

Work Instruction

Applying for a Gas Device Approval Authority as a corporation

Overview

This Work Instruction provides guidance on the process for applying for a Gas Device Approval Authority as a corporation in the RSHQ Portal.

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

Prerequisites

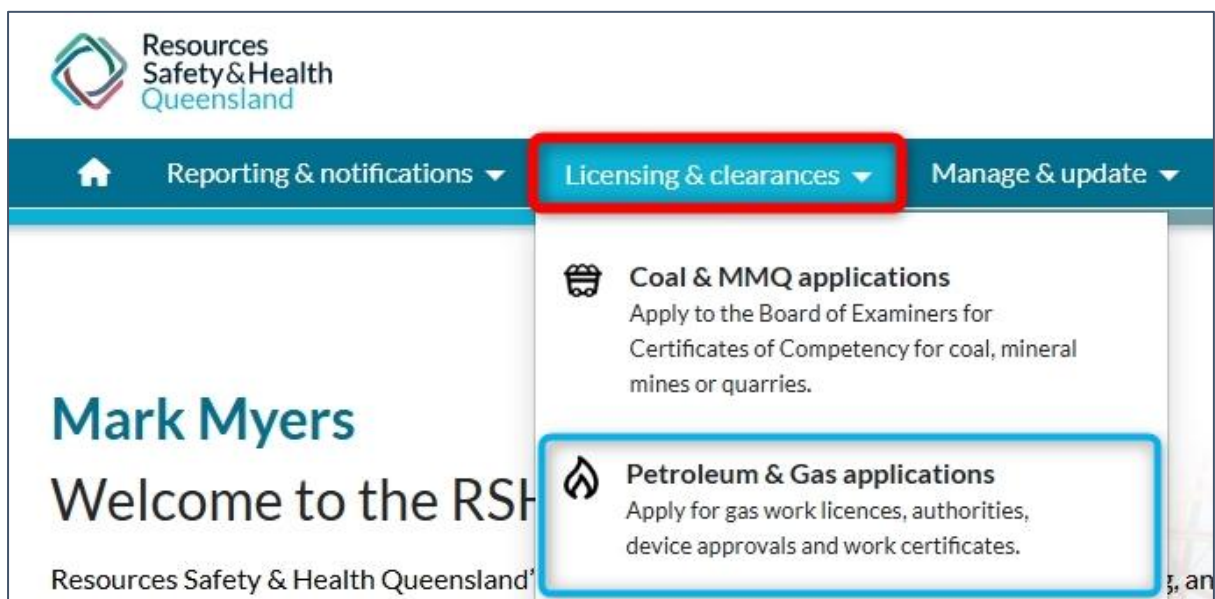
Applicants must have an existing individual account associated to a Corporate account, a web role relevant to licensing functions and have a residential address within Australia.

Applicants must have verified their individual account 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

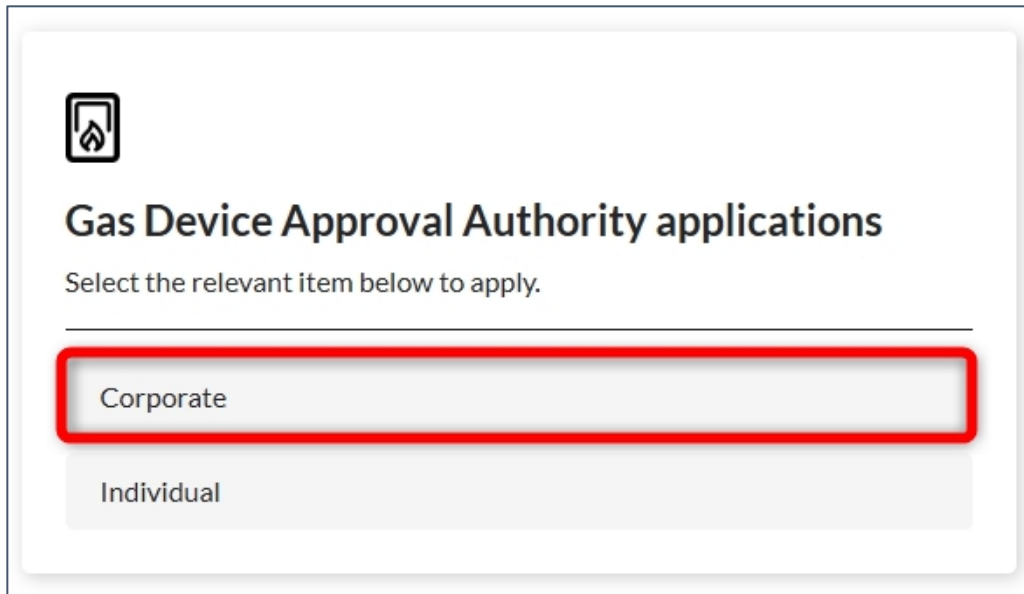
1. Log into the RSHQ Portal.
2. Select **Licensing & clearances** in the top menu toolbar, then **Petroleum & Gas applications**.



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3. Select **Corporate** 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 - Corporate

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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.

5. Click **Next**.

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

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6. The **Applicant details** section will display. Select the **Company** you are submitting the application for.

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Company details

Company name *

Only accounts in which you hold the correct permissions will be available to select. If you cannot see the account you are looking for, please reach out to your account admin.

7. The **Company details** will display. Review the details. Note that the details are not editable from this view.

ABN
—

ACN
—

Registered Address
3 Mine Road
Mackay Queensland 4740 Australia

Postal Address
3 Mine Road
Mackay Queensland 4740 Australia

Primary Contact
Daniel Peters

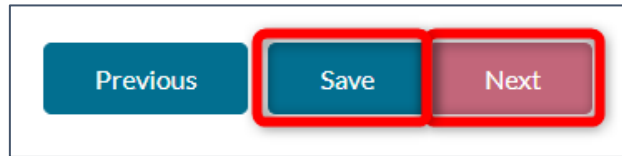
Legislative roles

First Name	Last Name	Legislative role ↑
Daniel	Peters	Operator Representative (P&G)
Mark	Myers	Operator Representative (P&G)

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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.

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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

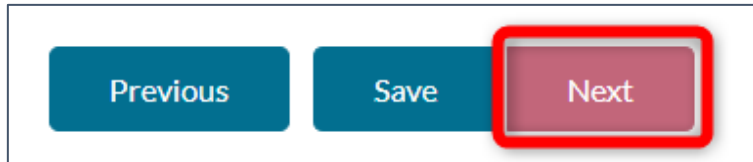
Do you have any disability or medical condition that prevents you from complying with the technical requirements of the 'Queensland Code of Practice' for Gas device approval authority holders? *

☐ Yes ☐ No

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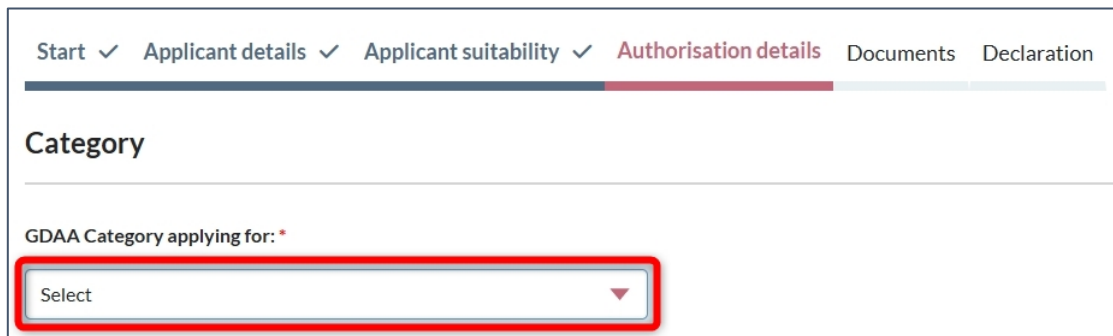
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10. Click **Next**. Note that you also have the option of saving the application and returning to it later by selecting the **Save** button.



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11. The **Authorisation details** section will display.



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Category

GDA Category applying for: *

Select ▼

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 (held by the applicant)	AND	Queensland Gas Work Authorisation (held by the corporation) or Required current Unit of Competency		
Type B	Queensland Gas Work Licence (or interstate equivalent) (held by the applicant)	OR	Queensland Gas Work Authorisation (or interstate equivalent) (held by the corporation)	OR	Tertiary engineering qualification in a related discipline
Type B2	Tertiary degree in Mechanical, Electrical, Refrigeration or Air Conditioning	AND	Required current unit of competency (UEENEEJ174A or UEERA0007).		

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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.

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Documents

Please upload the following mandatory documents:

- Joint Accreditation System of Australia and New Zealand AS/NZS ISO/IEC 17065
- Professional indemnity insurance (Certificate of currency)
- Management of conflict of interest

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
Joint accreditation.pdf	Joint Accreditation System of Australia and New Zealand AS/NZS ISO/IEC 17065	Joint Accreditation System of Australia and New Zealand AS/NZS ISO/IEC 17065	pdf	0.01	Download
Management of conflict of interest.pdf	Management of conflict of interest	Management of conflict of interest	pdf	0.01	Download
Professional indemnity insurance.pdf	Professional indemnity insurance	Professional indemnity insurance (Certificate of currency)	pdf	0.01	Download

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15. 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 ✓

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. *

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Submit

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

Application Success Message

✓

Your application **APP-GDAA-001001** 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.