

28 June 2017

FAQs regarding ESV's recent letter distributed to all Restricted Electrical Licence (D Licence) holders dated June 2017

Why did ESV send me the letter titled [Usage of Certificates of Electrical Safety \(COES\)](#)?

ESV believes that some restricted licence holders are not fully aware of their responsibilities in regard of Certificates of Electrical Safety (COES). Our recent communications were intended to make you aware, and to assist you to meet your Regulatory responsibilities.

A Restricted Electrical Licence is issued as supplementary to the worker's primary work function. Under the Regulations the licence holder is required to demonstrate the need to hold the licence.

Generally, if a Restricted Electrical Licence holder has not issued **any** COES, that licence holder has **not** demonstrated the need to hold a Restricted Electrical Licence. There are some exceptions below.

ESV does not define a particular number of certificates per year as being 'sufficient'. Every licence holder will be individually assessed in relation to their usage and what is required for their field of work.

When do I need to complete and issue a Certificates of Electrical Safety?

A non-prescribed COES is required to be issued following the disconnection or reconnection of electrical equipment, or a component part of that equipment, that is permanently connected to the installation.

If the disconnection and reconnection of electrical equipment is performed on the same day, a single COES may be issued. However, if the work is carried out over a number of days, then one COES will be required for the disconnection and another for the reconnection of the equipment.

Non-prescribed COES are required to be completed and signed within four business days of performing the work. The COES must be lodged within two days of completion of the COES either electronically or via the Interactive Voice Response System (IVR phone system).

A copy of the completed COES must be provided to the customer and ESV within 30 days of the completion of the work. The licence holder must retain a copy of the COES for their records for a minimum of three years.

What will happen when my Restricted Licence is due for renewal?

At the time of your licence renewal, you are required to provide evidence that you still meet the eligibility requirements for the restricted licence. ESV Licensing staff will also check your certificate usage. A decision regarding the reissue of your licence will be made based on the evidence provided and the evidence gathered from ESV's COES database.

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Should the ESV Licensing staff determine you are not eligible to have your Licence renewed and you disagree with this decision, please contact ESV's Licensing section or appeal in writing to the "Manager Licensing" for a review of this decision. An appeal to a decision to cancel your licence must be submitted to ESV within 30 days of the expiry date of your existing licence.

Enquiries can be made to: licensing@energysafe.vic.gov.au or 1800 815 721.

I am working under an ESMS and/or a Periodic COES

Restricted licence holders working at sites operating under an approved Electrical Safety Management Scheme (ESMS), or at sites that use Periodic COES, are not required to complete individual COES. At the time of your licence renewal, you will need to provide supporting documentation to prove you work under these arrangements.

My supervisor completes the COES for the licensed work I carry out

If another licensed electrical worker supervises your electrical installation work and completes the COES under their name, they are deemed to be the person carrying out the work. They are taking responsibility for your work. You are still required to hold the licence to carry out the work even if you are working under supervision, however you are not required to submit your own COES. At the time of your licence renewal, you will need to provide supporting documentation to prove you work under these arrangements.

I am a Type B Gas installation worker

Plumbers registered to work on Type B Gas installations are required to hold a Restricted Electrical Licence under the Plumbing Regulations. As there is a legislated requirement to hold this licence to maintain your Type B Registration or licence, you may not be required to meet the certificate usage guidelines. This will be individually assessed by the licensing team.

Am I eligible for a Restricted Licence?

You are considered eligible for a Restricted Electrical Licence if you have the necessary qualifications and can demonstrate a need to undertake the restricted electrical installation work because the work is ancillary to your primary work function.

In addition to the above, it must be impractical or inefficient for you to have an electrician carry out the restricted electrical work. The need to undertake the work must be sufficiently frequent and there must be a connection between the work you intend to carry out and your primary work function.

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What is meant by 'primary work function'?

The 'primary work function' is the main work you are qualified to perform and that you carry out on a day-to-day basis.

Example: A person holds a qualification as a plumber, and is working in this trade. Therefore, their primary work function is plumbing work. If they hold a Restricted Electrical Licence they may complete the restricted electrical work only on appliances directly related to plumbing work, for example, hot water services or gas appliances. The plumber is not permitted to complete restricted electrical work on appliances not related to their primary work function, such as an electric oven.

What work can I perform with my Restricted Electrical Licence?

A Restricted Electrical Licence entitles the licence holder to disconnect and reconnect electrical equipment that is associated with their primary work function and connected to a fixed electrical installation.

If equipment is fixed in position and the equipment requires isolation and disconnection to enable it to be repaired, maintained or replaced, you will require a Restricted Electrical Worker's licence to perform this disconnection and subsequent reconnection.

Restricted Electrical Licence holders may only disconnect and reconnect for the purposes of repair, maintenance and replacement. Equipment to be replaced must be equivalent in all respects to the original equipment. It must be in the same location and be able to be reconnected without alteration to existing cables.

A Restricted Electrical Worker's licence does not allow the licence holder to install or alter fixed electrical wiring. All electrical installation work is required to be performed by a licenced electrician.

Yours sincerely



Keith Van der Zyden

on behalf of

Neil Fraser

DEPUTY DIRECTOR