

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:

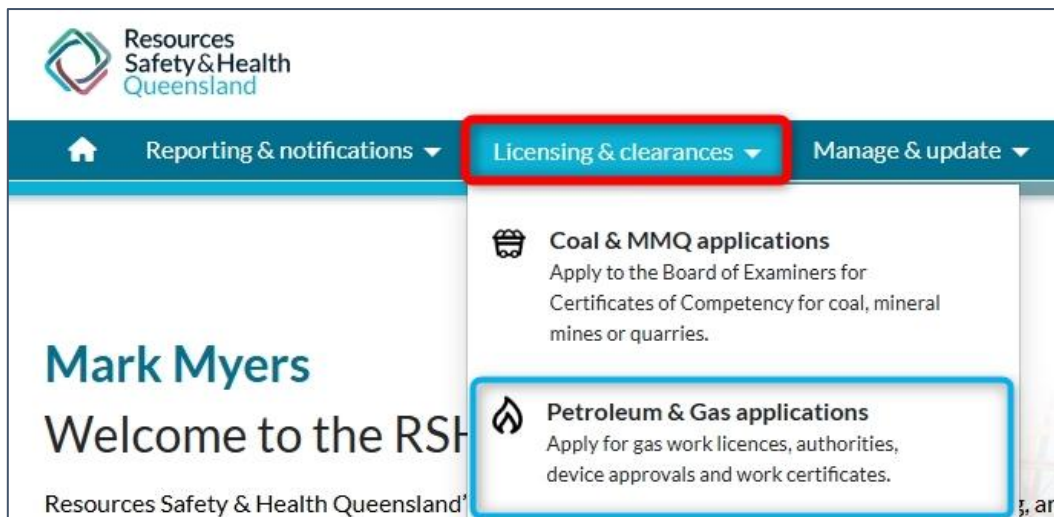
- Australian Passport
- Foreign Passport
- Australian Drivers Licence or Learner's Permit
- ImmiCard.

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

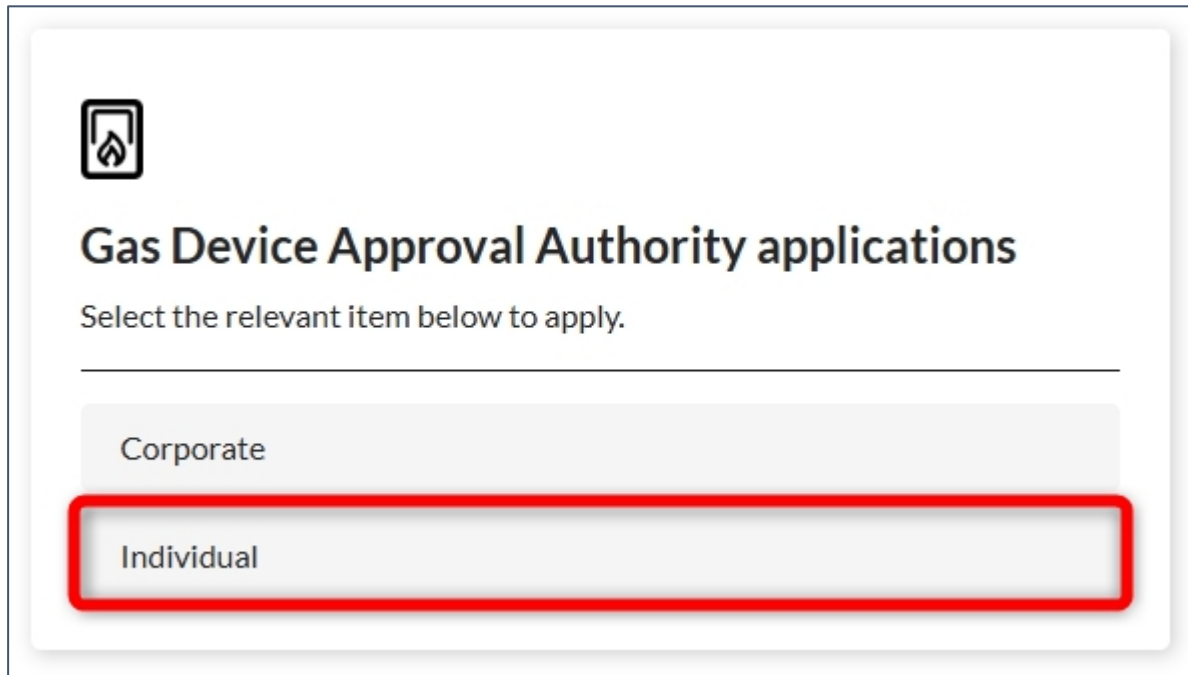
1. Log into the RSHQ Portal.
2. Select **Licensing & clearances** in the top menu toolbar, then **Petroleum & Gas applications**.



Work Instruction

Applying for a Gas Device Approval Authority as an individual

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





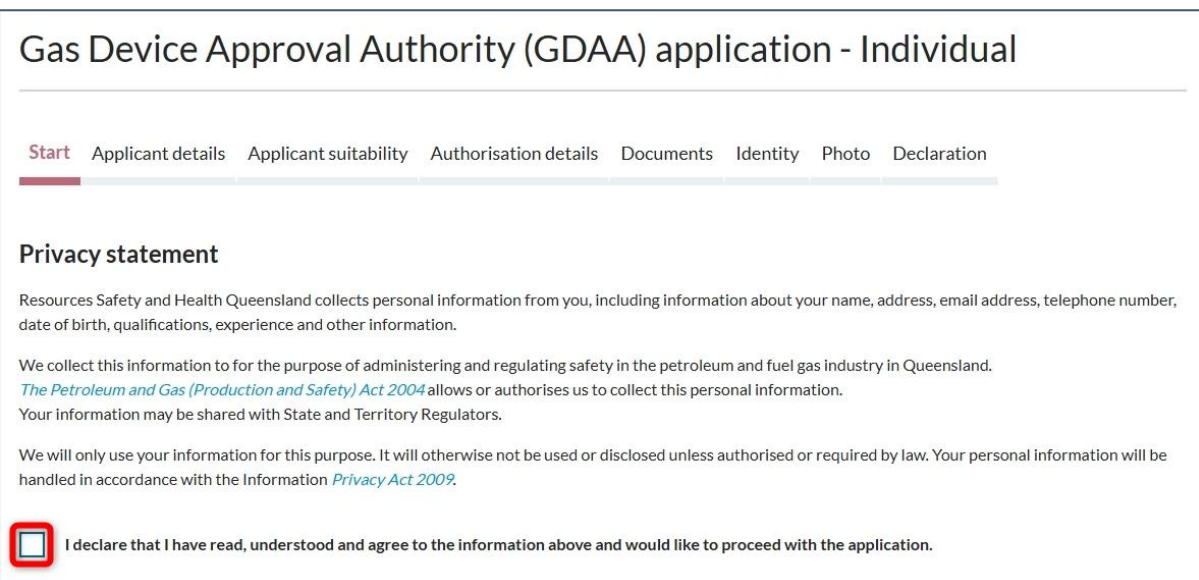
Gas Device Approval Authority applications

Select the relevant item below to apply.

Corporate

Individual

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.



Gas Device Approval Authority (GDAA) application - Individual

Start Applicant details Applicant suitability Authorisation details Documents Identity Photo Declaration

Privacy statement

Resources Safety and Health Queensland collects personal information from you, including information about your name, address, email address, telephone number, date of birth, qualifications, experience and other information.

We collect this information to for the purpose of administering and regulating safety in the petroleum and fuel gas industry in Queensland.
[The Petroleum and Gas \(Production and Safety\) Act 2004](#) allows or authorises us to collect this personal information.
Your information may be shared with State and Territory Regulators.

We will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled in accordance with the Information [Privacy Act 2009](#).

☐ I declare that I have read, understood and agree to the information above and would like to proceed with the application.

Work Instruction

Applying for a Gas Device Approval Authority as an individual

5. Click **Next**.

☒ I declare that I have read, understood and agree to the information above and would like to proceed with the application. *

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.

Address

Residential Address

☐ Enter address manually

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.

☐ Is your postal address the same as your residential address?

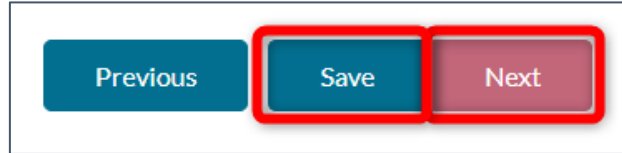
Postal address

☐ Enter address manually

Work Instruction

Applying for a Gas Device Approval Authority as an individual

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.

Start ✓

Applicant details ✓

Applicant suitability

Authorisation details

Documents

Identity

Photo

Declaration

Applicant suitability

In deciding whether you are a suitable person to hold the gas device approval authority, the chief inspector may have regard to the following.

An indictable offence is an offence where the defendant has the right to trial by jury. There are two categories of indictable offences: Major Indictable Offences and Minor Indictable Offences.

- Major indictable offences include offences such as murder, rape, and threatening or endangering life.
- Minor indictable offences are heard in the Magistrates Court, where there is no jury, unless the defendant chooses to go to a higher court.

Have you been convicted of an indictable offence? *

☐ Yes ☐ No

Have you been convicted of an offence against the repealed Gas Act 1965 or this Act? *

☐ Yes ☐ No

Have you been subject to non-compliance action as a GDAA holder? *

☐ Yes ☐ No

Have you had an equivalent authority cancelled or refused by another State/Territory/New Zealand? *

☐ Yes ☐ No

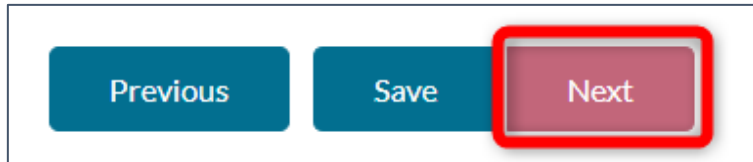
Do you have any disability or medical condition that prevents you from complying with the technical requirements of the 'Queensland Code of Practice' for Gas device approval authority holders? *

☐ Yes ☐ No

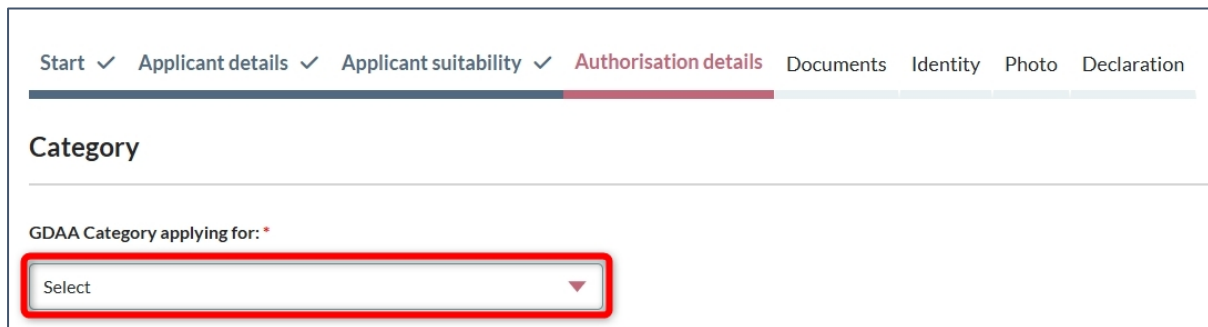
Work Instruction

Applying for a Gas Device Approval Authority as an individual

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 **GDA 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 [GDA 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 <i>AS/NZS ISO/IEC 17065 'Conformity assessment— Requirements for bodies certifying products, processes and services'</i>				
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).		

Work Instruction

Applying for a Gas Device Approval Authority as an individual

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.

Start ✓
Applicant details ✓
Applicant suitability ✓
Authorisation details ✓
Documents
Identity
Photo
Declaration

Documents

Please upload the following mandatory documents:

- Interstate gas work authority or equivalent (front and back)
- Professional indemnity insurance (Certificate of currency)
- Management of conflict of interest
- Practical experience form
- Interstate gas work licence (front and back)
- Tertiary qualification in engineering

Please upload the following documents:

- Additional documents

Upload

Name ↑	Description	Document Type	File Type	File Size (mb)	Link
<div> There are no records to display. </div>					

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

Name ↑	Description	Document Type	File Type	File Size (mb)	Link
Interstate gas work authority.pdf	Interstate GWA	Interstate gas work authority or equivalent (front and back)	pdf	0.01	Download
Interstate licence.pdf	Interstate gas work licence	Interstate gas work authority or equivalent (front and back)	pdf	0.01	Download
Management of conflict of interest.pdf	Management of conflict of interest	Management of conflict of interest	pdf	0.01	Download
Practical Experience Form.pdf	Practical experience form	Practical experience form	pdf	0.01	Download

<
1
2
>

Previous
Next

Work Instruction

Applying for a Gas Device Approval Authority as an individual

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

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

Start ✓
Applicant details ✓
Suitability ✓
Authorisation details ✓
Documents ✓
Identity
Photo
Declaration

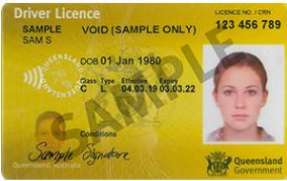
Provide one of your ID documents

Please provide a photo ID - Australian Passport, Foreign Passport, Australian Drivers Licence or Learner's Permit, ImmiCard. It must clearly show your face and the document details. See below for more requirements. Please refer to our [Privacy Policy](#) for the details of the information collection, use and retention.

ID

Upload

Requirements for the photo



- Accepted documents: Australian Passport, Foreign Passport, Australian Drivers Licence or Learner's Permit, ImmiCard.
- Must be clear and focused.

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

Provide one of your ID documents

Please provide a photo ID - Australian Passport, Foreign Passport, Australian Drivers Licence or Learner's Permit, ImmiCard. It must clearly show your face and the document details. See below for more requirements. Please refer to our [Privacy Policy](#) for the details of the information collection, use and retention.

ID

Upload

Work Instruction

Applying for a Gas Device Approval Authority as an individual

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

Provide one of your ID documents

Please provide a photo ID - Australian Passport, Foreign Passport, Australian Drivers Licence or Learner's Permit, ImmiCard. It must clearly show your face and the document details. See below for more requirements. Please refer to our [Privacy Policy](#) for the details of the information collection, use and retention.



Upload

Requirements for the photo



- Accepted documents: Australian Passport, Foreign Passport, Australian Drivers Licence or Learner's Permit, ImmiCard.
- Must be clear and focused.

Previous

Next

Work Instruction

Applying for a Gas Device Approval Authority as an individual

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

Start ✓ Applicant details ✓ Suitability ✓ Authorisation details ✓ Documents ✓ Identity ✓ **Photo** Declaration

Photo upload

Please provide a passport size photo to go on your licences card. Please refer below to the requirements for the photo. Please refer to our [Privacy Policy](#) for the details of the information collection, use and retention.



Upload

Requirements for the photo



- Photo less than six months old
- No retouching of any kind
- Clear, focused image with no marks or 'red eye'
- Plain white or light grey background that contrasts with your face
- Uniform lighting (no shadows or reflections), with appropriate brightness and contrast to show natural skin tone
- Face centered and looking at the camera straight on; not tilted in any direction
- Hair off your face, so that the edges of your face are visible
- Eyes open, mouth closed
- Neutral expression (not smiling, laughing or frowning)
- If you usually wear hearing aids, you can wear them in your passport photo.
- If you usually cover your head for religious reasons, then you can wear the covering in your passport photo
- Glasses are not allowed in passport photos. If you cannot remove your glasses for medical reasons, the frames can't obscure your eyes and there can't be any reflection from the lenses. Note: vision impairment alone is not an acceptable reason to wear glasses in a passport photo.

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

Start ✓ Applicant details ✓ Suitability ✓ Authorisation details ✓ Documents ✓ Identity ✓ **Photo** Declaration

Photo upload

Please provide a passport size photo to go on your licences card. Please refer below to the requirements for the photo. Please refer to our [Privacy Policy](#) for the details of the information collection, use and retention.



Upload

Work Instruction

Applying for a Gas Device Approval Authority as an individual

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

Photo upload

Please provide a photo complying with [Australian passport requirements](#) and the guidelines below. This photo will be published on your digital licence. Please refer to our [Privacy Policy](#) for the details of the information collection, use and retention.



Upload

Requirements for the photo



- Photo less than six months old
- No retouching of any kind
- Clear, focused image with no marks or 'red eye'
- Plain white or light grey background that contrasts with your face
- Uniform lighting (no shadows or reflections), with appropriate brightness and contrast to show natural skin tone
- Face centered and looking at the camera straight on; not tilted in any direction
- Hair off your face, so that the edges of your face are visible
- Eyes open, mouth closed
- Neutral expression (not smiling, laughing or frowning)
- If you usually wear hearing aids, you can wear them in your passport photo.
- If you usually cover your head for religious reasons, then you can wear the covering in your passport photo
- Glasses are not allowed in passport photos. If you cannot remove your glasses for medical reasons, the frames can't obscure your eyes and there can't be any reflection from the lenses. Note: vision impairment alone is not an acceptable reason to wear glasses in a passport photo.

Previous

Next

Work Instruction

Applying for a Gas Device Approval Authority as an individual

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.

Start ✓ Applicant details ✓ Applicant suitability ✓ Authorisation details ✓ Documents ✓ Identity ✓ Photo ✓ Declaration

Declaration

I, **Mark Myers**, the undersigned, declare that:

- I am a suitable person to hold a gas device approval authority.
- I hold the qualifications and experience required for the gas device approval authority applied for.
- The answers, information and attachments in this application are true and correct in every detail.
- If I have stated anything that is materially false or misleading, the application or any gas device approval authority given to me will be absolutely void and have no legal effect whatsoever.
- I consent to the issuing authority taking, keeping, and using my personal information, documents and digital photo for the purposes associated with my application.
- I consent to the issuing authority verifying the answers, information and attachments in this application with other departments, agencies or organisations.
- I will, if granted a GDAA, establish and maintain an appropriate level of professional insurances for the authority.

☐ I acknowledge Queensland State Laws will accept this communication as containing the authority of the person applying within the meaning of the Electronic Transactions (Queensland) Act 2001. *

PreviousSubmit

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

Application Success Message

✓ Your application **APP-GDAA-001000** will go through an assessment process, and you will be notified of the outcome. Please monitor your email for updates. You can also track your application by checking its status in the RSHQ Portal throughout this process.