

Work Instruction

Applying for a Gas Work Licence (Hydrocarbon Refrigerants)

Overview

This Work Instruction provides guidance on the process for applying for a Gas Work Licence (Hydrocarbon Refrigerants) in the RSHQ Portal.

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

Prerequisites

Refer to the [Business Queensland website](#) for guidance on the required qualifications and experience you need to hold a Gas Work Licence or Gas Work Authorisation in Queensland.

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.

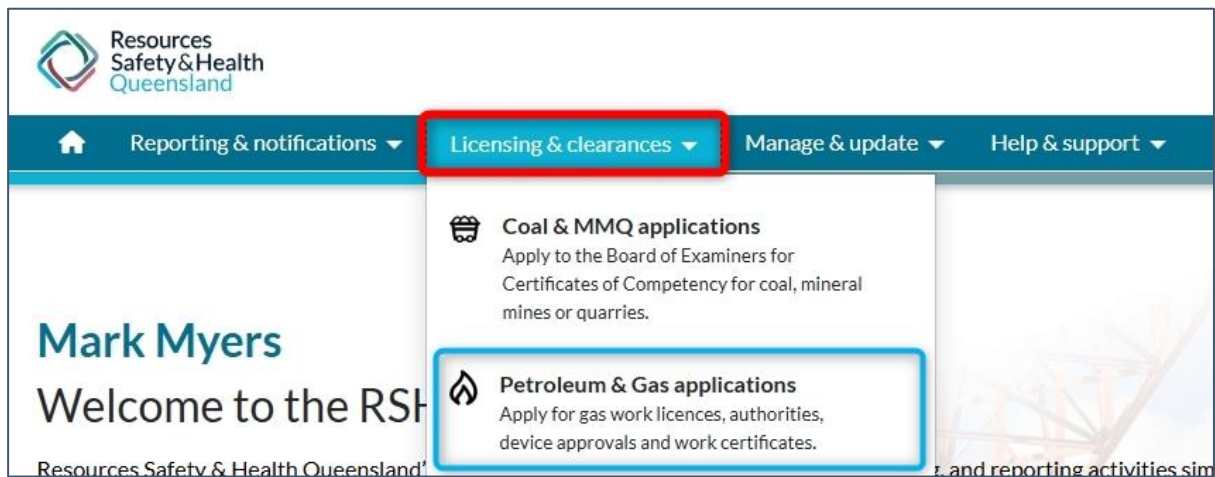
It's important to note that the application fee is not refundable in the event of an unsuccessful application outcome.

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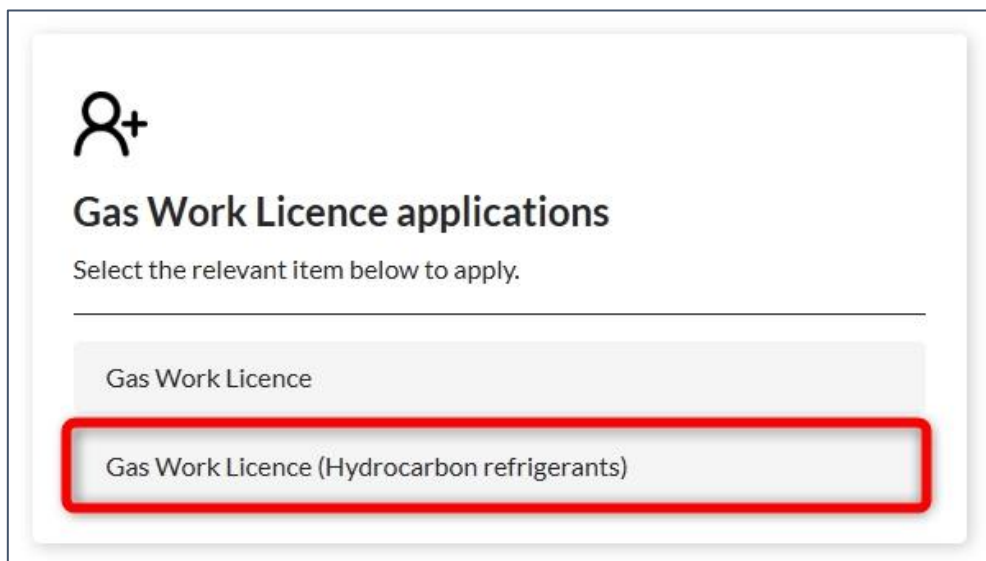
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Procedure

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



3. Select **Gas Work Licence (Hydrocarbon refrigerants)**.



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- The **Hydrocarbon refrigerant application** screen will display. Read the **Privacy Statement**, and if you have read, understood and agree to the statement, select the checkbox and click **Next**. Note that you will not be able to proceed unless the checkbox is selected.

Hydrocarbon refrigerant application

Start Details Suitability Applicant 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 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. *

Next

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

Click **Add** to select the type(s) of gas you are requesting.

Start ✓ **Details** Suitability Applicant Documents Identity Photo Declaration

Types of gas requested *

Add

Name

! There are no records to display.

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6. The selected gas types will display. To remove a selection, click **Remove** next to the relevant gas type.

Name	
R-290	Remove
R-600	Remove
R-600a	Remove
R-1270	Remove

7. Click **Add** to select the type(s) of gas devices you are requesting.

Types of gas devices requested *

Add

Name ↑

 There are no records to display.

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

Name ↑	
Split System Air Conditioners	Remove
Stationary Air Conditioners	Remove
Stationary Refrigeration Devices	Remove

Previous Save Next

9. The Suitability section will display. Read each **Applicant suitability** question and respond by selecting the relevant radio buttons and click **Next**.

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

Start ✓ Details ✓ **Suitability** Applicant Documents Identity Photo Declaration

Applicant suitability

In deciding whether you are a suitable person to hold the gas work licence, 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

Do you have any disability or medical condition that could put you or the public at risk? *

☒ Yes ☐ No

Is there any other issue relevant to your suitability to hold the gas work licence? *

☒ Yes ☐ No

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10. The **Applicant** section will be prepopulated using your profile information. Make any required updates to your **correspondence email** address, **preferred contact number**, **residential address** and **postal address** and click **Next**.

Start ✓ Details ✓ Suitability ✓ **Applicant** Documents Identity Photo Declaration

Applicant details

Postal address

PO Box 123, BRISBANE MARKET QLD 4106

☐ Enter address manually

Previous

Save

Next

11. The **Documents** section will display. Click **Upload** to upload the required documents relevant to your application. Note that documents must be uploaded individually.

Start ✓ Details ✓ Suitability ✓ Applicant ✓ **Documents** Identity Photo Declaration

Documents

Please upload the following documents:

- Additional documents
- Statement of training units - Completed within the last 12 months
- ARC licence, front and back
- Practical Experience Form ([Sample practical experience form](#))

Upload

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

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

Name ↑	Description	Document Type	File Type	File Size (mb)	Link
ARC licence.pdf	ARC licence	ARC licence, front and back	pdf	0.01	Download
Practical Experience Form.pdf	Practical experience form	Practical Experience Form	pdf	0.01	Download
Statement of training units.pdf	Statement of training units	Statement of training units - Completed within the last 12 months	pdf	0.01	Download

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[Next](#)

13. Read through the instructions relating to providing ID documents (including the **Requirements for the photo** section), then click **Upload** to upload your identity documents.

Start ✓ Details ✓ Suitability ✓ Applicant ✓ Documents ✓ **Identity** Photo Declaration

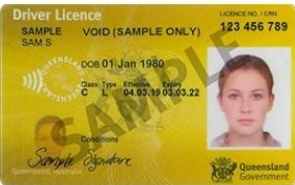
Provide one of your ID documents

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, Proof of Age Card, ImmiCard.
- Must be clear and focused.

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

Requirements for the photo



- Accepted documents: Australian Passport, Foreign Passport, Australian Drivers Licence, Proof of Age Card, ImmiCard.
- Must be clear and focused.

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15. Read through the instructions relating to providing a photo (including the **Requirements for the photo** section), then click **Upload** to upload your photo.

Start ✓ Details ✓ Suitability ✓ Applicant ✓ 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

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



- 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.

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

Start ✓ Details ✓ Suitability ✓ Applicant ✓ Documents ✓ Identity ✓ Photo ✓ Declaration

Declaration

I, **Mark Myers** declare that:

- I am a suitable person to hold a gas work licence.
- I hold the qualifications and experience required for the gas work licence 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 work licence 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 declare that I have read, understood, and agree to the terms and conditions stated above. *

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Proceed to payment

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18. Enter your payment details and select **Pay now**.

Payment

Application Number
APP-HCR-001014

Application Status *
Draft

Please provide payment details to complete your Hydrocarbon Refrigerant Gas Work Licence (3 years).

Amount to be charged: \$165.00.

Name on card:

Card number:

Expiry month:

Expiry year:

CVN:

Pay Now

19. If your payment is processed successfully, a **Payment Successful** message display and you will receive an email containing receipt of your payment. If the payment is unsuccessful, you will be notified on-screen and have the opportunity to check and amend your entered payment details. If the issue persists, contact the Program team for assistance.

Payment Successful

✓ Your payment of **\$165.00** was successful and your application number is **APP-HCR-001014**.
Your application will go through the approval process, and you will be notified of the outcome. Please keep an eye on the email or application status on the portal.