

Application – Employer Licence in respect of gasfitting

Under section 62 of the PGD Act 2006

What is an employer licence?

An employer licence authorises the licence holder to allow employees who are not registered and licensed gasfitters to do, or assist in doing identified gasfitting work. Any work carried out by an employee must be done in accordance with the terms and conditions of the employer licence and all relevant legislation.

To be granted an employer licence, the Board must be satisfied that the applicant has, and at all times follows, a system of operation that:

- a. complies with the requirements of the Plumbers, Gasfitters, and Drainlayers Regulations 2010, and
- b. ensures that the employees who do or assist in doing the gasfitting work:
 - i. are competent to do that work, and
 - ii. receive the training and supervision necessary to ensure the work they do is carried out safely, competently, and in compliance with the Gas Act 1992 and the Gas (Safety and Measurement) Regulations 2010¹.

Terms and conditions of an employer licence

All employer licences are subject to certain standard terms and conditions, including:

- b. a right of inspection at any reasonable time by a person authorised by the Board
- c. a right by the Board to require the licence holder to produce documents, and
- d. a right by the Board to require the licence holder to provide any information the Board may require.

The Board may impose any other terms or conditions on an employer licence it thinks fit such as:

- e. restrictions on the type of gasfitting that can be done
- f. conditions around competency and safe work practices
- g. limitations on the area the licence applies to
- h. requirements around periodic reassessments of the system of operation
- i. notification requirements around the skills and training of employees doing gasfitting work under the licence
- j. notification requirements around changes to key personnel of the licence holder, and
- k. notification requirements around any safety incidents that occur.

¹ Or any other relevant regulations passed under the Gas Act

Duration of an employer licence

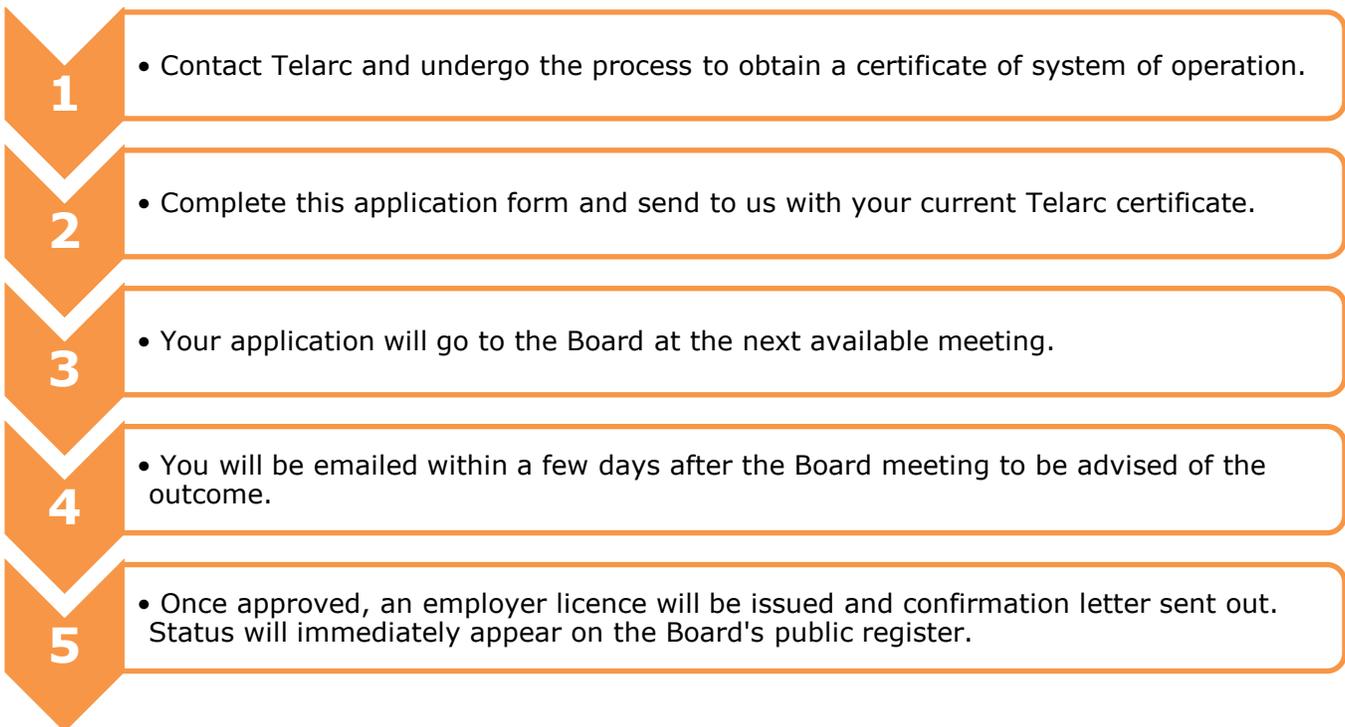
An employer licence is issued for the period the licence holder is certified by Telarc, up to a maximum of 3 years.

Certification of system of operation

To meet the requirements to be issued with an employer licence, an applicant must be able to provide a certificate from Telarc certifying their system of operation.

Contact Telarc to undergo their assessment process at: <https://telarc.org/> or 0800 004 004.

You will need to provide your *System of Operation Manual* to Telarc.



Sending your application to us

Post: PGDB, PO Box 10655, The Terrace, Wellington 6140

or

Courier: PGDB, Level 8, 70 The Terrace (Solnet House), Wellington Central 6011

Guidance on System of Operation Manual for People Applying for an Employer Licence

Any person wishing to apply for an employer licence authorising them to allow their employees to do restricted gasfitting work must have a system of operation in place relating to that gasfitting work.

What is a system of operation

The system of operation covers:

- a. the gasfitting work that can be done under the licence*
- b. the training and skills of the employees who will be doing this work, and*
- c. the procedures that will be followed to ensure the gasfitting work is done competently and safely.*

The system of operation must be recorded in writing in a system of operation manual.

System of operation manual

A system of operation manual records:

- l. the matters listed above,*
- m. details about the employees who will be doing gasfitting*
- n. the places where the gasfitting work will be done, and*
- o. a contact person for the employer licence.*

Below is a full list of the requirements a system of operation manual must contain, along with some guidance on what each requirement means. These are legal requirements and you can find them under the Plumbers, Gasfitters, and Drainlayers Act 2006 and the Plumbers, Gasfitters, and Drainlayers Regulations 2010.

The importance of the system of operation and system of operation manual

The system of operation and the system of operation manual are critical to being issued with an employer licence. Without a proper system of operation and manual recording that system, an applicant will not be issued with an employer licence.

Maintaining and, at all times following, the system of operation, and maintaining the system of operation manual are critical to operating lawfully under an employer licence. Failure to have follow a system of operation and/or maintain your system of operation manual may result in an employer licence being cancelled.

Detailed requirements for system of operation manual

Requirement 1

The manual must identify the gasfitting that is to be carried out.

Guidance about this requirement

This information should be specific outlining:

- *the appliances and types of appliances that are to be installed, maintained, and/or commissioned under the licence*
- *the specific fittings and types of fittings that are to be installed, maintained, and/or commissioned, and*
- *detail in regards to flue and ventilation work particularly where this relates to building penetrations.*

Requirement 2

The manual must specify the skills and training of all employees who will be carrying out the identified gasfitting.

Guidance about this requirement

Having specified the identified gasfitting, each component may have its own specific related skills and training requirements. The skills and training specified for each employee must relate to each component of the identified gasfitting work they will be carrying out.

Requirement 3

The manual must specify the procedures for carrying out, supervising, and monitoring the gasfitting work.

Guidance about this requirement

Employees' skills for carrying out different components of the identified gasfitting work may vary. Different levels of supervision and monitoring may be required to suit each employee's skill set. The manual must clearly specify how the different supervision and monitoring requirements for each employee will be dealt with.

For information on how the Board approaches supervision, please refer to

<https://www.pgdb.co.nz/trade/licensing/>

Requirement 4

The manual must contain procedures for investigating injuries to people or damage to property as a result of carrying out any gasfitting.

Guidance on this requirement

The manual must clearly outline the procedures that will be followed to investigate any incidents relating to carrying out the gasfitting work. This should include the reporting and notification requirements under the Health and Safety at Work Act 2015 and any regulations made under that Act, as well as the Gas (Safety and Measurement) Regulations.

Requirement 5

The manual must also contain procedures for taking action to prevent and respond to any injuries to people or damage to property that results from carrying out the gasfitting work.

Guidance on this requirement

The manual must clearly outline the procedures the licence holder will take to prevent injuries to people as a result of carrying out the gasfitting work and to prevent damage to property. The manual must also set out the procedures that will be followed to respond to any personal injury or property damage that results from doing the gasfitting work.

Requirement 6

The manual must include the names of every employee who will be carrying out the identified gasfitting along, with a description of the identified gasfitting that they are trained and have the skills to do.

Guidance on this requirement

This information should be specific to each employee. It relates to the different components of the identified gasfitting work that each employee will be carrying out and their skills and training in relation to that work. This part of the manual must be kept up to date at all times, so if employees change, those changes need to be recorded in the manual.

Requirement 7

The manual must state the address and location of each place of work where the licence holder's employees will be carrying out the identified gasfitting.

Guidance on this requirement

This must be done with sufficient detail to make it clear where the gasfitting work will be done.

Requirement 8

The manual must contain the details of the employee of the licence holder who will be the contact person for the licence. They must be identified by either name or position.

Guidance on this requirement

This person must have an in-depth knowledge of the details of employer licence, particularly the system of operation and manual. They will be the first point of contact for the Board when dealing with any matters relating to the licence.

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COMPLETE IN CAPITAL LETTERS

* Denotes information which is required

^ Denotes information which is shown on the public register
<https://www.pgdb.co.nz/>

COMPANY DETAILS

Employer licence number* (if you've held one with us before):

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Company/trading name*^: _____

Postal address*:

Suburb*: _____

City*: _____

Postcode*: _____

Physical address*^:

Suburb*: _____

City*: _____

CONTACT PERSON DETAILS

Family name/surname*^: _____

First and middle name(s)*^: _____

Date of birth*: ____/____/____ (dd/mm/yyyy)

Mobile phone number: _____

Home phone number: _____

Work email^: _____ @ _____

Work phone number*^: _____

FEE PAYMENT

Amount payable: \$920.00 (GST included)

Credit/debit card (Visa or Mastercard only) Please note: A 2.41% credit card fee will be charged when payments are made by either Visa or Mastercard credit or debit cards.

Card number*:

Card expiry date*: /

Cardholder's name
(as it appears on card) *:

Contact phone number for cardholder*: _____

Cardholder's signature*:

I authorise the Plumbers, Gasfitters and Drainlayers Board to charge the total amount to my credit card or debit card.

CONFIRMATION OF ACCURACY

By signing this application, you verify that all information given is true and correct.

Signature*: _____ Date*: _____

Privacy Act 1993: The information requested in this form is collected by the Plumbers, Gasfitters and Drainlayers Board for the purpose of assessing your application and administering your employer licence in respect of gasfitting. However, the Board may use this information for any other purposes required or permitted by the Plumbers, Gasfitters, and Drainlayers Act 2006 and the Privacy Act 1993. You have the right under the Privacy Act 1993 to access and request correction of any personal information held about you by the Board.

CHECKLIST

Check you have answered all fields marked “*”, and the questions on this form that relate to you. We can only process your application if you complete the form accurately. If you miss out any requirements your application will be returned to you.

- Have you attached your current Telarc certificate?
- Page 1: Have you completed all contact details, including public register details?
- This page: Have you included the correct payment details?
- This page: Have you signed and dated the *Confirmation of Accuracy*?