

Checklist for Certificates of Compliance (CoCs) – Gas

The **Certificate of Compliance** (CoC) provides a legally recognisable statement of the safety status of completed gasfitting specifically for the purpose of connection to gas supply, and also for other purposes, including auditing and investigations.

A CoC is required in the circumstances described in Regulation 46 of the Gas (Safety and Measurement) Regulations (GSMRs). GSMR 47 describes what the CoC must contain and GSMR 48 specifies the details that must be recorded on the CoC.

Requirement	GSMR	Comment	<input checked="" type="checkbox"/>	Assessment
The CoC form provides for a statement confirming that the person issuing the certificate is satisfied that:—				
<ul style="list-style-type: none"> the gasfitting work has been done lawfully and safely; and 	47(1)(a)(i)		<input type="checkbox"/>	
<ul style="list-style-type: none"> the information in the certificate is correct. 	47(1)(a)(ii)		<input type="checkbox"/>	
The CoC form provides for:—				
<ul style="list-style-type: none"> inclusion of the authentication mark 	47(1)(c)		<input type="checkbox"/>	
<ul style="list-style-type: none"> attachment of a copy of any of the following used in the course of the gasfitting work: <ul style="list-style-type: none"> manufacturer’s instructions, or certified designs 	47(1)(d)	This information must be attached if it is relied upon in doing the work. <i>Note: If it is impractical to attach a copy, GSMR 47(3) allows the certificate to contain a reference to where those documents can be found.</i>	<input type="checkbox"/>	
<ul style="list-style-type: none"> recording whether the work has been done in accordance with the means of compliance in sections 3 to 6 of AS/NZS 5601.1 or sections 3 to 9 of AS/NZS 5601.2 	48(1)(a)	A Y/N answer is expected. This information is mandatory. The checklist should require certifier to indicate whether compliance was with essential requirements or the means of compliance.	<input type="checkbox"/>	
<ul style="list-style-type: none"> specifying whether the work has been done in accordance with a certified design for the gas installation 	48(1)(b)	A Y/N answer is expected. This information is mandatory. The form should require a copy of the Certified Design be attached.	<input type="checkbox"/>	
<ul style="list-style-type: none"> specifying, if the work was required to comply with standards in addition to AS/NZS 5601.1 or AS/NZS 5601.2, which standards were complied with 	48(1)(c)	A Y/N answer is expected. This information is mandatory if compliance with other standards was required for the work. Possible choices are: <ul style="list-style-type: none"> No additional standard Additional standard – specify. A certificate may be designed where this option is not exercised or where the same standard is always used.	<input type="checkbox"/>	

<ul style="list-style-type: none"> specifying whether the work relied on any manufacturer's instructions 	48(1)(d)	<p>A Y/N answer is expected. This information is mandatory.</p> <p><i>Note: alternatively, if this is impractical a reference to where manufacturer's instructions can be accessed may be given.</i></p>	<input type="checkbox"/>	
<ul style="list-style-type: none"> identification of the type of gas that the gas installation is safe to connect to 	48(1)(e)	<p>This information is mandatory.</p> <p>If the certificate is intended to be only ever used for certifying work suitable for connection to one gas type this may be permanently entered. Otherwise, a range of alternatives may be given.</p>	<input type="checkbox"/>	
<ul style="list-style-type: none"> identification of the gas pressure that the gas installation is safe to connect to 	48(1)(f)	<p>This information is mandatory.</p> <p>If the certificate is intended to be only ever used for certifying work suitable for connection to gas at specified gas pressure this may be permanently entered. Otherwise, alternatives may be given.</p>	<input type="checkbox"/>	
<ul style="list-style-type: none"> identification of which parts of the gas installation, if any, are safe to connect to a gas supply 	48(1)(g)	<p>This information is mandatory.</p> <p>The form make provision for 'All', with the ability to provide details in other cases.</p>	<input type="checkbox"/>	
<ul style="list-style-type: none"> identification of the location of gas installation or part installation on which gasfitting work was done 	48(2)(a)	<p>This information is mandatory.</p> <p>This should be a format that encourages the correct entry of addresses, eg in the Postal Address format.</p>	<input type="checkbox"/>	
<ul style="list-style-type: none"> a description of the work done including, if different gasfitting work was done by different people, who did what 	48(2)(b)	<p>This information is mandatory.</p> <p>This form should provide for a clear and concise description of the work.</p>	<input type="checkbox"/>	
<ul style="list-style-type: none"> recording the name of the person issuing the certificate and his or her registration number (if any) 	48(2)(c)	<p>This information is mandatory.</p>	<input type="checkbox"/>	
<ul style="list-style-type: none"> recording the name and registration number (if any) of any person who did any of the gasfitting under the supervision of the person issuing the certificate 	48(2)(d)	<p>This information is mandatory.</p> <p><i>Note: If the person issuing the certificate is acting under an employer licence, the employer's licence number is recorded.</i></p>	<input type="checkbox"/>	
<ul style="list-style-type: none"> recording the date or dates on which the work was done, or the period within which it was done 	48(2)(e)	<p>This information is mandatory.</p>	<input type="checkbox"/>	
<ul style="list-style-type: none"> being signed and dated by the person issuing the certificate 	48(2)(f)	<p>This information is mandatory.</p>	<input type="checkbox"/>	

<ul style="list-style-type: none"> inclusion of any additional information on the certificate (such as test results) 	48(5)		<input type="checkbox"/>	
<ul style="list-style-type: none"> where the certificate is given for work done under s22 of the PGD Act, the name of the industrial premises concerned, and the name of the person for the time being in charge of the industrial plant on those premises 	48(4)(a)	This information is mandatory in the circumstances described. Otherwise, it is not required.	<input type="checkbox"/>	
<ul style="list-style-type: none"> where the certificate is given for work done under s23 of the PGD Act, give the name of the gas operator supplying gas to the premises and the name of the person who, on behalf of that operator, gave the approval required by the exemption 	48(4)(b)	This information is mandatory in the circumstances described. Otherwise, it is not required.	<input type="checkbox"/>	
<ul style="list-style-type: none"> attachment of additional information, such as test reports 	48(5)	Inclusion of this information is optional.	<input type="checkbox"/>	

Notes:

- GSMR 49 identifies who may issue a CoC.
- Checklists may be customised to a particular purpose. For example a certificate may be pre-populated with:
 - the certifier’s name and registration number on it if it is exclusively for their own use
 - the type of supply system the installation is safe to connect to.
- A combined CoC and GSC must meet the requirements of both forms, but information required by both need only be recorded once – see GSMR 85A.
- GSMR 47(2) defines *lawfully and safely* to mean that:
 - the work has been done as required by these regulations
 - the installation or part installation on which the work was done is safe
 - the work has not adversely affected the safety of—
 - the installation on which the work was done, or any part of that installation; or
 - any fittings that form part of the installation on which the work was done.
- A CoC may be, but need not be, issued in respect of low risk gasfitting – see GSMR 46(2). General or high risk gasfitting is not considered complete until a CoC is issued – see GSMR 46(3).
- For requirements related to the following, see the relevant regulations
 - Issue – GSMR 46(3)
 - record-keeping – GSMR 52G(3)
 - Supply upon request – GSMR 52E(4) and 52E(5)
 - Lodgement of details on high risk database – GSMR 52H.
- Where a maintenance management system is in operation certification need only record the information identified in GSMR 48 – see GSMR 46(5).