Work Instruction
Applying for a Gas Device Approval Authority as an individual

Overview

This Work Instruction provides guidance on the process for applying for a Gas Device Approval Authority as an individual in the RSHQ Portal.

Note: **Bold** words in the text refer to field, link, and button names within the Portal.

Prerequisites

Account holders must have a digital copy of a passport sized photo and a digital copy of one of the following forms of identification in order to complete the application:

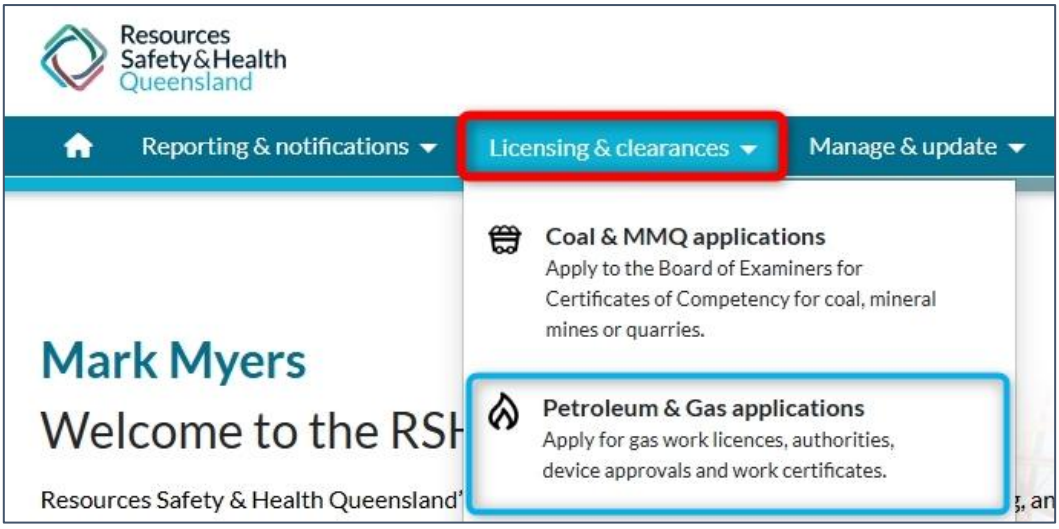
- Australian Passport
- Foreign Passport
- Australian Drivers Licence or Learner's Permit
- ImmiCard.

Account holders must have verified their identity to a strength of 'Standard' or higher. If the account is only a 'Basic' security strength, they will not be able to proceed with the application.

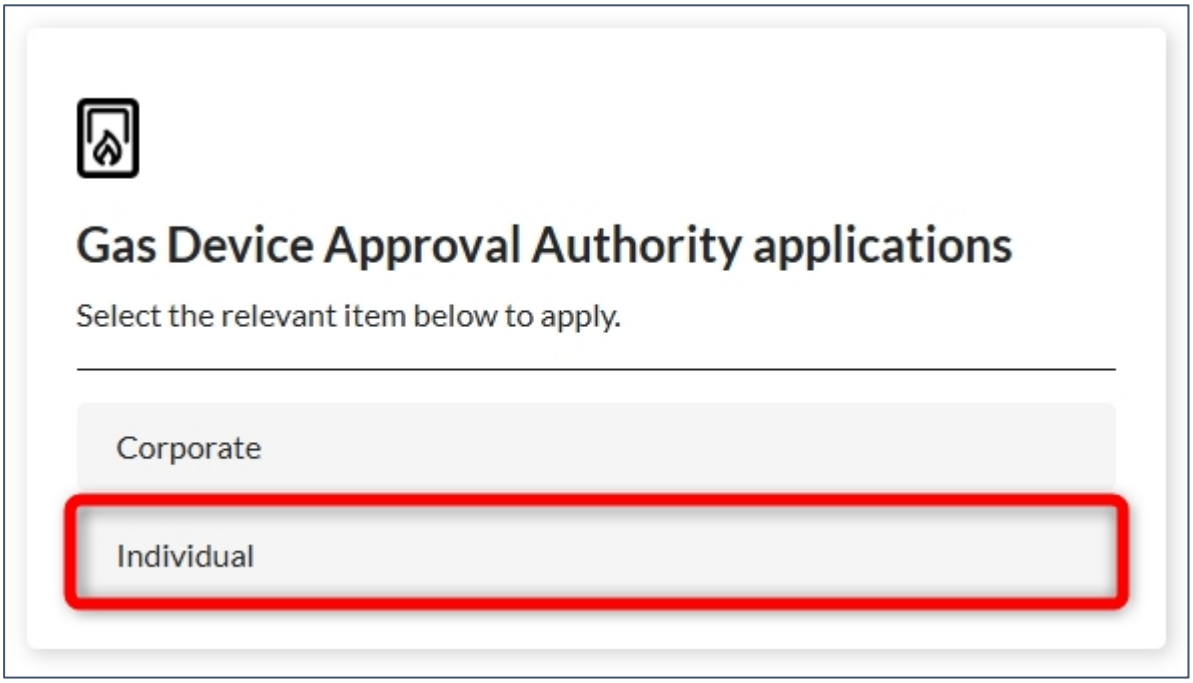
Refer to the *Activating your RSHQ Portal account and verifying your identity Work Instruction* for guidance on checking your security strength.

Procedure

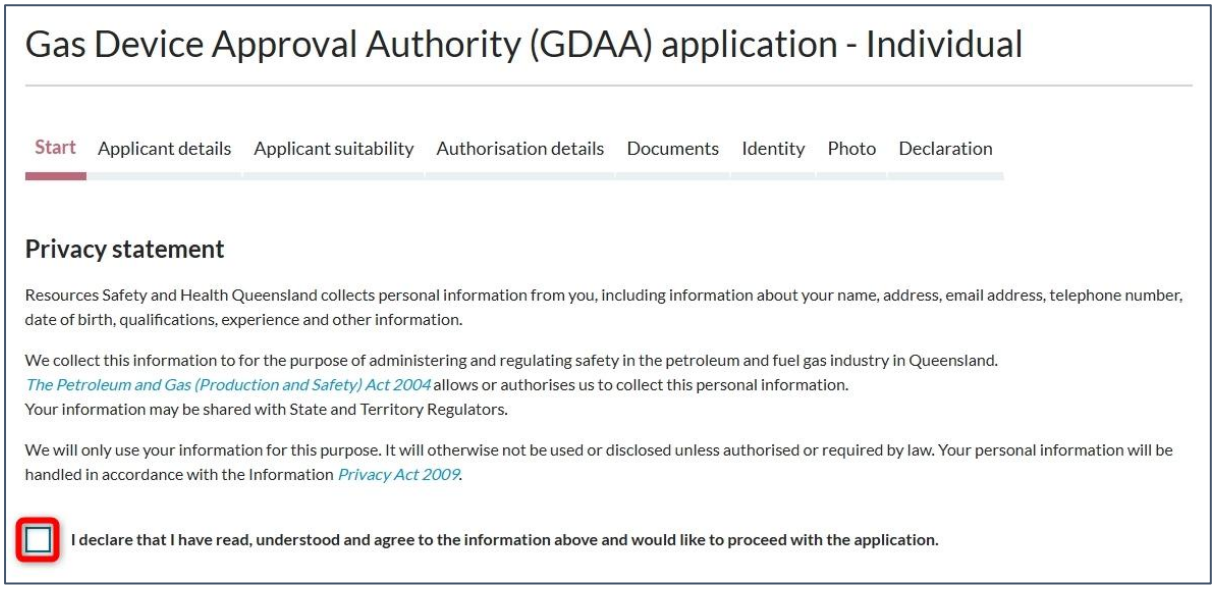
1. Log into the RSHQ Portal.
2. Select **Licensing & clearances** in the top menu toolbar, then **Petroleum & Gas applications**.



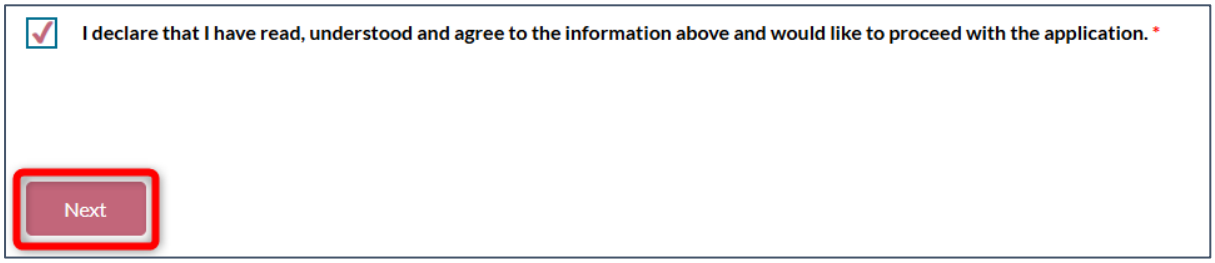
3. Select **Individual** in the **Gas Device Approval Authority applications** section.



4. The **Gas Device Approval Authority (GDAA) application** screen will display. Read the Privacy Statement, and if you have read, understood and agree to the statement, select the checkbox. Note that you will not be able to proceed unless the checkbox is selected.

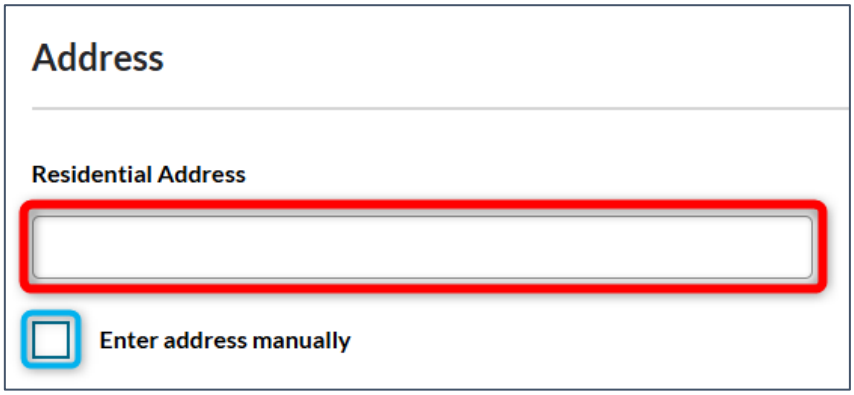


5. Click **Next**.



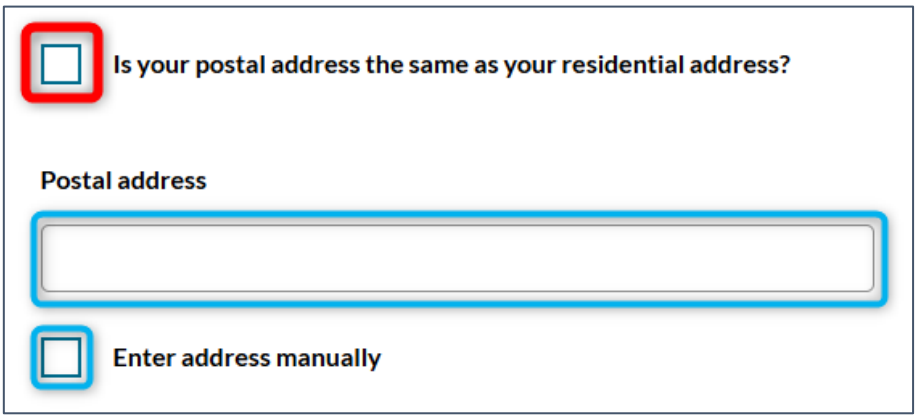
6. The **Applicant details** section will be prepopulated using your account information and cannot be edited from this view.

   Your address will also be prepopulated; to edit, begin typing your residential address into the **Residential Address** field. Select the correct result from the results list or select the **Enter address manually** checkbox if the correct result does not display.



7. If your postal address is the same as your residential address, select the checkbox, otherwise begin typing your postal address into the **Postal address** field.

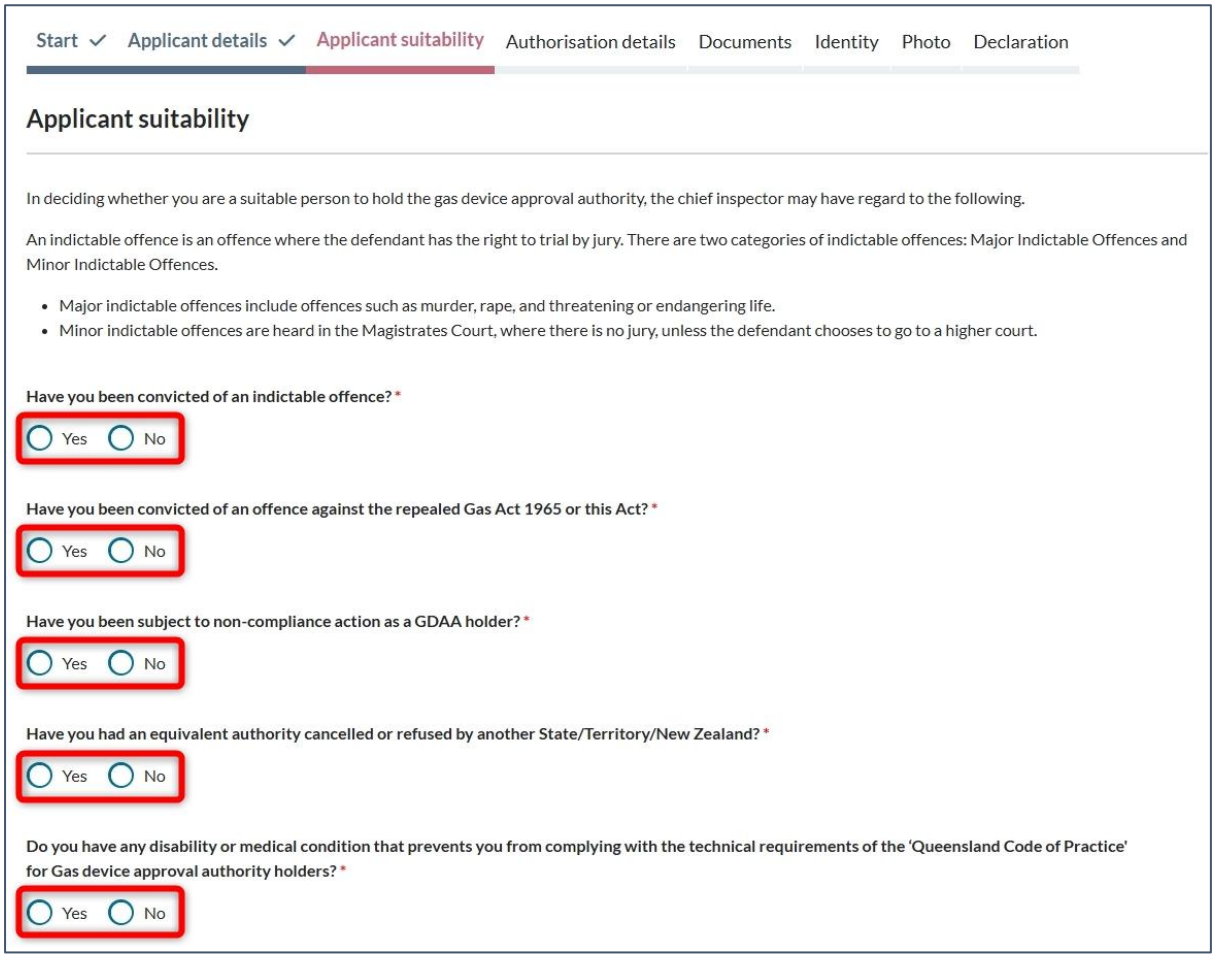
   Select the correct result from the results list or select the **Enter address manually** checkbox if the correct result does not display.



8. You have the option of clicking **Next** to proceed to the next section of the application or clicking **Save** to save the application and return to it later. The **Save** option is available at multiple points in the application process.

9. Read the **Application suitability** description and respond to the questions by selecting the relevant radio buttons. Note that mandatory fields are marked by a red asterisk and must be completed in order to continue.

   Note that if you select **Yes**, a **Provide details** free text field will display for you to enter additional details.



10. Click **Next**. Note that you also have the option of saving the application and returning to it later by selecting the **Save** button.

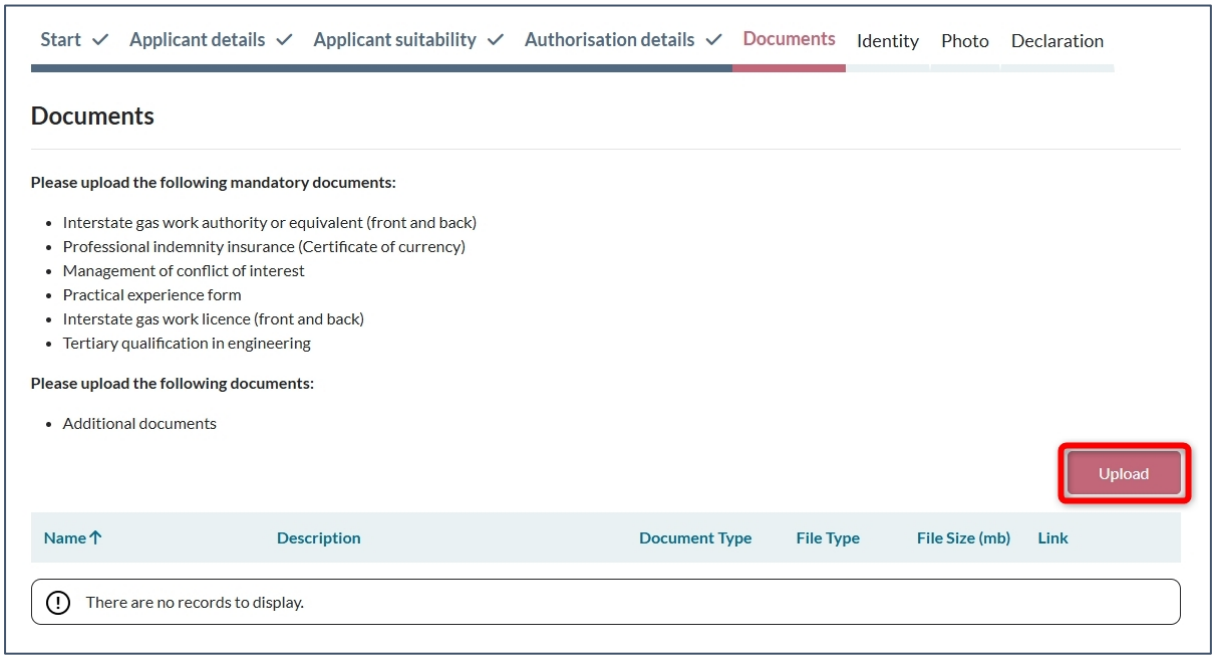
11. The **Authorisation details** section will display.

Select the **GDAA Category** you are applying for. Note that you must meet the following qualifications in order to qualify for an application. Please also refer to the GDAA requirements.

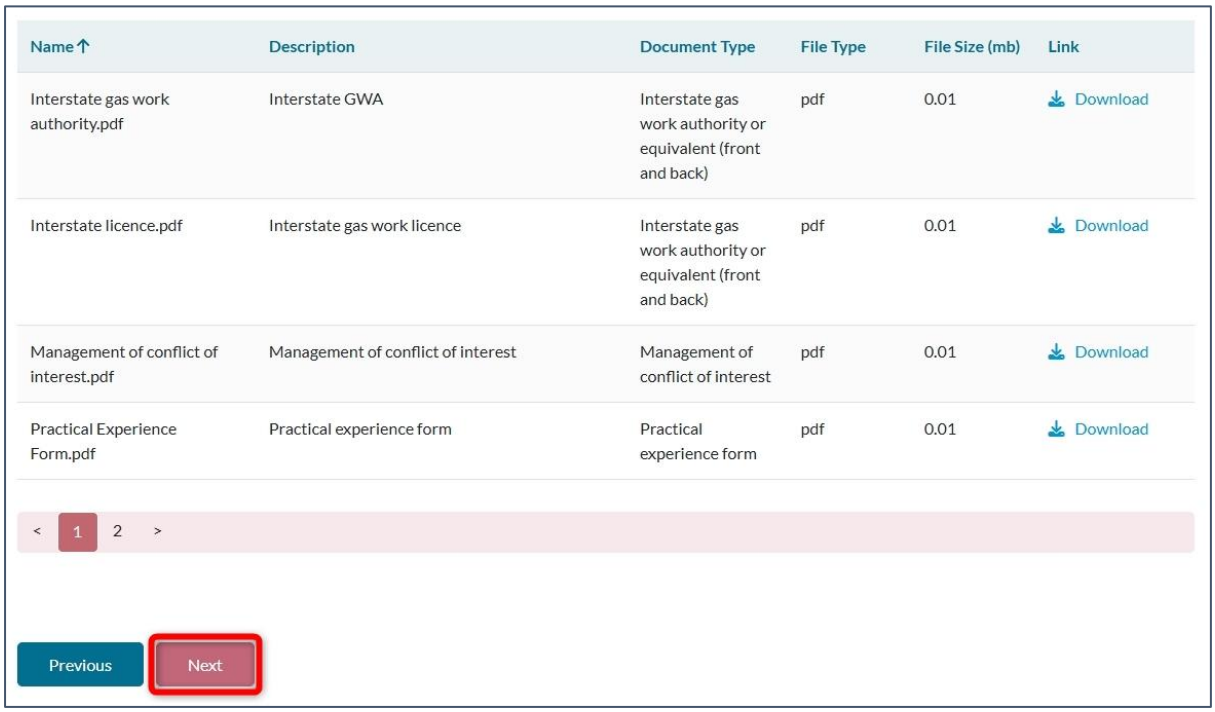
Licence type	Core qualification held				
Type A	Accreditation with the Joint Accreditation System of Australia and New Zealand for operating a product certification scheme for gas-related products in accordance with *AS/NZS ISO/IEC 17065 'Conformity assessment— Requirements for bodies certifying products, processes and services'*				
Type A2	**Queensland** Gas Work Licence	**AND**	Queensland Gas Work Authorisation **or** Required current Unit of Competency		
Type B	Queensland Gas Work Licence (or interstate equivalent)	**OR**	Queensland Gas Work Authorisation (or interstate equivalent)	**OR**	Tertiary engineering qualification in a related discipline
Type B2	Tertiary degree in one of the following: Mechanical, Electrical, Refrigeration or Air Conditioning	**AND**	Required current unit of competency (UEENEEJ174A or UEERA0007).		

12. The fields that display will differ based on the category selected. Complete the additional fields and add information as required, then click **Next**.

13. The **Documents** section will display. Click **Upload** to upload the required documents relevant to your application. Note that photos and documents must be uploaded one at a time.

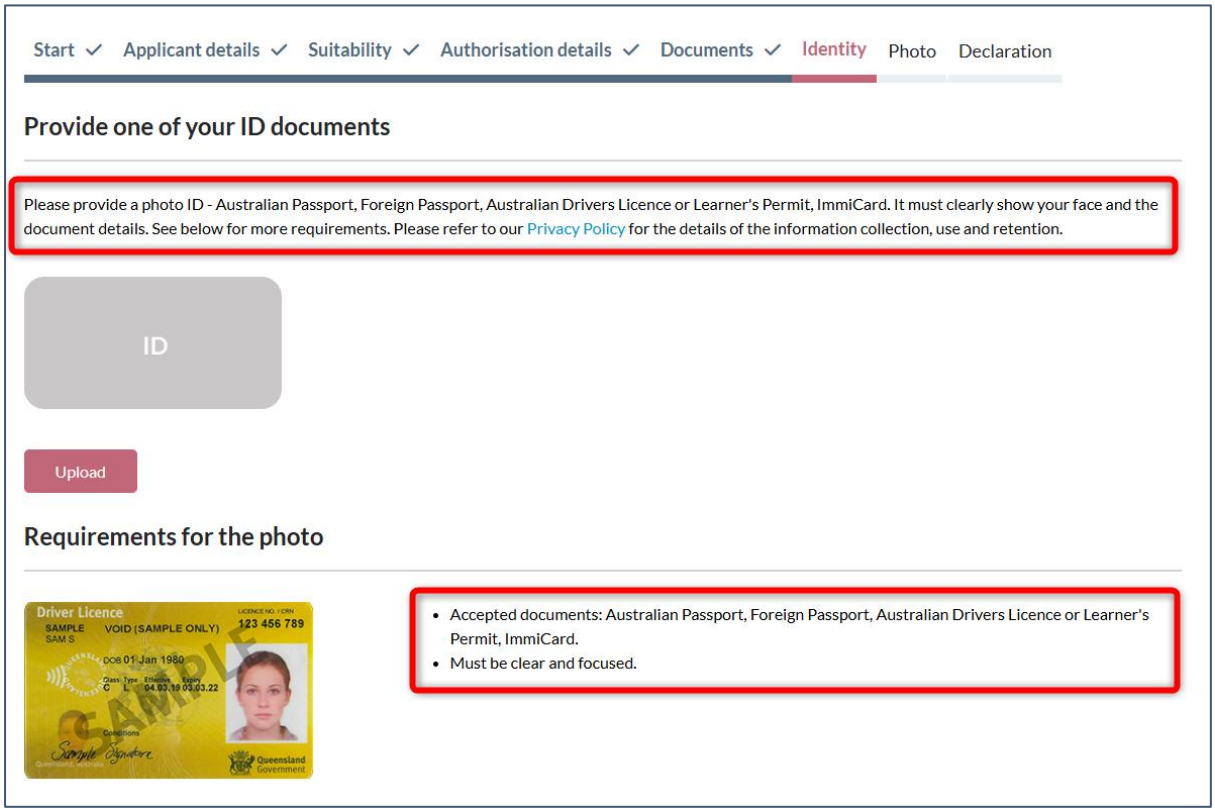


14. Your uploaded documents will display. Click **Next**.



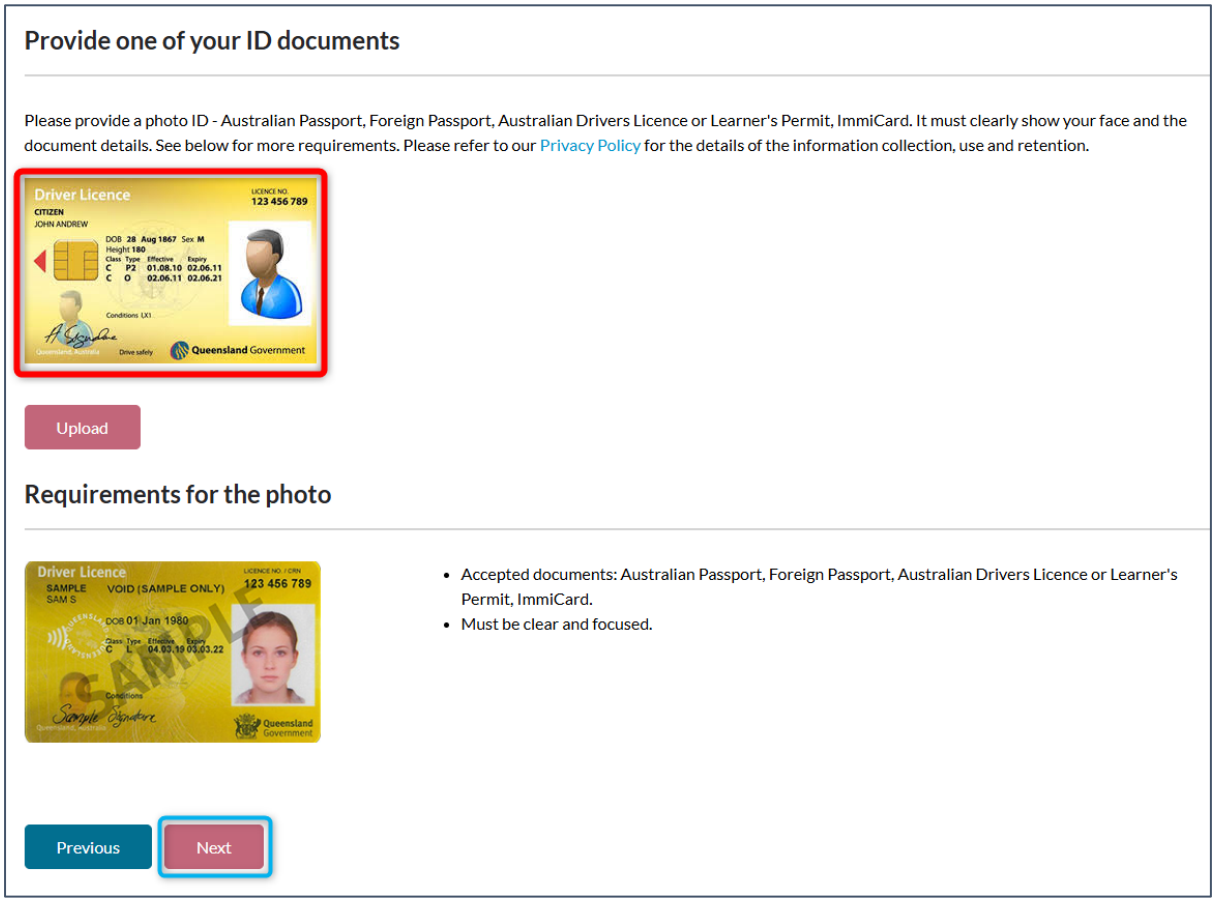
15. The **Identity** section will display.

    Read through the instructions relating to providing ID documents (including the **Requirements for the photo** section).

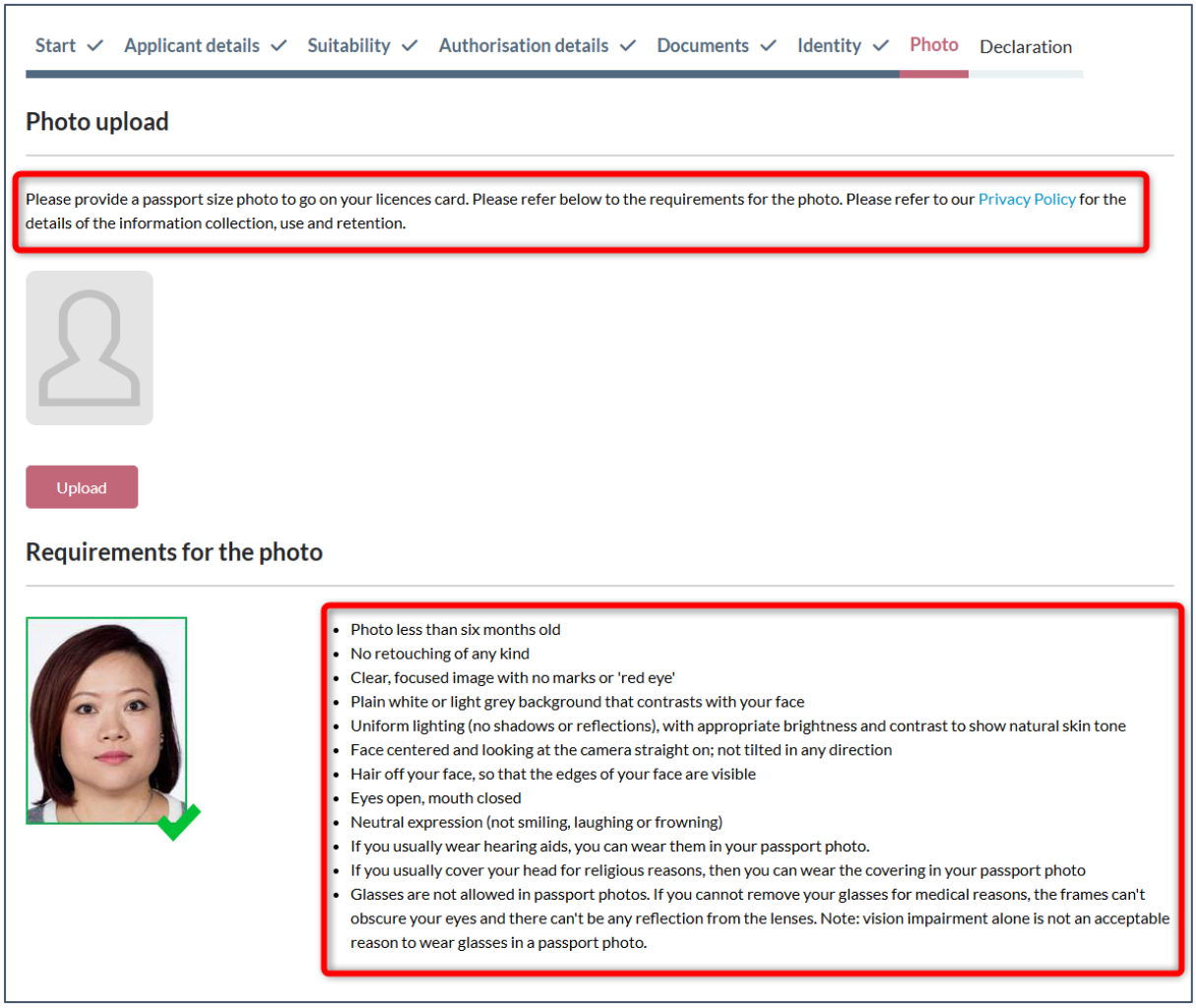


16. Click **Upload** to upload your ID.

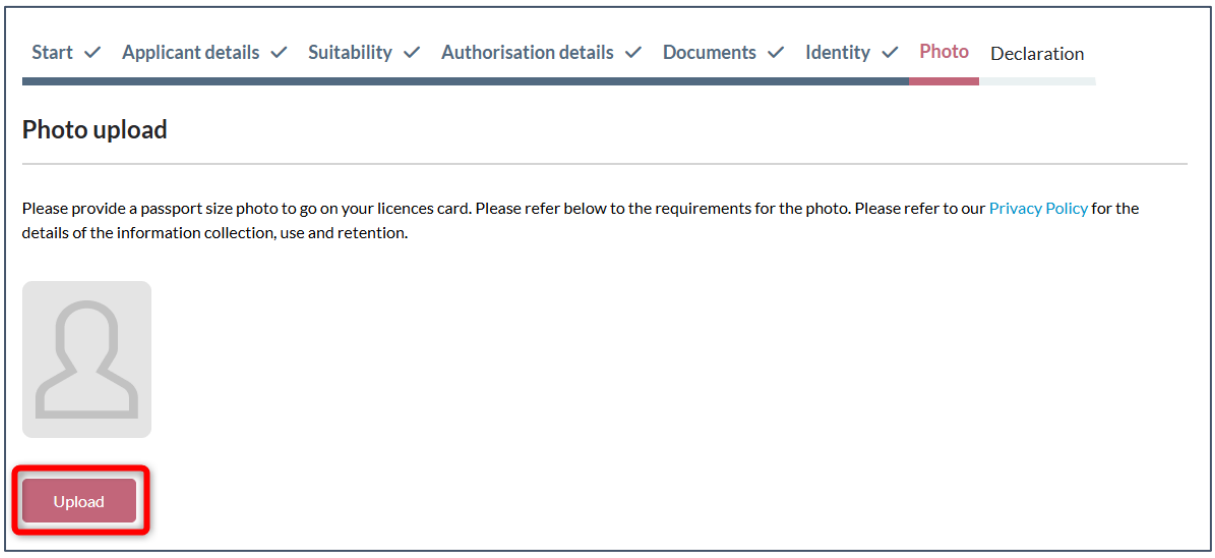
17. Your uploaded file will display. Click **Next**.



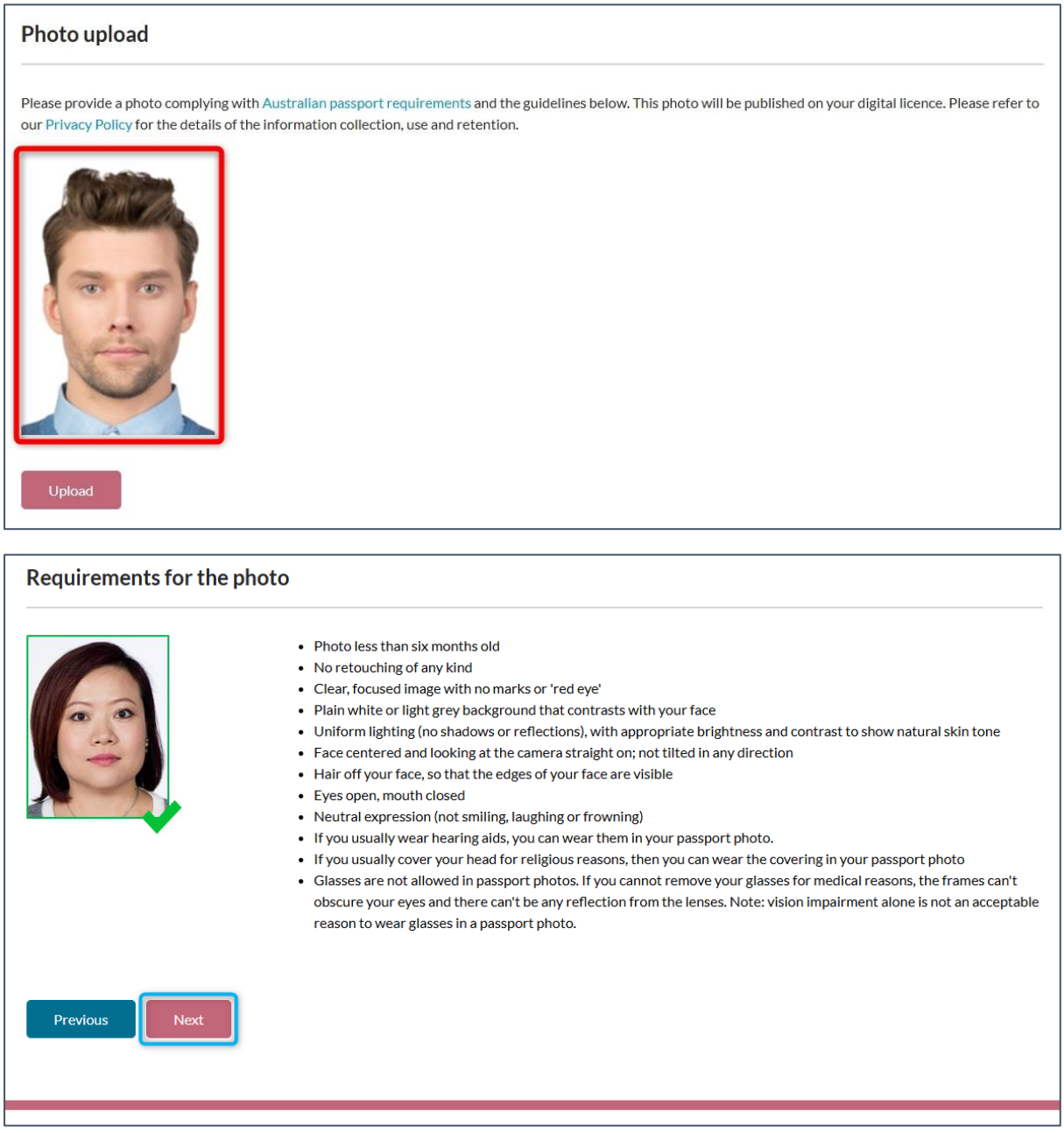
18. Read through the instructions relating to providing a photo (including the **Requirements for the photo** section).



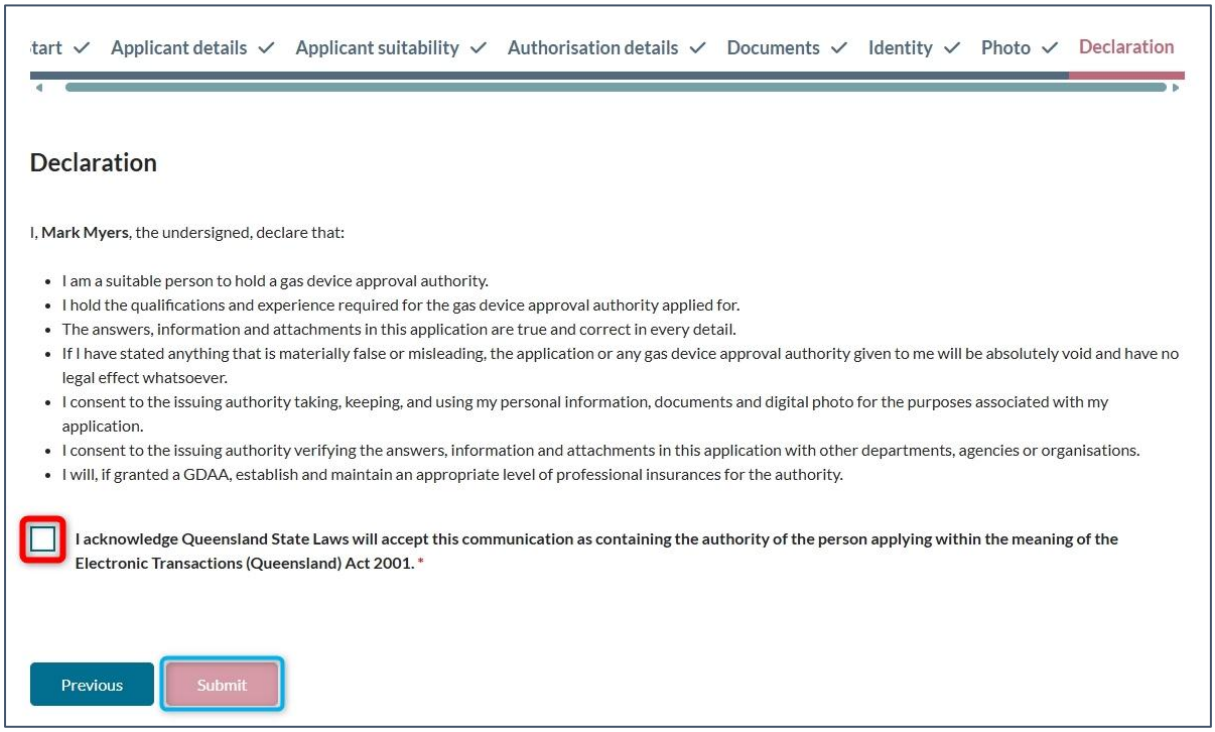
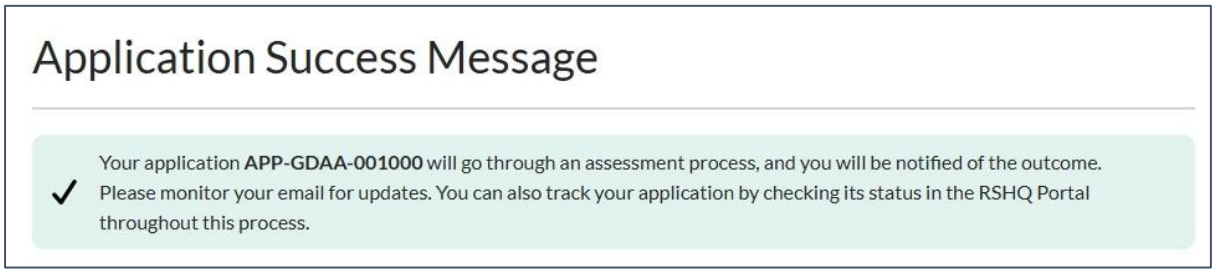
19. Click **Upload** to upload your photo.



20. Your uploaded file will display. Click **Next**.



21. Read the **Declaration** and if you have read, understood and agree to the terms and conditions, select the checkbox and click **Submit**. Note that you will not be able to proceed unless the checkbox is selected.



22. An **Application Success Message** will display. You will be notified of the outcome of your application.