

## ELECTRICAL – Safety

05.01.04

## Certificates of Compliance &gt;

**This information bulletin was developed to assist the electrical industry in the appropriate issuing of Certificates of Compliance (CoCs).**

**Introduction**

It is mandatory in the Northern Territory to document all electrical installation work undertaken by an electrical contractor on a customer's premises. The approved form of documentation is the Certificate of Compliance (CoC).

The CoC, which is set out in triplicate, is provided free of charge by the Electricity Safety Regulator to fulfill this requirement. Certificate of Compliance books may be obtained from NT WorkSafe Offices in Darwin and Alice Springs, and [Territory Business Centres](#) territory-wide.

**Legislation**

Part 5 Section 69 of the [Electricity Reform Act](#) requires that electrical work be carried out as required under the [Regulations](#) and that the notification provisions of the Regulations are complied with.

Electricity Reform (Safety and Technical) Regulation 4 outlines the standards to which all electrical work must be carried out and tested.

All electrical work on a customer's premises must:

- be carried out and tested to the current edition of the Wiring Rules AS/NZS3000:2007 and any other standard called up by the Wiring Rules; and
- comply with Network Operator's (e.g. Power and Water Corporation) Service Rules, Installation Rules, and Metering Manual

**Use of Certificates of Compliance**

The Electricity Reform (Safety and Technical) Regulations, Regulation 5 outlines how a Certificate of Compliance is used.

1. Certificates of Compliance are to be completed by the licenced electrical worker who carried out the examinations and tests before the system is energised.
2. Certificates of Compliance are to be counter signed by the electrical contractor or their supervisory representative who is acting as a duly authorised agent of the contractor.
3. If the work is associated with the making of a connection or reconnection to a transmission or distribution network, the network operator (e.g. Power and Water Corporation) must be given a completed and signed off copy of the Certificate of Compliance.
4. The owner or occupier (whom ever the work was carried out for) must be issued with Certificates of Compliance within 30 days of the installation being certified.
5. The electrical contractor must keep all book-fast copies of Certificates of Compliance for a period of at least 5 years.

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## Clarification of persons who may sign off a Certificate of Compliance

Under certain circumstances a situation may occur where an electrical worker, who is working alone or without the presence of the electrical contractor's nominee, must sign off the contractor's section of the Certificate of Compliance (CoC) to achieve an outcome (eg. connection of power by Power and Water).

This commonly occurs in isolated localities or after-hours call outs to loss of power situations where urgent repairs are required and attendance from a PowerWater Corporation line crew is required to connect or reconnect power.

PowerWater Corporation line crews will not connect power to an installation without the yellow copy of a CoC being handed to them. PowerWater Corporation are legally obliged under Regulation 5(3) of the Electricity Reform (Safety and Technical) Regulations to obtain a copy of the Certificate of Compliance.

This type of scenario has presented issues in the past on the application of the legislation to the situation. Electrical workers have had concerns about signing off the contractor's section of the CoC as they feel they may attract some legal liability by doing so.

Electrical workers who sign off the electrical worker's section of a CoC already attract civil and regulatory liability should non compliance be found with their work.

### The Electricity Safety Regulator's view:

The Electricity Safety Regulator has focused on the statement in the Electricity Reform (Safety and Technical) Regulations: Regulation 5(2)(b)

*a person who has or had a supervisory role in relation to the worker and who is acting as a duly authorised agent of the contractor must, if satisfied that the standards and requirements referred to in regulation 4 have been complied with in relation to the work, also complete and sign the certificate in accordance with the directions contained in it.*

The Electricity Safety Regulator has taken the view that in certain circumstances a worker may be classified as self-supervised. This will occur in remote localities and on late night call outs.

The Electricity Safety Regulator has also said that where it can be anticipated that a licenced electrical worker may work in isolation either at a remote locality or whilst on after-hours call, the contractor may duly authorise the licenced electrical worker(s) to sign off the contractor's section of the CoCs on his/her behalf. Such authorisation must be in writing, and be produced upon request of the Electricity Safety Regulator.

An example authorisation form:

ABC Contracting Trading as XYZ Corporation Pty Ltd ABN: 123 456 789 1 NT Contractors License Number C1234		
Does in the absence of a nominee duly authorise the following electrical workers to complete and sign the contractors section of Certificates of Compliance for ABC Contracting as per Regulation 5(2b) of the Electricity Reform (Safety and Technical) Regulations.		
Name	License No	Signature
	A	
	A	
Electrical Contractor:	Licence No: C	
Signed:	Date:	

Alternatively where a situation occurs which was unanticipated, the electrical contractor may duly authorise the licenced electrical worker to sign off the contractor's section of the CoC over the telephone, as long as the electrical contractor diarises the approval which must also be produced upon request of the Electricity Safety Regulator.

The Electricity Safety Regulator has further suggested that where an electrical contractor authorises licenced electrical workers to sign off the contractor's section of the CoC, the electrical contractor inspect the completed CoC and countersign the pink copy to demonstrate that the contractor does maintain supervision over the authorisation process.

### **When a Certificate of Compliance is not required**

In accordance with Section 87 (4) of *the Electricity Reform Act*, the Electricity Safety Regulator has exempted the following, **unless requested by the person for whom the work was carried out**, from the need to issue a Certificate of Compliance:

- Direct replacement of faulty or damaged electrical apparatus with the same type; and
- Motor rewinds (disconnects and reconnects) where the same motor is reinstalled.

In all other cases a Certificate of Compliance must be completed.

For example replacing a broken switch, power point or fan control with the same type would not require a certificate of compliance, however replacing a broken switch with, say, a combination light switch and power point would require a Certificate of Compliance as it is not a direct replacement.

Similarly, replacing a stove or stove elements with those of the same wattage would not require a Certificate of Compliance. However if the stove or element is of a higher wattage resulting in an increase in the maximum demand of the installation then a Certificate of Compliance is required.

**Please Note: Repairs requiring direct replacment of a mains connection box, any repairs to a meter box, any repairs to a switchboard and/or replacment of independent main switches are excluded from this exemption.**

If in doubt contact NT WorkSafe Electrical Safety.

Electrical Safety staff are available to assist you in any aspect of the Regulations and can, upon request, provide training in regard to Certificates of Compliance.

### **NT WorkSafe >**

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