

THE
CERTIFICATE OF ELECTRICAL SAFETY

SYSTEM

Explained

Prescribed

Non-Prescribed

Periodic



Office of the Chief Electrical Inspector

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FOREWORD

On 3 May 1999, Part 3 of the new Electricity Safety Act 1998 and the new Electricity Safety (Installations) Regulations 1999 will come into effect. These will replace the current legislation and regulations related to all aspects of electrical wiring.

This booklet has been designed for use by registered electrical contractors, licensed electrical installation workers and licensed electrical inspectors. It provides essential information on how the certificate of electrical safety system works. I urge you to read the booklet carefully and refer to it when necessary.

In addition, a certificate of electrical safety hotline has been established to provide further information and assistance if required. If you have any questions regarding the new system, please call this hotline on 1800 800 158.

Ian K. Graham

Ian K Graham
CHIEF ELECTRICAL INSPECTOR

1. WHAT ARE THE AIMS OF THE NEW CERTIFICATE OF ELECTRICAL SAFETY SYSTEM?

The aims are to –

- Improve electrical safety for the general public, electricity customers and electrical workers;
- Ensure that all electrical installation work is undertaken only by qualified persons and that their competency is promoted to customers;
- Ensure that customers have more influence over the cost and standard of the electrical installation work undertaken;
- Introduce competition into the electrical inspection services provided to the community;
- Introduce the certificate of electrical safety; and
- Introduce a new class of electrical worker, namely the licensed electrical inspector.

2. WHAT ARE YOUR LEGAL RESPONSIBILITIES UNDER NEW LEGISLATION AND REGULATIONS?

It is your responsibility to understand the legislation and regulations that are in place at any time and you must always work in accordance with them. The following legislation and regulations are effective as of 3 May 1999 -

- Part 3 of the Electricity Safety Act 1998; and
- Electricity Safety (Installations) Regulations 1999.

3. WHAT ARE THE KEY CHANGES UNDER NEW LEGISLATION AND REGULATIONS?

3.1 TYPES OF ELECTRICAL INSTALLATION WORK

Under the new system, there are two types of electrical installation work - *prescribed* and *non-prescribed*.

Prescribed Electrical Installation Work

Prescribed electrical installation work means work on all or part of any of the following electrical installations if they are ordinarily operated at low voltage or a voltage exceeding low voltage -

1. Consumers mains, main earthing systems and those parts of main switchboards that are related to the control of installations and the protection against the spread of fire;
2. Sub-mains, earthing systems and any distribution boards related to the control of individual occupiers' portions of multiple installations unless the occupier has immediate and unimpeded access to the main switch or switches controlling the whole of the multiple installation;
3. Electrical wiring and electrical equipment installed in hazardous areas within the meaning of section 9.0 of the SAA Wiring Rules and protection equipment associated with hazardous areas;
4. High voltage installations except high voltage wiring and equipment that is -
 - (i) associated with an electric discharge lighting system; or
 - (ii) associated with X-ray equipment; or

- (iii) associated with high frequency equipment; or
 - (iv) within self contained equipment supplied at low voltage;
5. Electrical control and protection equipment associated with standby generation or co-generation electricity supply systems;
 6. Electric fences used for security purposes but not including electric fences intended primarily for the control or containment of animals;
 7. Electrical installations comprising remote area power supplies with a power rating exceeding 500 volt amperes not connected to a supply authority distribution system;
 8. Electrical wiring and associated fixed electrical equipment installed in body-protected or cardiac-protected electrical areas of hospitals and medical and dental practices.

Non-Prescribed Electrical Installation Work

Non-prescribed electrical installation work means work *other* than listed as prescribed electrical installation work.

3.2 TYPES OF CERTIFICATES OF ELECTRICAL SAFETY

A certificate of electrical safety must be issued at the completion of any electrical installation work.

Under the new system, there are three types of certificate (*prescribed, non-prescribed* and *periodic*) and these are depicted as follows -

Non-Prescribed Certificate

(Actual certificate is blue and aqua)

Certificate of Electrical Safety

Certificate of Electrical Safety
CERTIFICATE OF ELECTRICAL SAFETY
 (For Non-Prescribed Electrical Installation Work)

Certificate No.

Electrical Safety Act 1988 (Electrical Safety Regulations 2002) Section 10

1 Details of Registered Person (For self-employed, sole traders, partnerships, limited liability companies and limited liability partnerships)

Officer or Director Name: Surname:

Address:

Subject or firm: Partnership:

Address:

Telephone No: Fax No:

2 Details of Appointment (For self-employed, sole traders, partnerships, limited liability companies and limited liability partnerships)

Contract No: Start:

Form:

3 Details of Installation

Name of customer:

Address of installation (Street or County):

Subject or firm: Partnership:

Telephone No: Fax No:

4 Details of Non-Prescribed Electrical Installation Work undertaken

By night work: By other (ILO): By other (ILO): Other:

Worked in accordance with the Regulations: (Certificate grade details below)

Description of work undertaken (reference any drawings):

5 Has the electrical installation been tested in accordance with BS 5897? Yes No


If yes, give certificate number:

6 Is a safety certificate required under the Act? Yes No

I, the Registered Installer, declare under special oath, that I am qualified to carry out the electrical installation work described above and that the electrical work has been done in accordance with and compliance with the Regulations and that I am not aware of any other work being done in accordance with the Regulations.

Signature:

Date of completion: State of completion:



Electricity Regulation Authority

Original - Customer _____

2nd copy - Office of the Chief Electrical Inspector _____

3rd copy - Responsible Person _____

3.3 Responsible Person

The person who is responsible for the carrying out of electrical installation work is a reference -

- (a) to a registered electrical contractor, if the registered electrical contractor is engaged to carry out the work; or
- (b) to a person in a prescribed class of persons, if that person is engaged to carry out the work;
- (c) if paragraphs (a) and (b) do not apply and the work is carried out by a licensed electrical installation worker under the supervision of another licensed electrical installation worker, to the licensed electrical installation worker who supervised the work;
- (d) if paragraphs (a), (b) and (c) do not apply, to the licensed electrical installation worker who carried out the work.

(Reference is made to S41A of the Electricity Safety Act 1998)

3.4 Types Of Licences Under The New System

Prior to 3 May 1999	Post 3 May 1999	
Licence Type	Licence Type	USERID Prefix
Licensed electrical worker:		
• Unrestricted	Electrician	1
• S class & N class	Disconnect/reconnect worker (of the appropriate class)	2
• B class*	Electrician (supervised)	3
• R class	Occupier	4
• -	Supervised worker	5

* B class may be eligible for disconnect/reconnect worker's licence

3.5 Types Of Work Which Can Be Undertaken By Each Class Of Licensed Electrical Installation Worker

Licence Type	Type of Prescribed Electrical Installation Work							
	1*	2*	3*	4*	5*	6*	7*	8*
Electrician	✓	✓	✓	✓	✓	✓	✓	✓
Disconnect/reconnect worker (of the appropriate class)	x	x	✓	x	✓	x	✓	✓
Electrician (supervised)	✓	✓	✓	✓	✓	✓	✓	✓
Occupier	✓	✓	x	x	✓	x	✓	x
Supervised worker	✓	✓	✓	✓	✓	✓	✓	✓

3.6 Types Of Inspection Licence And The Associated Work Types

Licensed Electrical Inspector Class	Type of Prescribed Electrical Installation Work							
	1*	2*	3*	4*	5*	6*	7*	8*
L	✓	x	x	x	x	x	x	x
G	✓	✓	x	x	x	x	x	x
H	x	x	✓	x	x	x	x	x
V	x	x	x	✓	x	x	x	x
S	x	x	x	x	✓	x	x	x
F	x	x	x	x	x	✓	x	x
R	x	x	x	x	x	x	✓	x
M	x	x	x	x	x	x	x	✓

* Refer to pages 3 & 4 for definition of categories of prescribed work. Refer page 10 for the legend for the above tables.

Legend

- ✓ Permitted to carry out work.
 - x Not permitted to carry out work.
- L Electrical wiring and electrical equipment installed in installations comprising a low voltage single phase, 2 wire supply comprising consumers mains, a main earthing system or those parts of a main switchboard that are related to the control of the installation and the protection against the spread of fire.
- G Any low voltage installations other than classes H, S, F, R and M.
- H Electrical wiring and electrical equipment installed in hazardous areas within the meaning of section 9.0 of the SAA Wiring Rules and protection equipment associated with hazardous areas.
- V High voltage installations except high voltage wiring and equipment -
- (i) associated with electric discharge lighting systems; or
 - (ii) associated with X-ray equipment; or
 - (iii) associated with high frequency equipment; or
 - (iv) within self contained equipment supplied at low voltage.
- S Electrical control and protection equipment associated with standby generation or co-generation electricity supply systems.
- F Electric fences used for security purposes but not including electric fences intended primarily for the control or containment of animals.
- R Electrical installations comprising remote area power supplies with a power rating exceeding 500 volt amperes not connected to a supply authority distribution system.
- M Electrical wiring and associated fixed electrical equipment installed in body-protected or cardiac-protected electrical areas of hospitals and medical and dental practices.
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3.7 INSPECTION OF PRESCRIBED ELECTRICAL INSTALLATION WORK

Under the new system, all prescribed electrical installation work must be inspected by a licensed electrical inspector.

The responsible person must arrange for the inspection of all prescribed electrical installation work before the work is connected to electricity supply or used.

3.8 AUDIT OF NON-PRESCRIBED ELECTRICAL INSTALLATION WORK

Under the new system, non-prescribed electrical installation work will be subject to a random audit by the Office of the Chief Electrical Inspector (OCEI) – with the actual percentage determined by the OCEI.

3.9 USE OF THE OCEI'S TELEPHONE COMPUTER SYSTEM (INTERACTIVE VOICE RESPONSE - IVR - SYSTEM)

Under the new system, the IVR must be used by a -

- Responsible person (usually the registered electrical contractor) to lodge certificate details; and
- Licensed electrical inspector to lodge inspection details.

4. How Do You Access The OCEI's Telephone Computer System?

Use of the IVR system is quick and simple. It will advise you over the telephone what information to enter and when.

1. Have your user identification number (USERID) and personal identification number (PIN) at hand.
2. Call 1300 360 366 on a "tone dial" compatible telephone (24 hours per day, 7 days per week).
3. The computer will prompt you to enter your USERID.
4. You will then be asked to enter your 4 digit PIN.

Important Note: Remember to push the buttons on the telephone key pad and don't attempt to speak the numbers into the telephone.

Once access is granted you will be presented with the following menu -

Responsible persons -

- 1 Lodge certificates
- 2 Purchase certificates
- 8 Change PIN

Licensed electrical inspectors -

- 1 Review inspection details
- 2 Lodge certificates
- 8 Change PIN

The operation of these menu functions is clearly explained by the computer system when using the IVR and this booklet will discuss in detail the most important ones.

If you experience difficulty in getting through to the computer or working with the menu options you should contact the OCEI's hotline on **1800 800 158**.

5. WHAT TYPES OF TELEPHONES ARE COMPATIBLE WITH THE OCEI'S COMPUTER SYSTEM?

Most push button telephones, such as the Telstra touchtone, can be used to operate the system. Telephones can, however, operate on several dial signal modes including pulse, decadic and tone dial. To communicate with the IVR system, your telephone must be operating on the tone dial mode. There is often a switch on the bottom or side of the telephone which enables you to select the various dial signals. If your telephone does not have such a switch and you find you cannot access the IVR system, you should call your service provider for further information.

If you have one of the older style rotary dial telephones and don't want to upgrade it, you can purchase a small device called a pocket tone dialler from electronics shops such as Tandy Electronics or Dick Smith for approximately \$20.00. To access the IVR system, you simply dial the telephone number as normal and once you are connected, you place the device on the mouthpiece of your telephone and push the numbered buttons to enter the data.

In addition, all mobile telephones can operate the computer system. The mobile telephone needs to be set to DTMF “on” position. DTMF stands for dual tone multi frequency and most mobile telephones are preset to that position from the date of purchase. If you have trouble operating the OCEI’s computer system on your mobile telephone, check that it is set to DTMF “on” mode. This is normally done by pressing a series of buttons on the telephone rather than flicking a switch. You may need to refer to the handbook you received with the telephone or the people you purchased it from to switch between DTMF “off” and “on”.

6. How Do You Purchase Certificates Of Electrical Safety?

Certificates may be purchased from the following organisations -

- OCEI -
 - by using a telephone via the OCEI’s IVR system;
 - by mailing your order form to the OCEI (refer page 25 for a copy of the order form);
 - by visiting the OCEI in person;
- agencies appointed by the OCEI (selected electrical wholesalers).

When you purchase certificates, individual certificate numbers are recorded against your registration or licence number and are not transferable to another person.

Please Note: The regulations allow you to provide written authorisation to one other person to purchase certificates on your behalf.

7. HOW DO YOU REVIEW A CERTIFICATE?

(APPLICABLE TO THE LICENSED ELECTRICAL INSPECTOR ONLY)

Following a request from a responsible person for an inspection of an installation, the licensed electrical inspector should interrogate the IVR to ensure that a valid certificate has been lodged by a valid registered electrical contractor or licensed electrical installation worker.

This process is also used to indicate whether a licensed electrical installation worker is due for an OCEI audit.

8. WHEN AND HOW DO YOU LODGE A CERTIFICATE?

8.1 WHEN THE REGISTERED ELECTRICAL CONTRACTOR IS THE RESPONSIBLE PERSON

Every time you are responsible for electrical installation work, you must ensure that the following actions are taken -

Prescribed Work

- *Within four business days* of the date of completion of the work, the electrician gives you his/her completed and signed certificate of compliance.

- **Within two business days** of the date of completion of the certificate of compliance you must lodge the certificate on the IVR and then arrange for inspection by a licensed electrical inspector.
- **Within eight business days** of the date of completion of the work, the licensed electrical inspector inspects the work.
- **Within four business days** of inspection, the licensed electrical inspector gives you the completed and signed certificate of inspection and lodges the certificate on the IVR.
- **Within four business days** of the certificate of inspection being given, you must distribute all copies of the certificate.

Please Note: Where work has been inspected and it is deemed to be non-compliant, a copy of the certificate must still be forwarded to the OCEI.

Non-Prescribed Work

Non-Prescribed Certificate

- **Within four business days** of the date of completion of the work, the electrician gives you his/her completed and signed certificate of compliance.
- **Within two business days** of the date of completion of the certificate of compliance, you must lodge the certificate on the IVR.
- **Within one month** of the date of completion of the certificate of electrical safety you must distribute all copies of the certificate.

Please Note: Where work has been audited and it is deemed to be non-compliant and, if you arranged for the defect(s) to be remedied, you must produce a new certificate and arrange for a new audit at no cost to the customer.

Periodic Certificate

- ***Within four business days*** of the date of completion of the work, the licensed electrical installation worker gives you the certificate of compliance with his/her portion of the certificate completed and signed.
- ***Within four business days*** of completion of the 3 month period, you must complete the certificate and distribute all copies.

Please Note: Where work has been audited and it is deemed to be non-compliant and, if you arranged for the defect(s) to be remedied, you must produce a new certificate and arrange for a new audit.

8.2 LICENSED ELECTRICAL INSTALLATION WORKER

Electrician Working for a Registered Electrical Contractor or Other Responsible Person

Every time you undertake electrical installation work, you must do the following -

Prescribed Work and Non-Prescribed Work

- ***Within four business days*** of the date of completion of the work, you must complete and sign the certificate of compliance and return it to the registered electrical contractor or other responsible person you are working for.

Periodic Certificate

- ***Within four business days*** of the date of completion of the work, you must give to the registered electrical contractor or other responsible person the certificate of compliance with your portion completed and signed for each job undertaken.

When the Licensed Electrical Installation Worker is the Responsible Person

Where there is no registered electrical contractor responsible for the work, the electrician in charge is regarded as the responsible person. The responsible person obtains a certificate of electrical safety relevant to each job (prescribed or non-prescribed) and ensures the following -

Prescribed Work

- ***Within four business days*** of the date of completion of the work, the electrician gives you his/her completed and signed certificate of compliance.
- ***Within two business days*** of the date of completion of the certificate of compliance, you must lodge the certificate on the IVR and then arrange for inspection by a licensed electrical inspector.
- ***Within eight business days*** of the date of completion of the work, the licensed electrical inspector inspects the work.

- **Within four business days** of inspection, the licensed electrical inspector gives to you the completed and signed certificate of inspection and lodges the certificate on the IVR.
- **Within four business days** of the certificate of inspection being given, you must distribute all copies of the certificate.

Please Note: Where work has been inspected and it is deemed to be non-compliant, a copy of the certificate must still be forwarded to the OCEI.

Non-Prescribed Work

Non-Prescribed Certificate

- **Within four business days** of the date of completion of the work, the electrician gives you his/her completed and signed certificate of compliance.
- **Within two business days** of the date of completion of the certificate of compliance, you must lodge the certificate on the IVR.
- **Within one month** of the date of completion of the certificate of electrical safety, you must distribute all copies of the certificate.

Please Note: Where work has been audited and it is deemed to be non-compliant and, if you arranged for the defect(s) to be remedied, you must produce a new certificate and arrange for a new audit at no cost to the customer.

Periodic Certificate

- ***Within four business days*** of the date of completion of the work, the licensed electrical installation worker gives you the certificate of compliance with his/her portion of the certificate completed and signed.
- ***Within four business days*** of completion of the 3 month period, you must complete the certificate and distribute all copies.

Please Note: Where work has been audited and it is deemed to be non-compliant and, if you arranged for the defect(s) to be remedied, you must produce a new certificate and arrange for a new audit.

Electrician Undertaking Work for No Profit or Gain

In this instance, you are considered to be both the licensed electrical installation worker and the responsible person. As such, your responsibilities are the same as for the electrician working for the registered electrical contractor or other responsible person and for the responsible person. Refer to the sections above named “When the Licensed Electrical Installation Worker is the Responsible Person” and “Electrician Working for a Registered Electrical Contractor or Other Responsible Person”.

Occupier’s Licence

You are considered to be carrying out electrical installation work and, as such, must purchase and complete certificates of electrical safety for all appropriate work undertaken by you at your residential address.

Refer to the Section named “Electrician Undertaking Work for No Profit or Gain”.

8.3 LICENSED ELECTRICAL INSPECTOR

Every time you inspect electrical installation work, you must do the following -

Prescribed Work

- ***Within four business days*** of inspection, you ***must*** complete and sign the certificate of inspection and return the completed certificate to the responsible person.
- ***Within four business days*** of inspection, you ***must*** lodge the certificate on the IVR.

Please Note: Where the work is deemed to be non-compliant, an associated defect report in addition to the certificate must also be returned to the responsible person.

Non-Prescribed Work

Every time you audit on behalf of the OCEI you must ensure the following actions are taken -

Non-Prescribed Certificate

- ***Within four business days*** of the date of the audit of the work, you ***must*** lodge the results on the IVR and, if there are defects, advise the person responsible for carrying out that electrical installation work and the OCEI.

9. How Do You Book An Inspection?

It is the responsibility of the responsible person to arrange for the inspection of prescribed work. A new register of licensed electrical inspectors has been compiled by the OCEI. Should you experience difficulty in booking an inspection, please contact the OCEI on 1800 800 158, which will provide you with the details of a licensed electrical inspector.

10. WHAT DO YOU DO IF YOUR WORK DOES NOT COMPLY?

Where prescribed work has been inspected and determined to be non-compliant, a copy of the certificate must still be forwarded to the OCEI in the same manner as for compliant work. Where you arrange for the defect(s) to be remedied, you must provide a new certificate and arrange for a new inspection at no cost to the customer.

Where non-prescribed work has been audited and you arrange for defects to be remedied, you must provide a new certificate and arrange a new audit at no cost to the customer.

11. WHAT PENALTIES APPLY IF YOU DON'T COMPLY?

The Act provides for penalties ranging up to \$5,000 for the following -

- unlicensed work;
- failure to give a certificate of electrical safety;
- any work found non-compliant on inspection or audit.

The Act also provides for a penalty of up to \$25,000 for a body corporate for failure to be registered or insured.

12. WHAT CAN YOU DO WITH UNUSED CERTIFICATES?

Refunds for unused certificates are available only when a licence or registration is discontinued.

- Request a refund for the unused certificates either in writing or via the telephone and return the relevant certificates to the OCEI (the refund will not be processed until the certificates are received).
- On receipt by the OCEI, certificates will be stamped as cancelled, the certificate details recorded on the IVR system for audit purposes and a copy of the certificates filed.
- A cheque will be raised and forwarded to you.

13. WHAT CAN YOU DO WITH LOST, DAMAGED OR DESTROYED CERTIFICATES?

Should you find yourself in a position where a certificate or batch of certificates has been lost, damaged or destroyed and replacement certificates are required, the following process will apply -

- Telephone or write to the OCEI to advise that the certificates have been lost, damaged or destroyed or did not arrive after the initial order.
- The OCEI will verify that the certificates were purchased by you.

You will be required to forward a statutory declaration to the OCEI. To expedite the process, you may forward a copy by facsimile. On receipt of the facsimile, the OCEI will commence the process, however, the replacement certificates will not be sent until receipt of the original statutory declaration.

The replacement certificates will be forwarded to you within 24 hours of the OCEI receiving the statutory declaration.

No refunds will be given.

