



Guide for using the Fair Trading MyInspections Gateway (Gas/Autogas Edition)

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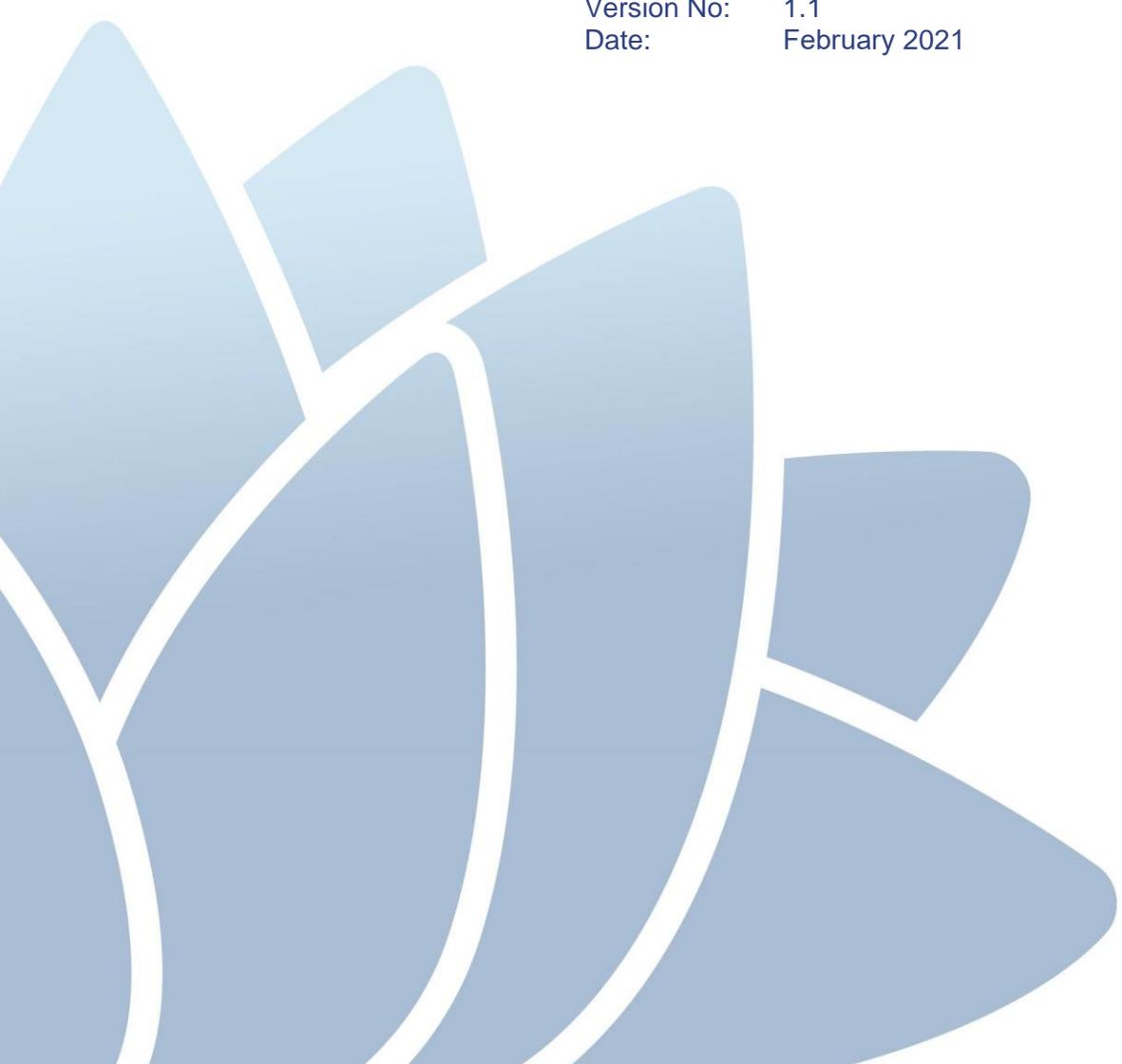




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1 Overview

1.1 Introduction

The MyInspections Gateway has been developed and implemented by Fair Trading to allow an easy way for users to make payments and submit applications and documents in relation to functions regulated by Fair Trading.

1.2 Scope

This user guide relates to the Gas and Autogas functions of the MyInspections website only, for instructions on MyInspections functions related to Plumbing and Drainage, see MyInspections user guide_(Plumbing & Drainage Edition).

MyInspections is used for the submission of Certificate of Compliances or Certificate of Inspections for gasfitting and Autogas work across the state of NSW

1.3 How to access MyInspections

To access MyInspections, open your preferred web browsing program and enter <https://applications.fairtrading.nsw.gov.au/MyInspections/> into the address bar. Then press enter (↵ on the keyboard). Or click on the link above.

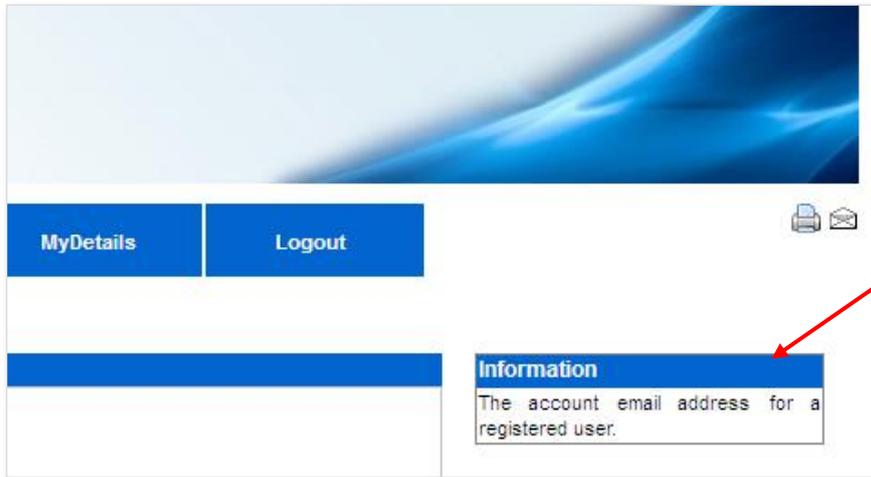




1.4 Information Box

Located on the top right corner of the MyInspections screen, is an information box.

This box contains text that changes as you select different fields throughout the application process to help guide you through each process.



1.5 Registering Your Details

New users must register their details on the MyInspection website when using it for the first time. Registering makes future applications quicker and easier by retaining your details and pre-populating them on some of the application forms.

To register, click on the **New Users Registration** tab located at the top of the MyInspections page.



Enter your details into the registration form (examples below). If you are not a licensed gasfitter or do not hold a tradespersons certificate for autogas work, you will not be able to submit a CoC or Col for gas/autogas work.



1.5.1 Gasfitter

Select the Licenced Gasfitter check box under *Type of User*

Enter all your details into the relevant fields including **either** your individual contractor's licence No. and expiry date **or** Qualified Supervisors No. and expiry date. Only one of these licence fields can be filled out and must relate to an individual licence, not a company licence. When you have finished, click on **Register**.

Note: The password must be a minimum 6 characters.

Example:

All fields shaded yellow are mandatory

Welcome to the Registration Page

Registration

Type of User: Autogas Installer Licenced Gasfitter Licenced Plumber / Drainer Other User

First Name: Surname:

Plumbers/Drainers/Gasfitters Licence No: Expiry Date:

Qualified Supervisor No: Expiry Date:

Unit Number:

Street Name: Street Type:

Suburb: State: Postcode:

Mobile:

Home/Office Phone:

Email Address (username):

Password:

Confirm Password:

Fill out all required fields with your details then click Register

A phone number in one or both of the relevant fields is also mandatory



1.5.2 Autogas Tradesperson

Select the Autogas Installer check box under *Type of User*

Enter all your details into the relevant fields including your Tradesperson Certificate number and expiry date. When you have finished, click on **Register**.

Note: The password must be a minimum 6 characters.

Example:

All fields shaded yellow are mandatory

Welcome to the Registration Page

Registration

Type of User: Autogas Installer Licenced Gasfitter Licenced Plumber / Drainer Other User

First Name: Surname:

Tradespersons Certificate No Expiry Date:

Unit Number: Street Number:

Street Name: Street Type:

Suburb: State: Postcode:

Mobile: Home/Office Phone:

Email Address (username):

Password:

Confirm Password:

Fill out all required fields with your details then click *Register*

A phone number in one or both of the relevant fields is also mandatory



1.6 My Details

Once you have registered, or after logging on to the system, your details will be displayed in the My Details screen. This screen can also be accessed by clicking on the **My Details** button located under the User Details tab once logged in. If you need to change or update your details, you can do so by editing the fields that require changing on the My Details page and then clicking on **Update Details**.

MyDetails – You are currently logged in under the below user details.

MyDetails

Disable Account

Type of User: Autogas Installer Licenced Gasfitter Licenced Plumber / Drainer Other User

First Name: Surname:

Plumbers/Drainers/ Gasfitters Licence No: Licence Expiry Date:

Qualified Supervisor No: Expiry Date:

Tradespersons Certificate No: Expiry Date:

Unit Number: Street Number:

Street Name: Street Type:

Suburb: State: Postcode:

Mobile: Home/Office Phone:

Email Address (username):

[✔ Update Details](#) [Click Here to change your password](#)

Edit fields if required then click Update Details

1.7 Change Your Password

To maintain the best security, it is advisable to change your password from time to time. If you want to change your password, click on the text that says “**Click Here to change your password**” on the My Details page.

The Change Password window will open as shown below. To change your password, enter your current password and your new password in the fields required and then confirm your new password. When complete, click on **Change Password**.

Change Password

Change Password:

Current Password:

New Password:

Confirm New Password:

[✔ Change Password](#) [Clear](#)



1.8 Log in.

To log into MyInspections, enter your email address and password into the login fields where required and click **Login**.

The screenshot shows the login interface for NSW Plumbing Inspections. At the top, there are three navigation tabs: 'NSW Fair Trading Home', 'New Users Registration', and 'Registered User Login'. Below the tabs, the page title is 'NSW Plumbing Inspections' and the sub-header is 'MyInspections Login'. The main content area contains the following text: 'To log into MyInspections you must be a Registered User.', 'If you are a new user and would like to become a Registered User please select the New Users Registration menu and enter your details.', and 'If you are an existing Registered User please enter your Username and Password.'. There are two input fields: 'User name: (account email address)' and 'Password:'. A 'Login' button is located below the password field. A link for 'Forgotten Password?' is also present.

After clicking login, you will be taken to the My Details page(see 1.6). To continue, select the action you wish to complete.

Note: User Name & Password are case-sensitive and must match the details used for registration. If you enter the password incorrectly 3 times, an email containing your password will be sent to the email address you have registered with.

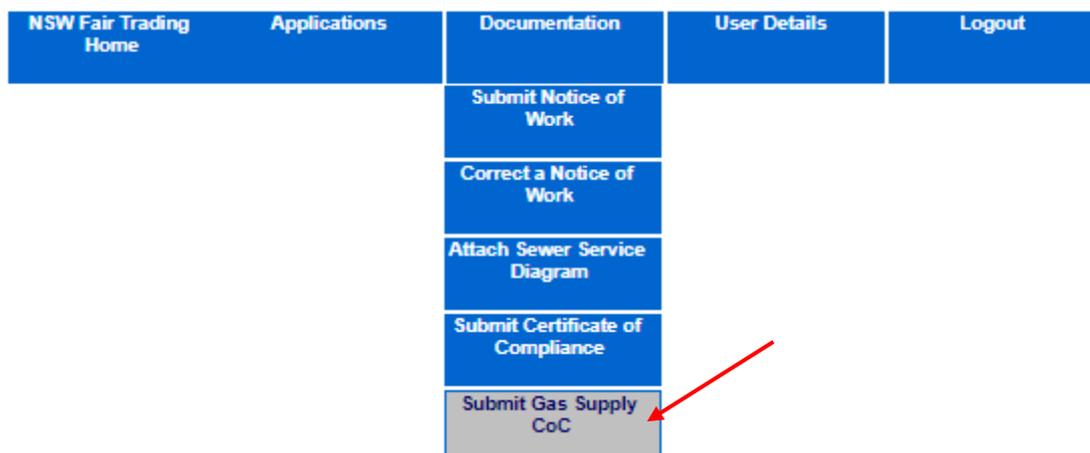
The screenshot shows a security warning dialog box with the following text: 'There has been three unsuccessful attempts to login to this account. An email has been sent to your email address with the account password.' Below the text is a checkbox labeled 'Prevent this page from creating additional dialogs'. An 'OK' button is located at the bottom right of the dialog box.



2 Certificate of Compliance/Inspection

2.1 Submit a Certificate of Compliance or Certificate of Inspection.

To submit a Certificate of Compliance (CoC) or Certificate of Inspection (CoI), click on the **Submit Gas Supply CoC** button located under the **Documentation** tab.



On the next screen, read the Terms and Conditions and click the box next to “**The applicant has read the conditions**”, then click the button that says “**Yes all requirements have been satisfied**”. You can also print a copy of the Terms and Conditions for your records by clicking the “**Print**” button.

Submit Gas Supply Certificate of Compliance - Terms & Conditions

Requirements for Gas Supply - Licensee's Certificate of Compliance / Inspection

In order for this application to proceed you should ensure that the following requirements have been met.

Please check the appropriate boxes.

Conditions

1. The attached Certificate of Compliance/Inspection relates to the property or vehicle as indicated and is reflective of the work undertaken.
2. All Gasfitting work has been carried out by or under the immediate Supervision of an Authorised Licencee.
3. All Autogas installations has been carried out and tested by the holder of an Authorised Tradespersons Certificate.
4. You must provide a 'Certificate of Compliance/Inspection' to the person for whom the work was carried out within 5 working days after testing a gas installation following the completion of gasfitting work.
5. In the case of a gas installation that is installed in any premises (or any machine that forms part of any premises) the licensee responsible for carrying out the work, must also provide a copy of the Certificate within the 5-business day period to any person who appears to be the usual supplier of gas for use in connection with the installation if the certificate indicates that the installation is patently defective.
6. A person must not issue a certificate of inspection with respect to a gas installation that is patently defective unless the nature of the patent defect is indicated on the certificate.

The applicant has read the conditions

Yes all requirements have been satisfied Print

The Gas Supply – Licencee’s Certificate of Compliance / Inspection form is a live form with fields that change based on selections by the user.

For example if “Fixed” is selected in the field labelled Installation type, no vehicle details (make, model, ect) are required, but if “Mobile” is selected in the field labelled Installation type, then fields for make, model and others are displayed under a section labelled **Vehicle Details** and any mandatory fields that are yellow must be filled out.



Mandatory (yellow) and read only (gray) fields also change depending on selections by the user.

Note: The field labelled *Certificate Type* is read only and will autopopulate as Certificate of Compliance or Certificate of Inspection based on selections of other fields in the form.

2.1.1 Fixed Installation

The user should fill out the form by starting with the *Installation Type* under the **Job Type** section. Selecting Fixed Installation from the drop down list in this field will adjust the fields in the form for a fixed installation and only require input in fields related to fixed gas installations. Fixed Installation should never be selected for Autogas installations.

GAS SUPPLY - Licencee's Certificate of Compliance

Certificate Type
 Certificate Type:

Job Type
 Installation Type:
 Fixed Installation:
 Mobile Installation:
 Type of Gas:

Property / Vehicle Owner's Details
 Lot Number: Proposed Deposited Plan Number / Strata Plan Number
 Deposited Plan Number:
 Unit Number: Street Number:
 Street Name: Street Type:
 Suburb: State: Postcode:
 Nearest Cross Street: Municipality / Shire:
 Owner's Full Name:
 Owner's Postal Address:

Licencee's Details
 Given Names(s): Surname:
 Unit Number: Street Number:
 Street Name: Street Type:
 Suburb: State: Postcode:
 Contact Number:
 Qualified Supervisor Number: Qualified Supervisor Expiry Date:
 Licence Number: Licence Expiry Date:
 Tradesperson's Certificate Number (M/TC): Certificate Expiry Date:

Installation Details

Callout 1: Start by selecting Fixed then move through the fields of the form filling out all mandatory fields. Optional fields may also be filled out.

Callout 2: When Fixed is selected, 'Fixed Installation' field becomes mandatory, and 'Mobile Installation' field becomes read only.

Callout 3: Licencee Details are auto populated from the users registered details and are read only on this form



The user should select a Network Operator/ gas supplier by starting to type the suppliers name into the field supplied. As the user types into this field, suggestions appear in the list below. If the supplier doesn't appear in the drop down list, the user may select the *Other Network Operator* tick box and if known, enter an email address into the *Email Address* field.

If the supplier doesn't appear in the drop down list, the user may select the *Other Network Operator* check box and if known, enter an email address into the *Email Address* field.

If the suppliers email is not known, the Email Address field can be left blank, however it is the gasfitters responsibility to forward the suppliers copy of the CoC/Col to the relevant company.

When you have finished filling out the form, click the *next* button.

On the next page, the user must indicate what appliances are connected to the gas installation. Insert the number of each type of appliance into the relevant field in the *Quantity Connected* column.

If the works comply, select the relevant standard it complies with under “*1.The gasfitting work complies with*”. More than one standard can be selected.



Select the tick box next to 3. *By ticking this box I certify that the installation is in safe working order* to confirm that all work is compliant. The Date will auto populate with the current date.

Appliances, Containers and Signature

Appliances

Code	Type of Appliances	Quantity Connected
0	Stationary engine power or air conditioner	
1	Cooktop or wok cooker	
2	Refrigeration or Absorption chiller	
3	Instantaneous water, pool or spa heater	1
4	Tank hot water heater	
5	Hot plate, grill or BBQ	
6	Oven for baking, curing or drying	
7	Decorative flare or gas lights	
8	Room heater or space heater	1
9	Other Appliances	

Signature

In respect of the gas fitting work I certify that,

1. The gasfitting work complies with: AS1596 AS4041 AS5801

2. I have tested the installation for defects immediately after completion and inspected all containers and appliances connected to the installation; where gaswork has been undertaken by me.

3. By ticking this box I certify that the installation is in safe working order. Date: 28/09/2017

OR

4. The following are defective: Appliance(s) Gas Containers Gas Installation Gas Regulators

Please specify

[Submit Application](#)

Enter the number of each appliance installed.

Select the relevant standard for the installation

Select the tick box to confirm that the installation is compliant

If defective work is found, select the relevant tick box under question 4. *The following are defective*. The options are;

- Appliance(s)
- Gas Containers
- Gas Installation
- Gas Regulators

More than one item may be selected.

When a selection has been made in question 4, the *Please specify* text field will become mandatory. Enter a description of what is defective into this field.

Select the tick box under 5. *By ticking this box I certify that I have attached a durable defect notice to the*, and then in the related *Please specify* text field enter where the defect notice was fitted to the installation.



Signature

In respect of the gas fitting work I certify that,

1. The gasfitting work complies with: AS1598 AS4041 AS5801

2. I have tested the installation for defects immediately after completion and inspected all containers and appliances connected to the installation where gaswork has been undertaken by me.

3. By ticking this box I certify that the installation is in safe working order. Date:

OR

4. The following are defective: Appliance(s) Gas Containers Gas Installation Gas Regulators

Please specify
Describe what is defective here!

5. By ticking this box I certify that I have attached a durable defect notice to the Date:

Please specify
Specify where the defect notice has been installed

[Submit Application](#)

Select the relevant tick box to indicate what is defective

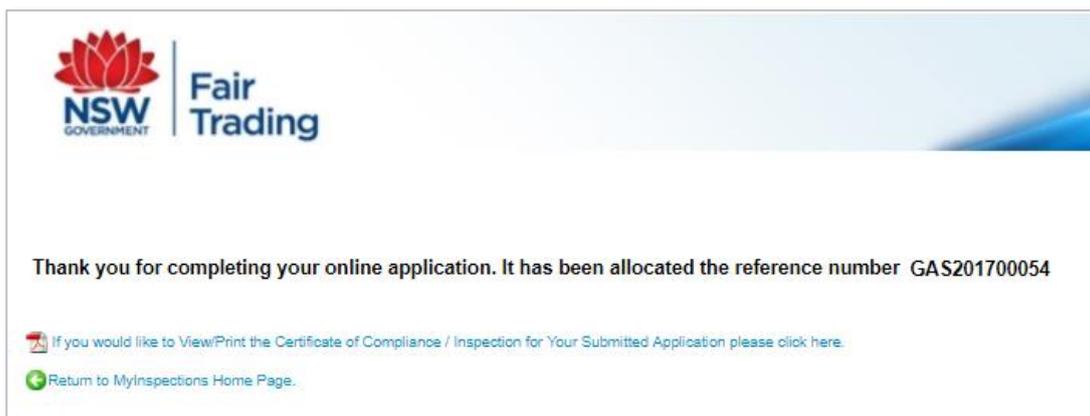
Describe what is defective

Select the tick box to confirm that you have fitted a durable defect notice to the installation.

Describe what is defective

Then select the *Submit Application* button

The final screen is a confirmation of a successful application and displays a Reference number for the CoC/Col application. You may also view or print a copy of your application, or if you are finished, you may return to the MyInspections home page to submit another application or log out of MyInspections.





2.1.2 Mobile Installation

Mobile installation may be used for Autogas installations where the gas is used as a fuel in internal combustion engines in vehicles as well as in stationary applications such as generators, or other gas installations such as caravans or marine vessels where the gas is used as a fuel for an appliance.

2.1.2.1. Mobile installation – other than Autogas

The user should fill out the form by starting with the *Installation Type* under the **Job Type** section. Selecting 'Mobile' from the drop down list in this field then selecting 'Caravan' or 'Marine Vessel' in the field labelled *Mobile Installation* will adjust the fields in the form for a mobile installation and only requires input in fields related to mobile gas installations.

Note: A chassis/VIN Number or Hull ID Number is required. When the detail is entered into one of these fields and the user selects another field, the remaining field with no detail becomes optional and no longer mandatory.

GAS SUPPLY - Licencee's Certificate of Compliance

Certificate Type
Certificate Type: Certificate of Inspection

Job Type
Installation Type: Mobile
Fixed Installation: [Read Only]
Mobile Installation: Caravan
Type of Gas: LPG (Propane)

Property / Vehicle Owner's Details
Owner's Full Name: John E Depp
Owner's Postal Address: 21 Jump St

Vehicle Details
Make: Jayco
Model: Expanda
Registration Number: abc123
Engine Number: [Read Only]
Chassis / VIN Number: RXTA2123E1029349
Hull ID Number: [Read Only]

Licencee's Details
Given Names(s): John
Surname: Citizen
Unit Number: [Read Only]
Street Number: 10
Street Name: Smith
Street Type: Street
Suburb: PARRAMATTA
State: NSW
Postcode: 2150
Contact Number: 0411 555 555
Qualified Supervisor Number: [Read Only]
Qualified Supervisor Expiry Date: [Read Only]
Licence Number: 12357
Licence Expiry Date: 23/11/2019
Tradesperson's Certificate Number (MVTC): [Read Only]
Certificate Expiry Date: [Read Only]

Installation Details

Callouts:

- Start by selecting Mobile then move through the fields of the form filling out all mandatory fields. Optional fields may also be filled out.
- When Mobile is selected, 'Mobile Installation' field becomes mandatory, and 'Fixed Installation' field becomes read only.
- Licencee Details are auto populated from the users registered details and are read only on this form



The user should select a Network Operator/ gas supplier by starting to type the suppliers name into the field supplied. As the user types into this field, suggestions appear in the list below. If the supplier doesn't appear in the drop down list, the user may select the *Other Network Operator* tick box and if known, enter an email address into the *Email Address* field.

Installation Details

Type of Work:

Date Work Commenced:

Gas Leak Check: Yes No

Gas Leak Check Date:

Network Operator / Gas Supplier:
origin energy

Other Network Operator:

Email Address:

[Next](#)

If the supplier doesn't appear in the drop down list, the user may select the *Other Network Operator* check box and if known, enter an email address into the *Email Address* field.

Installation Details

Type of Work:

Date Work Commenced:

Gas Leak Check: Yes No

Gas Leak Check Date:

Meter Number:

Network Operator / Gas Supplier:

Other Network Operator:

Email Address:

[Next](#)

If the suppliers email is not known, the Email Address field can be left blank, however it is the gasfitters responsibility to forward the suppliers copy of the CoC/Col to the relevant company.

When you have finished filling out the form, click the *next* button.

On the next page, the user must indicate what appliances are connected to the gas installation. Insert the number of each type of appliance into the relevant field in the *Quantity Connected* column.

If the works comply, select the relevant standard it complies with under “1. *The gasfitting work complies with*”. More than one standard can be selected.

Select the tick box next to 3. *By ticking this box I certify that the installation is in safe working order*” to confirm that all work is compliant. The Date will auto populate with the current date.



Appliances, Containers and Signature

Appliances

Code	Type of Appliances	Quantity Connected
0	Stationary engine power or air conditioner	
1	Cooktop or wok cooker	
2	Refrigeration or Absorption chiller	
3	Instantaneous water, pool or spa heater	1
4	Tank hot water heater	
5	Hot plate, grill or BBQ	
6	Oven for baking, curing or drying	
7	Decorative flare or gas lights	
8	Room heater or space heater	1
9	Other Appliances	

Signature

In respect of the gas fitting work I certify that,

1. The gasfitting work complies with: AS1596 AS4041 AS5601

2. I have tested the installation for defects immediately after completion and inspected all containers and appliances connected to the installation; where gaswork has been undertaken by me.

3. By ticking this box I certify that the installation is in safe working order. Date: 28/09/2017

OR

4. The following are defective: Appliance(s) Gas Containers Gas Installation Gas Regulators

Please specify

[Submit Application](#)

Enter the number of each appliance installed.

Select the relevant standard for the installation

Select the tick box to confirm that the installation is compliant

If defective work is found, select the relevant tick box under question 4. *The following are defective.* The options are;

- Appliance(s)
- Gas Containers
- Gas Installation
- Gas Regulators

More than one item may be selected.

When a selection has been made in question 4, the *Please specify* text field will become mandatory. Enter a description of what is defective into this field.

Select the tick box under 5. *By ticking this box I certify that I have attached a durable defect notice to the,* and then in the related *Please specify* text field enter where the defect notice was fitted to the installation.



Signature

In respect of the gas fitting work I certify that,

1. The gasfitting work complies with: AS1596 AS4041 AS5601

2. I have tested the installation for defects immediately after completion and inspected all containers and appliances connected to the installation where gaswork has been undertaken by me.

3. By ticking this box I certify that the installation is in safe working order. Date:

OR

4. The following are defective: Appliance(s) Gas Containers Gas Installation Gas Regulators

Please specify
Describe what is defective here!

5. By ticking this box I certify that I have attached a durable defect notice to the Date:

Please specify
Specify where the defect notice has been installed

[Submit Application](#)

Select the relevant tick box to indicate what is defective

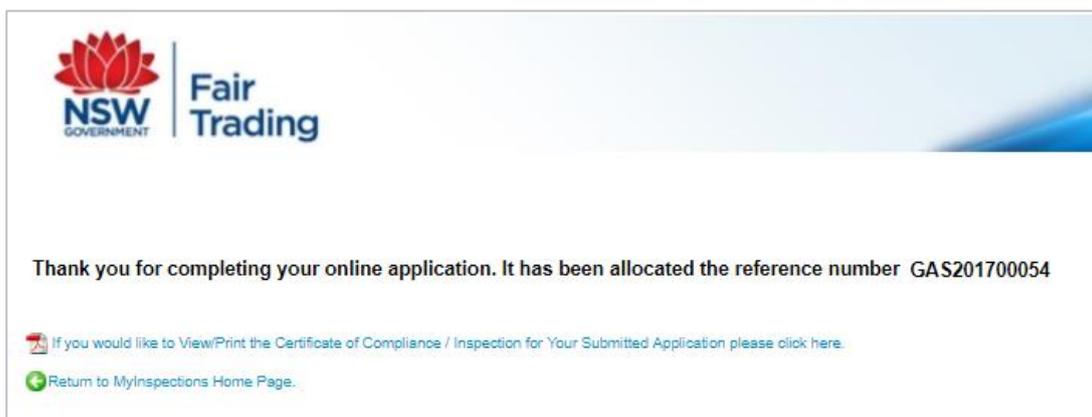
Describe what is defective

Select the tick box to confirm that you have fitted a durable defect notice to the installation.

Describe what is defective

Then select the *Submit Application* button

The final screen is a confirmation of a successful application and displays a Reference number for the CoC/Col application. You may also view or print a copy of your application, or if you are finished, you may return to the MyInspections home page to submit another application or log out of MyInspections.





2.1.2.2. Mobile Installation – Autogas

The user should fill out the form by starting with the *Installation Type* under the **Job Type** section. Selecting 'Mobile' from the drop down list in this field then selecting 'Motor Vehicle' in the field labelled *Mobile Installation* will adjust the fields in the form for a mobile installation and only requires input in fields related to mobile Autogas installations.

Note: A chassis/VIN Number or Hull ID Number is required. When the detail is entered into one of these fields and the user selects another field, the remaining field with no detail becomes optional and no longer mandatory.

GAS SUPPLY - Licencee's Certificate of Compliance

Certificate Type

Certificate Type:

Job Type

Installation Type: ▼

Fixed Installation: ▼ Mobile Installation: ▼

Type of Gas: ▼

Property / Vehicle Owner's Details

Owner's Full Name:

Owner's Postal Address:

Vehicle Details

Make: Model:

Registration Number: Engine Number:

Chassis / VIN Number: Hull ID Number:

Licencee's Details

Given Names(s): Surname:

Unit Number: Street Number:

Street Name: Street Type:

Suburb: State: Postcode:

Contact Number:

Qualified Supervisor Number: Qualified Supervisor Expiry Date:

Licence Number: Licence Expiry Date:

Tradesperson's Certificate Number (MVIC): Certificate Expiry Date:

Installation Details

Start by selecting Mobile then move through the fields of the form filling out all mandatory fields. Optional fields may also be filled out.

When Mobile is selected, 'Mobile Installation' field becomes mandatory, and 'Fixed Installation' field becomes read only.

Licencee Details are auto populated from the users registered details and are read only on this form



The user should select a Network Operator/ gas supplier by starting to type the suppliers name into the field supplied. As the user types into this field, suggestions appear in the list below. If the supplier doesn't appear in the drop down list, the user may select the *Other Network Operator* tick box and if known, enter an email address into the *Email Address* field.

Installation Details

Type of Work:

Date Work Commenced:

Gas Leak Check: Yes No

Gas Leak Check Date:

Network Operator / Gas Supplier:

Other Network Operator:

Email Address:

If the supplier doesn't appear in the drop down list, the user may select the *Other Network Operator* check box and if known, enter an email address into the *Email Address* field.

Installation Details

Type of Work:

Date Work Commenced:

Meter Number:

Gas Leak Check: Yes No

Gas Leak Check Date:

Network Operator / Gas Supplier:

Other Network Operator:

Email Address:

If the suppliers email is not known, the Email Address field can be left blank, however it is the gasfitters responsibility to forward the suppliers copy of the CoC/Col to the relevant company.

When you have finished filling out the form, click the *next* button.

On the next page, the user must enter the details of the AutoGas containers installed in the motor vehicle. Enter the brand, serial number and water capacity of the container. If there is more than one container installed, click on the *Add Autogas Container* button to add fields for another container Insert the number of each type of appliance into the relevant field in the *Quantity Connected* column.

If the works comply, select the relevant standard it complies with under “1. The gasfitting work complies with”. More than one standard can be selected.



Appliances, Containers and Signature

Autogas Containers

[+ Add Autogas Container](#)

Brand	Serial Number	Water Capacity
elgas	123987456	85L

Signature

In respect of the gas fitting work I certify that,

1. The gasfitting work complies with: AS1425 AS1596 AS2739 AS4041

2. I have tested the installation for defects immediately after completion and inspected all containers and appliances connected to the installation; where gaswork has been undertaken by me.

3. By ticking this box I certify that the installation is in safe working order. Date: 27/09/2017

OR

4. The following are defective: Appliance(s) Gas Containers Gas Installation Gas Regulators

Please specify

[Submit Application](#)

- Select *Add Autogas Container* to add more containers
- Enter the details of the Autogas containers installed.
- Select the relevant standard for the installation
- Select the tick box to confirm that the installation is compliant

Select the tick box next to 3. *By ticking this box I certify that the installation is in safe working order* to confirm that all work is compliant. The Date will auto populate with the current date.

If defective work is found, select the relevant tick box under question 4. *The following are defective*. The options are;

- Appliance(s)
- Gas Containers
- Gas Installation
- Gas Regulators

More than one item may be selected.

When a selection has been made in question 4, the *Please specify* text field will become mandatory. Enter a description of what is defective into this field.

Select the tick box under 5. *By ticking this box I certify that I have attached a durable defect notice to the*, and then in the related *Please specify* text field enter where the defect notice was fitted to the installation.



Signature

In respect of the gas fitting work I certify that,

1. The gasfitting work complies with: AS1596 AS4041 AS5601

2. I have tested the installation for defects immediately after completion and inspected all containers and appliances connected to the installation;where gaswork has been undertaken by me.

3. By ticking this box I certify that the installation is in safe working order. Date:

OR

4. The following are defective: Appliance(s) Gas Containers Gas Installation Gas Regulators

Please specify
Describe what is defective here!

5. By ticking this box I certify that I have attached a durable defect notice to the Date:

Please specify
Specify where the defect notice has been installed

[Submit Application](#)

Select the relevant tick box to indicate what is defective

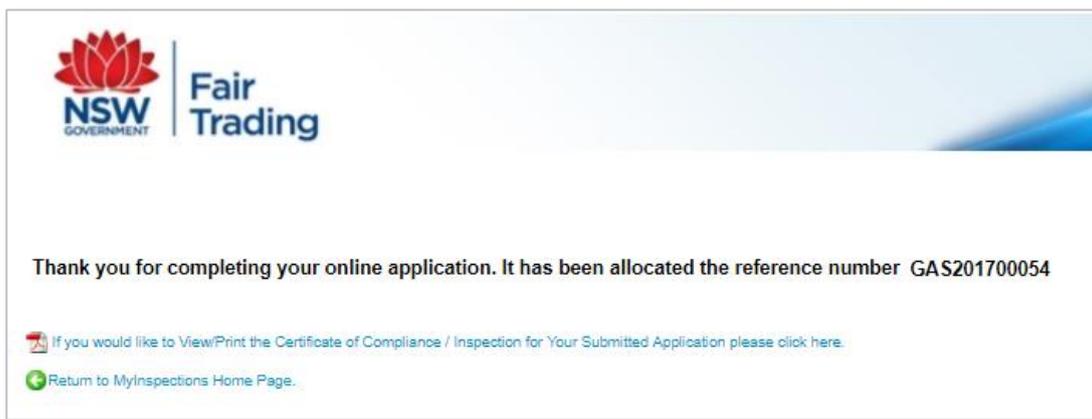
Describe what is defective

Select the tick box to confirm that you have fitted a durable defect notice to the installation.

Describe what is defective

Then select the *Submit Application* button

The final screen is a confirmation of a successful application and displays a Reference number for the CoC/Col application. You may also view or print a copy of your application, or if you are finished, you may return to the MyInspections home page to submit another application or log out of MyInspections.

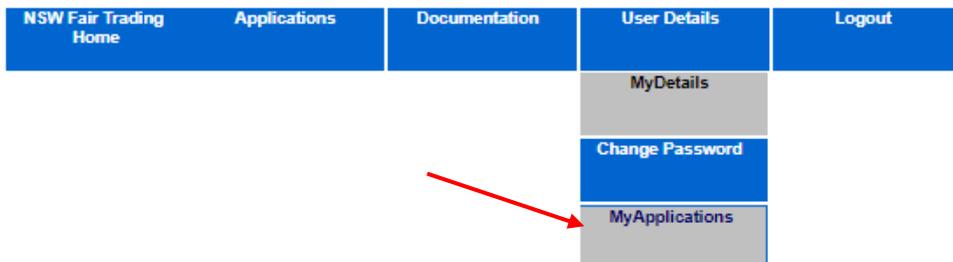




3 MyInspections Search Function

A user is able to search MyInspections for past applications and submissions they have made.

To use the search function, click on the **MyApplications** button located under the **User Details** tab



When the search window opens, enter the search criteria into the relevant field, then click on Search. A wild card may be used where all details for search field are not known. A wildcard is the % symbol and may be used in place of a word or part of a word, eg. %mont will search the relevant field for any word ending in “mont”.

MyInspection Search

Search Criteria

Inspection Type:

MyInspection Application Number:

Licensee/Property Details

Licensee First Name: <input type="text"/>	Licensee Surname: <input type="text"/>
Property Master Strata Plan Number: <input type="text"/>	Property Deposited Plan Number/ Proposed Deposited Plan Number: <input type="text"/>
Property Lot Number: <input type="text"/>	Property Street Number: <input type="text"/>
Property Unit Number: <input type="text"/>	Property Street Type: <input type="text"/>
Property Street Name: <input type="text" value="jump"/>	Property Street Type: <input type="text"/>
Property Suburb: <input type="text"/>	
Licence / Certificate Number : <input type="text"/>	Licence / Certificate Expiry Date: <input type="text" value=""/>
Email Address (username): <input type="text"/>	
Application Lodged From: <input type="text" value=""/>	Application Lodged To: <input type="text" value=""/>

Search Results:



The search can be filtered further by selecting 'Gas Supply' under the field named *Inspection Type*. This will display extra fields that can narrow the search parameters.

The extra filters are as follows;

- Certificate Type – filter by certificate of Compliances or Certificate of Inspections
- Installation Type – filter by the installation type of Fixed or Mobile
- Fixed Installation – filter by Commercial, Domestic or Industrial installation
- Mobile Installation – Filter by Caravan, Marine Vessel or Motor Vehicle
- Type of Gas – filter by the type of gas;
 - CNG Autogas
 - LPG Autogas
 - LPG (butane)
 - LPG (Propane)
 - Natural Gas
 - Other
- Supplier / Operator – User can limit the search to a supplier or operator by typing it into this field

MyInspection Search

Search Criteria

Inspection Type: <input style="width: 90%;" type="text" value="Gas Supply"/>	Certificate Type: <input style="width: 90%;" type="text"/>
MyInspection Application Number: <input style="width: 100%;" type="text"/>	
Installation Type: <input style="width: 90%;" type="text"/>	Fixed Installation: <input style="width: 90%;" type="text"/>
Mobile Installation: <input style="width: 90%;" type="text"/>	Type of Gas: <input style="width: 90%;" type="text"/>
Supplier / Operator: <input style="width: 100%;" type="text"/>	

Licensee/Property Details

Licensee First Name: <input style="width: 90%;" type="text"/>	Licensee Surname: <input style="width: 90%;" type="text"/>
Property Master Strata Plan Number: <input style="width: 90%;" type="text"/>	Property Deposited Plan Number/ Proposed Deposited Plan Number: <input style="width: 90%;" type="text"/>
Property Lot Number: <input style="width: 90%;" type="text"/>	Property Street Number: <input style="width: 90%;" type="text"/>
Property Unit Number: <input style="width: 90%;" type="text"/>	Property Street Type: <input style="width: 90%;" type="text"/>
Property Street Name: <input style="width: 90%;" type="text"/>	Licence / Certificate Expiry Date: <input style="width: 90%;" type="text"/>
Property Suburb: <input style="width: 90%;" type="text"/>	Licence / Certificate Number: <input style="width: 90%;" type="text"/>
Email Address (username): <input style="width: 100%;" type="text"/>	
Application Lodged From: <input style="width: 90%;" type="text"/>	Application Lodged To: <input style="width: 90%;" type="text"/>

Search Results:

Extra filters are displayed when Gas Supply is selected



When the search is complete, the results will be displayed. The user can click on the file in the Certificate column to view the Certificate of Compliance or Certificate of Inspection associated to the application.

Search Results: [Export Result](#)

MyInspections No.	Lodgement Date	Inspection Details	Licencee Name	Property Details	Attachments	Certificates
GAS201700057	27/09/2017		John Citizen			
GAS201700056	27/09/2017		John Citizen	21 Jump St PARRAMATTA NSW 2150		
GAS201700055	27/09/2017		John Citizen	21 Jump Street PARRAMATTA NSW 2150		
GAS201700054	27/09/2017		John Citizen	21 Jump PARRAMATTA NSW 2150		

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Note: the information box displays a legend of the prefix associated to the MyInspection Number which is shown below:

Information
UC = Submit Certificate of Compliance
US = Upload Sewer Service Diagram
PA = Notice of Work application
AA = Audit Inspections application
GAS = Gas Supply Certificate of Compliance