

Plumbing Registration Technical Referee Report

Restricted Classes

This report must be completed by the referee and submitted with the Restricted Classes Registration 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 restricted classes (or full main class) of plumbing 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*



Mechanical Services - restricted to single head split systems work		Yes	No
Area of Experience 1 - Installed and / or commissioned the mechanical services			
Single head 'back-to-back' split refrigerated air-conditioning, and/or cassette systems			
Area of Experience 2 - Installed roof flashing for any pipe and / or ductwork associated with mechanical systems			
Installed roof flashing for pipes associated with mechanical systems			
Installed roof flashing for ductwork associated with mechanical systems			
Area of Experience 3 - Welded mechanical services pipes			
Copper brazing with the use of nitrogen			
State any other relevant experience			

Mechanical Services - restricted to solid fuel heaters		Yes	No
Area of Experience 1 - Installed and / or commissioned the mechanical services			
Solid fuel heaters			
Area of Experience 2 - Installed roof flashing for any pipe and / or ductwork associated with mechanical systems			
Installed roof flashing for pipes associated with mechanical systems			
Installed roof flashing for ductwork associated with mechanical systems			
State any other relevant experience			



Mechanical Services - restricted to duct fixing work	Yes	No
Area of Experience 1 - Installed and / or commissioned the mechanical services		
Ducted and/or space heating units and associated ductwork		
Extraction or ventilation systems and associated ductwork		
Area of Experience 2 - Fabricated and installed rigid (solid) and / or flexible ductwork		
Fabricated and installed rigid (solid) ductwork		
Fabricated and installed flexible ductwork		
Area of Experience 3 - Installed roof flashing for any pipe and / or ductwork associated with mechanical systems		
Installed roof flashing for pipes associated with mechanical systems		
Installed roof flashing for ductwork associated with mechanical systems		
State any other relevant experience		

Roofing (stormwater) - restricted to class 10a building work	Yes	No
Area of Experience 1 - Prepare to install, repair or replace metal roof coverings		
Calculated the amount of roofing materials required to install roofings systems from a plan		
Calculated the amount of roofing materials required to install roofing systems for an existing structure		
Removed old roofing components from an existing structure		
Area of Experience 2 - Installed, repaired or replaced metal roof covering		
Corrugated iron		
Flat deck tray (i.e., Traydek/Trimdek/Klip-lok etc.)		
Area of Experience 3 - Installed, replaced, and tested flashing		
Barge capping		
Soaker		
Outlets		
Overflows		
Step flashing		



	Yes	No
Area of Experience 4 - Fabricated, installed, replaced, and tested roof drainage system		
Valley gutters		
Eaves gutters		
Downpipes (including offsets, spreaders, and fixings)		
Box gutters (including overflow measures, sumps, and rainwater heads)		
Area of Experience 5 - Installed flashing for penetrations to fixtures		
Vent pipes		
Skylights		
Air-conditioning units		
Flues		
Exhaust fans		
Roof vent		
Area of Experience 6 - Installed and fabricated downpipe components for rainwater tanks		
Inlet downpipes		
Flushing devices for rainwater tanks, including above ground drain outlet overflow connections		
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.