energysafe VICTORIA

ESVConnect— COES Guide

VICTORIA State Government

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Purpose

The purpose of this document is to assist the electrical industry in understanding the requirements for purchasing, lodging and issuing Certificates of Electrical Safety as specified by the Electricity Safety Act (ESA) and the Electricity Safety (General) Regulations (ES(G)R).

Application

The purchase, completion and lodgement requirements for Certificates of Compliance apply to Registered Electrical Contractors and Licensed Electrical workers performing electrical installation work in Victoria.

The completion and lodgement of Certificates of Inspection apply to Licensed Electrical Inspectors performing Electrical Inspection work in Victoria.

Definitions

Acronym	Description	Definition
COES	Certificate of Electrical Safety	A COES means: a) a Certificate of Compliance completed under ESA s44 for the installation work by the licensed electrical installation worker who carried out the work; and b) in the case of prescribed electrical installation work, a Certificate of Inspection of the installation work completed under ESA s45 by a LEI
	Customer	The recipient of a good or service, product or an idea — obtained from a REC. Also referred to as a client, buyer or purchaser
	Electrical Installation	The same meaning as it has in the Electricity Safety Act
	Electrical Installation Work	The same meaning as it has in the Electricity Safety Act
EIC	Electrical Installation Certification	The process the Responsible Person (LEW and/or REC Technical Supervisor) follows to register a Certificate of Electrical Safety (COES)
ESA	Electricity Safety Legislation	Electricity Safety Act 1998
ES(G)R	Electrical Safety Legislation	Electrical Safety (General) Regulations 2019
ES(R&L)R	Electricity Safety Legislation	Electricity Safety (Registration and Licensing) Regulations
ESV	Energy Safety Victoria	The independent technical regulator responsible for electricity, gas and pipeline safety in Victoria. Its role is broad and ranges from overseeing the design, construction and maintenance of electricity, gas and pipeline networks across the state to ensuring every gas and electrical appliance meets safety and energy efficiency standards before it is sold

Acronym	Description	Definition
IC	Inspection Company	An entity in ESVConnect that can enter a contractual arrangement with a responsible person to allocate an electrical inspection to a licensed electrical inspector on behalf of the responsible person
IC Operator	Inspection Company Operator	A person or persons authorised by the IC manager to perform administrative functions for the inspection company in ESVConnect
LEI	Licensed Electrical Inspector	Person holding an inspector's licence under ES(R&L)R regulation 27
LEW	Licensed Electrical Worker	General acronym for a Licensed Electrician, Restricted Electrical Licence holder, or Switchgear Worker Licence holder
LEIW	Licensed Electrical Installation Worker	An electrical installation worker holding an electrician's licence under ES(R&L)R regulation 20
MEC	Major Electrical Company	The electricity distributor within whose distribution area an electrical installation is situated or where the installation work is carried out
NP	Non-prescribed	The same meaning as it has in the Electricity Safety Act
P	Prescribed	The same meaning as it has in the Electricity Safety Act
REC	Registered Electrical Contractor	A person granted a registration as an electrical contractor on the basis that Energy Safe Victoria is satisfied that the person meets the requirements set out in ES(R&L)R regulation 9

Acronym	Description	Definition
REC Operator	Registered Electrical Contractor Operator	A person or persons authorised by the REC manager to perform administrative functions for the Registered Electrical Contractor in ESVConnect
REL	Restricted Electrical Workers Licence	Person holding a restricted electrical licence to perform disconnect/reconnect work only under ES(R&L)R regulation 25 or 26
RP	Responsible Person	The person responsible for the carrying out of electrical installation work is a reference— a) to a registered electrical contractor, if the registered electrical contractor is engaged to carry out the work; or b) to a person in a prescribed class of persons, if that person is engaged to carry out the work; c) if paragraphs (a) and (b) do not apply and the work is carried out by a licensed electrical installation worker under the supervision of another licensed electrical installation worker, to the licensed electrical installation worker who supervised the work; d) if paragraphs (a), (b) and (c) do not apply, to the licensed electrical installation worker who carried out the work
SW	Switchgear Worker Licence	An electrical installation worker holding an electrical switchgear worker's licence under ES(R&L)R regulation 24

1. COES system explained

1.1 The COES system

The COES system aims to:

» improve electrical safety for the general public, electricity customers and electrical workers

» ensure that all electrical installation work is undertaken only by qualified persons

» ensure completed electrical work is available to be audited for compliance

» educate the industry.

Energy Safe Victoria (ESV) provides COES to the industry in two ways, paper form (COES) or electronic COES through **ESV**Connect.

1.2 Your legal responsibilities under the Act and Regulations

It is the duty of the Responsible Person (REC Technical Nominee, Electrician, Restricted Electrical Licence holder, Switchgear Licence holder) and LEIs to understand their obligations under legislation.

All provisions of the *Electrical Safety Act 1998* (ESA) and Electricity Safety (General) Regulations (ES(G)R) pertaining to COES and electrical inspections are mandatory requirements.

1.3 Requirements

The ESA and ES(G)R require:

» a COES to be completed and certified for all electrical installation work performed

Note: Failure to comply with this requirement is an offence under the Act and Regulations, and licensed workers may be subject to disciplinary action or prosecution for non-compliance.

» the licensed electrical worker to accurately describe the electrical installation work performed on a Certificate of Compliance. This provides the customer with an accurate record of the electrical installation work performed within their installation

» a LEI must ensure that the details on the Certificate of Compliance are complete, accurate and legible.

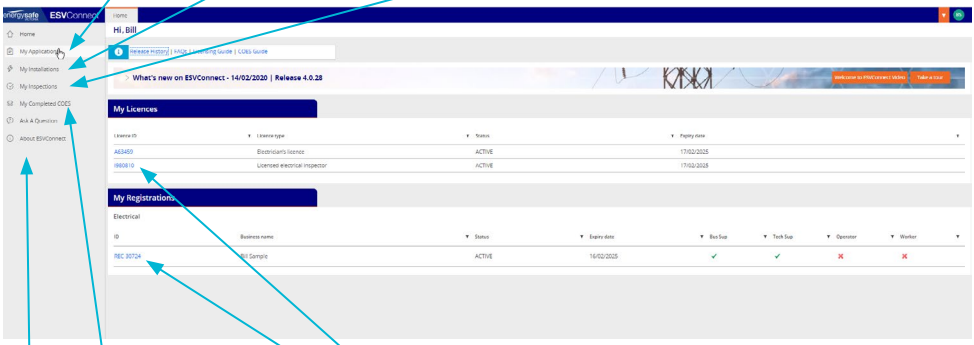
2. ESVConnect—Navigation

2.1 ESVConnect homepage

My Applications
Manage applications

My Installations
Manage certifications

My Inspections
Manage inspections



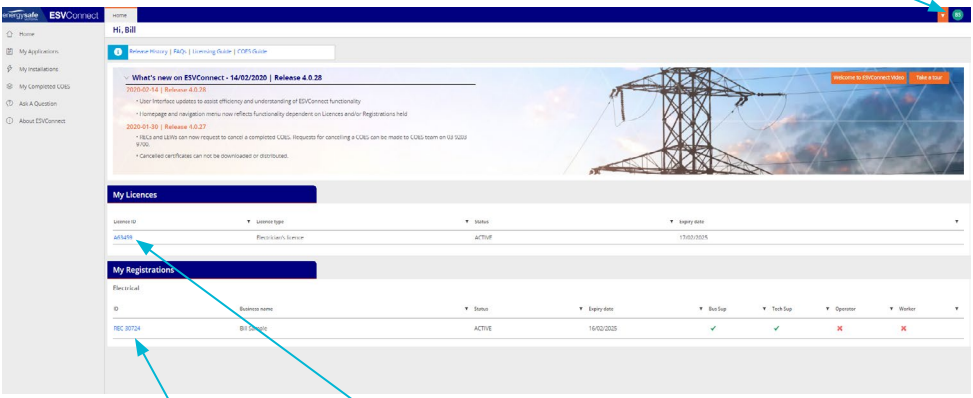
My Licences | My Registrations
Purchase certificates

My Completed Certificates
Review/Download COES

About ESVConnect
FAQs, contacts, definitions

2.2 ESVConnect profiles.

My Profile
ESVConnect account personal information



My Licences
Electrical Licence profile information

My Registrations
Electrical Contractor profile information

Profile	Functions	View
REC	» Renew registration » Replace card » Purchase Certificates (P/NP) » Start a Certificate » Add/Remove Business Supervisor (application process) » Add/Remove Technical Supervisor (application process) » Add/Remove REC Operators » Add/Remove REC Workers	» Registration expiry date » Certificate stock » Certificate orders history » Registration card history » Registration record history » Business Supervisors » Technical Supervisors » REC Operators list » REC Workers list
Electricians	» Renew licence » Replace lost card » Purchase Certificates (P/NP) » Start a Certificate	» Licence expiry date » Certificate stock » Certificate orders history » Licence card history » Licence record history
Switchgear Licence holder	» Renew Licence » Replace lost card » Purchase Certificates (P/NP) » Start a Certificate	» Expiry date » Certificate stock » Certificate orders history » Licence card history » Licence record history
Restricted Electrical Licence holder	» Renew licence » Replace lost card » Purchase Certificates (NP only) » Start a Certificate	» Expiry date » Trade classifications » Certificate stock » Certificate orders history » Licence card history » Licence record history

2.3 My Applications

Apply for:

» Electrical Licences
» Electrical Contractor Registrations
» Cathodic Protection system registrations.

Also used for REC requesting information from LEWs to be added to a REC worker's list.

2.4 My Installations

My Installations is used by LEWs and RECs to identify certificate amounts available, start a certificate and manage certifications throughout the process.

Your Electrical Licence must only be used to Certify Electrical Installation work when the licence holder is:

» an Electrician—working for no profit or gain or working for an employer i.e. non-REC
» Restricted Electrical Licence holder—working under 'D' licence for primary trade
» Switchgear Licence holder—working for an employer i.e. non-REC

Sole Proprietors and LEW employed by a REC must complete certificates under the REC.

2.5 My Inspections

My Inspections is used by LEIs and ICs to accept or decline inspection requests, and manage certifications throughout the process.

LEIs and ICs can produce daily run sheets and print the Certificate of Compliance for use onsite.

2.6 My Completed COES

Download COES and send to your customer.

Click on the blue certificate number to open the COES and download as a PDF.

2.7 About ESVConnect

This section provides links to further information and assistance available on ESV's website.

This includes:

» ESVConnect portal T&Cs
» Definitions and acronyms
» Application status descriptions
» EIC status descriptions
» ESVConnect FAQs.

2.8 ESVConnect COES

Prescribed COES—sample

Certificate of Electrical Safety
Prescribed Electrical Installation Work
Electricity Safety Act 1998, Electricity Safety (General) Regulations 2019

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P X XXXX XXXX X

CERTIFICATE OF COMPLIANCE

Responsible Person
REC registration no. | Telephone no.
Name
Address
Licensed Electrical Worker
Licence no.
Name
Details of Electrical Installation
Address
NMI
Description of Work Undertaken

I, Licensed Electrical Worker , who carried out the electrical installation work described above, certify that the electrical work has passed all the required tests and complies in all respects with the Electricity Safety Act 1998 and the Electricity Safety (General) Regulations.

Date of Completion | Date of Certification

CERTIFICATE OF INSPECTION

Licensed Electrical Inspector
Licence no.
Name

I, Licensed Electrical Inspector , have inspected the prescribed electrical installation work as described in the certificate of compliance and certify that the work COMPLIES with the Electricity Safety Act 1998 and the Electricity Safety (General) Regulations.

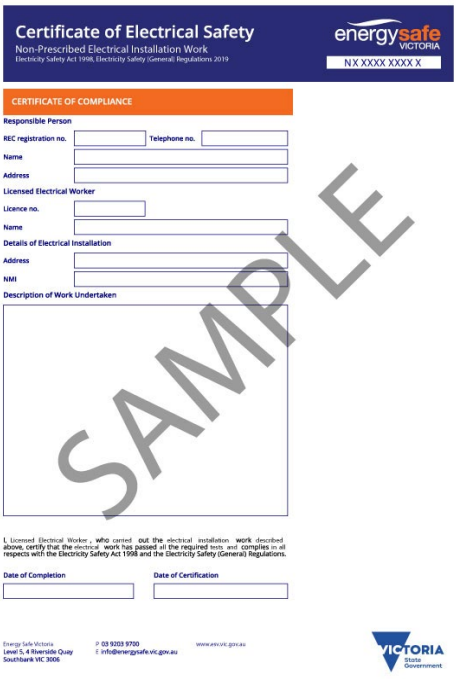
Date of Inspection
Date of Certification

SAMPLE

Energy Safe Victoria
Level 5, 4 Riverside Quay
Southbank VIC 3006
P 03 9203 9700
E info@energysafe.vic.gov.au
www.esv.vic.gov.au

VICTORIA State Government

Non-prescribed COES-sample



Certificate of Electrical Safety
Non-Prescribed Electrical Installation Work
Electricity Safety Act 1998, Electricity Safety (General) Regulations 2019

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CERTIFICATE OF COMPLIANCE

Responsible Person
REC registration no. | Telephone no.
Name
Address
Licensed Electrical Worker
Licence no.
Name
Details of Electrical Installation
Address
NMI
Description of Work Undertaken

I, Licensed Electrical Worker , who carried out the electrical installation work described above, certify that the electrical work has passed all the required tests and complies in all respects with the Electricity Safety Act 1998 and the Electricity Safety (General) Regulations.

Date of Completion | Date of Certification

SAMPLE

Energy Safe Victoria
Level 5, 4 Riverside Quay
Southbank VIC 3006
P 03 9203 9700
E info@energysafe.vic.gov.au
www.esv.vic.gov.au

VICTORIA State Government

3. ESVConnect—COES process

3.1 General information

ESVConnect was designed with the intent to ensure users meet all requirements of the *Electricity Safety Act 1998* and pursuant regulations.

All electrical licence holders, REC Technical and Business Supervisors, and Licensed Electrical Inspectors have legal obligations and must complete those obligations in ESVConnect to generate Certificates of Electrical Safety (COES).

Draft and Save a certificate

The following persons can draft and save a Certificate of Compliance.

- REC Technical Supervisor
- REC Operator
- Licensed Electrical Worker.

Certify a Certificate of Compliance

Only the Licensed Electrical Worker (LEW) identified on the Certificate of Compliance as the LEW completing the electrical installation work can certify a Certificate of Compliance.

Review and Approve or Return for amendment

If you are the Responsible Person for a COES, you need to approve or return each certificate for the following reasons.

- To ensure the details of the electrical installation work entered on the certificate are complete, and the information provided is detailed, accurate and legible.

Certificate of Electrical Safety

- Once the COES is generated, no further changes can occur.

ESVConnect provides this return for amendment process to ensure each certificate meets the legal obligations under the *Electricity Safety Act 1998* and Electricity Safety (Installations) Regulations.

The responsible person is:

- Technical Supervisor for a REC
- Electrician—no profit or gain or working for an employer (non-REC)
- Restricted Electrical Licence holder (D licence for primary trade)
- Switchgear Licence holder—working for an employer (non-REC).

Prescribed Certificates – Description of work

Predetermined text for high volume work types is available. Select 'Append to Work Description' above the description of work field and select from the high volume work types, if applicable.

To add additional text into the 'Description of work' be completed by direct copy and paste test directly from Microsoft Word, or any other applicable text-editing program.

Allocate a certificate for inspection to a LEI or IC

» Once the responsible person approves the certificate, allocate the inspection.

» Open the certificate via 'Under Review', click 'Actions' and 'Allocate to LEI'.

» Bulk allocation via 'Under Review' in 'My Installations'.

If an inspection request is:

» Accepted = EIC moves to the next step in the process with chosen LEI or IC.

» Declined = Responsible person notified and must select another LEI or IC.

Test Results

A facility to record electrical installation test results is provided in the Certificate of Compliance.

When adding results into each test field, record the actual result you obtained from your test equipment.

Attachments

A facility to add attachments is provided in the Certificate of Compliance.

Attachments include other documentation pertaining to the completed electrical installation, or photos of the electrical installation work as proof of work completed at a point in time.

Note: If you are completing a certificate on-site on your mobile phone or tablet, click 'Add Attachments', then 'Add Photos'. **ESV**Connect will open the camera app, take the photos required and ESVConnect will add the images to your certificate.

Allocate to Inspector (prescribed only)

The Responsible Person can select an Inspector or IC:

» REC Technical Supervisor

» an electrician (no profit or gain or working for an employer)

» Switchgear Licence holder (working for an employer), or

» a REC Operator can also allocate a prescribed certificate for inspection to a LEI.

REC Operator

The REC Operator role in ESVConnect enables administration staff of a REC to access the system with their own ESVConnect account and login ID to assist in the daily certificate administration.

This role may be filled by the following, but not limited to:

- office administration staff
- workers/apprentices that may be office bound for a period
- others in the REC business that require access.

The REC Business Supervisor for an REC can add/delete Operators from their operator list. A REC Operator can:

- purchase certificates for REC use
- draft and save a Certificate of Compliance
- allocate a prescribed certificate to an inspector for inspection
- maintain the REC workers list
- download and send COES to their customers.

If the REC Operator had no existing Online Services account, the nominated person will receive an email invitation to create an ESVConnect account, using the same email ID used added to the REC Operator list.

Notes

A Notes feature is available for all involved in a certificate. This feature aims to assist explaining location or other property details to those involved in the certificate.

Email notifications

The following ESVConnect notifications are automatically sent by email to the following persons.

- Inspection request - LEI
- LEI accepted inspection request - Responsible person
- LEI declined inspection request - Responsible person
- LEI declined an accepted inspection request - Responsible person
- LEI returned certificate for amendment or defect rectification - Responsible person and LEW
- ESVConnect email containing COES to the following people:
  - Responsible person
  - LEW
  - Customer (if email address provided in Certificate of Compliance)
  - LEI (prescribed COES only).

Defects

Defects identified on the Certificate of Inspection are not printed on the COES.

Where the electrical installation work being inspected and/or audited, does not comply with the minimum requirements of the relevant section of the Act, Regulation or clause of the applicable Australian Standard, the defect must be identified on the Certificate of Inspection.

Electrical installation work defects

The following criteria has been utilised to allocate the selection of 'Unsafe' defects in the defect list.

» Immediately unsafe: the ability for a person to make contact with exposed metal that may be live or may become live when energised where only one action is required by a person or animal to come into contact with those live parts; and,

» Any requirements of the Legislation and or Standards intended to protect persons and livestock from electric shock hazards that may arise from the use of an electrical installation.

An electrical installation or electrical installation work deemed unsafe by an Electrical Inspector must be isolated from supply, or the individual circuit disconnected and made safe.

Data collection

Data collected from defects identified on the Certificate of Inspection will be used for future targeted education and training.

Defect review

Where defects have been added to a certificate of inspection and the LEW or RP wish to dispute these defects, please contact ESV COES Manager for consideration including all evidence to support your appeal.

Defect removal

» LEI: an LEI can delete a defect if incorrectly entered during the initial certification of a Certificate of Inspection – use the bin icon to the right of the defect

» ESV: can delete a defect from a certificate of inspection if the certificate has been returned to the LEW only after evidence is provided that the defect was incorrectly added or the defect is not relevant to the completed electrical installation work.

Note: Defects cannot be removed from completed COES and ESV cannot cancel COES that have defects identified on the Certificate of Inspection.

3.2 REC / Sole trader

Purchase Certificates

The following persons can purchase certificates under their REC profile:

» Business Supervisor or Technical Supervisor
» REC Operator (REC admin staff).

Process

» Find 'My Registrations' via ESVConnect homepage.
» Select the 'REC' number required for the purchase of certificates.
» Under your 'REC Profile', select 'Purchase Certificates'.
» Enter the number of P and/or NP certificates to purchase. Click 'Next'.
» Confirm your order under 'Review Order and Pay' and 'Proceed to Payment'.
» Enter your credit card details in the Commbank portal. Select 'Pay Now'.

Important: Please wait for the Commbank portal to return you to ESVConnect.

» If successful, order confirmation details are displayed.
» Return to your REC profile screen. Select 'Actions' and click 'Refresh'.
» View the latest transaction and download the tax invoice under 'Certificates Order History'.

ESV only accepts credit card payment at this time.

Note:

1. When you purchase certificates, amounts purchased are recorded against your registration or licence number.
2. The REC profile must be used when the REC undertakes work for profit or gain.

ESVConnect COES was developed for use on mobile phones and tables. If you have a mobile phone and/or tablet, you can access your ESVConnect account through these devices to purchase certificates.

Draft and Certify a Certificate of Compliance

» Find 'My Installations' via ESVConnect homepage.
» Select the Registration you need to complete the certification process in.
» Click 'Start a Certificate'.
» Select the type of certificate required.
» Select the LEW who performed the electrical installation work.
» Complete all of the details in the Certificate of Compliance.
» Click 'Submit' to certify the Certificate of Compliance.

Note: to open a draft certificate after it has been saved:
» open the EIC by clicking on the blue EIC number
» select the 'Certify/Re-Certify CoC' button at top of screen, or select 'Actions' at top right of screen, then 'Certify/Recertify CoC'.

EIC is now open for amendment or completion.

Review the certificate

If the certificate:

› is correct—continue this process
› requires amendment—go to 'Review & return process'.

» Click 'Review CoC and Approve' button at the top of screen.
» Click 'Submit' via 'Actions/Decisions'.
» If certificate is:
› non-prescribed—COES is generated
› prescribed—certificate is moved to 'Allocate to Inspector' status.

Allocate an Inspection

Allocating a prescribed certificate to a LEI or IC can be completed by the following process.

» Open the relevant EIC.
» Click 'Assign Inspector' button at top of screen.
» Click the radio button beside your preference—LEI or IC.
» Type your search criteria into the 'Search and Select' field.
» Select your LEI or IC from the results.
» Click 'Submit'.

Review and Return process

The Responsible Person (REC Technical Supervisor or Licence holder) is responsible for ensuring all Certificates of Compliance are correct for the REC, and the information contained in the certificate is detailed and accurate.

If you are reviewing the certificate immediately after certification

» Click 'Review CoC and Return' button at the top of screen.
» Select 'Submit' in 'Actions/Decisions'.
» Click 'Certify/Recertify CoC' button at top of screen.

The Certificate of Compliance is now fully editable to amend any errors.

If you select the EIC to review from 'Under Review' tab

» Find 'My Installations' via ESVConnect.
» Select the Registration you need to complete the certification process in.
» Click 'Under Review' tab and select the EIC number required to review.
» Review the Certificate of Compliance.
» Click 'Review CoC and Return' button at top of screen.
» Supply reasons for returning to draft at end of Certificate of Compliance.
» Click 'Submit' in 'Actions/Decisions'.
» Click 'Certify/Recertify CoC' button at top of screen.

The Certificate of Compliance is now fully editable to amend any errors. Complete any amendments and save or click submit to certify the Certificate of Compliance.

Complete and Certify the Certificate of Compliance

» Review the certificate. If the certificate:
  › is correct—continue this process
  › requires amendment—go to 'Review & return process'.
» Click 'Review CoC and Approve' button at top of screen.
» If certificate is:
  › non-prescribed—COES is generated
  › prescribed—moved to 'Allocate to Inspector' status.

To allocate a certificate to an LEI or IC after re-approving a certificate—go to 'Allocate an Inspection' on the previous page.

Prescribed COES

LEI return certificate for amendment only (REC self-employed)

Where a LEI has returned a prescribed certificate for amendment to the responsible person and LEW, follow this procedure to complete the process to return the certificate to the inspector.

» LEW/REC select ‘My Installations'.
» Find and open the EIC returned.
» Scroll down to the certificate of inspection and review the amendments identified.

Licensed Electrical Worker

» Click 'Certify/Recertify CoC' button at top of screen.
» Amend the errors on the certificate.
» Complete the details at the end of the certificate.
» Click ‘Submit’.

Technical Supervisor

» Review the certificate. If the certificate is correct.
  › Click 'Review CoC and Approve' button at top of screen.
  › Click 'Submit' via 'Actions/Decisions'. The prescribed certificate returns to the LEI for completion.

LEI return certificate for Defect rectification (REC self-employed)

Where a LEI has returned a prescribed certificate for defect rectification to the responsible person and LEW, follow this procedure to complete the process to return the certificate to the inspector.

» LEW/REC select ‘My Installations.
» Find and open the EIC that has been returned
» Scroll down to the certificate of inspection and review the defects identified

Licensed Electrical Worker

Complete defect rectification onsite

» Click 'Certify/Recertify CoC' button at top of screen.
» Amend the errors on the certificate.
» Complete the details at the end of the certificate.
» Click ‘Submit’.

Technical Supervisor

» Review the certificate. If the certificate is correct.
  › Click 'Review CoC and Approve' button at top of screen.
  › Click 'Submit' via 'Actions/Decisions'. The prescribed certificate returns to the LEI for completion.

Note: If the LEW and REC do not agree with the defects identified on the Certificate of Inspection prior to final certification, contact ESV's COES Manager and the defects will be reviewed. Evidence to substantiate compliance must be provided.

Allocate to LEI or IC—Certificate under review

Allocating a certificate to a LEI or IC can be completed by the following process.

Responsible Person

» Select 'My Installations'.
» Select the REC or Licence the certificate was completed under.
» Select 'Under Review'.
» Click on blue EIX-xxxxxx you wish to review. Check the status is 'Allocate to LEI'.
» Review the information entered.
» Click 'Assign Inspector' button at top of screen.
» Click the radio button beside your preference—LEI or IC.
» Type your search criteria into 'Search and Select'.
» Select your preference from the results obtained.
» Click 'Submit'.

Note:

If inspection request Accepted = EIC moves to the next step in the process with chosen LEI or IC.

If inspection request Declined = RP notified and must select another LEI or IC.

Allocating to a LEI or IC can also be completed by:
» allocating the inspection once the Prescribed Certificate of Compliance has been approved by the RP
» by 'Bulk allocation' (My Installations → Under Review).

Bulk allocate—Inspection requests

Once you have reviewed and approved all certificates in the 'Under Review' tab:

» Click 'Bulk Allocate'.
» Select all certificates you wish to allocate to a single inspector or IC.
» Select 'Allocate to Inspector'.
» Select LEI or IC. Search for your LEI or IC.
» Select the required LEI or IC.
» Click 'Submit'.

All certificates selected will be automatically allocated to your chosen LEI or IC, and move to the next tab in 'My Installations'.

View and distribute

Note: Insert your customer's email address during completion of the Certificate of Compliance. When completed, the COES is sent automatically to your customer.

» Select 'My Completed COES' via ESVConnect homepage.
» Select the Registration you completed the Certificate for.
» Select relevant COES number from 'Certificate No.' or search for the COES via the search function provided.
» Follow your web browser's download or open file requirements.
  › PDF version of the COES is now available.
» The RP must either:
  › print the completed eCOES and send a printed copy to all relevant parties, or
  › email the PDF file to all relevant parties.

3.3 REC employing LEW

Purchase Certificates

The following persons can purchase certificates under their REC profile:

» Business Supervisor or Technical Supervisor
» REC Operator (REC admin staff).

Process

» Find 'My Registrations' via **ESV**Connect homepage.
» Select the 'REC' number required for the purchase of certificates.
» Under your 'REC Profile', select 'Purchase Certificates' button.
» Enter the number of P and/or NP certificates to purchase. Click 'Next'.
» Confirm your order under 'Review Order and Pay' and 'Proceed to Payment'.
» Enter your credit card details in the Commbank portal. Select 'Pay Now'.

Important: Please wait for the Commbank portal to return you to ESVConnect.

» If successful, order confirmation details are displayed.
» Return to your REC profile screen. Select 'Actions' and click 'Refresh'.
» View the latest transaction and download the tax invoice under 'Certificates Order History'.

ESV only accepts credit card payment at this time.

Note:

1. When you purchase certificates, amounts purchased are recorded against your registration or licence number.
2. The REC profile must be used when the REC undertakes work for profit or gain.

ESVConnect COES was developed for use on mobile phones and tables. If you have a mobile phone and/or tablet, you can access your **ESV**Connect account through a web browser on these devices to purchase certificates.

Draft and certify a Certificate of Compliance

» Find 'My Installations' via ESVConnect.
» Select the Registration required to complete.
» Click 'Start a Certificate'.
» Select the type of certificate required.
» Select the LEW who performed the electrical installation work.
» Complete all of the details in the Certificate of Compliance.
» If you are the:
  › REC Operator or Technical Supervisor and not the LEW—save the Certificate of Compliance
  › LEW—Certify the Certificate of Compliance.

Note: to open a draft certificate after it has been saved:
» open the EIC by clicking on the blue EIC number
» select the 'Certify/Re-Certify CoC' button at top of screen, or select 'Actions' at top right of screen, then 'Certify/Recertify CoC'.

EIC is now open for amendment or completion.

Review the certificate

Technical Supervisor

» If the certificate:
  › is correct—continue this process
  › requires amendment—go to 'Review and return process'.
» Click 'Review CoC and Approve' button at top of screen.
» Click 'Submit' via 'Actions/Decisions'.
» If certificate is:
  › non-prescribed—COES is generated
  › prescribed—moved to 'Allocate to Inspector' status.

Allocate an Inspection

REC Operator or Technical Supervisor

Allocating a certificate to a LEI or IC can be completed by the following process.

» Click 'Assign Inspector' button at top of screen.
» Click the radio button beside your preference—LEI or IC.
» Type your search criteria into the 'Search and Select' field.
» Select your LEI or IC from the results.
» Click 'Submit'.

Review and Return process

Technical Supervisor

» Find 'My Installations' via **ESV**Connect.

» Select the 'REC Banner' the certificate was completed under.

» Click 'Under Review' and select the EIC number required to review.

» Review the Certificate of Compliance.

» Click 'Review CoC and Return' button at top of screen.

» Provide reason and identify amendments required.
  › Click 'Submit'. COES is returned to Drafts/Returned tab under the REC and LEW.

The Technical Supervisor or REC Operator can amend and save the certificate for the licensed electrical worker to certify, or the Licensed Electrical Worker can amend and recertify.

Amend and Recertify

Licensed Electrical Worker

» Find 'My Installations' via **ESV**Connect.

» Select the 'REC Banner" the certificate was completed under.

» Click 'Drafts/Returned' and select the EIC number required to review.

» Click 'Certify/Recertify CoC' button at top of screen.
  › This opens the certificate in draft mode for amendments to be completed.

» Complete any amendments and save or submit to certify the Certificate of Compliance.

Note:

If you are also the licensed worker, you can certify by clicking 'Submit'.

If you are the Technical Supervisor or REC Operator you can save only.

The LEW must recertify the certificate before the re-approval process can be actioned.

Responsible Person (Re-approve)

» Find 'My Installations' via ESVConnect.
» Select the 'REC Banner" the certificate was completed under.
» Click 'Under Review' and select the EIC number required to review.
» Review the Certificate of Compliance.
» Click 'Review CoC and Approve' button.
» Click 'Submit' via 'Actions/Decisions'.

Note: Your LEI can also return a prescribed certificate during the inspection process for amendment or defect rectification.

Allocate to LEI or IC—Certificate under review

Technical Supervisor or REC Operator

Allocating a certificate to a LEI or IC can be completed by the following process.

» Select 'My Installations'.
» Select the REC or Licence the certificate was completed under.
» Select 'Under Review'.
» Click on blue EIX-xxxxxx you wish to review. Check the status is 'Allocate to LEI'.
» Review the information entered.
» Click 'Assign Inspector' button at top of screen.
» Click the radio button beside your preference—LEI or IC.
» Type your search criteria into 'Search and Select'.
» Select your preference from the results obtained.
» Click 'Submit'.

Note:

If inspection request Accepted = EIC moves to the next step in the process with chosen LEI or IC.

If inspection request Declined = RP notified and must select another LEI or IC.

Allocating to a LEI or IC can also be completed by:
- » Allocating the inspection once the Prescribed Certificate of Compliance has been approved by the RP
- » By 'Bulk allocation' (My Installations → Under Review).

Bulk allocate—Inspection requests

Once you have reviewed and approved all certificates 'Under Review' tab:

» Click 'Bulk Allocate'.
» Select all certificates you wish to allocate to a single inspector or IC.
» Select 'Allocate to Inspector'.
» Select LEI or IC. Search for your LEI or IC.
» Select the required LEI or IC.
» Click 'Submit'.

All certificates selected will be automatically allocated to your chosen LEI or IC, and move to the next tab in 'My Installations'.

View and distribute

Note: Insert your customer's email address during the completion of the Certificate of Compliance. Once completed, the COES is automatically sent to your customer.

» Select 'My Completed COES' via ESVConnect homepage.
» Select the Registration you completed the Certificate in.
» Select relevant COES number from 'Certificate No.' or search for the COES via the search function provided.
» Follow your web browser's download or open file requirements.
  › PDF version of the COES is now available.
» The RP must either:
  › print the completed eCOES and send a printed copy to all relevant parties, or
  › email the PDF file to all relevant parties.

Prescribed COES

LEI return certificate for amendment only (REC self employed)

Where a LEI has returned a prescribed certificate for amendment to the responsible person and LEW, follow this procedure to complete the process to return the certificate to the inspector.

» LEW/REC select 'My Installations'.
» Find and open the EIC returned.
» Scroll down to the certificate of inspection and review the amendments identified.

Licensed Electrical Worker

» Click 'Certify/Recertify CoC' button at top of screen.
» Amend the errors on the certificate.
» Complete the details at the end of the certificate.
» Click 'Submit'.

Technical Supervisor

» Review the certificate. If the certificate is correct.
  › Click 'Review CoC and Approve' button at top of screen.
  › Click 'Submit' via 'Actions/Decisions'. The prescribed certificate returns to the LEI for completion.

LEI return certificate for Defect rectification (REC self employed)

Where a LEI has returned a prescribed certificate for defect rectification to the responsible person and LEW, follow this procedure to complete the process to return the certificate to the inspector.

» LEW/REC select ‘My Installations.
» Find and open the EIC that has been returned
» Scroll down to the certificate of inspection and review the defects identified

Licensed Electrical Worker

Complete defect rectification onsite

» Click 'Certify/Recertify CoC' button at top of screen.
» Amend the errors on the certificate.
» Complete the details at the end of the certificate.
» Click ‘Submit’.

Technical Supervisor

» Review the certificate. If the certificate is correct.
  › Click 'Review CoC and Approve' button at top of screen.
  › Click 'Submit' via 'Actions/Decisions'. The prescribed certificate returns to the LEI for completion.

Note: If the LEW and REC do not agree with the defects identified on the Certificate of Inspection prior to final certification, contact ESV's COES Manager and the defects will be reviewed. Evidence to substantiate compliance must be provided.

3.4 LEW

Purchase Certificates

The following persons can purchase certificates under their licence profile:

» an electrician (no profit or gain or working for an employer)
» Restricted Electrical Licence holder (D licence for primary trade)
» Switchgear Licence holder (working for an employer).

Process

» Find 'My Licenses' via ESVConnect homepage.
» Select the 'Licence' number required to purchase certificates.
» Under 'Licence Profile', select 'Purchase Certificates'.
» Enter the number of P and/or NP certificates to purchase. Click 'Next'.
» Confirm your order under 'Review Order and Pay' and 'Proceed to Payment'.
» Enter your credit card details in the Commbank portal. Select 'Pay Now'.

Important: Please wait for the Commbank portal to return you to ESVConnect.

» If successful, order confirmation details are displayed.
» Return to your licence profile screen. Select 'Actions' and click 'Refresh'.
» View the latest transaction and download the tax invoice under 'Certificates Order History'.

Note:

1. When you purchase certificates, amounts purchased are recorded against your registration or licence number.
2. The LEW profile must only be used when:
   » employed by a company to perform electrical installation work on the company's equipment within their premises
   » working for no profit or gain
   » you hold a Restricted Electrical Licence (D licence) and complete NP certificates as part of your primary trade or
   » you hold a SW licence holder working for a Switchboard Builder that is not a REC.

ESVConnect COES was developed for use on mobile phones and tables. If you have a mobile phone and/or tablet, you can access your ESVConnect account through these devices to purchase certificates.

Draft and Certify a Certificate of Compliance

» Find 'My Installations' via ESVConnect.
» Select Licence required to complete the certification process.
» Click 'Start a Certificate'.
» Select the type of certificate you need to certify.
» Select the LEW who performed the electrical installation work.
» Complete all of the details in the Certificate of Compliance.
» Click 'Submit' to certify the Certificate of Compliance.

Note: to open a draft certificate after it has been saved:
» open the EIC by clicking on the blue EIC number
» select the 'Certify/Re-Certify CoC' button at top of screen, or select 'Actions' at top right of screen, then 'Certify/Recertify CoC'.

EIC is now open for amendment or completion.

Review the certificate and approve

» If the certificate:
› is correct—continue this process
› requires amendment—go to 'Review & return process'.
» Click 'Review CoC and Approve' button at top of screen.
» Click 'Submit' via 'Actions/Decisions'.
» If certificate is:
› non-prescribed—COES is generated
› prescribed—moved to 'Allocate to Inspector' status.

Allocate an Inspection

Allocating a prescribed certificate to a LEI or IC can be completed by the following process.

» Click 'Assign Inspector' button at top of screen.
» Click the radio button beside your preference—LEI or IC.
» Type your search criteria into the 'Search and Select' field.
» Select your LEI or IC from the results.
» Click 'Submit'.

Review and Return process

If you are already reviewing the certificate

» Click 'Review CoC and Return' button at top of screen.
» Click 'Submit' in 'Actions/Decisions'.
» Click 'Certify/Recertify CoC' button at top of screen.

The Certificate of Compliance is now fully editable to amend any errors.

If you need to select the EIC to review

» Find 'My Installations' via ESVConnect.
» Select the Licence you need to complete the certification process in.
» Click 'Under Review' and select the EIC number required to review.
» Review the Certificate of Compliance.

» Click 'Review CoC and Return' button at top of screen.
» Supply reasons for returning to draft at end of Certificate of Compliance.
» Click 'Submit' in 'Actions/Decisions'.
» Click 'Certify/Recertify CoC' button at top of screen.

The Certificate of Compliance is now fully editable to amend any errors. Complete any amendments and certify the Certificate of Compliance.

Complete and Certify the Certificate of Compliance

» Review the certificate. If the certificate:
  › is correct—continue this process
  › requires amendment—go to 'Review & return process'.
» Click 'Review CoC and Approve' button at top of screen.
» Click 'Submit' via 'Actions/Decisions'.
» If certificate is:
  › non-prescribed—COES is generated
  › prescribed—moved to 'Allocate to Inspector' status.

To allocate a certificate to an LEI or IC after re-approving a certificate—go to 'Allocate an Inspection' on the previous page.

Allocate to LEI or IC—Certificate under review

Allocating a certificate to a LEI or IC can be completed by the following process.

» Select 'My Installations'.
» Select the Licence the certificate was completed under.
» Select 'Under Review'.
» Click on blue EIX-xxxxxx you wish to review. Check the status is 'Allocate to LEI'.
» Review the information entered.
» Click 'Assign Inspector' button at top of screen.
» Click the radio button beside your preference—LEI or IC.
» Type your search criteria into 'Search and Select'.
» Select your preference from the results obtained.
» Click 'Submit'.

Note:

If inspection request Accepted = EIC moves to the next step in the process with chosen LEI or IC.

If inspection request Declined = RP notified and must select another LEI or IC.

Allocating to a LEI or IC can also be completed by:
» allocating the inspection once the Prescribed Certificate of Compliance has been approved by the RP
» by 'Bulk allocation' (My Installations → Under Review).

Bulk allocate—Inspection requests

Once you have reviewed and approved all certificates in 'Under Review' tab:

» Click 'Bulk Allocate'.
» Select all certificates you wish to allocate to a single inspector or IC.
» Select 'Allocate to Inspector'.
» Select LEI or IC. Search for your LEI or IC.
» Select the required LEI or IC.
» Click 'Submit'.

All certificates selected will be automatically allocated to your chosen LEI or IC, and move to the next tab in 'My Installations'.

View and distribute

» Select 'My Completed Certificates' via ESVConnect homepage.
» Select the Licence you completed the Certificate in.
» Select relevant COES number from 'Certificate No.' or search for the COES via the search function provided.
» Follow your web browser's download or open file requirements.
  › PDF version of the COES is now available.
» The RP must either:
  › print the completed eCOES and send a printed copy to all relevant parties, or
  › email the PDF file to all relevant parties.

Prescribed COES

Return certificate for amendment only (LEW)

Where a LEI has returned a prescribed certificate for amendment to the responsible person and LEW, follow this procedure to complete the process to return the certificate to the inspector.

» LEW select 'My Installations'.
» Find and open the EIC returned.
» Scroll down to the certificate of inspection and review the amendments identified.

Licensed Electrical Worker

» Click 'Certify/Recertify CoC' button at top of screen'.
» Amend the errors on the certificate.
» Complete the details at the end of the certificate.
» Click 'Submit'.

Responsible person (LEW)

» Review the certificate. If the certificate is correct.
  › Select 'Review CoC and Approve' button at top of screen.
  › Click 'Submit' via 'Actions/Decisions'. The prescribed certificate returns to the LEI for completion.

Return certificate for Defect rectification

(LEW)

Where a LEI has returned a prescribed certificate for defect rectification to the responsible person and LEW, follow this procedure to complete the process to return the certificate to the inspector.

» LEW select ‘My Installations.
» Find and open the EIC that has been returned.
» Scroll down to the certificate of inspection and review the defects identified.

Licensed Electrical Worker

Complete defect rectification onsite.

» Click 'Certify/Recertify CoC' button at top of screen’.
» Update any details on the Certificate of Compliance.
» Complete the details at the end of the certificate.
» Click ‘Submit’.

Responsible person (LEW)

» Review the certificate. If the certificate is correct.
  › Click 'Review CoC and Approve' button at top of screen.
  › Click 'Submit' via 'Actions/Decisions'. The prescribed certificate returns to the LEI for completion.

Note: If the LEW and REC do not agree with the defects identified on the certificate of inspection prior to final certification, contact ESV's COES Manager and the defects will be reviewed. Evidence to substantiate compliance must be provided.

3.5 LEI

Accept/Decline Inspection LEI can accept or decline the inspection request.

Decline an accepted inspection request LEI can decline an accepted inspection request if the LEI is unable to complete the inspection.

Review and Print Certificate of Compliance LEI, can print or save the Certificate of Compliance to take on-site.

Draft Certificate of Inspection LEI can draft and save a Certificate of Inspection.

Return Certificate of Compliance LEI can return the Certificate of Compliance to the LEW with defects for rectification. This includes one defect listed for Certificate of Compliance errors under section 45A of the Act.

Certify Certificate of Inspection LEI can certify the Certificate of Inspection as compliant/non-compliant.

Test Results

A facility to record electrical installation test results is provided in the Certificate of Compliance.

When adding results into each test field, record the actual result you obtained from your test equipment.

Attachments

A facility to add attachments is provided in the Certificate of Compliance.

Attachments include other documentation pertaining to the completed electrical installation, or photos of the electrical installation work as proof of work completed at a point in time.

Note: If you are completing a certificate on-site on your mobile phone or tablet, click 'Add Attachments', then 'Add Photos'. **ESV**Connect will open the camera app, take the photos required and ESVConnect will add the images to your certificate.

Notes

A Notes feature is available for all involved in a certificate. This feature aims to assist explaining location or other property details to those involved in the certificate.

Manage availability

LEI manage availability in ESVConnect to be included on the public LEI list available on the ESV website. You will need to access your LEI profile to do this.

» Find 'My Licences' via ESVConnect homepage.

» Select your 'LEI licence number'.

» Click 'Manage availability' button at top of page.

» To activate your availability, click on the radio box on the left of the following question:
I am available to perform electrical inspections and authorise ESV to publish my contact details to the ESV website?

Important: Selecting the 'Radio Button' means you can receive inspection requests. Your contact details i.e. Licence number/name/phone number/suburb or city you are located/licence classes, will be published to the website. You have the option to accept/decline requests sent to you. If you do not wish to have your name and contact details published to the website, please contact ESV.

» Click 'Submit'.

Your RECs will now locate and select you in ESVConnect and allocate inspections to.

Manage inspection requests when on leave

To temporarily remove yourself while on leave/ vacation from the ESVConnect LEI search, you need to go to your LEI profile.

» Find 'My Licences' via ESVConnect homepage.

» Select your 'LEI licence number'.

» Click 'Manage availability' button at top of page.

» Click on the box on the left of the following question:
I am not available for Inspection Requests between.

» Enter the dates you are not available.

Important: Enter the date from and to that you are not available to perform an inspection. You will not appear in the list of inspectors within that period—start date and end date included. System will automatically return you to the active inspectors list in ESVConnect at 12:00am on the last day of leave.

Accept/Decline single inspection request

» Find 'My Inspections' via ESVConnect homepage.
» Select the Licence or IC required to complete the certification process in.
» Select 'Inspection Requests'.
» Click on blue EIX-xxxxxx you wish to review.
» Click 'Accept or Decline Inspection' button at top of screen.
» Click 'Submit'.

Note:

If inspection request Accepted = EIC moves to the next step in the process with chosen LEI or IC.

If inspection request Declined = RP notified and must select another LEI or IC.

A LEI can save the Certificate of Compliance to their mobile device or print the Certificate of Compliance for use on-site.

Accept/Decline bulk inspection request

» Find 'My Inspections' via ESVConnect homepage.
» Select the Licence or IC required to complete the Certificate of Inspection in.
» Select 'Inspection Requests' tab.
» Click 'Bulk Accept/Decline Button'
» Review all EIC required.
» Select each EIC to be accepted or declined. Click 'Accept or Decline' button.
» Click 'Submit'.

Decline an accepted inspection request

» Find 'My Inspections' via ESVConnect homepage.
» Select the Licence or IC required to complete the Certificate of Inspection in.
» Select 'Under Inspection' tab.
» Click on blue EIX-xxxxxx you wish to review.
» Click 'Decline Inspection' button at top of screen.
» Click 'Submit'.

Note: The certificate is now returned to the responsible person for allocation to another LEI.

Export inspections accepted list

» Find 'My Inspections' via ESVConnect homepage.
» Select the Licence or IC required to complete the Certificate of Inspection in.
» Select 'Under Inspection'.
» Select 'Export Data'.

The EIC's details on the screen will download as an Excel spreadsheet. Here, the LEI can organise the inspection work required to be completed.

Download a Certificate of Compliance

» Find 'My Inspections' via ESVConnect homepage.
» Select the Licence or IC required to complete the Certificate of Inspection in.
» Select 'Under Inspection'.
» Select EIC required to review and print.

Note: This function is provided only to the LEI in case the LEI will not have network reception where the inspection work is located.

» Review the certificate, then click 'Print Certificate of Compliance' button.

The Prescribed Certificate of Compliance will download as a PDF.

This can be saved to a mobile phone, tablet or PC and taken to site electronically or printed as hard copy for use.

Note: This is not the completed COES. This is only the Certificate of Compliance

Certificate of Inspection

Compliant Installation

» Find 'My Inspections' via ESVConnect homepage.
» Select the Licence or IC required to complete the certification process in.
» Select 'Under Inspection'.
» Select EIC required to Certify.
» Click 'Certify CoI' button at top of page.
» Insert Inspection date.
» Add test results, where applicable.
» Add Attachments, where applicable.
» Accept the declaration.
» Safety Statement—Is the installation Unsafe to connect to supply? Answer 'Safe' or 'Unsafe', as applicable.
» Click 'Submit'.

Certificate has now been certified.

Return a certificate for amendment

» Find 'My Inspections' via ESVConnect homepage.

» Select the Licence or IC required to complete the certification process in.

» Select 'Under Inspection' and review each certificate's details.

» Select the EIC required to Certify.

» Click 'Certify CoI' button at top of page.

» Insert Inspection date.

» Add test results, where applicable.

» Add Attachments, where applicable.

» Add Defect
  › Instrument field: select 'Electricity Safety Act'
  › Search Section/Clause No. field: type in '45A', then select 45A - 'Certificate of Electrical Safety – CoC errors'
  › Defect field: describe the amendment required
  › Location field: identify section of certificate where issue located.

» Click 'Submit'.

Scroll down the certificate of inspection to the 'Actions/Decisions' section.

» Question: 'Return CoC with defects and/or CoC errors to LEW for review and rectification'.

» Select Radio Button 'Yes'.

» Click 'Submit'.

Certificate is now returned to LEW and RP for amendment.

Return a certificate for defect rectification

» Find 'My Inspections' via **ESV**Connect homepage.
» Select the Licence or IC required to complete the certification process in.
» Select 'Under Inspection' and review each certificate's details.
» Select the EIC required to Certify.
» Click 'Certify CoI' button at top of screen.
» Insert Inspection date.
» Add test results, where applicable.
» Add Attachments, where applicable.
» Add Defect
  › Instrument field: select the document the defect pertains to
  › Search Section/Clause No. field: type in and select the clause/section number the defect pertains to
  › Defect field: describe the amendment required
  › Location field: identify where the defect is located in the installation.
» Click 'Submit'.

Scroll down the certificate of inspection to the 'Actions/Decisions' section.

» Question: 'Return CoC with defects and/or CoC errors to LEW for review and rectification'.
» Select Radio Button 'Yes'.
» Click 'Submit'.

Certificate is now returned to LEW and REC for amendment.

Defects rectified and/or Amendments completed

Once the LEW fixes the defects identified and/or amends and recertifies the Certificate of Compliance, and the RP re-approves the certificate, the certificate is available for the LEI to finalise.

» Inspector opens the EIC from 'Under Inspection'.
» Click 'Certify CoI' button at top of screen.
» Select status 'Resolved' on each defect that has been rectified.

If all defects resolved, certificate can be certified as compliant.

If a number of defects remain 'unresolved', then the certificate can either be returned for further action by the LEW or REC, or certified as non-compliant.

Note: Further defects can be added and the certificate returned through the same process above.

Non-Compliant installation

» Find 'My Inspections' via ESVConnect homepage.
» Select the Licence or IC required to complete the certification process in.
» Select 'Under Inspection' and review each certificate's details.
» Select the EIC required to Certify.
» Click 'Certify CoI' button at top of screen.
» Insert Inspection date.
» Add test results, where applicable.
» Add Attachments, where applicable.
» Add Defect.
  › Instrument field: select the document the defect pertains to
  › Search Section/Clause No. field: type in and select the clause/section number the defect pertains to'
  › Defect field: describe the defect
  › Location field: identify where the defect is located in the installation.
» Click 'Submit'.

Note: follow the same process above if more defects need to be registered.

Scroll down the certificate of inspection to the 'Actions/Decisions' section.

» Accept the declaration.
» Safety Statement—Identify if the installation is Safe or Unsafe.
» Click 'Submit'.

Certificate has now been certified as non-compliant.

View COES

» Select 'My completed COES' via ESVConnect homepage.

» Select the Licence or IC the certificate was completed in.

» Select relevant COES number from 'Certificate No.' column or search for the COES via the search function provided.

» Follow your web browser's download or open file requirements.

4. ESVConnect—General information

4.1 The Responsible Person (RP)

The responsible person (RP) must ensure:

1. The electrical installation work performed complies with all relevant sections of the:
   - Electricity Safety Act (ESA)
   - The Electricity Safety (General) Regulations (ES(G)R) and Australian Standards applicable to the installation.
2. The electrical installation work is tested to confirm the work complies and is safe to connect to supply.

4.2 Employers of electrical workers

A Registered Electrical Contractor (REC) must maintain a register of Licensed Electrical Workers (LEW) who are employed by the REC. The register must be available for inspection at all reasonable times by ESV.

RECs who use ESVConnect must maintain a register of licensed electrical workers in their ESVConnect REC profile.

Sole trader RECs must also have their electrical licence to their own worker's list.

4.3 Inspection of prescribed electrical installation work

Under the COES system, all prescribed electrical installation work must be inspected by a LEI.

The RP must arrange for the inspection of all prescribed electrical installation work **before** the work is connected to electricity supply.

4.4 Non-compliant electrical installation work

Where prescribed electrical installation work has been inspected and determined to be non-compliant, a copy of the completed certificate must be forwarded to ESV, in the same manner as for compliant work. You are required to rectify the defects, provide a new certificate and arrange for a new inspection (prescribed work only) at no cost to the customer.

Where non-prescribed work has been audited and defects have been identified during that audit, you are required to rectify the defects and provide a new certificate of electrical safety at no cost to the customer.

4.5 Applicable penalties for non-compliant electrical installation work

Further information regarding penalty units for COES non-compliances are located in section 44 and 45 of the ESA.

Penalties

» In the case of a natural person — up to 40 penalty units.
» In the case of a body corporate — up to 200 penalty units.

4.6 Auditing of electrical installation work

Under the COES system, electrical installation work may be subject to a random audit by ESV.

4.7 Prescribed and non-prescribed electrical work

Prescribed electrical installation work

For the purposes of section 45 of the ESA, prescribed electrical installation work means work on all or part of any of the following electrical installations if they are ordinarily operated at low voltage or a voltage exceeding low voltage.

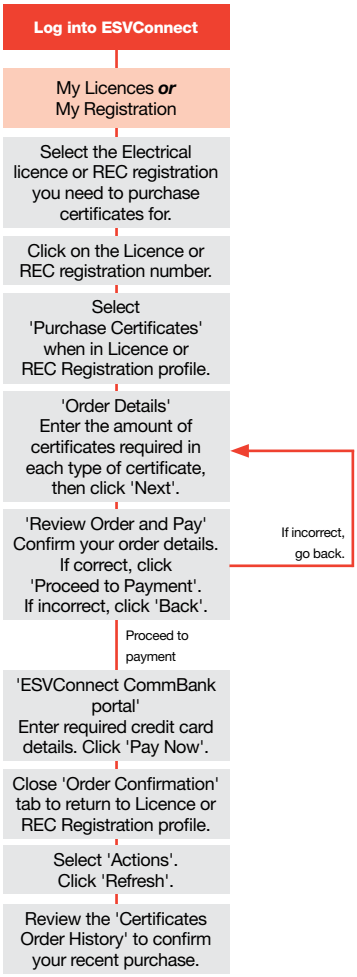
Non-prescribed electrical installation work

Non-prescribed electrical installation work means work other than work that is listed as prescribed electrical installation work.

Further information regarding prescribed and non-prescribed electrical installation work is available on ESV's website.

Appendix—Flowcharts

Purchase certificates



Notes:

REC purchase certificates

REC—to certify work completed for profit or gain and to enable licensed workers employed by the REC to certify work completed on behalf of the REC.

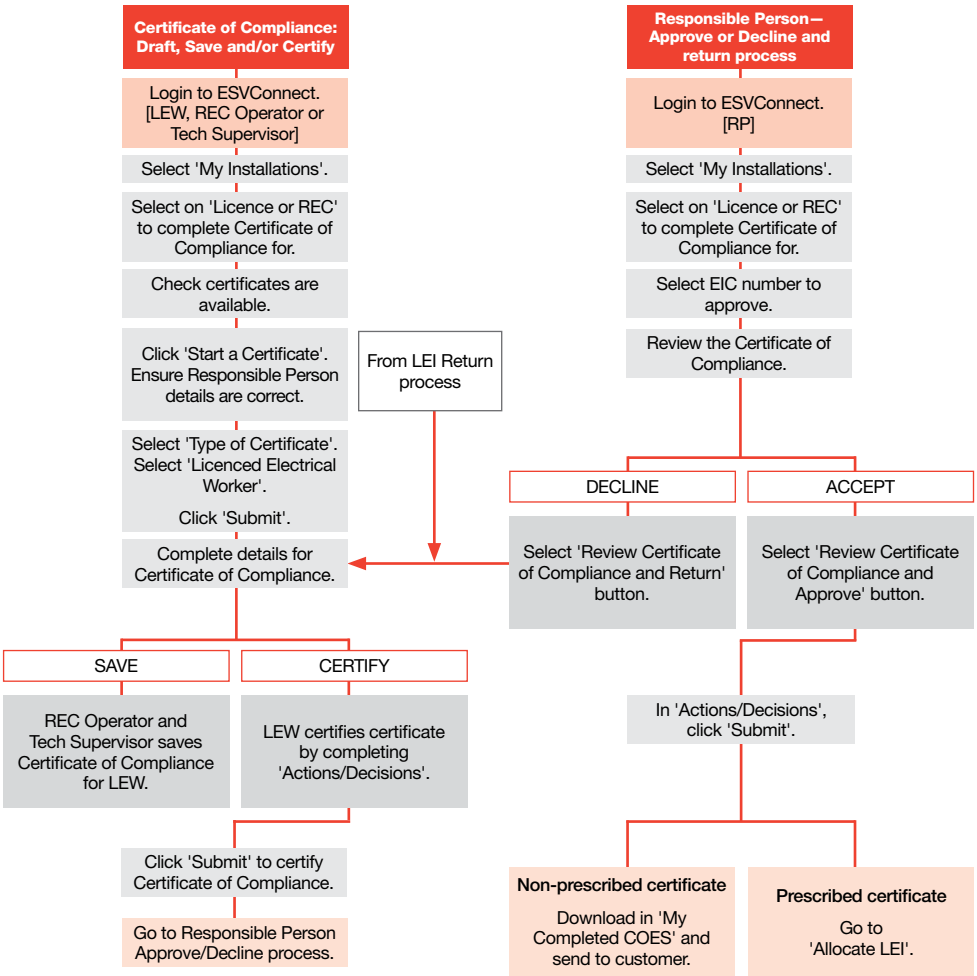
LEW purchase certificates

Electrician—to certify work completed for NO profit or gain, or certifying work completed for an employer at the employer's premises.

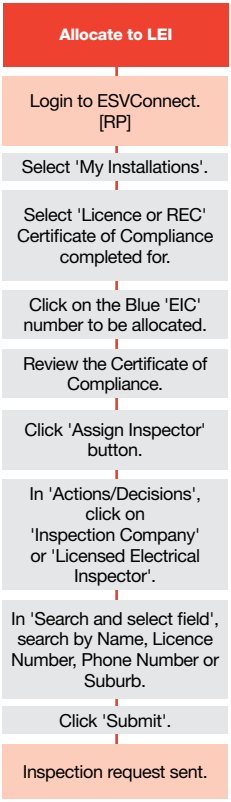
Restricted Licence holder—to certify work completed as part of primary trade.

Switchgear Licence holder—certifying work completed for an employer at the employers premises only.

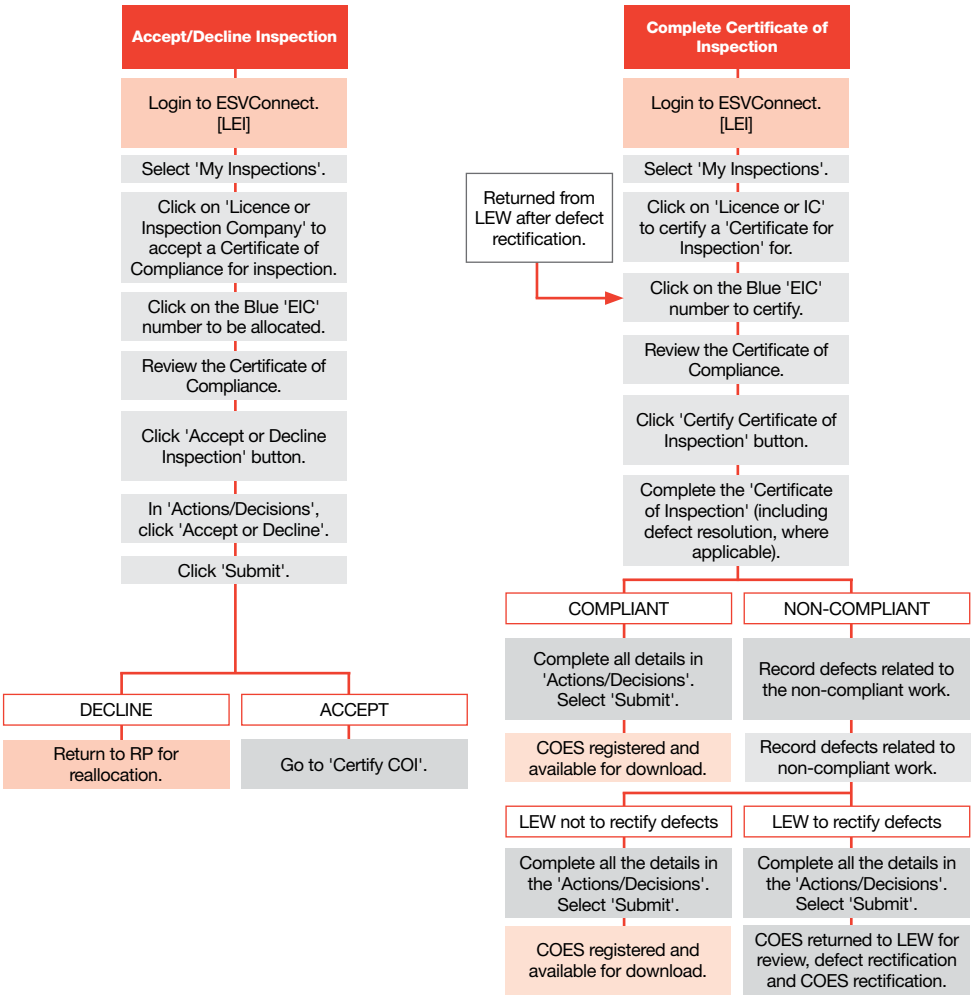
Complete and certify Certificate of Compliance



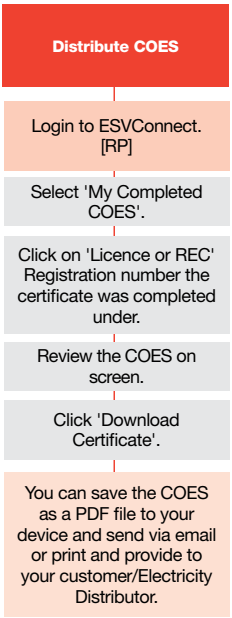
Allocate Prescribed certificate to Inspector or Inspection Company



Accept Inspection and Certify Certificate of Inspection



Distribute COES



Appendix—Worker List management

REC — Add LEW to REC Worker List

» Business Supervisor, Technical Supervisor or REC Operator logs into ESVConnect using their own ESVConnect account login details.
» Locate 'My Registrations' on homepage.
» Click on the appropriate blue REC registration number.
» In the REC profile, scroll down to 'Workers list'.
» Click on ‘Add Worker’.
» Insert LEW Licence number, click ‘Search’.
  › If results provided are incorrect or no results appear, ensure the details in the field are correct and ‘Search’ again.
  › If results provided are correct, click ‘Submit’.
» ESVConnect will confirm ‘Add Worker’ request is complete and the LEW will be notified by email.

LEW — Accept/Decline nomination to REC Worker List

» Log into ESVConnect using LEW ESVConnect account login details.
» Click 'My Applications'.
» Click 'Needs Action'.
» Click the blue text under 'Application ID' with the following description ‘Electrical Contractor – Add Worker’.
» Review information to ensure you are being added to the correct REC.
» Click on the radio button beside 'Accept'.
» Click ‘Submit’.

Note: The LEW is now added to the REC worker list and provides the LEW a view of the REC in 'My Installations'.

REC — delete LEW from REC Worker List

» Business Supervisor, Technical Supervisor or REC Operator logs into ESVConnect using their own ESVConnect account login details.
» Locate 'My Registrations' on homepage.
» Click on the appropriate blue REC registration number.
» In the REC profile, scroll down to 'Workers list'.
» Click ‘Remove Worker’ beside the worker you wish to remove.
» Confirm the worker details are correct and click ‘Submit’.
» Click 'Actions' at top right of your REC profile, then click 'Refresh'.
» Scroll to 'Workers List'. The worker is now removed from your list.

Note: Sole Trader RECs must add themselves to their own Workers List to enable completion of certificates.

REC — Add REC Operator to REC Operator List

» Business Supervisor or Technical Supervisor logs into ESVConnect using their own ESVConnect account log in details.
» Locate 'My Registrations' on homepage.
» Click on the appropriate blue REC registration number.
» In the REC profile, scroll to 'Operators list' section.
» Click ‘Add/Remove Operator’.
» Click 'Add Operator'.
» Enter the details in the fields on the screen, then click ‘Submit’.
  › Please ensure you have the persons details and the email address is correct.
» Return to your REC profile. Select ‘Actions’, click ‘Refresh’ and your new operator is added to your Operator list.

The added operator will receive an email with a link to ESVConnect and the process to create an ESVConnect account.

REC — Remove REC Operator from REC Operator list

» Business Supervisor or Technical Supervisor logs into ESVConnect using their own ESVConnect account log in details .
» Locate 'My Registrations' on homepage.
» Click on the appropriate blue REC registration number.
» In the REC profile, scroll down to 'Operators List' section.
» Click on ‘Add/Remove Operator’.
» Select ‘status’ beside the operator to remove.
» Change the status of the REC Operator to ‘Inactive’.
» Click ‘Submit’.
» Return to your REC profile. Select ‘Actions’, click ‘Refresh’ and the REC Operator is now removed from your list.

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