electronic tracking system or in a paper based training record book as appropriate.

This document includes pages that can be used as an On-the-Job Training Record Log Book together with the employer, supervising gas fitter and trainee declaration.

The tables on the following pages outline the **minimum** on-the-job training requirement that is required to be completed by the trainee, to achieve a licenced outcome from Building and Energy.

The various tasks and requirements outlined on the following pages can be completed by the trainee either during the apprenticeship/training or after completing their off the job training or apprenticeship.

Should the trainee not be able to complete the required on-the-job training component prior to completing their apprenticeship or training, the trainee will be able to convert their existing training permit to a Class 'G' Gasfitting Permit endorsed with the restriction "Tradesperson working under supervision". See website for information on application forms and fees.

This enables the trainee to obtain further experience and complete their On-the-Job Training Record Log Book whilst working as a tradesperson plumber (for example).

Once the record of the on-the-job training has been completed and authorised by the responsible person and the trainee, the declaration and the On-the-Job Training Record Book are to be retained by the trainee for a period of five years.

The declaration attached to the end of this document will need to be presented to Building and Energy as part of the licencing requirements.

## **INSTRUCTIONS**

### **Trainee working under supervision**

A person, who intends to work under supervision of a registered gas fitter, while completing training, is required to hold a valid and current gasfitting permit enabling them to work under supervision (training permit).

This permit to work under supervision must be obtained **prior** to undertaking any gasfitting work.

This “training permit” typically can be obtained following successful completion of the following Building and Energy training modules:

- Western Australian gasfitting legislation and appropriate industry standards;
- Gas safety; and
- Basic combustion, flueing and exhaust principals.

The modules are delivered by both regional and metropolitan training providers including TAFE and MPA Skills.

Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 state that the Director may issue a permit to an applicant to carry out the gasfitting specified in the permit, if the Director is satisfied that the applicant:

- has adequate theoretical and practical knowledge and adequate skills, to carry out the gasfitting;
- has an adequate knowledge of the Act and these regulations; and
- is otherwise a fit and proper person to carry out the gasfitting.

### **Supervision requirements**

Strict conditions apply to supervising and supervised gas fitters.

The supervised gas fitter is only permitted to carry out gasfitting work for which they and their supervisor are licensed to perform.

It is the supervising gas fitter’s responsibility to ensure that the supervised gas fitter works in a safe manner and to ensure that every part of the gas installation on which the work was done or that is affected by the work complies with the regulations.

It is also the supervising gas fitter’s responsibility to ensure that the work carried out by the supervised gas fitter is completed to a trade finish and that the installation and or appliance(s) are left safe to use.

Any gasfitting work carried out by the supervised gas fitter remains the responsibility of the supervising gas fitter and it is their responsibility to determine the level of supervision required. The level of supervision required is dependent on the training the supervised gas fitter has undertaken and the level of practical gasfitting work completed previously.

Supervised gas fitters are not permitted to submit notices of completion (NOC) or affix service stickers and compliance badges on completion of gasfitting work; however they are permitted to submit eNotice drafts for approval by the supervising gas fitter.

The goal of supervision should be to progressively diminish from direct to broad as the level of competency increases, with the exception of conducting activities such as commissioning and leaving the appliance (or installation) available for use.

Further details on supervision requirements can be found on our website at [www.commerce.wa.gov.au/publications/class-g-apprentices-or-trainees-application-form](http://www.commerce.wa.gov.au/publications/class-g-apprentices-or-trainees-application-form).

## ON-THE-JOB TRAINING RECORD LOG BOOK

The following sample table is an example on how to complete the log book and it is important that the tasks and required information is entered legibly.

Task	Date completed	Supervising GF number	Supervising GF signature	NOC/NOI number (as applicable)	Task hours
<b>Install, test and commission gas pressure control equipment</b>		<b>Examples below:</b>			
1   Install an appliance regulator and commission appliance	12/04/2017	GF 12345	Please sign	E123456	4
2   Install an appliance regulator and commission appliance	03/05/2017	GF 12345	Please sign	E12456	3
<b>Additional tasks completed</b>		<b>Examples below:</b>			
3   Bosch 10P regulator fitted and appliance commissioned	15/05/2017	GF 16777	Please sign	E18989	3
4   Installed two stage LPG Regulator and set outlet pressure	03/09/2017	GF 9007	Please sign	E123456	2

The following pages detail the specific requirements that are required to be completed by the trainee to demonstrate compliance with Regulation 12 and 18 of the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 and they may be detached from this document and kept for future reference or review by Building and Energy as required.

You are advised to read the two log books attached to this document carefully and ensure that you complete the correct book as appropriate.

From 1 January 2018, any trainee is required to complete a minimum of 250 hours of on-the-job training to qualify for a Class G Gasfitting Permit enabling the permit holder to supervise and sign of gasfitting work completed.

The exception to this requirement is where a trainee started their training journey prior to January 2018 and or where the trainee has previously held a Class G Gasfitting Permit enabling them to certify and supervise gasfitting work.

Where a person has started their training journey prior to January 2018 and or where the person has held a Class G Gasfitting Permit enabling them to certify and supervise gasfitting work, the trainee is required to complete only the minimum tasks outlined in the log book on pages 15 to 20 of this document accordingly.

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# On-The-Job Training Record Log Book

## TABLE 1

This record log book is suitable for apprentices and trainees who have started their training or apprenticeship on or after 1 January 2018.

Trainee Name: \_\_\_\_\_  
Gas Fitter Number: \_\_\_\_\_  
Date Permit Expires: \_\_\_\_\_

## On-the-Job Training Record Book

On-the-job training requirements for trainees **who have not** previously held a Class G Gasfitting Permit in Western Australia enabling them to certify and supervise gasfitting work.

All the following tasks are required to be completed and the trainee is required to complete all the tasks listed together with any additional tasks until a minimum of 250 hours has been recorded.

Task		Date completed	Supervising GF number	Supervising GF signature	NOC/NOI number (as applicable)	Task hours
<b>Install, test and commission gas pressure control equipment</b>						
1	Install an appliance regulator and commission appliance					
2	Install an appliance regulator and commission appliance					
3	Install and commission an LPG regulator other than an appliance regulator					
4	Install and commission an LPG regulator other than an appliance regulator					
<b>Purge consumer piping</b>						
1	NG fuel gas to air purge					
2	NG air to fuel gas purge					
3	LPG fuel gas to air purge					
4	LPG air to fuel gas purge					
<b>Disconnect and reconnect Type A gas appliances</b>						
1	Appliance disconnected					
2	Appliance disconnected					
3	Appliance reconnected and commissioned					
4	Appliance reconnected and commissioned					



Task	Date completed	Supervising GF number	Supervising GF signature	NOC/NOI number (as applicable)	Task hours
<b>Size piping systems to an installation containing at least three appliances</b>					
1	Copper piping system sized				
2	Copper piping system sized				
3	Multilayer piping system sized				
4	Multilayer piping system sized				
<b>Install gas piping systems</b>					
1	Pipework or fittings brazed				
2	Pipework or fittings brazed				
3	Flared fitting installed and tested				
4	Flared fitting installed and tested				
5	Copper piping installed and tested				
6	Copper piping installed and tested				
7	Multilayer or cold press fittings installed and tested				
8	Multilayer or cold press fittings installed and tested				
<b>Appliance ventilation requirements</b>					
1	Internal gas bayonet point and appropriate ventilation installed				
2	Internal gas bayonet point and appropriate ventilation installed				

Task	Date completed	Supervising GF number	Supervising GF signature	NOC/NOI number (as applicable)	Task hours
<b>Install, test and commission LPG systems</b>					
1	Two stage LPG regulator installed and commissioned				
2	Two stage LPG regulator installed and commissioned				
<b>Install and commission Type A gas appliances</b>					
1	Freestanding cooking appliance connected with a hose assembly using a high level connection method is installed and commissioned				
2	Freestanding cooking appliance connected with a hose assembly using a high level connection method is installed and commissioned				
3	Freestanding cooking appliance connected with a hose assembly using a high level connection method is installed and commissioned				
4	Storage water heater installed and commissioned				
5	Storage water heater installed and commissioned				
6	Storage water heater installed and commissioned				
7	Instantaneous or continuous flow water heater installed and commissioned				
8	Instantaneous or continuous flow water heater installed and commissioned				
9	Instantaneous or continuous flow water heater installed and commissioned				

**Additional tasks completed (specify)**

Task description	Date completed	Supervising GF number	Supervising GF signature	NOC/NOI number (as applicable)	Task hours

**Additional tasks completed (specify)**

Task description	Date completed	Supervising GF number	Supervising GF signature	NOC/NOI number (as applicable)	Task hours

Additional tasks completed (specify)					
Task description	Date completed	Supervising GF number	Supervising GF signature	NOC/NOI number (as applicable)	Task hours
<b>Total hours completed by trainee (minimum 250 hours required)</b>					

The trainee is to have completed all the tasks as detailed above

# On-The-Job Training Record Log Book declaration

*This declaration is to be on your employer's letterhead and signed by the company authorised person.*

*Where you have worked for more than one company or you have changed employers during your apprenticeship, you need to have this form completed by your current employer only.*

*The declaration is to be attached to any Class G Gasfitting Permit application.*

*Your company logo here*

<p>Building and Energy Western Australia</p> <p><b>Supervisor gas fitter/trainee declaration of On-the-Job Training Record Book</b></p> <p>I hereby certify that the tasks completed in the On-the-Job Training Record Book represent a true and accurate record of the work completed by the undersigned trainee.</p> <p>I acknowledge that providing information which is false or making false representations is an offence in accordance with Section 13A (10) of the <i>Gas Standards Act 1972</i>.</p>			
<b>Supervisor gas fitter name: (please print)</b>		<b>Signature:</b>	<b>Please sign here</b>
<b>Supervisor gas fitter no:</b>			
<b>Date training completed:</b>			
<b>Trainee name: (please print)</b>		<b>Signature:</b>	<b>Please sign here</b>
<b>Trainee gas fitter no:</b>			
<b>Date signed:</b>			

*To be signed by authorised person*

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# On-The-Job Training Record Log Book

## Table 2

This Record Log Book is suitable for apprentices and trainees who have started their training or apprenticeship **prior to 1 January 2018**, or where a person has previously held an **unrestricted Class G Gasfitting Permit**.

Note: This record log book can be used, where a tradesperson plumber is retraining to obtain a Class G Gasfitting Permit, after allowing a Class G Gasfitting Permit to expire more than five years.

Trainee Name: \_\_\_\_\_  
Gas Fitter Number: \_\_\_\_\_  
Date Permit Expires: \_\_\_\_\_



## On-the-Job Training Record Book

On-the-job training requirements for trainees **who have previously held** a Class G Gasfitting Permit in Western Australia enabling them to certify and supervise gasfitting work.

All the following tasks are required to be completed.

The trainee is required to complete all the tasks listed together with any additional tasks as required.

Task	Date completed	Supervising GF number	Supervising GF signature	NOC/NOI number (as applicable)	Task hours
<b>Install, test and commission gas pressure control equipment</b>					
1	Install an appliance regulator and commission appliance				
2	Install an appliance regulator and commission appliance				
3	Install and commission an LPG regulator other than an appliance regulator				
4	Install and commission an LPG regulator other than an appliance regulator				
<b>Purge consumer piping</b>					
1	NG fuel gas to air purge				
2	NG air to fuel gas purge				
3	LPG fuel gas to air purge				
4	LPG air to fuel gas purge				
<b>Disconnect and reconnect Type A gas appliances</b>					
1	Appliance disconnected				
2	Appliance disconnected				
3	Appliance reconnected and commissioned				
4	Appliance reconnected and commissioned				

Task	Date completed	Supervising GF number	Supervising GF signature	NOC/NOI number (as applicable)	Task hours
<b>Size piping systems to an installation containing at least three appliances</b>					
1	Copper piping system sized				
2	Copper piping system sized				
3	Multilayer piping system sized				
4	Multilayer piping system sized				
<b>Install gas piping systems</b>					
1	Pipework or fittings brazed				
2	Pipework or fittings brazed				
3	Flared fitting installed and tested				
4	Flared fitting installed and tested				
5	Copper piping installed and tested				
6	Copper piping installed and tested				
7	Multilayer or cold press fittings installed and tested				
8	Multilayer or cold press fittings installed and tested				
<b>Appliance ventilation requirements</b>					
1	Internal gas bayonet point and appropriate ventilation installed				

Task	Date completed	Supervising GF number	Supervising GF signature	NOC/NOI number (as applicable)	Task hours	
<b>Install, test and commission LPG systems</b>						
1	Two stage LPG regulator installed and commissioned					
<b>Install and commission Type A gas appliances</b>						
1	Freestanding cooking appliance connected with a hose assembly using a high level connection method is installed and commissioned					
2	Freestanding cooking appliance connected with a hose assembly using a high level connection method is installed and commissioned					
3	Instantaneous, continuous flow or storage water heater installed and commissioned					
4	Instantaneous, continuous flow or storage water heater installed and commissioned					
5	Instantaneous, continuous flow or storage water heater installed and commissioned					
6	Instantaneous, continuous flow or storage water heater installed and commissioned					
	<b>Sub-total hours completed (no minimum hour requirement)</b>					
<b>Additional tasks completed (specify)</b>						
Task description	Date completed	Supervising GF number	Supervising GF signature	NOC/NOI number (as applicable)	Task hours	

Additional tasks completed (specify)					
Task description	Date completed	Supervising GF number	Supervising GF signature	NOC/NOI number (as applicable)	Task hours

The trainee is to have completed all the tasks as detailed above.

## Transition Arrangements

For transition arrangements for apprentices who commenced their apprenticeship contract prior to 01 January 2018, please refer to the appropriate On-The-Job Record Training Log Book Table 2 on our website (page 16). Those apprentices that are completing a minimum hours as per the table below should check that the tasks completed cover the tasks defined on pages 17-20. Should you have questions relating to this requirement please contact the Gas Inspection Branch on (08) 6251 1900.

Apprenticeship contract signed	Minimum hours
Between 1 July 2017 and 31 December 2017	125 hours
Between 1 July 2016 and 30 June 2017	50 hours
Prior to 30 June 2016	18 hours (approx)

A statement from the Registered Training Organisation (RTO), in consultation with the employer, confirming the on-the-job training in gasfitting has been assessed as meeting the minimum requirement.

Should the trainee be unable to complete the required on-the-job training component prior to completing their apprenticeship or training, the trainee will be able to obtain a permit enabling them to continue to work under supervision as a tradesperson.

# On-The-Job Training Record Log Book Declaration

*This declaration is to be on your employer's letterhead and signed by the company authorised person.*

*Where you have worked for more than one company or you have changed employers during your apprenticeship, you need to have this form completed by your current employer only.*

*The declaration is to be attached to any Class G Gasfitting Permit application.*

*Your company logo here*

Building and Energy Western Australia			
<b>Supervisor gas fitter/trainee declaration of On-the-Job Training Record Book</b>			
I hereby certify that the tasks completed in the On-the-Job Training Record Book represent a true and accurate record of the work completed by the undersigned trainee.			
I acknowledge that providing information which is false or making false representations is an offence in accordance with Section 13A (10) of the <i>Gas Standards Act 1972</i> .			
<b>Supervisor gas fitter name: (please print)</b>		<b>Signature:</b>	<b>Please sign here</b>
<b>Supervisor gas fitter no:</b>			
<b>Date training completed:</b>			
<b>Trainee name: (please print)</b>		<b>Signature:</b>	<b>Please sign here</b>
<b>Trainee gas fitter no:</b>			
<b>Date signed:</b>			

*To be signed by authorised person*