

Mechanical Services and Medical Gas Work REFEREE STATEMENT

Home Building Act 1989

Purpose of referee's statement

All applications for a licence in Medical Gas Installation or Medical Gas Technical categories of work must be accompanied by supporting statements from the applicant's supervisor verifying the applicant's experience in carrying out the work in accordance with relevant standards and codes to a standard to be issued a Contractor licence / Qualified Supervisor certificate (Q) / Tradesperson certificate.

Responsibility of person providing referee statement

The person providing this statement must have

- supervised the applicant carrying out Mechanical Services and/or Medical Gas work.

Please note that the holder of a company or partnership licence cannot provide a referee's statement. Your attention is also drawn to the penalties outlined in the declaration that may be imposed on any person found to be providing false or misleading information.

Referee's details

Given name/s

Surname of referee

Date of birth

Driver licence number

Driver licence expiry date

Driver licence state/territory of issue

Email address

Address including postcode (not a PO box)

Phone number

Mobile number

Contractor licence (Q) / Qualified supervisor certificate number (if applicable)

Category of work

Employer details (company, partnership or sole trader)

Note Fair Trading cannot accept this refer statement if the employer details are not completed.

Name of employer

Address including postcode (not a PO box)

Email address

Phone number

Mobile number

Contractor licence number (if applicable)

Category of work

In accordance with section 12 of the *Licensing and Registration (Uniform Procedures) Act 2002* this referee statement document and any supporting attachments are part of the application form submitted by the applicant making application for an authority under the Home Building Act 1989.

Declaration

I, (name of referee), declare that

(full legal name of applicant) was supervised by

me between the following dates to (dd/mm/yyyy) during which time

the applicant was employed full time or part time (please tick) and the applicant held the

position of .

During this time the applicant gained (number of months) experience and demonstrated competence in all of the areas I have ticked below and is competent to be issued an individual contractor licence (Q) number / qualified supervisor certificate / tradesperson certificate.

Please note that where experience is part-time, the number of months experience gained should be a full-time equivalent e.g., five (5) days per month for four (4) months would be equivalent to 20 working days or one (1) month. [1]

	Experience obtained by applicant	Tick each area where experience obtained by applicant
A	Work safely at heights	<input type="checkbox"/>
B	Identify and apply work health and safety requirements	<input type="checkbox"/>
C	Read plans, calculate quantities and mark out materials	<input type="checkbox"/>
D	Weld using metal arc welding equipment	<input type="checkbox"/>
E	Prepare simple drawings	<input type="checkbox"/>
F	Install and maintain evaporative air-cooling systems	<input type="checkbox"/>
G	Removal of old piping systems	<input type="checkbox"/>
H	Install and start up single head split air conditioning and water heating heat pump systems	<input type="checkbox"/>
I	Assemble mechanical services components	<input type="checkbox"/>
J	Fabricate and install steel pressure piping and piping that is used for the hot water or steam pipes	<input type="checkbox"/>
K	Test and maintain mechanical services equipment	<input type="checkbox"/>
L	Install, repair, and maintain mechanical services systems. Examples include hot water and chilled water systems, evaporative coolers, and heat exchangers	<input type="checkbox"/>
M	Commissioning and testing of mechanical heating, cooling or ventilation systems	<input type="checkbox"/>
N	Complete penetration and flashings	<input type="checkbox"/>
O	Plan, size and layout of recirculation pipeline of medical gas systems	<input type="checkbox"/>
P	Install medical gas pipeline systems	<input type="checkbox"/>
Q	Installation of medical air systems	<input type="checkbox"/>
R	Installation of medical suction system	<input type="checkbox"/>
S	Connecting to existing medical gas systems	<input type="checkbox"/>
T	Termination of NIST connector	<input type="checkbox"/>
U	Installation of wall outlet	<input type="checkbox"/>
V	Identification and labelling of medical gas systems	<input type="checkbox"/>
W	Testing and verification of medical gas system	<input type="checkbox"/>

Please note that to be a licensee for any of the categories listed below applicants must have two (2) years' experience covering all areas indicated with an X for any of the categories that the applicant applies for. [2]

Licence Category	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Mechanical Services and Medical Gas	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Mechanical Services and Medical Gas (excluding Medical Gas)	x	x	x	x	x	x	x	x	x	x	x	x	x	x									

In providing the above information I also declare that

- The applicant was supervised by me carrying out the work I have ticked above in accordance with relevant industry standards and codes.
- Making a false or misleading statement, giving false or misleading information, or producing false or misleading documents is a serious offence which may render you liable to prosecution for offences including under the *Crimes Act* which may result in penalties including a fine or imprisonment.
- I understand that the provision of false or misleading information may result in Fair Trading assessing me as not being a fit and proper person under the *Home Building Act 1989* that could result in disciplinary action and/or impact my ability to renew any authorities I hold.
- I have read and understood the information provided in section 1 'Purpose of referee's statement' and section 2 'responsibility of person making a referee statement'.
- I authorise Fair Trading to make the necessary enquiries with any organisation or individual to verify the information I have provided on this form and any organisation or individual to disclose relevant information to Fair Trading for these purposes.

Given name/s

Surname

Signature

Date

Note to applicant: to further assist in assessing your practical experience, you may be required to provide evidence of your employment as outlined in this referee statement such as group certificates or pay docket. You may also include other supporting documentation including your profile report, employer statements or any other information you wish to be considered. Where this information is not provided, a written and signed statement as to the reasons why the evidence of your employment may be required by Fair Trading.

Privacy Collection Notice

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PIIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. To assess and determine an application for an authority in accordance with the *Home Building Act 1989*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by NSW Fair Trading. We may also use it to administer/update our customer database, including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with provisions under the PIIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.