



Approved Forms – Electrical

This Advisory Note specifies the electrical work forms and certificates required under the *Occupational Licensing Act 2005* that have been approved by the Administrator of Occupational Licensing.

This Advisory Note supersedes the Occupational Licensing (Approved Forms – Electrical) Determination 2016, and applies from the date of approval of the Administrator of Occupational Licensing.

Approved by the Administrator of Occupational Licensing on 25 August 2021.

1. Interpretation

In this Advisory Note, unless the context otherwise requires:

“**Act**” means the *Occupational Licensing Act 2005*;

“**CBOS**” means Consumer, Building and Occupational Services;

“**Continuing Professional Development (CPD)**” has the same meaning as section 4 of the *Occupational Licensing Act 2005*;

“**Regulations**” means the *Occupational Licensing (Electrical Work) Regulations 2018*;

2. Approved forms

The below forms are approved for the purposes of the *Occupational Licensing Act 2005*:

2.1. Electrical Licence applications

For the purposes of sections 26(5), 33(1) and 36(1) of the Act, the approved form for licence applications and renewals are:

- those in the Occupational Licensing Audit and Compliance system that is available on the CBOS website.

2.2. Contractor's register

For the purposes of section 98 of the Act, the approved form for the contractor's register may be any form that is legible, current, and as a minimum contains the following information as required by section 98(2) of the Act:

The full particulars of -

- (a) each employee or practitioner, or person undergoing an approved course of training, who is engaged by the contractor; and
- (b) the occupations and classes of prescribed work undertaken by each employee, practitioner or person undergoing an approved course of training; and
- (c) the qualifications, competencies and continuing professional development of each employee, practitioner or person undergoing an approved course of training.

2.3. Record of Electrical Work

For the purposes of regulation 14(1) of the Regulations, the approved form for the recording of electrical work, is any form where the content of the record of electrical work is legible and, as a minimum, contains:

- (a) the name, licence number and business address of the persons responsible for the work, being:
 - i. the contractor; or
 - ii. for work not performed for or on behalf of a contractor (where a contractor licence is not required) the licensed electrical practitioner; and
- (b) the name of the person for whom the work was performed; and
- (c) the address where the work was performed; and
- (d) details of the electrical work performed, being sufficient to:
 - i. identify what work was carried out;
 - ii. identify on what date the work was carried out; and
 - iii. indicate the part of the installation or infrastructure where the work was performed; and
- (e) the signature of the practitioner who certifies the work as compliant.

2.4. Certificate of Electrical Compliance

For the purposes of regulation 15(2) of the Regulations, the approved form for the notification of electrical work is the Certificate of Electrical Compliance.

This form must be completed on the printed booklet available from CBOS or the Electrical Safety Inspection Service.

2.5. Defective Electrical Work

For the purposes of regulations 19 and 20 of the Regulations, the approved form for giving notice of defective electrical work is the Notice of Defective Electrical Work generated in the Electrical Contractors Performance Tracking Database.

2.6. High Voltage Certificate of Electrical Compliance

For the purposes of regulation 17(1) of the Regulations, the approved certificate for certifying the compliance of high voltage electrical work may be any form that is legible, current, and as a minimum contains the following information:

- (a) the full name, business name and business address of the person certifying the high voltage electrical work; and
- (b) evidence that the person meets the requirements to certify high voltage electrical work, such as their:
 - i. Engineer – Building Services licence number, or
 - ii. National Engineering Register registration number, or
 - iii. Engineers Australia member number, or
 - iv. record of Administrator’s approval to certify the work; and
- (c) the address and location of where the high voltage electrical work was performed; and
- (d) a brief description of the work performed; and
- (e) the date of when the high voltage electrical work was completed; and
- (f) a copy of the Certificate of Electrical Compliance, signed by the person responsible for the high voltage electrical work; and
- (g) a statement verifying:
 - i. the installed electrical equipment complies with the relevant standards;
 - ii. the high voltage electrical work:
 - a. complies with the applicable standards of work;
 - b. complies with the relevant design specifications;
 - c. will function as intended; and
 - d. is safe to energise; and

- iii. the high voltage electrical work does not negatively affect any other part of the electrical installation, other electrical installations or the network;
- (h) a statement verifying that:
 - i. the network service provider has approved and granted permission for the high voltage electrical installation to be connected to their network; and
 - ii. the specifications of the applicable network connection agreement have been met.
- (i) the signature of the person certifying the high voltage electrical work, and date of signature.

2.7. Electrical Compliance Label for transportable structures and vehicles

For the purposes of clause 9(1)(b) of the Occupational Licensing (Standards of Electrical Work) Code of Practice, the approved form the labelling of transportable structures and vehicles is the Electrical Compliance Label available from CBOS.