

Gas certificate review policy

Reviewing gas certificates

1. The Board can review Gas Safety Certificates and Certificates of Compliance issued by Certifying Gasfitters. This policy provides guidance on how it conducts such reviews.

Gas certificate review policy

2. This policy covers why the Board carries out certificate review and how they are done. It is for all Board employees, and any contractors or agents of the Board who are involved in carrying out certificate reviews.

Certificate reviews protect the public and industry

3. Certifying that gasfitting work is safe and compliant is an essential aspect of carrying out and/or supervising gasfitting work. If done correctly, it protects the public, it protects the person who carried out and/or supervised the work, and it protects other gasfitters who may work on the installation in the future.

Certificate reviews promote practitioner competence

4. The Board wants to make sure that the work of certifying gasfitting is being carried out correctly. Certificate reviews are intended to help by identifying certification practices that do not meeting the required standards and giving practitioners the advice, tools, training and support they need to help them improve their practices.

How certificate reviews are conducted

5. The gas certificate review process involves:

Identifying the practitioner

6. The Certifying Gasfitter selected may be someone who has been found guilty of disciplinary offences in relation to their certification practices, someone whose gasfitting work or certificates have come to the attention of the Board in some way, or someone selected at random.

Certificates requested

7. The Board writes to the practitioner telling them they have been selected for a gas certificate review. They are asked to provide copies of all their gas certificates for a specified period, usually the preceding six months.

Certificates are reviewed

8. The certificates are reviewed by a technical advisor. This may involve reviewing all the certificates received, or a random selection of them. Generally speaking, the Board is not concerned with one-off errors on a certificate unless they are significant. The Board is looking for things that show that the practitioner is confused or unsure about aspects of the certification process or is careless about how they are certifying work.
9. Certificates may also be reviewed against entries for the work on the WorkSafe NZ Electricity and Gas High-Risk Database.

Review report prepared

10. A report of the certificate review is prepared listing the certificates reviewed and any issues or concerns with them. The report also includes a section where the technical advisor gives their opinion about the practitioner's certification practices in general.
11. Where the technical advisor has concerns about the practitioner's certification practices, they will include suggestions for steps the practitioner could take to improve their certification practices. These may include:
 - Having a one-on-one discussion with the technical advisor
 - Going on a training course
 - Providing them with resources for their use
12. If the technical advisor has serious concerns about how a practitioner is carrying out their certification, they may recommend that they undergo a formal competence review.

Report provided to practitioner

13. The review report is provided to the practitioner, along with any advice or recommendations around upskilling.

Follow-up

14. Once the practitioner has had time to consider the review report, the Board will contact them to discuss any follow-up actions with them.

Version management

Date	Details
1 July 2022	Approved by Chief Executive
1 July 2025	Next review date