Work Instruction
Submitting a Gas Device Approval Certificate (GDAC)

Overview

This Work Instruction provides guidance on the process for submitting a Gas Device Approval Certificate (GDAC) 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 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.

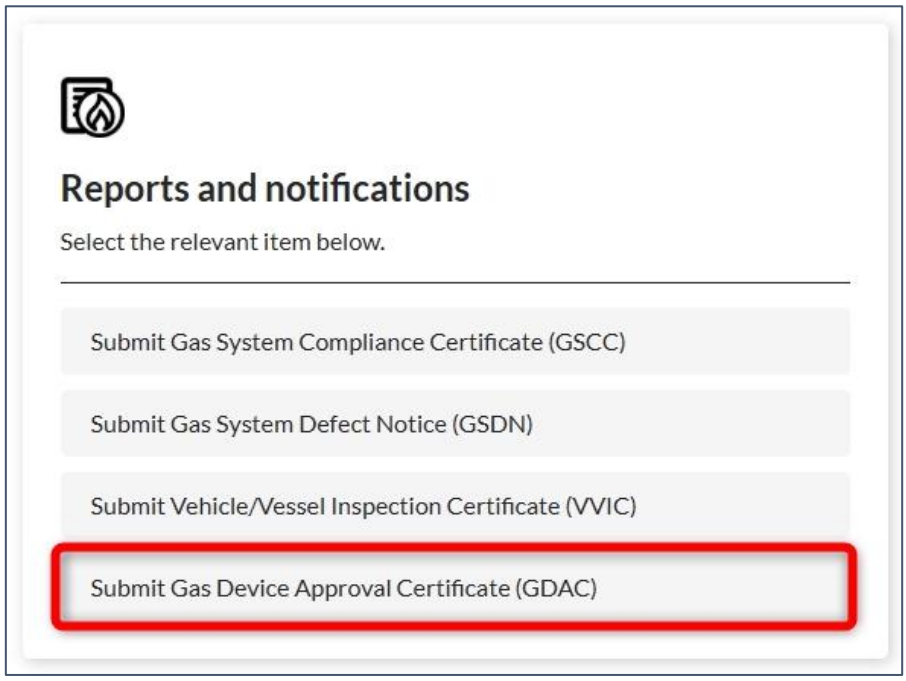
Refer to the *Activating your RSHQ Portal account and verifying your identity* Work Instruction for guidance on checking your security strength.

Account holders must hold a valid class B or B2 Gas Device Approval Authorisation (GDAA).

Procedure

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

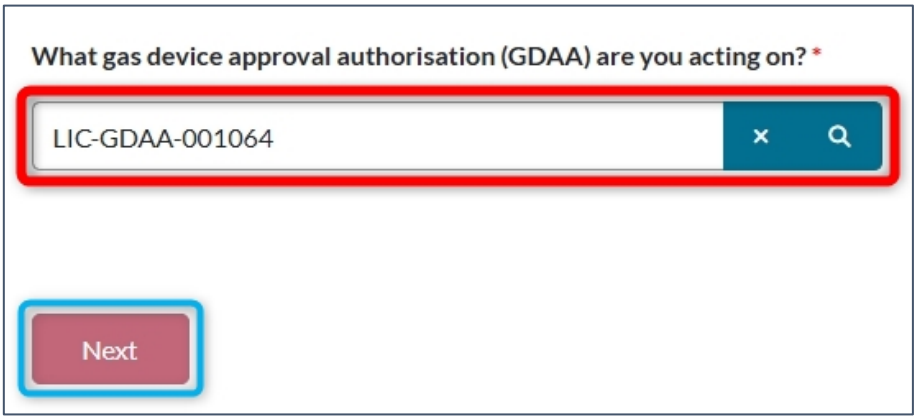
3. Select **Submit Gas Device Approval Certificate (GDAC)**.



4. The **Gas Device Approval Certificate (GDAC)** 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.

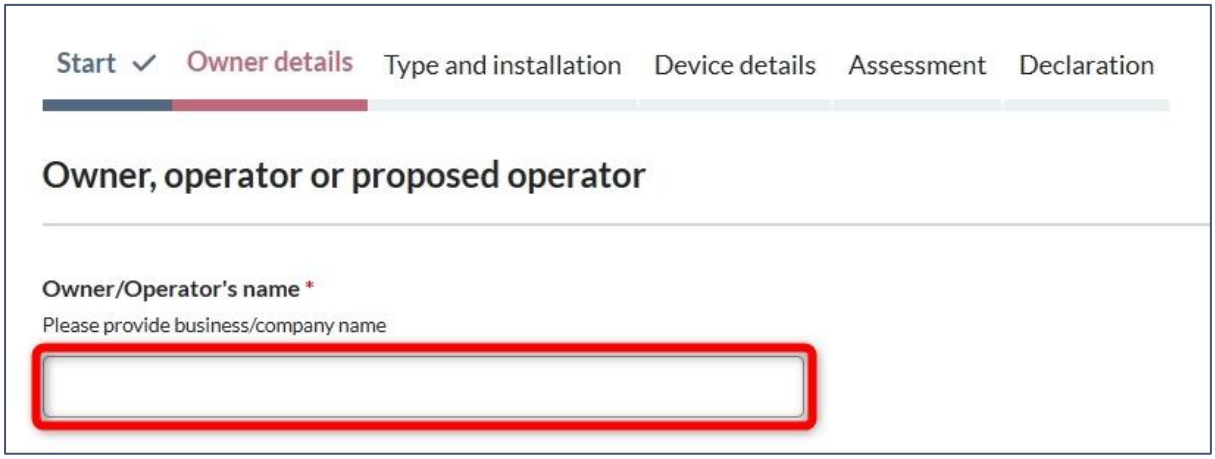
5. Select whether you are submitting the **Gas Device Approval Certificate (GDAC)** on behalf of an individual or a corporation. Note that mandatory fields are marked by a red asterisk and must be completed in order to continue.

6. Select the **Gas Device Approval Authorisation (GDAA)** you are acting on behalf of then click **Next**.

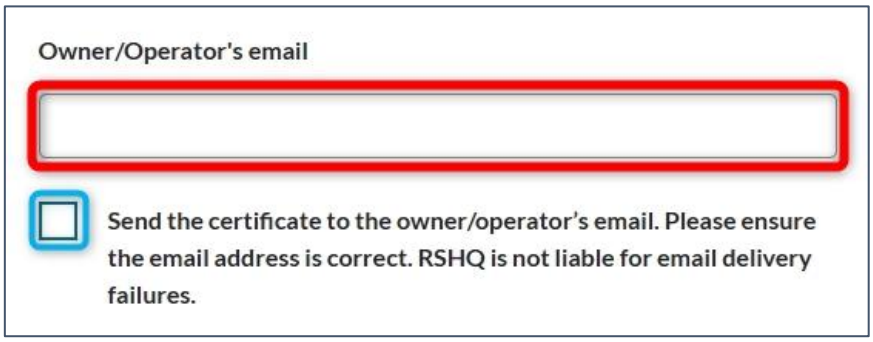


7. The **Owner details** section will display.

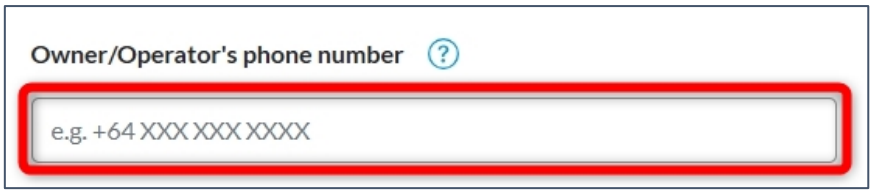
   Enter the owner or operator's name.



8. Enter the owner or operator's email address, ensuring it is entered correctly. If you would like a copy of the certificate emailed to the owner, select the checkbox. If not, leave unchecked.

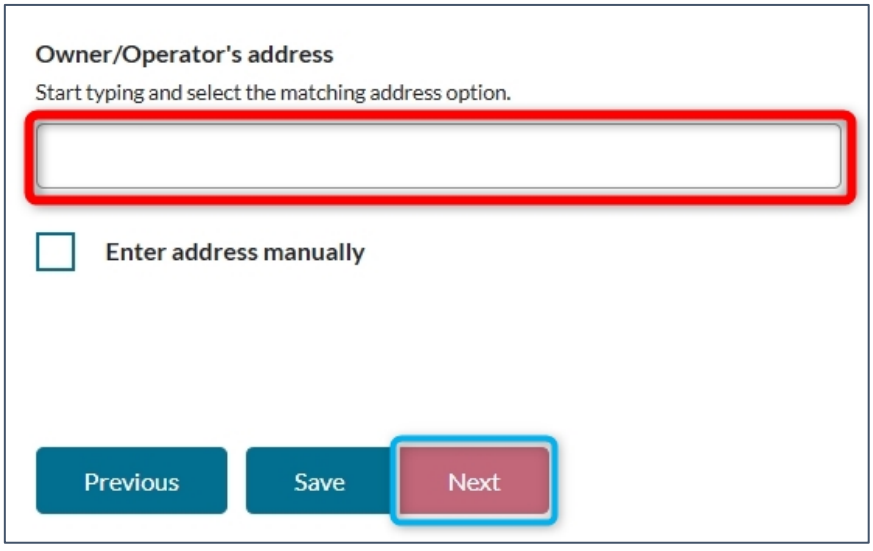


9. Enter the owner or operator's phone number.

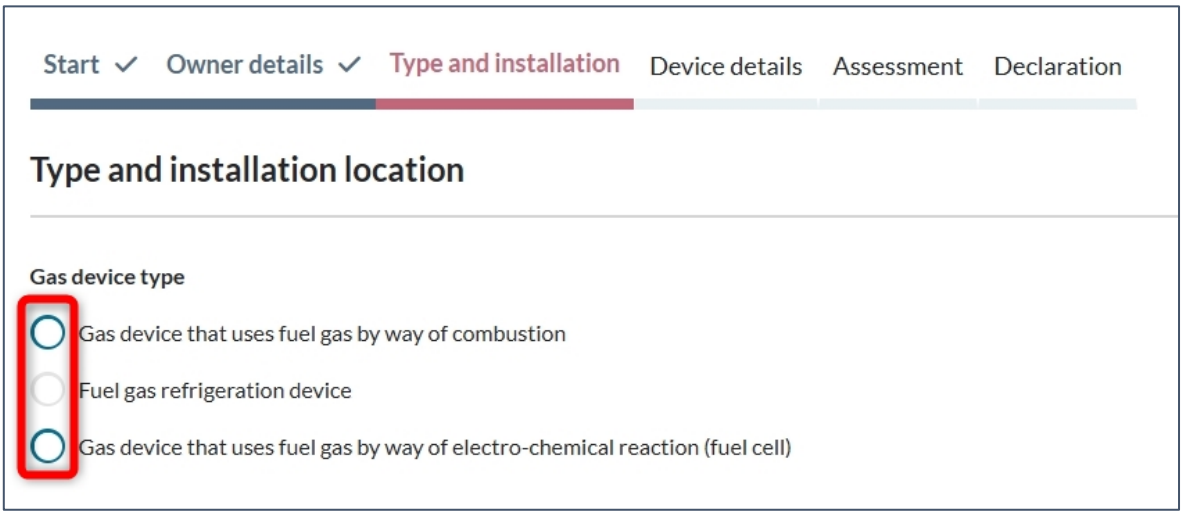


10. Begin typing the owner or operator's residential address into the text entry field. Select the correct result from the results list or select the **Enter address manually** checkbox if the correct result does not display, then click **Next**.

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

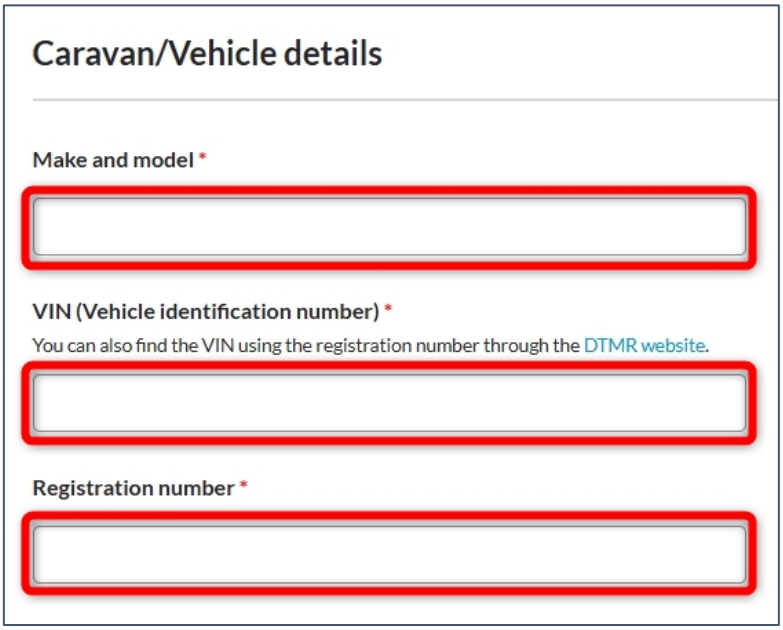


11. The **Type and installation** section will display. The gas device types available for selection are based on your Gas Device Approval Authorisation (GDAA) class and the gas types you are approved to work with. Select the type of gas device installed.

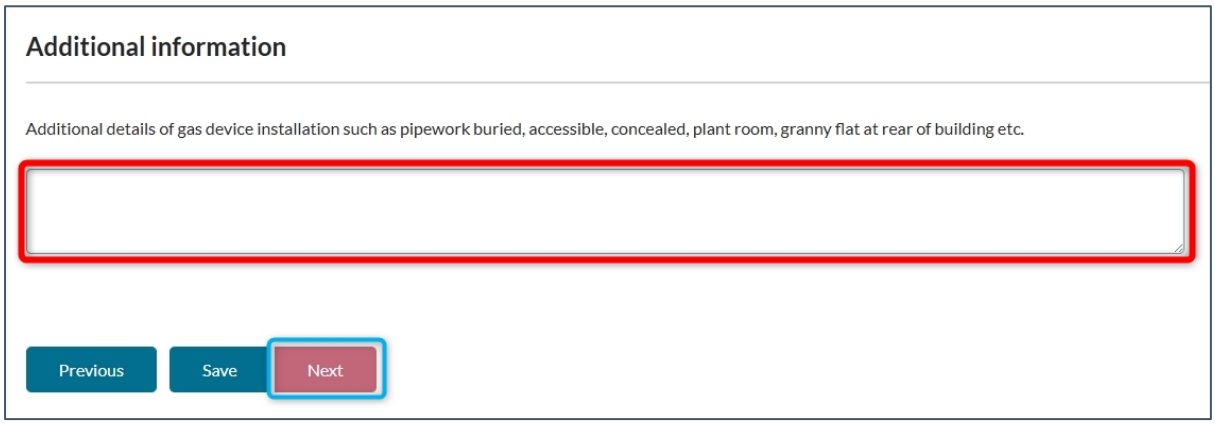


12. Select where the gas device was installed using the dropdown menu.

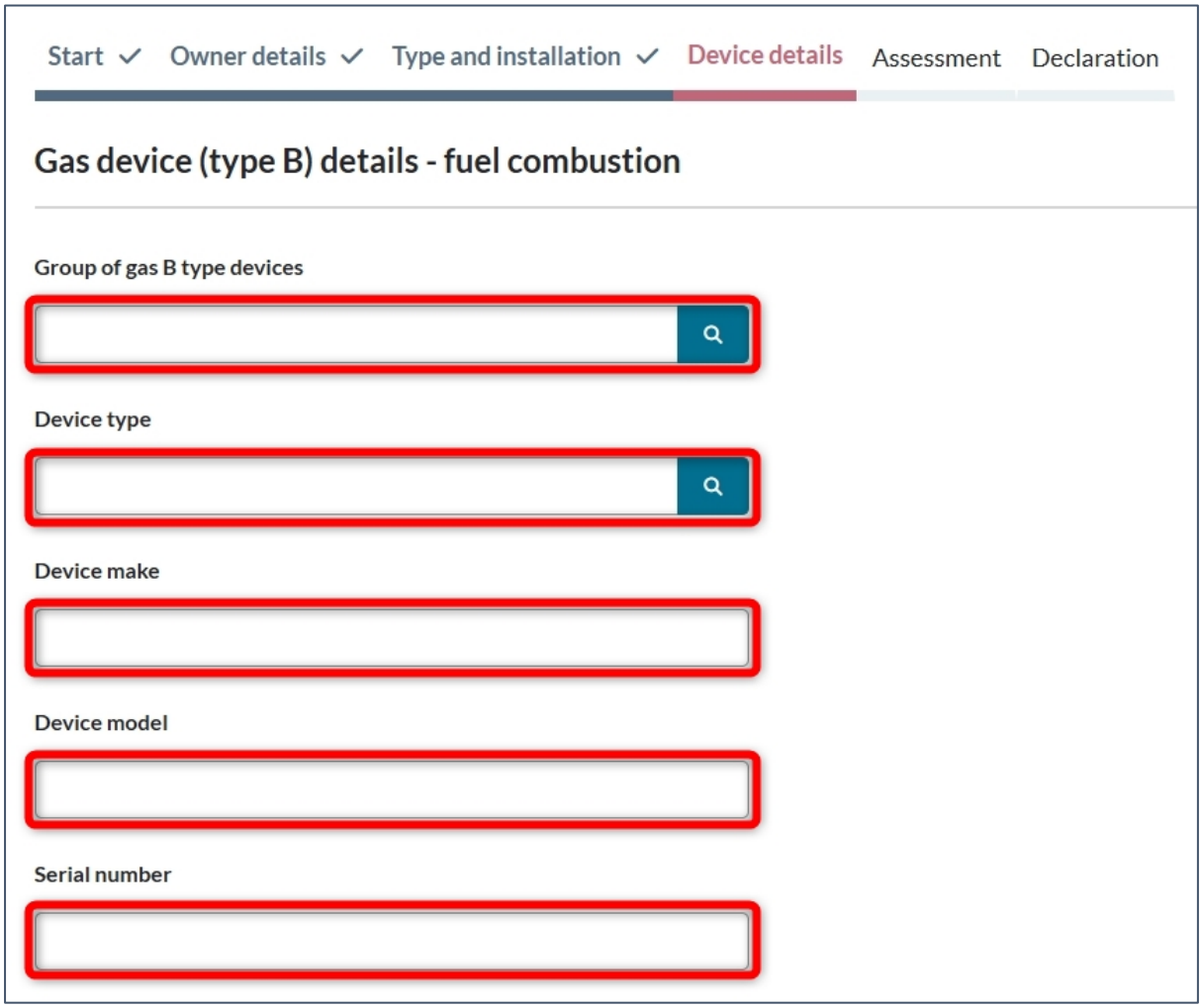
13. The fields that will display will differ depending on your previous selection. Complete the fields as appropriate.



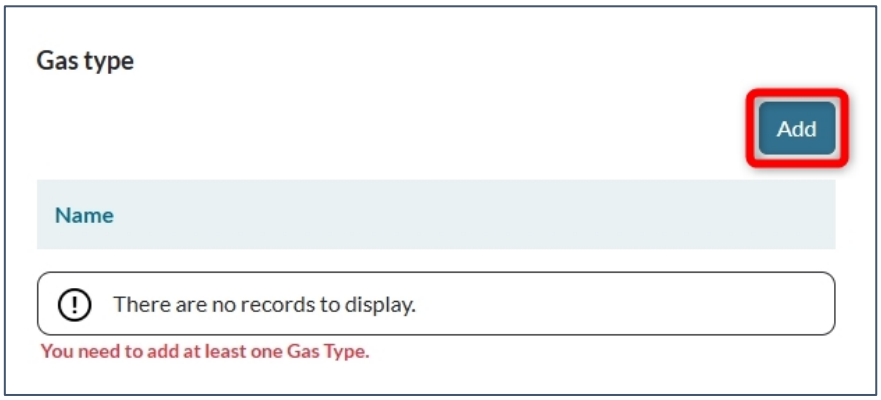
14. Add any additional information relevant to your notification and click **Next**.



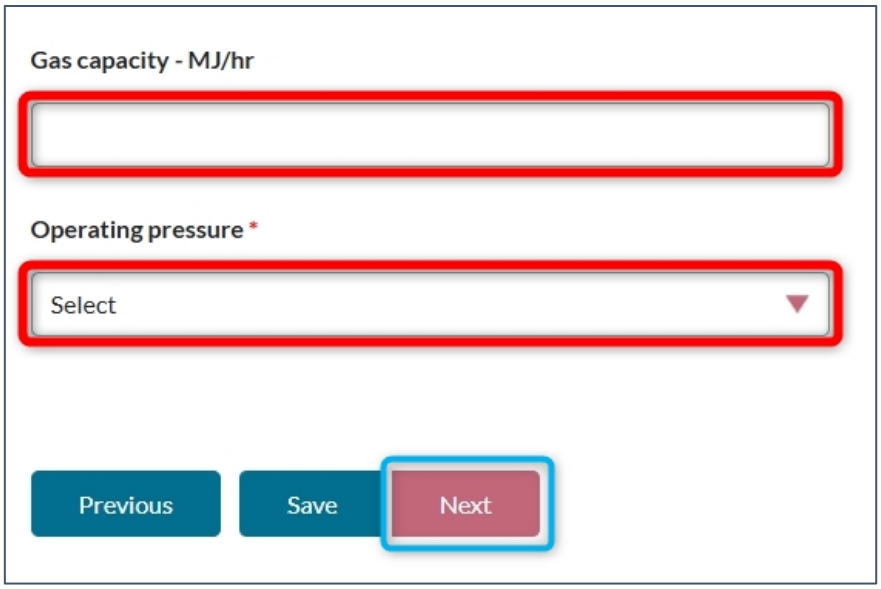
15. The **Device details** section will display. Enter the details relating to the installed device.



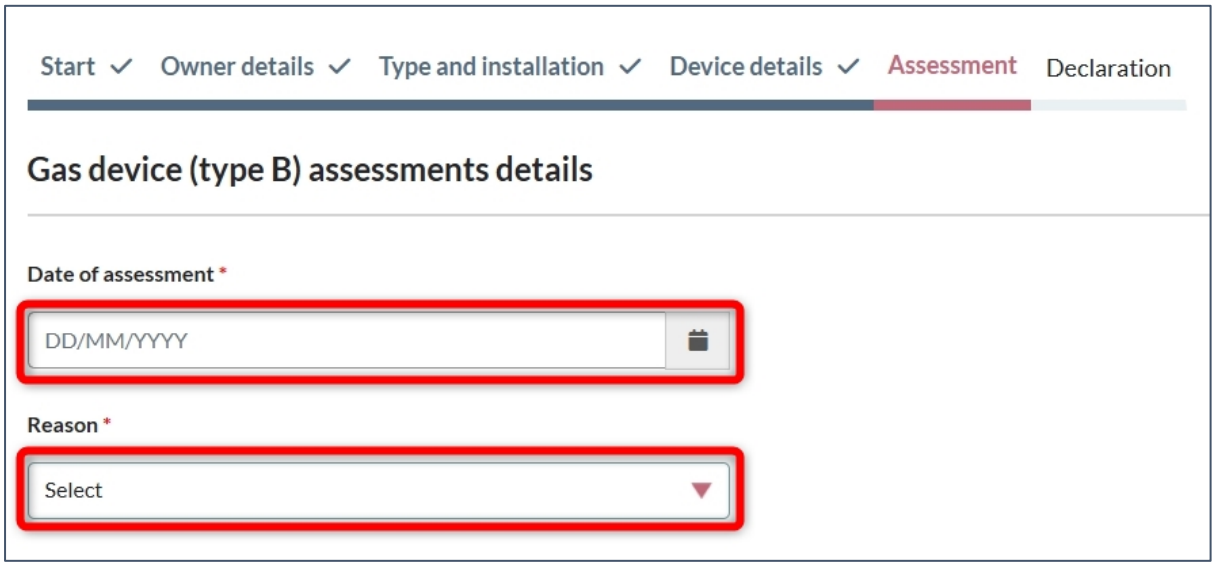
16. Click **Add** to add the type of gas the device uses.



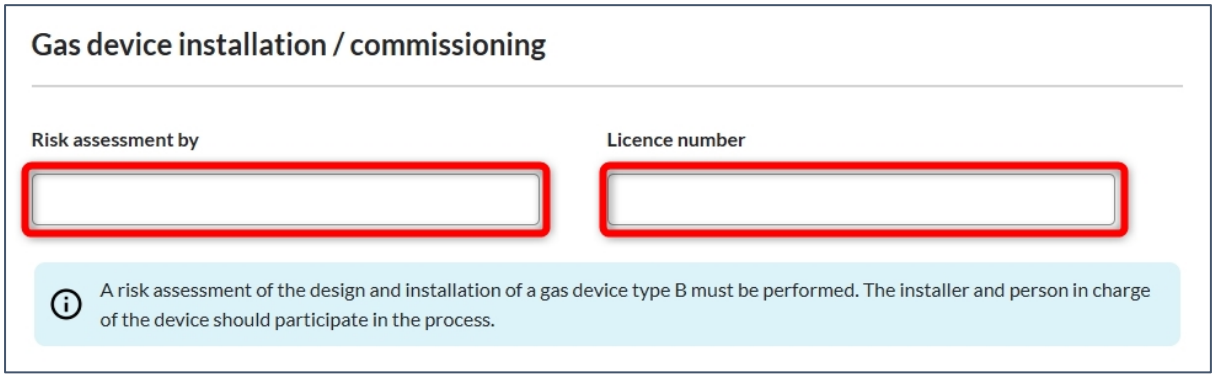
17. Enter the gas capacity and the operating pressure of the device and click **Next**.



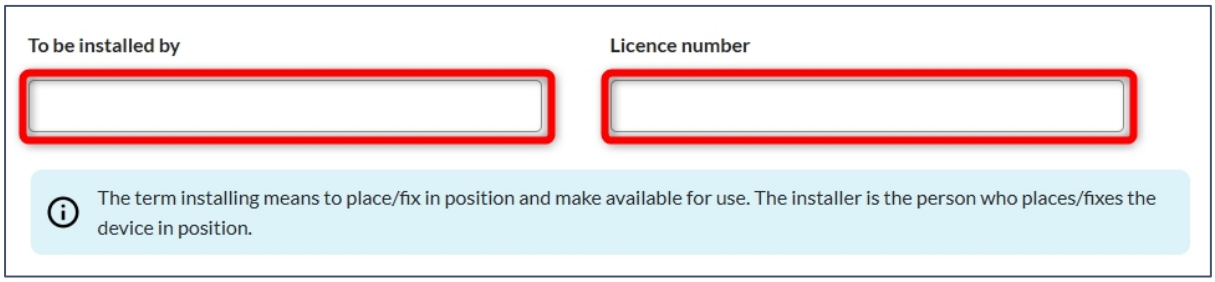
18. The **Assessment** section will display. Select the date the assessment was completed and the reason for the assessment.



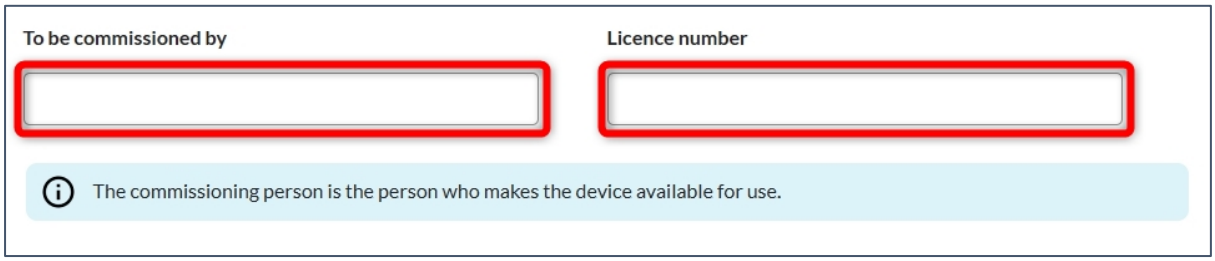
19. Enter the name of the person who conducted the risk assessment and their licence number.



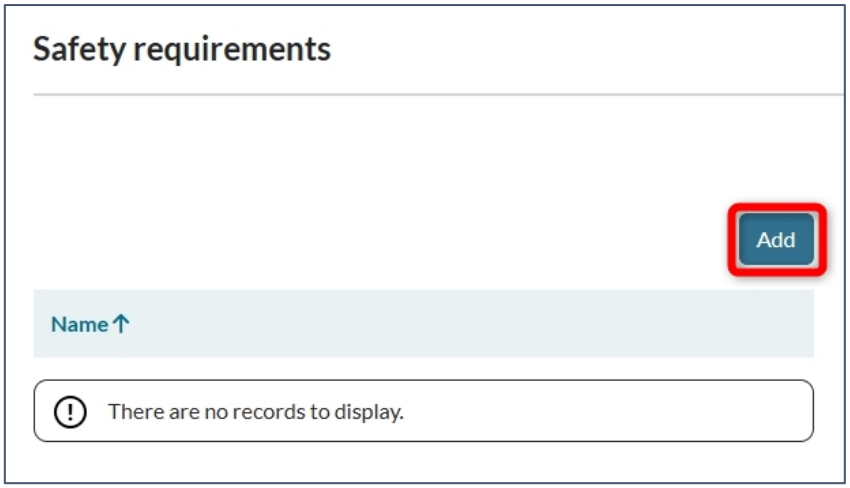
20. Enter the name of the person who installed the gas device and their licence number.



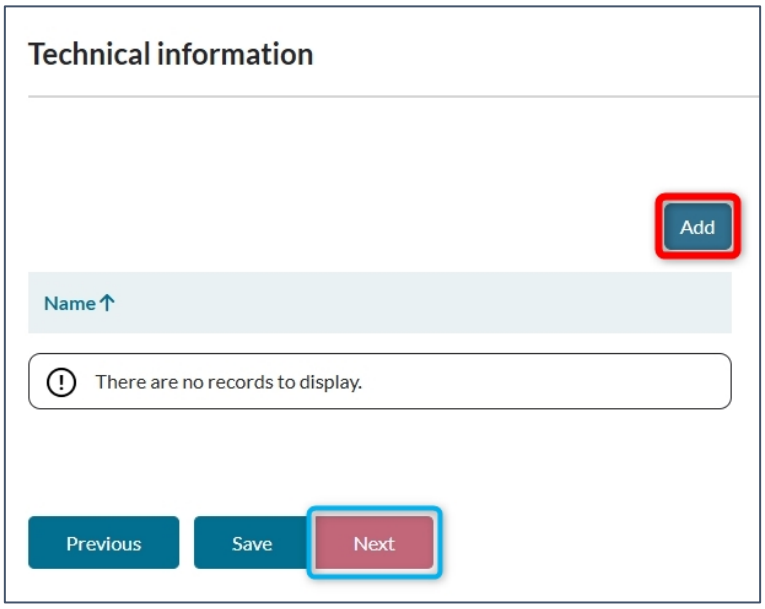
21. Enter the name of the person who commissioned the device for use and their licence number.



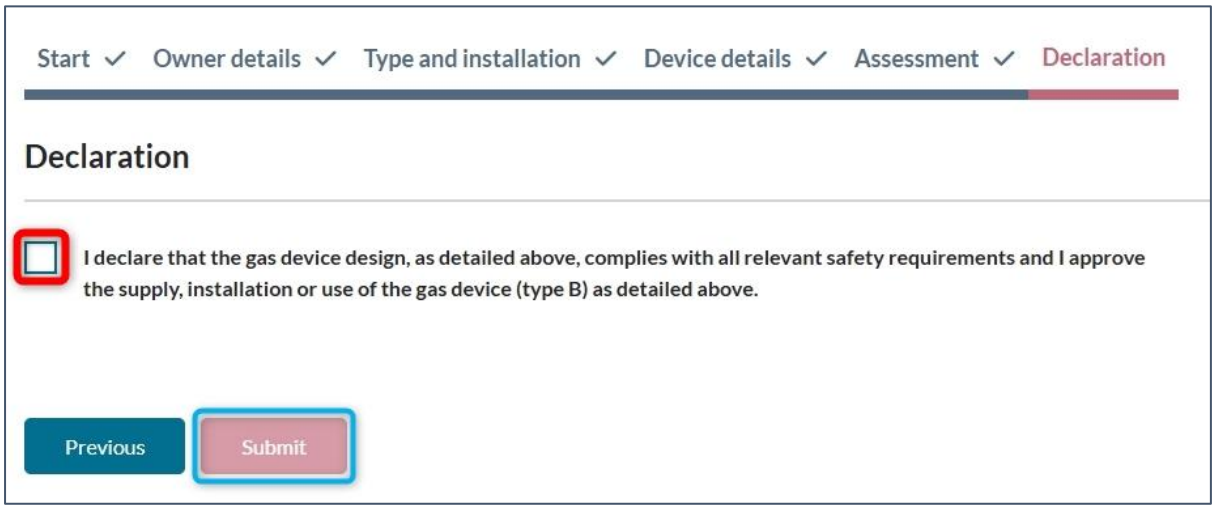
22. Click **Add** to add safety requirements that apply to the device. Note that the options available for selection are based on the gas device type selected at step 11.

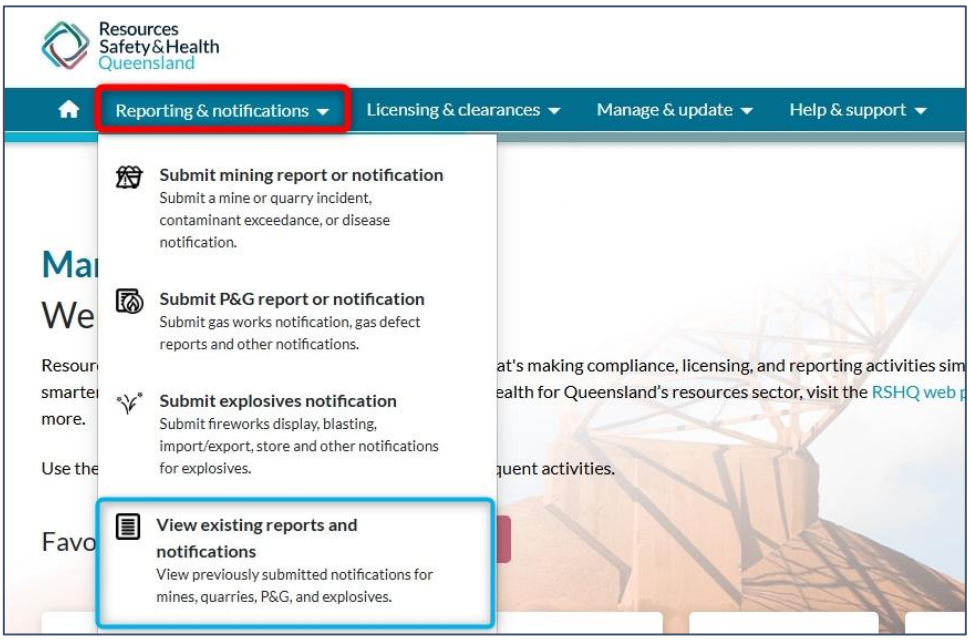
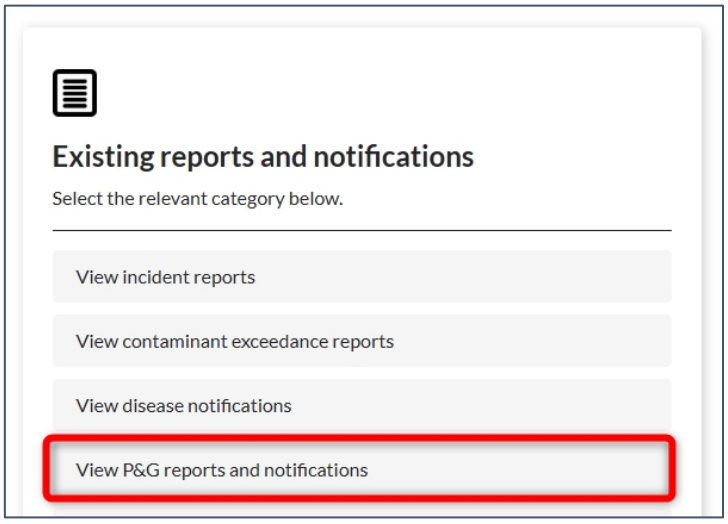
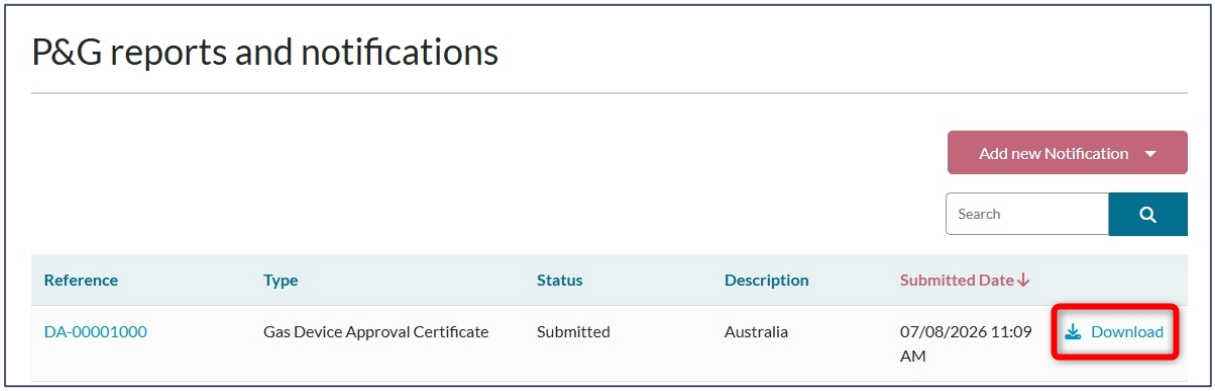


23. Click **Add** to add technical information that applies to the device. Note that the options available for selection are based on the gas device type selected at step 11.



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



25. A success message will display, and you will receive an email with the approval certificate attached. The owner or operator will also receive a copy of the approval 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**.