

Plumbing Registration Technical Referee Report

Refrigerated Air-conditioning

This report must be completed by the referee and submitted with the Refrigerated Air-conditioning Registration (Non-apprentice) Application Form.

To be a referee you must:

- have directly supervised the applicant carrying out the plumbing work outlined in this form, and
- be **licensed** in the class of Refrigerated Air-conditioning work you are providing reference for (or hold similar authority in another jurisdiction).

The BPC uses your referee report to help determine whether an applicant should be registered as a plumber. We may contact you to confirm the information in this reference.

Part A: About You (the technical referee)

Mr	Mrs	Ms	Miss	Other	* Information you must supply
First name*				Middle name	
Surname*				Date of birth*	
Email*				Your contact number*	

I am licensed in (please tick)*

Victoria - provide your BPC licence number

Other - provide your State/Territory and licence number

Part B: Employer Details

Name of the company, which employed the applicant during period of supervision*

ABN*



Street no. and name* Suburb* State* Postcode*

Business email Business telephone

Part C: Applicant Details (for whom you are providing this report)

First name* Surname*

Part D: Supervised Experience

Provide information about work the applicant undertook that you supervised. Do not include information about any work that you did not supervise personally.

BPC will use this report to work out whether the applicant has enough experience for registration.

BPC will return the applicant's application if it is incomplete or request further information.

Type of supervised experience*		Full time
		Part time (state approximate days per week):
		Casual (state approximate hours per week):
Dates worked* <i>Example: 02/2019-05/2020</i>		

	Yes	No
Read plans and drawings		
In your opinion, can the applicant read, interpret, and apply the information in the Australian plumbing standards relevant to the classes they are applying for?		

	Yes	No
Refrigerated Air-conditioning work		
Area of Experience 1 - Installed, commissioned, and decommissioned air-conditioning systems		
Single head split systems		
Cassette systems		
Ducted split systems		
Ducted add-on split systems		
Packaged ducted systems		
Multi-head split systems		
Heating and ventilation chillers		
Heat pumps		



	Yes	No
Area of Experience 2 - Tested systems for leaks and undertook appropriate repairs or alterations		
Hydrogen		
Pressure testing		
Vac down lines		
Refrigerant line		
Chiller lines		
Drainage lines		
Area of Experience 3 - Maintained and repaired refrigerated air-conditioning systems and components		
Recover and charge refrigerants		
Annual servicing of systems in a commercial setting		
Scheduled services of systems in a commercial setting		
Locate and rectify faults in refrigerated air-conditioning control systems		
Verify functionality and compliance of refrigerated air-conditioning installations		
Area of Experience 4 - Completed required compliance documentation about handling gases		
Record gas used		
Record recovered gas		
State any other relevant experience		



Part E: Referee Declaration

The information provided in this form must be true and correct. It is an offence under section 221V of the *Building Act 1993* to give false or misleading information in relation to an application for registration. This offence carries a maximum penalty of 50 penalty units.

By signing this:

- I declare that the information contained in this application, including attachments, is true and correct.
- I declare that I have read and understood how the BPC manages my personal information and the **BPC's Privacy Collection notice**, as stipulated on the final page of this document.

Signature

Date of Signature



Privacy collection notice

How the BPC uses and discloses your personal information

The Building and Plumbing Commission (BPC) is collecting your personal information (including any images or photographs and any and all details provided in this form), to process your application. If you do not provide all or any part of the information requested in this form, the BPC may be unable to process and subsequently grant your application. The BPC may also use such information for the following purposes:

- (a) To enable the BPC to meet its statutory obligations, functions and perform its operational requirements.
- (b) Researching and assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the BPC (whether to you personally or a member of the public).
- (c) Law enforcement by the BPC or other regulatory bodies, including prosecutions or disciplinary action against you if required.
- (d) Maintaining disciplinary and licensing and registration registers for building and plumbing practitioners (published on the BPC's website).
- (e) Such other purposes as required by law or authorised under the privacy legislation.

The BPC may also share your personal information with third parties including, but not limited to, different business units within the BPC, the Building Appeals Board, Consumer Affairs Victoria, your insurer, other regulators (both in Victoria and interstate), your clients or customers and the BPC's staff and/or service providers who need to know such information to perform services for the BPC.

The BPC will only disclose your personal information to a third party claiming to act on your behalf (for example, an agent or interpreter) with your prior written consent, unless it is otherwise apparent that the third party has authority to act on your behalf.

You can request access to the personal information, the BPC holds about you. If you become aware that personal information the BPC holds about you is not accurate, complete or up to date, you can ask the BPC to correct it.

The BPC's full Privacy Policy and information about how to contact the BPC is available at www.bpc.vic.gov.au/privacy.