

Guide to completing a Certificate of Compliance/Inspection for Gas Work

In NSW, any person undertaking Gas Fitting work, as well as Auto-gas, is required to appropriately be qualified and licensed with NSW Fair Trading and carrying the work as according to the relevant legislations governed by NSW Fair Trading.

At the completion of the work, the person responsible must inspect all Gas work and test for patent defects. Once that has been done, Certificate of Compliance/Inspection must be issued.

Completing a Certificate of Compliance/Inspection

A Certificate of Compliance/Inspection must be completed by the qualified and licensed Installer/Repairer within 5 business days of testing for patent defects

Four copies are to be completed:

- Copy 1 to be retained by the installer/repairer
- Copy 2 to be given to the owner of the installation/vehicle
- Copy 3 to be lodged with NSW Fair Trading within 5 days
- Copy 4 to be given to other regulatory authorities such as Council, Network Operator etc if applicable

Note: Copy 4 is not applicable for auto-gas work

Submitting a Certificate of Compliance/Inspection to NSW Fair Trading

Copy 3 to be lodged with NSW Fair Trading by mail or email:

Mail

Energy Utilities Unit
NSW Fair Trading
PO BOX 972
PARRAMATTA NSW 2124

Email:

gascertificates@finance.nsw.gov.au

(please place the licence number and address/vehicle details as the subject line)

How to complete each section on the Certificate

Section	Instruction
Serial number	It is the responsibility of the installer/repairer to apply unique serial numbers to their Certificates, using their licence number followed by a sequential number. For example, if your licence number is 444444C, you should use 444444C001 for your first certificate, 444444C002 for the second, and so on
Certificate Type	Tick relevant box. (<i>NOTE: Certificate of Inspection is for all Auto-gas</i>)
Vehicle owner details	Complete vehicle owner details as per the registered owner on the Roads and Maritime Services Certificate of Registration
Vehicle details	For auto-gas work all sections to be completed for the motor vehicle that is being inspected
Licensee details	Enter licence details of the installer/repairer. (<i>Note: Licence must be valid and appropriate</i>)
Installation details	Complete relevant section(s) and tick all that apply Note: A Gas Leak Check date MUST be entered
Appliance details	Complete all that apply in this section if applicable
Auto-gas container details	Complete brand name of container, serial number and water capacity
Certification Section	Complete by filling out and ticking all that apply and sign
Durable defect notice	Complete if applicable