



DIRECTIVE

GAS CONTRACTOR RESPONSIBILITIES GAS NOTIFICATION REQUIREMENTS FOR COMPLETION, INSTALLATION OR ALTERATION

This Directive is being issued by a provincial safety manager pursuant to section 30 of the Safety Standards Act.

Date of Issue: July 16, 2015
Revision Date: January 4, 2016

Directive No: D-GA 2015-03
REVISION: 01

General Details

This Directive is being issued to clarify the notification requirements that permit holders must comply with when submitting declarations for installation permits.

Specific Details

A permit is a permission issued by the Provincial Gas Safety Manager as required by the Safety Standards Act (the "Act") and is subject to certain terms and conditions that must be met.

Gas Safety Regulations ("GSR") s.34 requires the holder of a permit or the gas fitter that represents the holder of the permit to notify BC Safety Authority that regulated work has been performed under the permit at the following times:

- 1) *Immediately upon completion of *each phase of the gas system, and
- 2) *Immediately upon final completion of regulated work.

Gas Safety Regulations link: [Gas Safety Regulations](#)

For the purposes of this section, the following definitions will be applied by BC Safety Authority:

***Immediately:** "prior to being placed into service and before commencing work on the next phase"

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*Each Phase

This includes all:

- **Rough-in:** which may include but is not limited to pressure test, rough in piping, rough in venting etc.
- **Final:** prior to being placed into service
- Or at no more than 120 days from the date of permit issuance or date of last assessment request

Upon completion of each phase of the gas system, the holder of a permit or the gas fitter that represents the holder of the permit must immediately inform BC Safety Authority that regulated work has been performed in accordance with the Act and request an inspection.

On final completion of regulated work authorized by a permit, the holder of the permit must immediately complete a notification of completion, installation or alteration form and supply it to the BC Safety Authority or through your online account if you are a My Connection user.

My Connection link (existing clients): [My Connection – Log On](#)

My Connection link (to become a user): [My Connection - New User](#)

Notification Form link: [Gas Notification of Completion Form.pdf](#)

Use of system not authorized without declaration

As indicated in s.26 of the GSR, if the permit holder complies with the notification requirements in s.34, an installation permit issued for regulated gas work is sufficient to authorize use of the system. However, if the required request for inspection/declaration has not been received the permitted system/equipment is not authorized to be placed into service.

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In the case of a Commissioning approval or Product approval, 48 hours notice must be provided to the area Gas Safety Officer or alternate before the equipment or system may be placed into service. If the Gas Safety Officer cannot attend for a physical assessment, the permit holder must obtain a verbal permission before proceeding. Any verbal permission is subject to further terms and conditions which may be imposed following assessment.

Contractor Performance Review

If a licensed gas contractor is found not to be complying with the notification requirements discussed in this Directive, a contractor performance review will be initiated by a safety officer. Potential enforcement action may follow as an outcome of the review

A contractor performance review will include an audit of contractor activities with respect to requesting required inspections and will be confirmed through physical assessments. For permits where systems or equipment are found to be operational without required inspections having been requested, the work will be assessed as non-compliant.

The time required to complete the performance review and conduct the physical assessments which confirm identified administrative non-compliance may be billed to the duty holder based on the safety services hourly rate as indicated in the current Gas Fee Schedule.

A handwritten signature in black ink, appearing to read "Brad Wyatt", with a long horizontal stroke extending to the right.

Brad Wyatt
Provincial Safety Manager - Gas

References:

Safety Standards Act
Gas Safety Regulation
Safety Standards General Regulation

For more information on the British Columbia Safety Authority, please visit our web site at:
www.safetyauthority.ca