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

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GUIDE: Using the MyInspections Gateway (Gas Edition)

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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://myinspections.fairtrading.nsw.gov.au/myinspections into the address bar. Then press enter (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 CoI 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:

```
Welcome to the Registration Page
Registration

Type of User:  
Licensed Gasfitter
First Name: John
Plumbers/Draayers/Gasfitters
Licensed No: L1234
Qualified Supervisor No: 
Unit Number: 
Street Name: Smith
Suburb: PARRAMATTA
Mobile: 
Email Address (username): john@hotmail.com.au
Password: 
Confirm Password: 

Home/Office Phone: 1230 999 999

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```
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:

![Registration Form Example]
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.

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.
1.8 Log in.

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

![MyInspections Login Screen]

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.
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.

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, etc) 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.

Licensee 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/CoI 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.

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.
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The final screen is a confirmation of a successful application and displays a Reference number for the CoC/CoI 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.

Select the relevant tick box to indicate 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

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

Describe what is defective

Describe what is defective
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.
The user should select a Network Operator/ gas supplier by starting to type the supplier's 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 supplier's email is not known, the Email Address field can be left blank, however it is the gasfitters responsibility to forward the supplier's copy of the CoC/CoI 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.
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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.
Then select the *Submit Application* button

The final screen is a confirmation of a successful application and displays a Reference number for the CoC/CoI 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.

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.

Licensee Details are auto populated from the users registered details and are read only on this form.
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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/CoI 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.
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.
Then select the *Submit Application* button.

The final screen is a confirmation of a successful application and displays a Reference number for the CoC/CoI 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 wildcard 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](image-url)
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

Extra filters are displayed when Gas Supply is selected.
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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.

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