



PRACTITIONER GUIDE TO THE REGULATORY CHANGES FOR CERTIFICATION OF GASFITTING

The certification of gasfitting is changing from 1 July 2013. This is the result of amendments to the Gas (Safety and Measurement) Regulations 2010.

All work that begins from 1 July 2013 must comply with the Gas (Safety and Measurement) Amendment Regulations 2012. Work that began before 1 July 2013 may be certified under the previous regime.

After 1 July 2013, the Plumbers, Gasfitters and Drainlayers Board (PGDB) online database for certification will be accessible for completion of work started prior to 1 July 2013 and for historical searches only.

Why is the gasfitting certification regime changing?

The changes are aimed at providing flexibility to improve business effectiveness and efficiency in certification.

The new regime also explicitly recognises both the work and the product of the work – i.e. the resulting installation – and is expected to lead to safer outcomes for consumers.

The changes also clarify the roles and accountabilities for design and manufacturer's instructions.

What are the key changes from 1 July 2013?

- Certification will cover all gasfitting, including:
 - Work on installations connected to LPG cylinders of 15 kg or less
 - Adjustments and other work previously exempted from certification.
- Formalised risk-based categories for gasfitting have been introduced: low-risk, high-risk and general work. All gasfitting will fall into one of these categories, which determine the certification and verification requirements.
- Introduction of an Electricity and Gas High-risk Database for recording the key details of high-risk work.
- The Certificate of Compliance (CoC) will no longer be purchased from the PGDB after 1 July 2013. Instead, businesses can design their own certificates (CoC and GSC) or use a format designed by an industry organisation or other provider.
- Certification following connection verifying "safe to use" is required and referred to as a Gas Safety Certificate (GSC).

- The CoC and GSC may be incorporated into one document or provided separately. The required information (as defined in the Regulations) need only appear once if these certificates are combined.
- The Authentication Mark must be on displayed on the certificates to show they are legitimate and genuine documents.
- Certificates can be issued in either hard copy or electronic form (i.e. by email).
- Records of certificates must be retained by gasfitters in hard copy or electronic storage for seven years.

What do I need to do to prepare for the changes?

- Be familiar with the updated regulatory requirements and Amendments, and be able to apply them in your work and in running your business.
- Develop your own certificates or obtain them from an industry organisation, including the Certificate of Compliance and Gas Safety Certificate, or combined certificate.
- Ensure systems are up-to-date for issuing information and certificates to customers, and for retaining copies of these and other relevant information.
- Ensure your contact details, including email address, are up to date on your PGDB Profile.



CERTIFICATION REQUIREMENTS

From 1 July 2013, gasfitting - from design through to certification - can be shown in the following steps:

Step	Documentation
Design and Installation	<ul style="list-style-type: none"> Installation Standard Manufacturer's Instructions Certified Design
Verification	<ul style="list-style-type: none"> Certificate of Compliance (CoC)
Testing, Commissioning and Connection	<ul style="list-style-type: none"> Gas Safety Certificate (GSC) High-risk work entered on the Electricity and Gas High-risk Database

Note: Reconnecting an existing installation upon which no gasfitting work has been done, is subject to related but separate regulatory provisions.

CERTIFIED DESIGNS AND MANUFACTURER'S INSTRUCTIONS

From 1 July 2013 there is formal recognition of the roles of certified designs and manufacturer's instructions. This is to clarify the accountability of everyone involved in the safety of completed work.

Certified Designs

It is anticipated that most work will be done in accordance with prescriptive means of compliance in AS/NZS 5601.

If a gas installation is subject to a certified design, the designer must certify the design is compliant and safe. The gasfitter who installs, tests or connects the resulting installation is entitled, if acting in good faith, to rely on the certified design. There is no obligation to accept a certified design if the installer does not have confidence that it will achieve compliance and safety.

The recognition of certified designs in regulation means that someone other than the certifying gasfitter may take responsibility and liability that the design is compliant and will achieve safe outcomes.

A certified design can be a separate document or, if the design is done by the certifier, be incorporated into the certification for the installation. A certified design for a gas installation must:

- Identify the location of the installation.
- Identify the Standards (if any) with which the gas installation will comply.
- Be signed and dated by the person who completed the design.

RISK CATEGORIES

From 1 July 2013, the current categories of installation work have been converted into three formalised risk-based categories – low-risk, high-risk and general work.

Low-risk is work that, in general, was exempt from certification prior to 1 July 2013.

High-risk is work determined as presenting a higher risk, including:

- Additions or alterations to existing installations (other than simple replacement).
- Where the means of compliance differ from the prescriptive means of compliance recognised through the Regulations.
- Where additional hazards are identified.

General work is work that is neither high-risk nor low-risk.

For more information, refer to the *Gas (Safety and Measurement) Amendment Regulations 2012*.

Note that the "15 kg" exemption for installations connected to LPG cylinders with a total capacity of less than 15 kg, no longer applies. This work is now defined as low-risk, general or high-risk depending on the installation itself.

For example:

- The new installation of a gas hob connected to a 9 kg cylinder is **general** gasfitting.
- If a gas hob is installed in a caravan or boat with sleeping quarters it is **high-risk** gasfitting.
- The installation of a gas hob would also be **high-risk** gasfitting if it were part of an addition or alteration to an existing installation.

Manufacturer's instructions

Manufacturers and importers (suppliers) of appliances and fittings are responsible for ensuring that any instructions will, if followed for installation, testing, maintenance or commissioning, result in a compliant and safe installation. This applies to instructions that are for New Zealand or apply generally.

Gasfitters are entitled, if acting in good faith, to rely on applicable manufacturer's instructions for the safety and compliance of work done in accordance with those instructions.

Risk categories determine certification requirements

Certification requirement	Low-risk work	General work	High-risk work
Certificate of Compliance	Optional	Required	Required
Gas Safety Certificate	Required	Required	Required
Entry on Electricity and Gas High-risk Database (by certifying gasfitter)	Not required	Not required	Required

CERTIFICATES

Certificate of Compliance (CoC)

The role of the Certificate of Compliance (CoC) will continue. Its purpose is to certify the compliance of work prior to connection. Gasfitting work is not considered complete until a CoC is issued.

The CoC, or CoCs if more than one practitioner is involved, provides technical information and confirms that work is compliant and lawful.

The CoC is issued by the person who did the work or supervised the work - and who is authorised under the PGD Act to certify that category of gasfitting.

From 1 July 2013 gasfitters will no longer be required to certify using the PGDB online system. Businesses can design their own certificates or use a format from an industry organisation. The CoC and Gas Safety Certificate (GSC) can be combined into one, or incorporated with other business documents, such as invoices.

The Gas (Safety) Amendment Regulations 2012 specify the details the CoC must contain.

Gas Safety Certificate

A Gas Safety Certificate (GSC) is required to be issued after commissioning and connection of any installation (or part installation) to the gas supply.

It verifies that the completed installation, as connected, is compliant and "safe to use".

For low-risk work, only the GSC is required. For general and high-risk work, the GSC can be added to the CoC, or it can be completed separately.

The CoC and GSC can be combined, or incorporated with other business documents, such as invoices.

The person doing the gas connection, or the supervisor of the person doing the work, is responsible for issuing the GSC – provided that the person who certifies is satisfied that the installation or part installation is safe and complies with the Regulations.

If the work done is an addition or alteration, the person responsible must be satisfied that the work has not adversely affected any other part of the installation.

The Gas (Safety) Amendment Regulations 2012 specify the details the GSC must contain and clarifies that the GSC can be incorporated with the CoC.

A checklist to assist with designing your own CoCs and GSCs can be found at www.energysafety.govt.nz.



The Authentication Mark

The Authentication Mark must be displayed on CoCs and GSCs to show they are legitimate documents.

If the CoC and GSC are incorporated into one document, the Mark and required information, need only appear once.

The Authentication Mark is available for downloading at www.energysafety.govt.nz.

Issuing and Retaining Certificates

What information must consumers receive and when?

A copy of the CoC and GSC must be issued to the person who contracted the work. If the person who contracted the work is not readily available, certificates must be provided to the occupier or owner of the premises where the work was carried out.

The certificates can be sent by email and stored electronically. However, a paper-based version is fine if that suits the business better.

GSCs must be issued as soon as practicable after the installation is connected, but no later than 20 working days from connection.

Who else gets a copy of the certification?

If requested, a copy of the CoC must be sent within 10 working days and the GSC within seven working days, to organisations and individuals listed in the Regulations.

What records have to be retained, and why?

Certifying gasfitters and others authorised to certify, must keep their own copy of CoCs and GSCs for at least seven years, either in hard copy or electronically.

Supporting documentation, such as manufacturer's instructions and certified designs, must also be retained or a reference to where this can be obtained electronically (such as on a website), must be provided.

These records enable owners or operators of the installation, regulatory agencies and other interested parties to be satisfied that the compliance and safety of the work and the installation has been verified.

ELECTRICITY AND GAS HIGH-RISK DATABASE

From 1 July 2013 an online Electricity and Gas High-risk Database of gasfitting and electrical installation work classified as “high-risk” will be available at www.energysafety.govt.nz.

Certifying gasfitters who have completed a CoC for high-risk work, will be responsible for entering details of that high-risk work on the database within 20 days of issuing the CoC. The information will be based on key details already required for the CoC.

The new database does not record all the information required for certification, nor does it provide the ability to generate certificates.

The database will be publicly available to search for information that has been entered about high-risk work at a particular location.

Certificates stored on the PGDB online certification system will not be integrated into the new Electricity and Gas High-risk Database. However, the PGDB certification database will remain accessible for completion of gasfitting work started prior to 1 July 2013, and publicly available for record searches.

What will the Electricity and Gas High-risk Database be used for?

The database will provide public access to key information about where work classified as high-risk is done and by whom.

It will assist the PGDB and Energy Safety to focus resources on the areas that have the potential for the greatest improvement in safety outcomes and, in doing so, assist with auditing completed work and monitoring professional competency and safety.

How do Certifying Gasfitters register and access the Electricity and Gas High-risk Database?

Certifying gasfitters authorised to certify high-risk work and responsible for entering details into the database will be notified how to register and access the database. It is expected that certifying gasfitters will be able to register to use the database prior to 1 July 2013.

The database home-page will have a link to set-up a igovt logon / RealMe login which is needed to access the database. For those who do not already have an igovt logon / RealMe login, this can easily be done as part of the database registration process.

As part of registration, certifying gasfitters will set-up a profile and can enter the details of anyone they wish to delegate authority to, to enter information into the database on their behalf. Delegates will be required to have their own igovt logon / RealMe login to access the database.

A “how to” users guide will be available on the Energy Safety website once the database is available. The Energy Safety contact centre freephone (0508 377 463) will also be available to assist with questions on registering, accessing and entering information into the database.

Check and update your contact details, including an email address, on your PGDB profile. This will assist with notifications about the Electricity and Gas High-risk Database, including streamlining the registration process and access.

MORE INFORMATION

View the Gas (Safety and Measurement) Amendment Regulations 2012 at www.legislation.govt.nz.

Keep informed of updates, view more information and an online video about the certification changes at:

Energy Safety (Ministry of Business, Innovation & Employment)

www.energysafety.govt.nz

Phone: 0508 377 463

Plumbers Gasfitters and Drainlayers Board

www.pgdb.co.nz

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