Work Instruction
Submitting a Gas System Compliance Certificate (GSCC) - Caravan

Overview

This Work Instruction provides guidance on the process for submitting a Gas System Compliance Certificate (GSCC) for a caravan in the RSHQ Portal.

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

Prerequisites

Account holders must hold a valid full class Gas Works Licence (GWL).

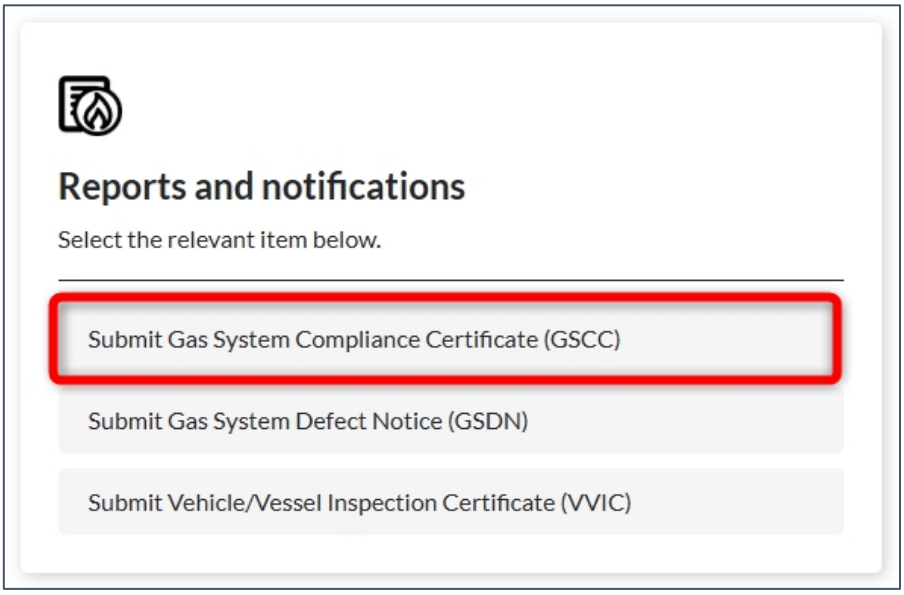
Account holders must have verified their identity to a strength of 'Standard' or higher. If the account is only a 'Basic' security strength, they will not be able to proceed with the application.

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

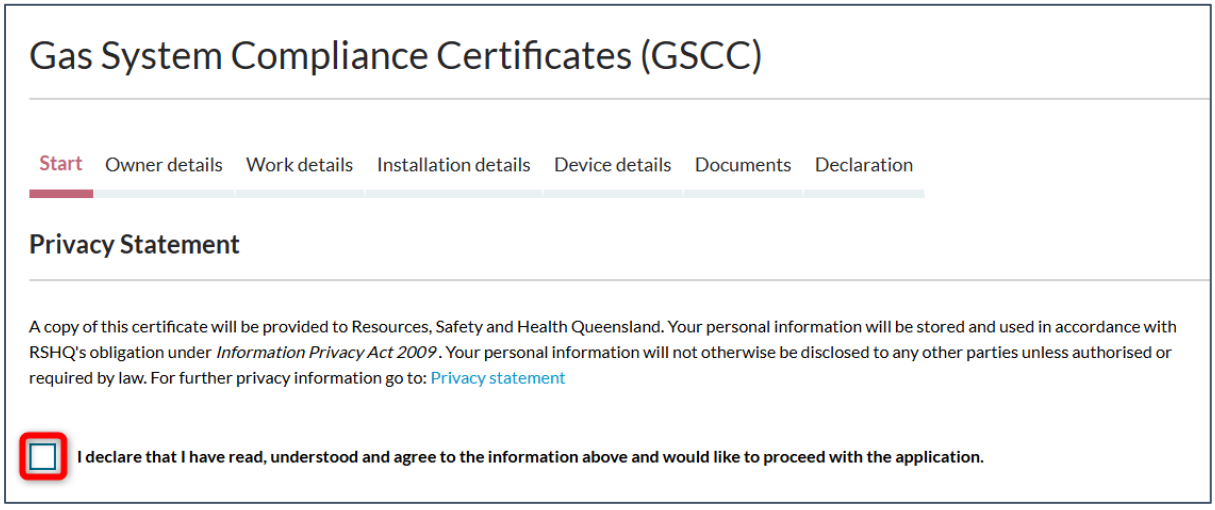
Procedure

1. Log into the RSHQ Portal.
2. Select **Reporting & notifications** in the top menu toolbar, then **Submit P&G report or notification**.

3. Select **Submit Gas System Compliance Certificate (GSCC)**.

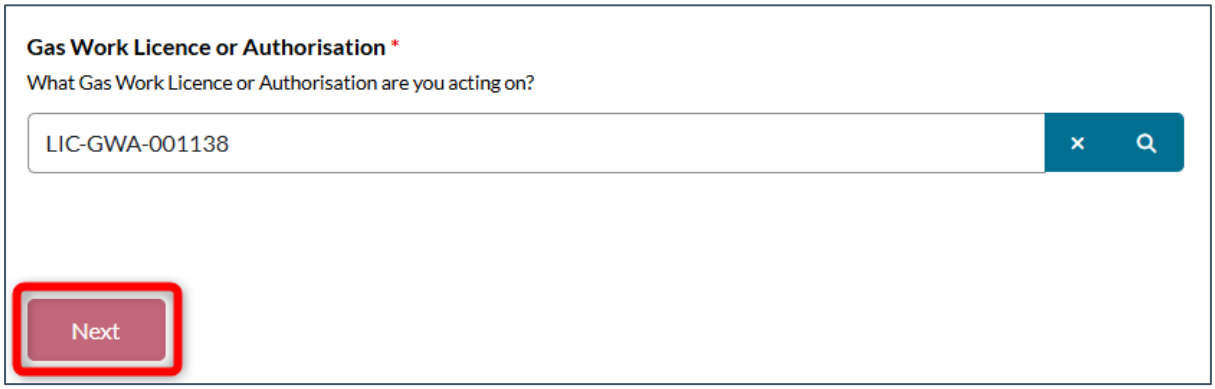


4. The **Gas System Compliance Certificates (GSCC)** screen will display. Read the Privacy Statement, and if you have read, understood and agree to the statement, select the checkbox. Note that you will not be able to proceed unless the checkbox is selected.



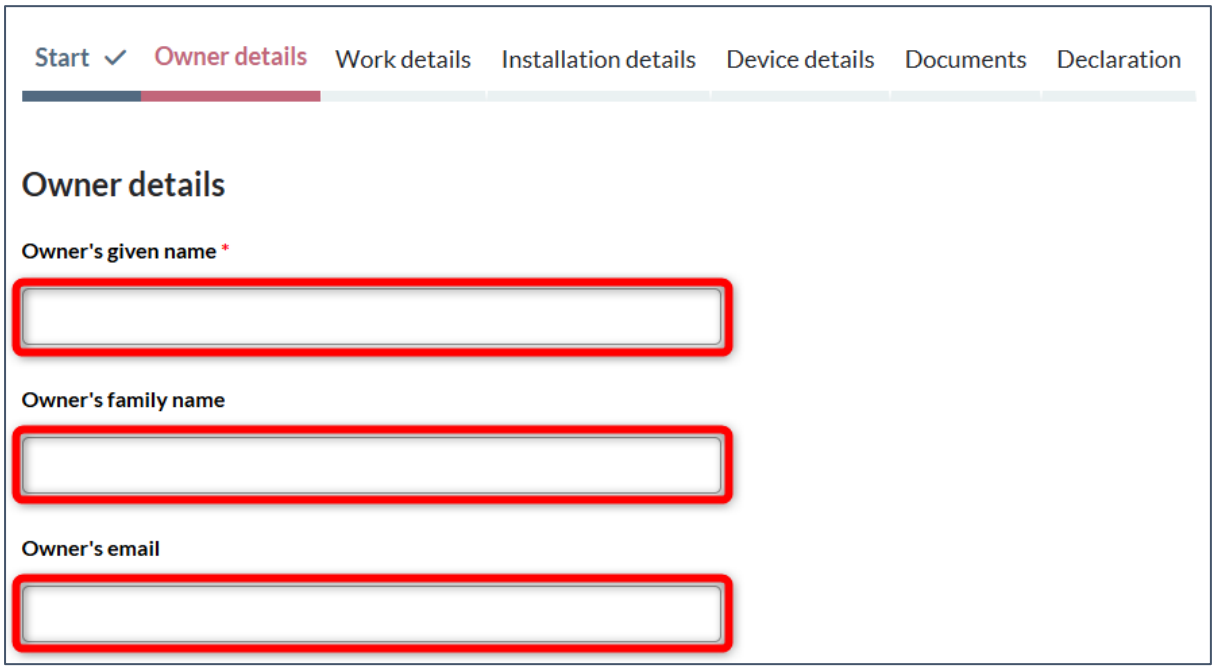
5. Select the **Gas Work Licence or Authorisation** you are acting on behalf of.

6. Click **Next**.

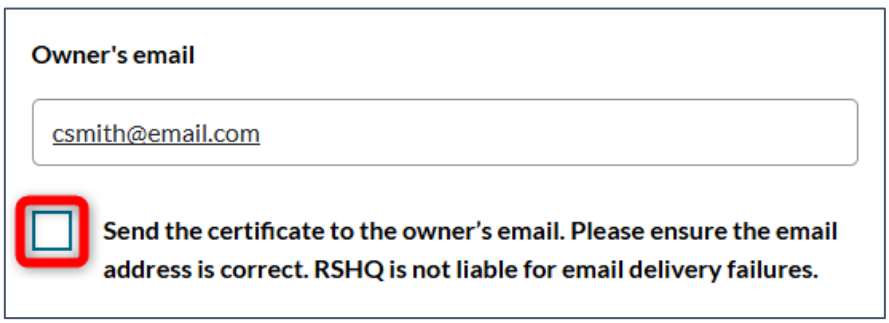


7. The **Owner details** section will display. Mandatory fields are marked by a red asterisk and must be completed in order to continue.

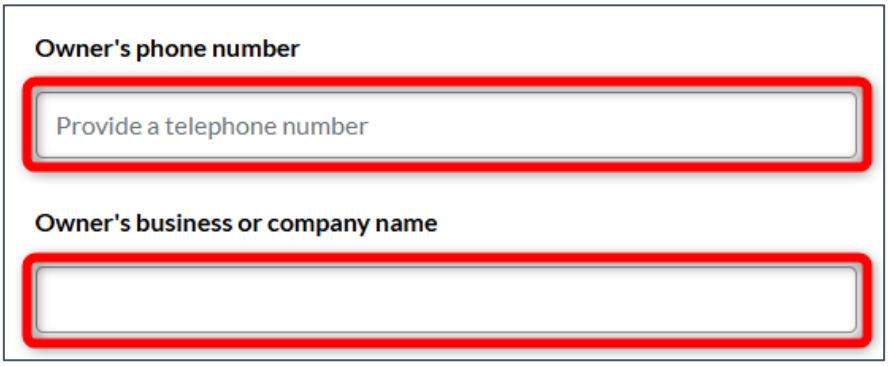
   Enter the owner's first and last name and email address.



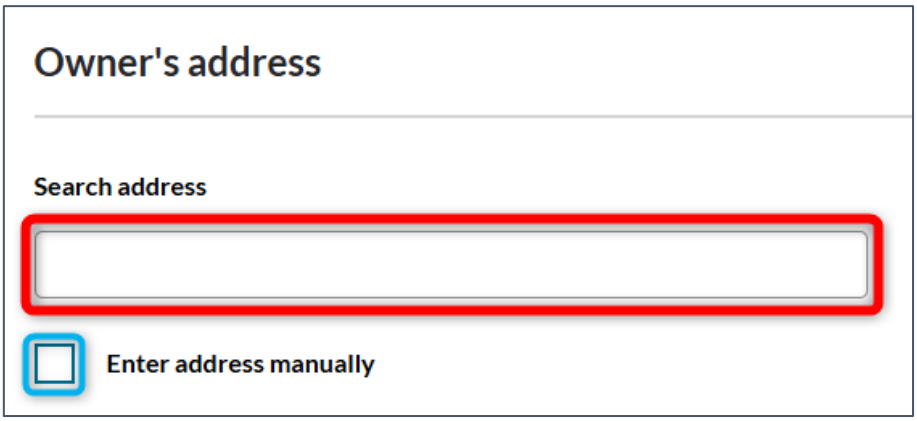
8. If you would like a copy of the certificate emailed to the owner, select the checkbox. If not, leave unchecked.



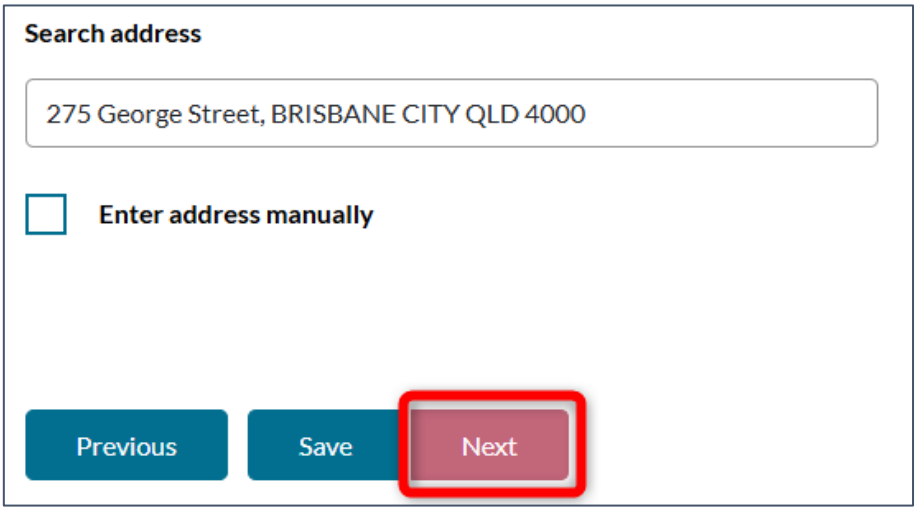
9. Enter the owner's phone number, and business or company name (if applicable).



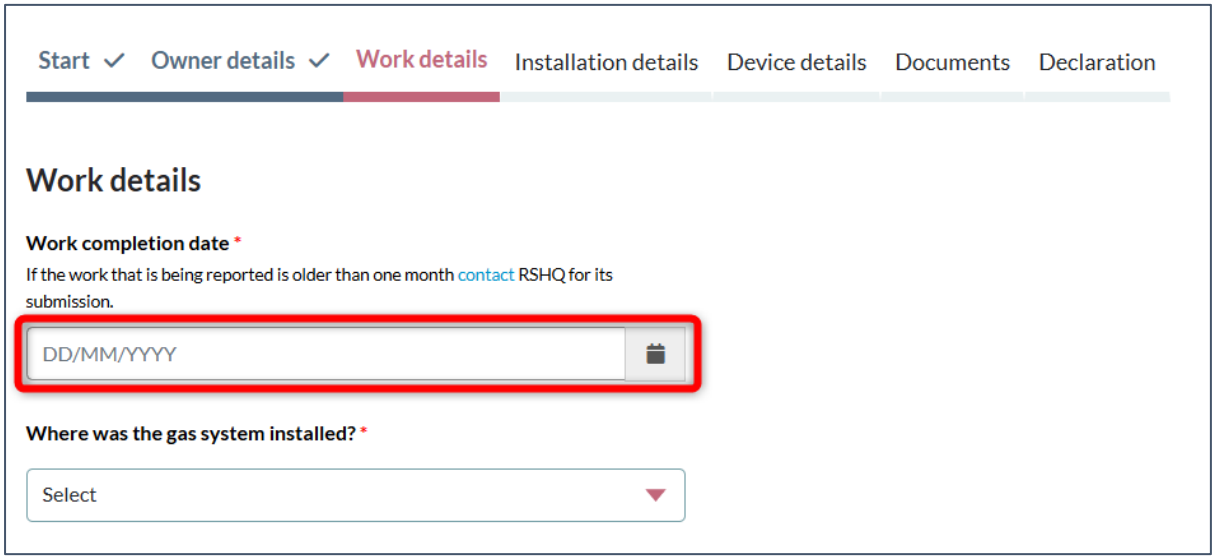
10. Begin typing the owner's residential address into the **Search address** field. Select the correct result from the results list or select the **Enter address manually** checkbox if the correct result does not display.



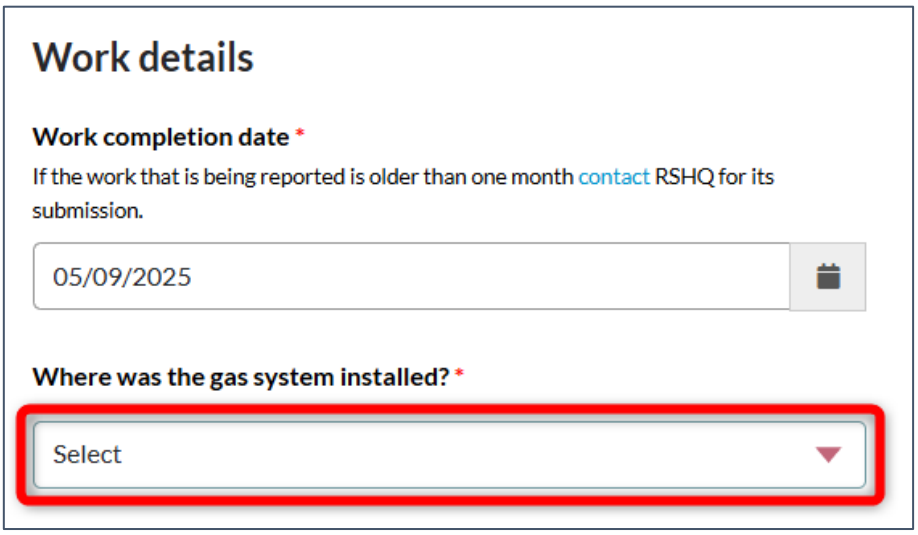
11. Click **Next**. Note that you also have the option of saving your submission and returning to it later by selecting the **Save** button.



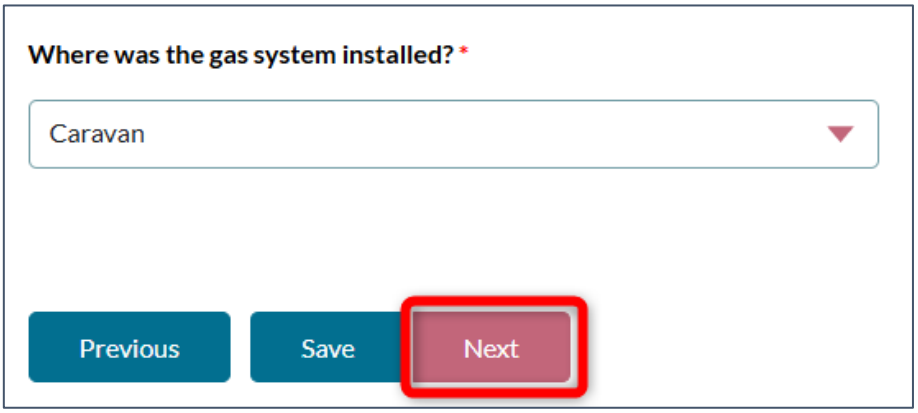
12. The **Work details** section will display. Select the date the work was completed. Note that if the work being reported is older than one month, contact RSHQ.



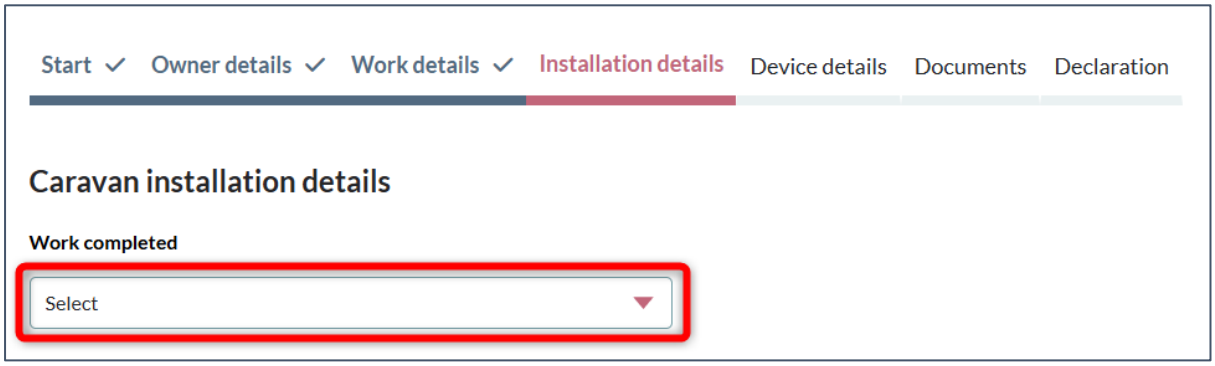
13. Select where the gas system was installed using the dropdown menu.



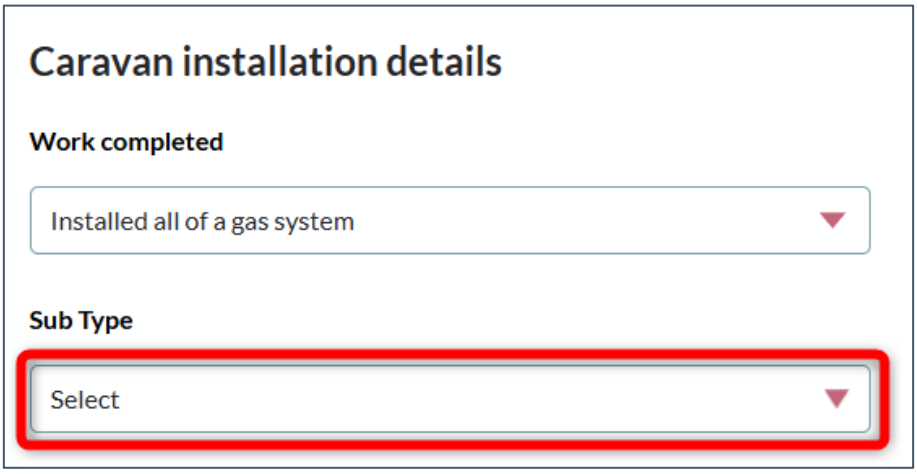
14. Click **Next**.



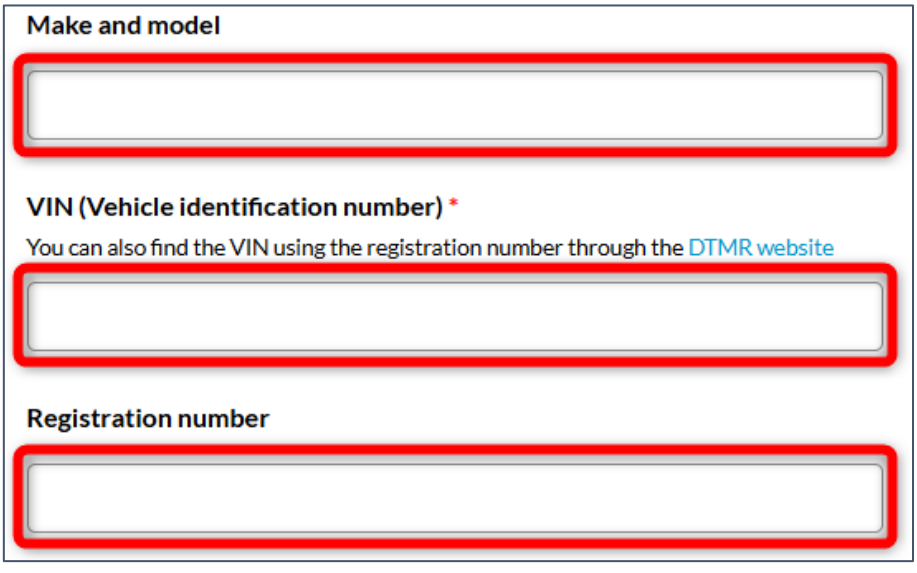
15. The **Installation details** section will display. Select the type of work completed.



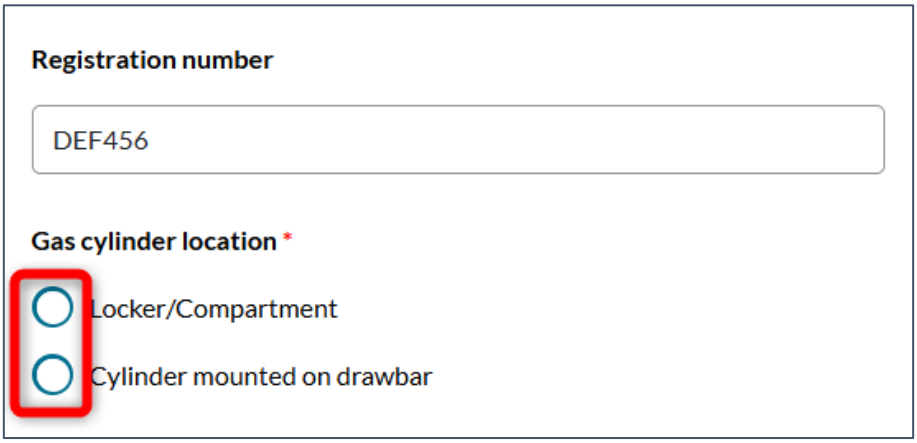
16. An additional field will display based on your previous selection. Respond to the additional field.



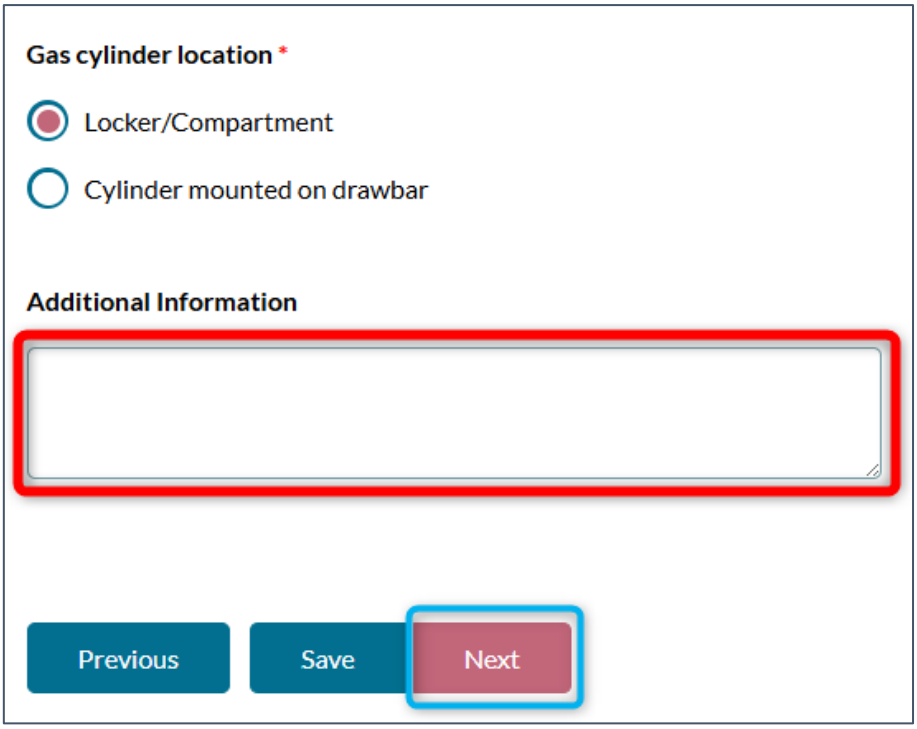
17. Enter the make, model, Vehicle Identification Number (VIN) and Registration number of the caravan. If you don't know the VIN, search for it by clicking the **DTMR website** link.



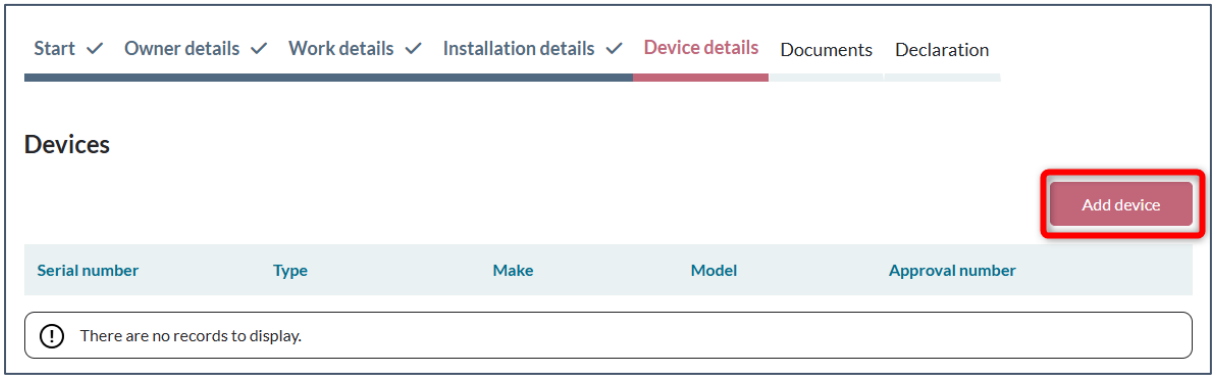
18. Select the location of the gas cylinder.



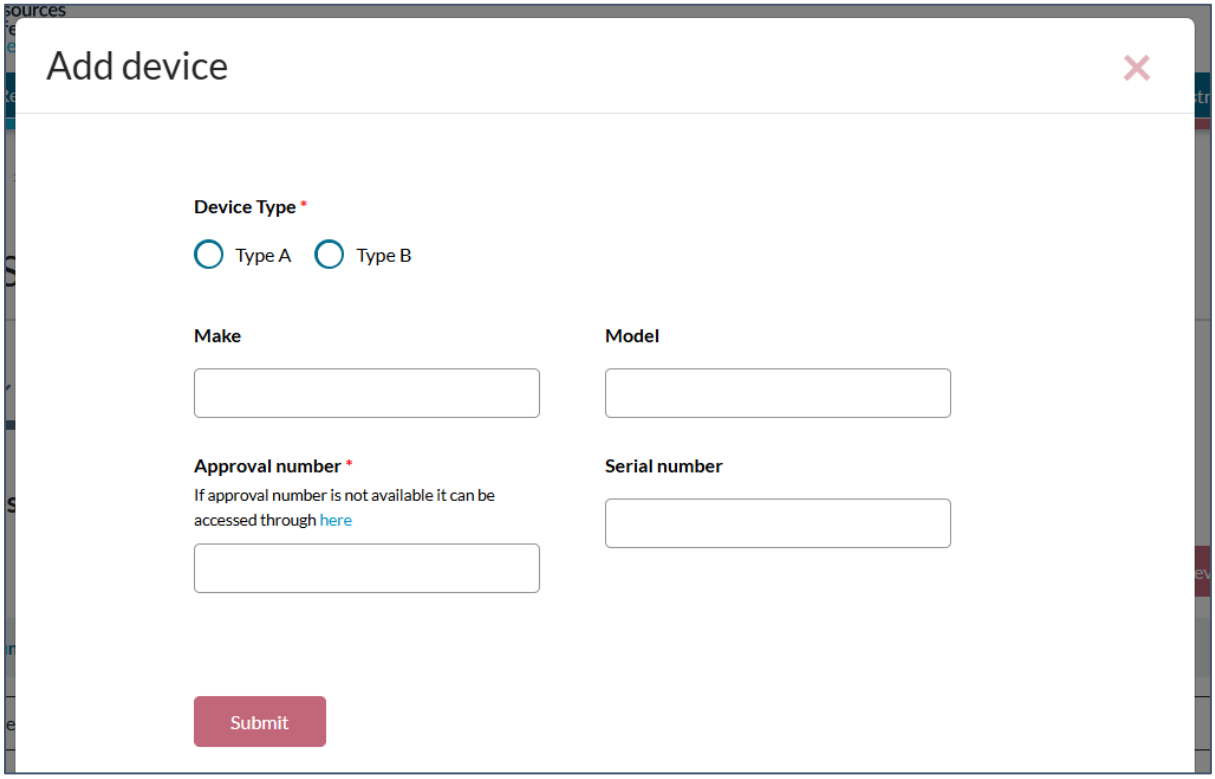
19. Add any additional information relevant to your notification and click **Next**.



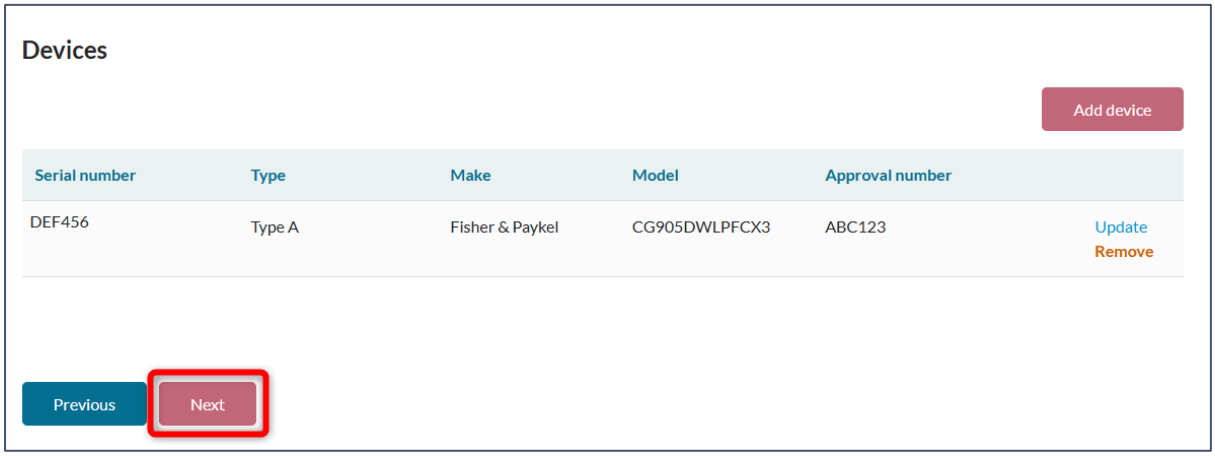
20. The **Device details** section will display. Click **Add device** to add all device details relevant to your notification.



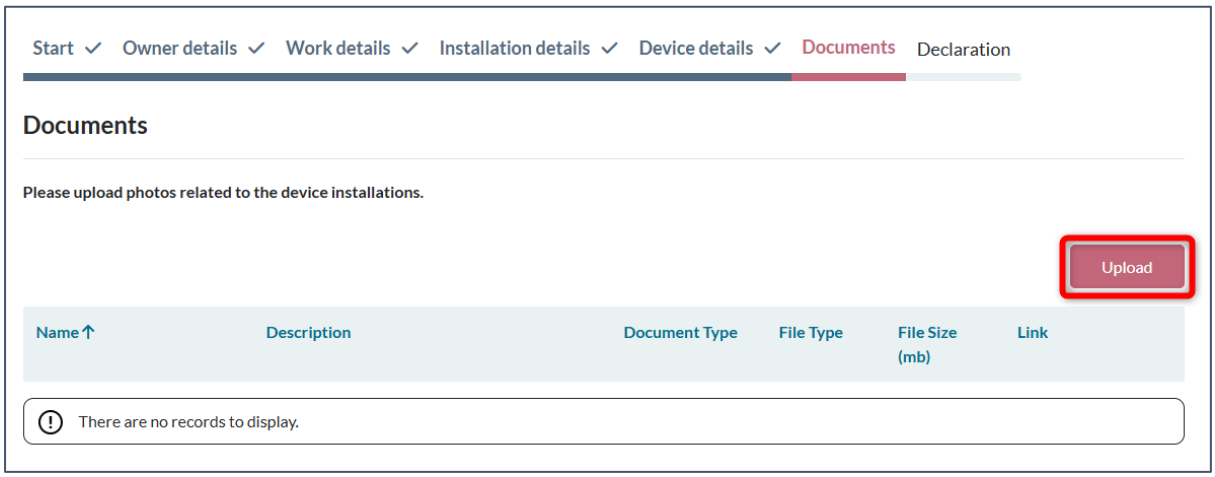
21. Select whether the device is **Type A** or **Type B**, and enter the make, model, approval number and serial number of the device, and then click **Submit**. Note that if you do not know the approval number, you can locate it by clicking the link.



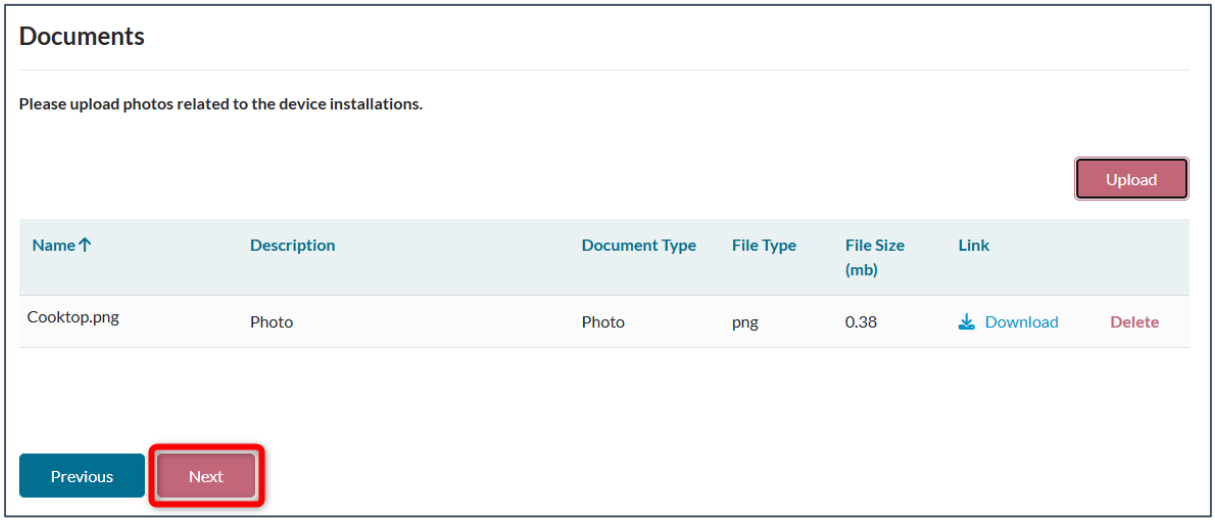
22. The device will display. Add as many devices as required. You also have the option of updating and/or removing Devices by selecting the relevant link. Click **Next**.



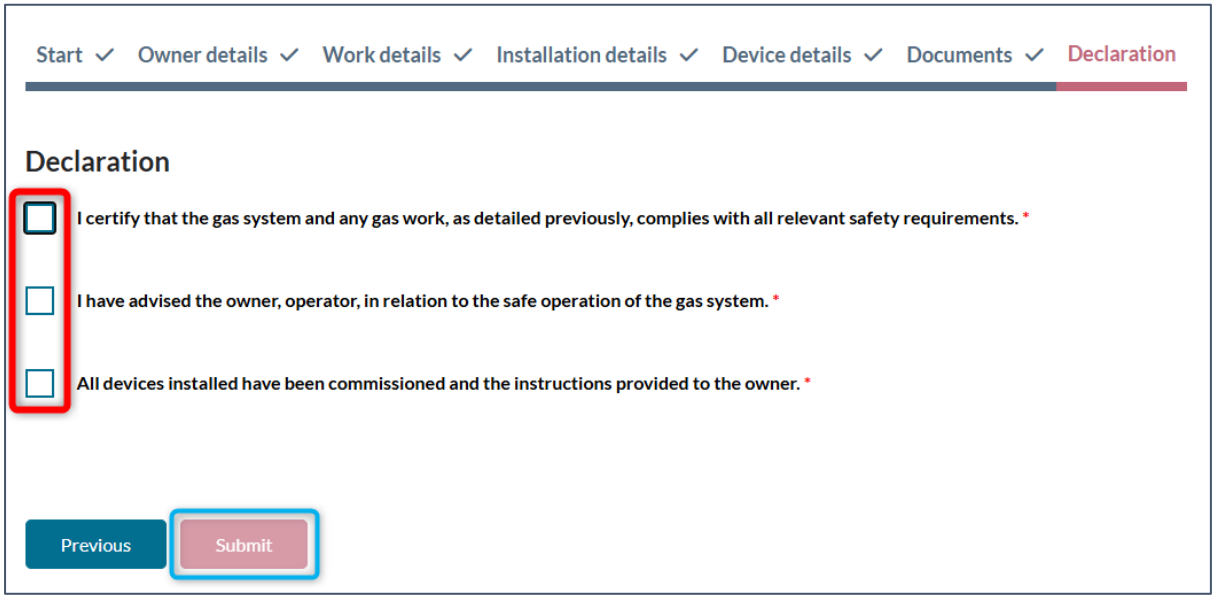
23. The **Documents** section will display. Click **Upload** to upload the required documents relevant to your notification. You can also upload photos depicting the primary use of the device. Note that photos and documents must be uploaded one at a time.



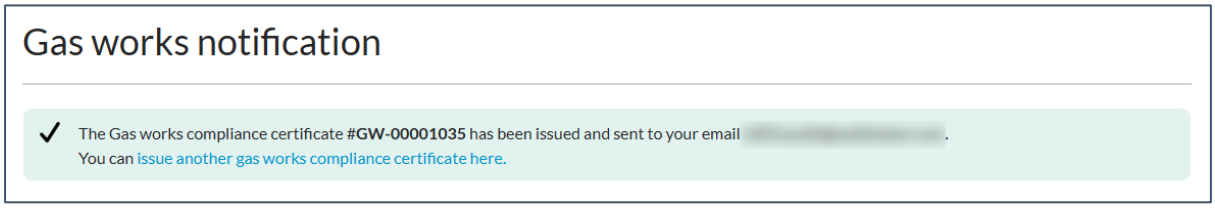
24. Your uploaded documents will display. Add as many documents as required, and then click **Next**.



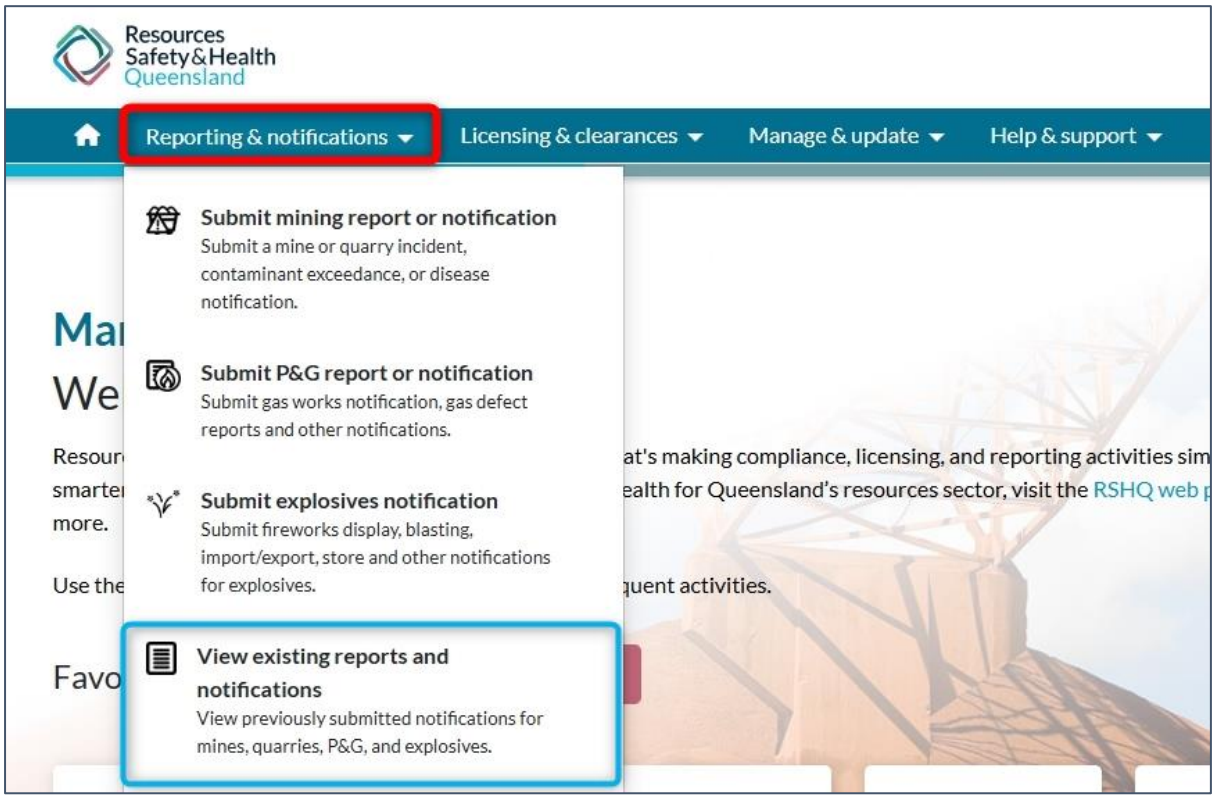
25. Read the **Declaration** and if you agree with each statement, select each checkbox and then click **Submit**. Note that you will not be able to proceed unless each checkbox is selected.

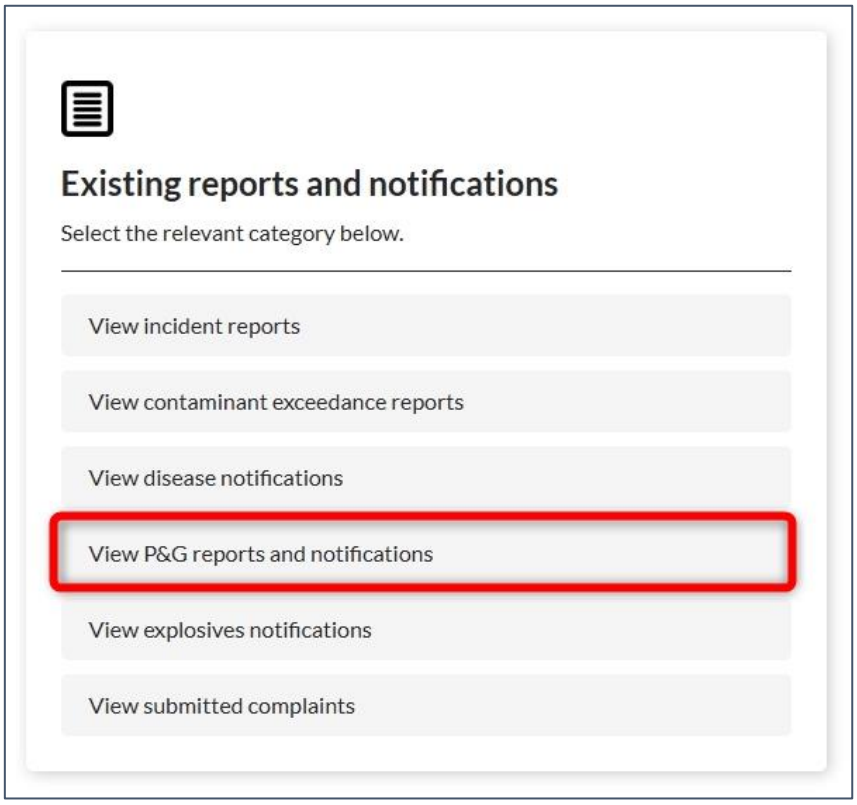


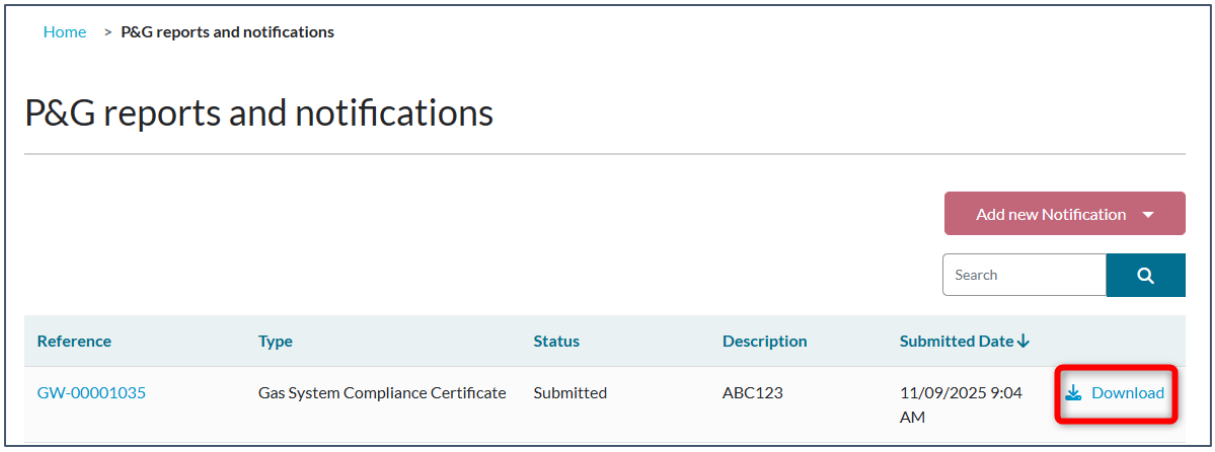
26. A success message will display, and you will receive an email with the compliance certificate attached. The owner will also receive a copy of the compliance certificate attached if you selected the checkbox at step 8.



You can view and download a copy of the certificate by selecting **Reporting & notifications**, then **View existing reports and notifications**, then **View P&G reports and notifications**.




Existing reports and notifications
Select the relevant category below.
View incident reports
View contaminant exceedance reports
View disease notifications
View P&G reports and notifications
View explosives notifications
View submitted complaints


Home > P&G reports and notifications
P&G reports and notifications
Add new Notification
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Reference
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Status
Description
Submitted Date
GW-00001035
Gas System Compliance Certificate
Submitted
ABC123
11/09/2025 9:04 AM
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Resources Safety & Health Queensland

Gas system compliance certificate

Gas system compliance certificate

Notification # GW-00001035 Issued On: **11/09/2025**

Owner details

Name: **Claire Smith**

Address: **275 George Street, BRISBANE CITY, Queensland, Australia**

Phone: **0444123123**

Email: **csmith@email.com**

Gas installation details