



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

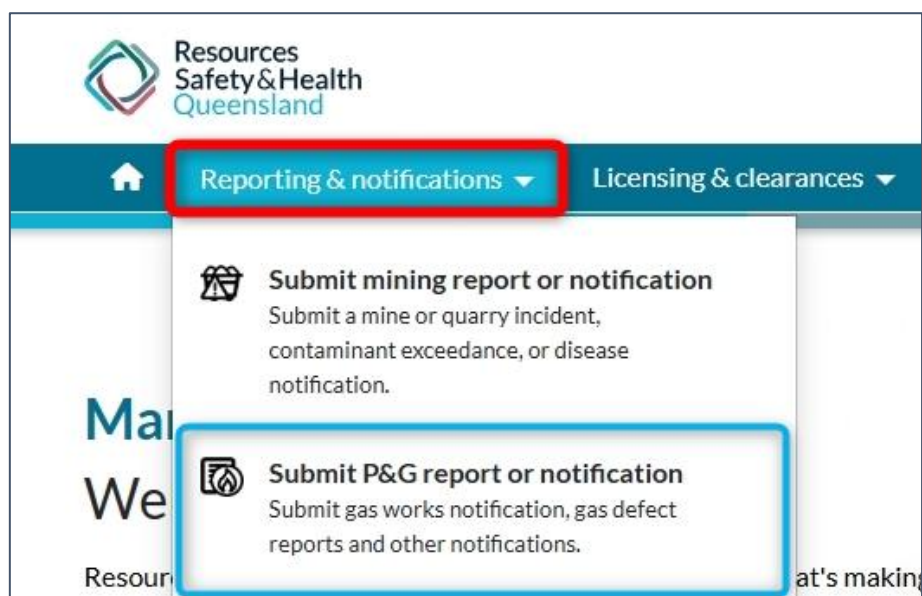
Account holders must have verified their identity to a strength of 'Standard' or higher. If the account is only a 'Basic' security strength, they will not be able to proceed with the application.

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).

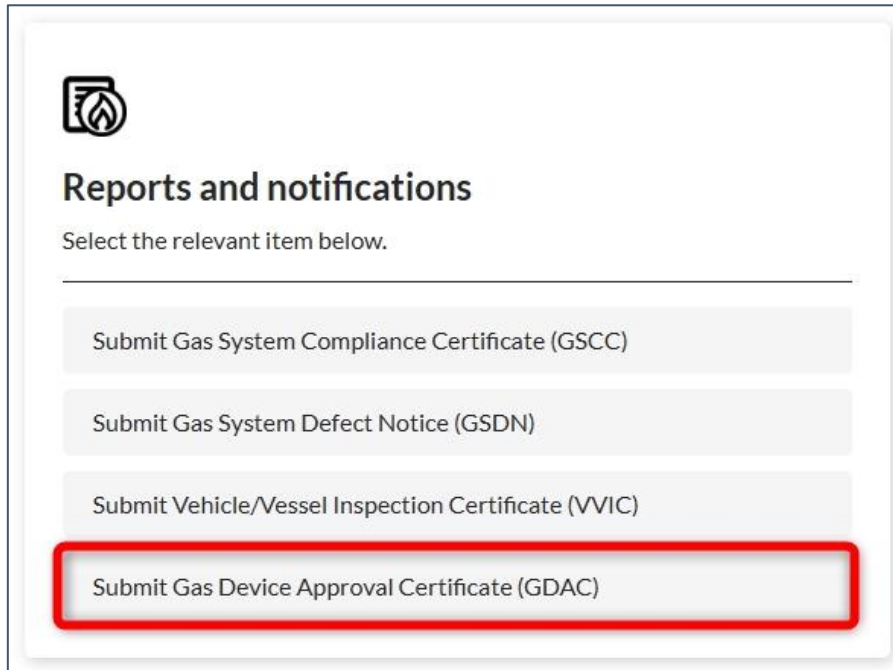
Procedure

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



Work Instruction Submitting a Gas Device Approval Certificate (GDAC)

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





Reports and notifications

Select the relevant item below.

- Submit Gas System Compliance Certificate (GSCC)
- Submit Gas System Defect Notice (GSDN)
- Submit Vehicle/Vessel Inspection Certificate (VVIC)
- 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.



Gas Device Approval Certificate (GDAC)

Start Owner details Type and installation Device details Assessment Declaration

Privacy statement

A copy of this certificate will be provided to Resources, Safety and Health Queensland. Your personal information will be stored and used in accordance with RSHQ's obligation under *Information Privacy Act 2009*. Your personal information will not otherwise be disclosed to any other parties unless authorised or required by law. For further privacy information go to: [Privacy statement](#)

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

Work Instruction

Submitting a Gas Device Approval Certificate (GDAC)

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.

Gas Device Approval Authorisation

Are you submitting gas device approval certificate (GDAC) as an individual or corporate? *

☒ Individual ☐ Corporate

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

What gas device approval authorisation (GDAA) are you acting on? *

× 🔍

Next

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

Enter the owner or operator's name.

Start ✓ **Owner details** Type and installation Device details Assessment Declaration

Owner, operator or proposed operator

Owner/Operator's name *

Please provide business/company name

Work Instruction

Submitting a Gas Device Approval Certificate (GDAC)

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.

Owner/Operator's email

☐ Send the certificate to the owner/operator's email. Please ensure the email address is correct. RSHQ is not liable for email delivery failures.

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

Owner/Operator's phone number ?

e.g. +64 XXX XXX XXXX

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.

Owner/Operator's address
Start typing and select the matching address option.

☐ Enter address manually

Previous

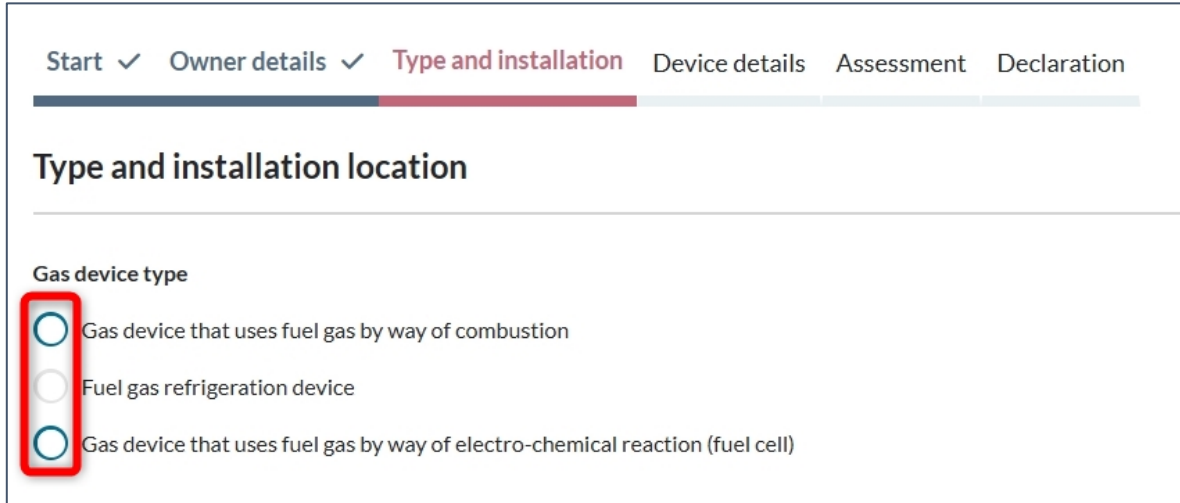
Save

Next

Work Instruction

Submitting a Gas Device Approval Certificate (GDAC)

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.



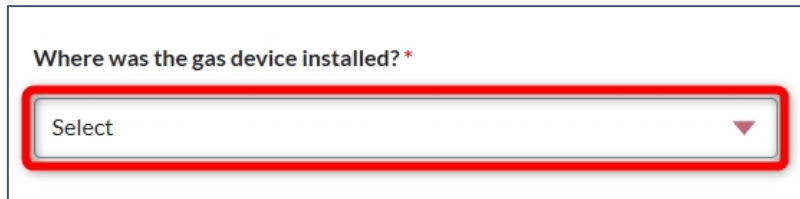
Start ✓ Owner details ✓ **Type and installation** Device details Assessment Declaration

Type and installation location

Gas device type

- ☒ Gas device that uses fuel gas by way of combustion
- ☐ Fuel gas refrigeration device
- ☐ Gas device that uses fuel gas by way of electro-chemical reaction (fuel cell)

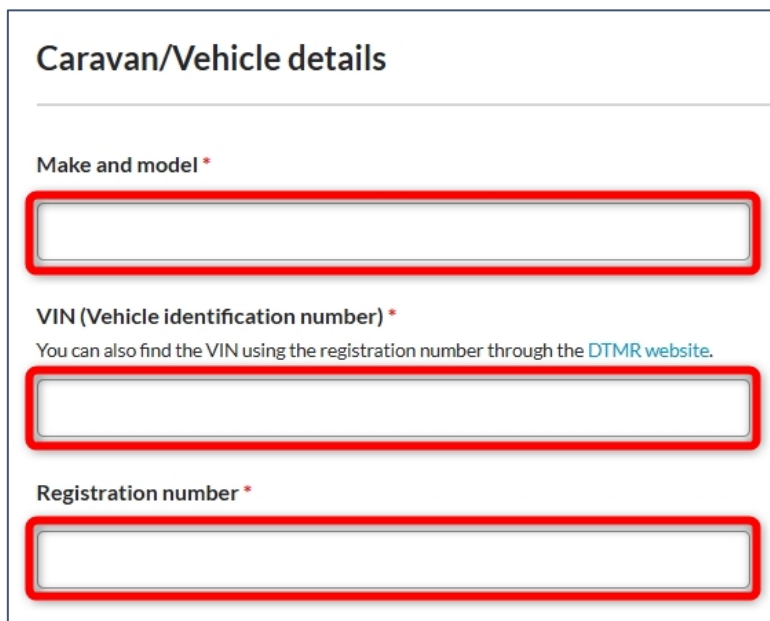
12. Select where the gas device was installed using the dropdown menu.



Where was the gas device installed? *

Select ▼

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



Caravan/Vehicle details

Make and model *

VIN (Vehicle identification number) *

You can also find the VIN using the registration number through the [DTMR website](#).

Registration number *

Work Instruction

Submitting a Gas Device

Approval Certificate (GDAC)



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

Additional information

Additional details of gas device installation such as pipework buried, accessible, concealed, plant room, granny flat at rear of building etc.

Previous

Save

Next

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

Start ✓ Owner details ✓ Type and installation ✓ **Device details** Assessment Declaration

Gas device (type B) details - fuel combustion

Group of gas B type devices

Device type

Device make

Device model

Serial number

Work Instruction

Submitting a Gas Device Approval Certificate (GDAC)



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

Gas type

Add

Name

! There are no records to display.
You need to add at least one Gas Type.

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

Gas capacity - MJ/hr

Operating pressure *

Select

Previous Save **Next**

Work Instruction

Submitting a Gas Device Approval Certificate (GDAC)

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

Start ✓ Owner details ✓ Type and installation ✓ Device details ✓ **Assessment** Declaration

Gas device (type B) assessments details

Date of assessment *



Reason *

▼

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

Gas device installation / commissioning

Risk assessment by

Licence number

 A risk assessment of the design and installation of a gas device type B must be performed. The installer and person in charge of the device should participate in the process.

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

To be installed by

Licence number

 The term installing means to place/fix in position and make available for use. The installer is the person who places/fixes the device in position.

Work Instruction

Submitting a Gas Device Approval Certificate (GDAC)



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

To be commissioned by	Licence number
<input type="text"/>	<input type="text"/>
<p> The commissioning person is the person who makes the device available for use.</p>	

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.

Safety requirements

Add

Name ↑

 There are no records to display.

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.

Technical information

Add

Name ↑

 There are no records to display.

Previous

Save

Next

Work Instruction

Submitting a Gas Device Approval Certificate (GDAC)



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.

Start ✓ Owner details ✓ Type and installation ✓ Device details ✓ Assessment ✓ Declaration

Declaration

☐ I declare that the gas device design, as detailed above, complies with all relevant safety requirements and I approve the supply, installation or use of the gas device (type B) as detailed above.

Previous Submit

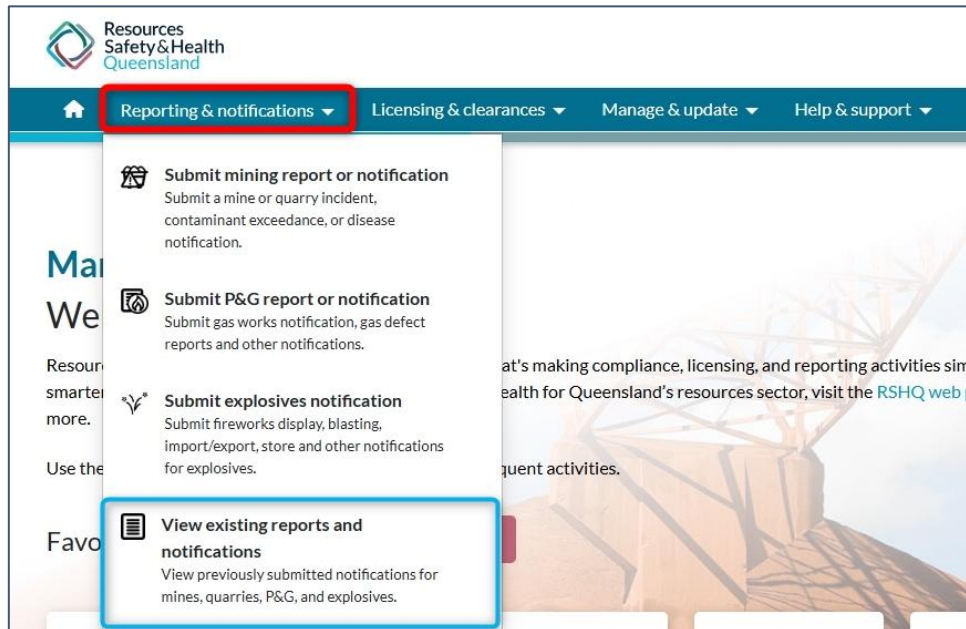
25. A success message will display, and you will receive an email with the approval certificate attached. The owner or operator will also receive a copy of the approval certificate attached if you selected the checkbox at step 8.

Gas Device Approval Certificate (GDAC)

 The Gas Device Approval Certificate (GDAC) #DA-00001000 has been submitted and sent to your email [redacted]. You can [issue another Gas Device Approval Certificate \(GDAC\) here](#).

Work Instruction Submitting a Gas Device Approval Certificate (GDAC)

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**.



P&G reports and notifications					
<div>Add new Notification</div> <div>Search</div>					
Reference	Type	Status	Description	Submitted Date ↓	
DA-00001000	Gas Device Approval Certificate	Submitted	Australia	07/08/2026 11:09 AM	Download