

**New Zealand Gas Industry
Certificate of Competency Criteria and Framework
For Reticulated Gas (Natural Gas and/or LPG)
Distribution & Gas Measurement System (GMS)**

Including

**Refresher and Technical Updating Requirements
to Maintain Competency**

Updated April 2011



Version Statement: This framework is the product of a New Zealand Gas Industry Sector Advisory Group, and subject to a continuing improvement commitment. To align with current industry needs, it is intended that this framework will be reviewed bi-annually and on this basis may be subject to changes in content and structure without prior notification. To ensure you are accessing the most current framework document, please use the following link to view it from the EXITO Industry Training Website. ([Reticulated Gas Distribution & GMS CoC Framework](#))

Every person who holds a COC will be required to attend a refresher training course every two years.

Certificate of Competency Categories

Notes:

1. Each Certificate of Competency Category has either National Certificates or Unit Standards identified as the qualifications to be held in order to meet the criteria necessary to hold the Certificate of Competency.
2. To access information regarding these National Certificates or Unit Standards it is necessary to access the NZQA website. To achieve this the following steps should be observed:
 - Access NZQA website at: www.nzqa.govt.nz/framework/index
 - Click "NQF" Tab
 - Type "Gas Industry" in search box **or** the unit standard number required.
 - The information will appear and can be accessed or downloaded either as a Word file or .pdf file
3. Qualifications and Unit Standards can be reviewed at any time therefore the NZQA framework should always be accessed for the most up to date information.

Preamble

The members of the Gas Association of New Zealand, have created a minimum set of competency requirements for the reticulated gas industry be that for natural or LPG.

This document covers the framework for the certificate of competence criteria for the reticulated gas industry distribution and GMS sectors.

This framework was implemented on 1 October 2005, with a transition period such that the members were able to attain minimum competency levels by 1 December 2006.

Under the auspices of the Extractives Industry Training Organisation [EXITO], the Gas Strategic Advisory Group [Gas SAG], has adopted this framework and will continue to deliver and/or manage it accordingly. The Gas SAG will be the Industry Group accountable for defining the scope of competency needs for this sector.

This framework was reviewed by the Gas SAG and a revised framework implemented in April 2011. Inline with the industry commitment for this framework to be reviewed bi-annually, it will be subject again to review by December 2012.

Definitions & Intent

For clarity it is appropriate to note that:

Network Induction - Competence requirements are expressed as the minimum that all employees within a company and/or contractors and/or their sub contractors would be required to attain. This is therefore seen as the induction phase – course for the gas industry. Also, Network Induction is a prerequisite to undertaking any higher level of national certificate. For persons who have a Gas Training Agreement with EXITO then their Network Induction CoC is only valid for **12 months - within this time period the candidate must achieve a minimum competency of National Certificate in Gas Industry Level 2**

Level 2, 3 & 4 - prior to being able to complete a higher level of National Certificate, the previous Induction CoC is a prerequisite.

Specialist – infrequent activities – The industry acknowledge that there are occasions that where, due to the specialist nature and thus frequency of some activities – work, that it may not be a requirement to attain the Induction CoC in these cases **Direct Supervision shall** be required by a person holding the relevant CoC at Level 3 or **HIGHER** National Certificate in Gas [Operations, Construction, Leakage, Pressure Control] or a Supervision CoC. An example of this could be: **non destructive testing, specialist welding** and such like.

Reporting - The industry has committed to ensure that their respective staff to which these levels of competence pertain will either have the required levels as identified or be able to report formally that they are in the process of attaining them, as they apply from Level 2 to Level 4 inclusive. A routine report, collected by company and provided in aggregated form, will be shared with the industry at its Gas SAG meetings.

Transition Period [IMPORTANT]

This review will affect all previous CoC's issued by EXITO – the review team understood this impact and decided on a **Transition** period which should ensure the overall process is robust and fair on all parties.

The following **Transition** timeframes *shall* apply:-

The new CoC Framework shall apply on renewal date of the individuals existing CoC – note that in some cases additional training may be required to comply with the new framework – if this is the case then the existing CoC may be extend by a period of no greater than 12 months to allow this training to be completed.

The **Exception** to the above rule is network Field Staff who hold a present CoC1 – these cards will expire on their due date and these will not be renewed, they will be replaced once the individual has signed a training agreement to complete the requirements of **National Certificate in Gas Industry Level 2** and gain that qualification within a 12 month period.

NON Field staff (those not activity working on the gas network assets) will have their COC1 cards replaced with an Authorised Restricted Access card – this card shall not allow a individual to work on the gas network asset

Colour coded cards will be issued to define the onsite supervision - RED cards will indicate a person needs full time direct supervision – Green cards will indicate a person can work unsupervised and can direct others on site (supervise)

Equivalent Qualification:

The Gas SAG has developed a process and framework for assessing overseas qualifications against the requirements of the CoC framework. The assessment will be conducted by a Regional Industry Panel and an approved gas assessor, on completing and passing the assessment the candidate will be awarded the Industry CoC at a level equivalent to their qualifications. This will then allow the candidate the ability to work on Gas Network assets as outlined within the CoC Framework.

Important Note

The above process does not award the candidate an Equivalent NZQA Gas Qualification.

If the candidate requires this then the candidate will need to follow the defined NZQA process to obtain the Gas Qualification via the skills recognition framework or by completing the necessary Unit Standard training to obtain the full NZQA Gas Qualification.

Authorised Restricted Access – Company staff and specified works

Work Type CoC	Description	Job Title	Qualifications & Network Specific Requirements	Supervision Requirements
<p>Authorised Restricted Access</p> <p>(Replaces CoC1)</p>	<p>Authorised Restricted Access to gas distribution assets and work sites.</p> <p>Specified works include: meter reading, painting, vegetation control, specialist consultant and contractors</p> <p><u><i>This category does not allow a person to work on gas network equipment.</i></u></p> <p>Valid for 2 Years</p>	<p>Company staff and specified workers</p>	<ul style="list-style-type: none"> ▪ Approved Induction Course [E-Learning] <p>AND</p> <ul style="list-style-type: none"> ▪ Holds qualification relevant to the specified works being carried out <p>AND</p> <ul style="list-style-type: none"> ▪ Has been trained in the specified work to be carried out ▪ Industry Compliance requirements: Regulations, CoP's ▪ Network owner/operator Safe Work Practices ▪ Contractor requirements 	<p>Unsupervised (Green Card)</p>

Network Construction

Work Type CoC	Description	Job Title	Qualifications & Network Specific Requirements	Supervision Requirements
Network Induction (Replaces CoC1)	<p>This Induction CoC has been developed to introduce new trainee's to the gas industry – this will enable the trainee to identify hazards and keep safe within the work place - this CoC is a prerequisite for networks general</p> <p>Valid for only 12 months</p>	Network Trainee	<p>Unit standards</p> <ul style="list-style-type: none"> ▪ 497 ▪ 11326 ▪ 9631 ▪ 17690 <p>AND</p> <ul style="list-style-type: none"> ▪ Is being trained in the work to be carried out ▪ Industry Compliance requirements: Regulations, CoP's ▪ Network owner/operator Safe Work Practices Contractor requirements 	Under Direct Supervision [at all times] (Red Card)
Networks General (Replaces CoC 3a)	<p>General network underpinning knowledge will enable this person to assist in all network activities – this CoC is a prerequisite for all other CoC's</p>	Network Assistant	<p>National Certificate in Gas Industry Level 2</p> <p>Or Equivalent qualification</p>	Under Direct Supervision (Red Card)
Construction Pipelaying (Replaces CoC 3b1 and 3b2)	<p>Installing PE pipe, tracer wire and warning tape using Pipe in open trench, open cut, thrust or drill methods. Joining pipe by either EF jointing or butt welding and pneumatic pressure testing of the pipe</p> <p>This does not include livening or purging of any pipes or fittings.</p> <p>Not Authorised to work on or connect to the Live Gas Network</p>	Network Pipe layer	<p>National Certificate in Gas Industry Level 2</p> <p>AND Unit standards</p> <ul style="list-style-type: none"> • 23086 Lay a gas pipe • 10992 Locate pipes • 20877 TC One • 20878 TC One • 10980 EF jointing OR • 10987 Butt Welding <p>Or Equivalent qualification</p>	Unsupervised (Green Card)

Network Construction Continued

<p>Construction Service Laying</p> <p>(Replaces CoC 3c)</p>	<p>Construction of Services Distribution Networks</p>	<p>Network Service Layer</p>	<p>National Certificate in Gas Networks Construction [Service laying] [Level 3]</p> <p>Or Equivalent Overseas qualification</p>	<p>Unsupervised (Green Card)</p>
<p>Construction of Mains and Services</p> <p>(Replaces CoC 3c)</p>	<p>Construction of Mains and Services Distribution Networks</p>	<p>Network Mains and Service Layer</p>	<p>National Certificate in Gas Network Construction [Mains laying] [Level 4]</p> <p>Or National Certificate in Gas Network Construction (Pipe laying) [Level 3]</p> <p>Or Equivalent Overseas qualification</p>	<p>Unsupervised (Green Card)</p>

Network Pressure Control

Work Type CoC	Description	Job Title	Qualifications & Network Specific Requirements	Supervision Requirements
Network Induction (Replaces CoC1)	Pre requisite for all CoC` s Valid for only 12 months	Network Trainee		Under Direct Supervision [At all times] (Red Card)
Networks General (Replaces CoC 5a and 6a)	General network Underpinning knowledge will enable this person to assist in all network activities – this CoC is a prerequisite for all other CoC's	Network Assistant	National Certificate in Gas Industry Level 2 Or Equivalent qualification	Under Direct Supervision (Red Card)
Networks Standard Pressure Control (Replaces CoC 2b and 6b)	Installation, maintenance, fault finding, commission and de-commission standard gas pressure control equipment and systems including GMS's Also allows disconnect and reconnect meters as per GIP 001	Network Regulator Fitter	National Certificate in Gas Networks Operations [Level 3] Or National Certificate in Gas Network Operations Level 3 [Operations & Maintenance] Or Equivalent Overseas qualification	Unsupervised (Green Card)
Networks Advanced Pressure Control (Replaces CoC 6c)	Installation, maintenance, fault finding, commission and de-commission of advanced gas pressure control equipment and systems including GMS's	Network Regulator Technician	National Certificate in Gas Networks Pressure Control [Level 4] Or National Certificate in Gas Network Operations Level 4 [Operations & Maintenance] Or Equivalent Overseas qualification	Unsupervised (Green Card)

Network Leakage Control

Work Type CoC	Description	Job Title	Qualifications & Network Specific Requirements	Supervision Requirements
Network Induction (Replaces CoC1)	Pre requisite for all CoC`s Valid for only 12 months			Under Direct Supervision [At all times] (Red Card)
Networks General (Replaces CoC 8a)	General network Underpinning knowledge will enable this person to assist in all network activities – this CoC is a prerequisite for all other CoC's	Network Assistant	National Certificate in Gas Industry Level 2 Or Equivalent qualification	Under Direct Supervision (Red Card)
Leakage Survey (Replaces CoC 8b)	Carry out a leak survey on a gas distribution network	Network Leakage Surveyor	National Certificate in Gas Industry Level 2 AND Unit Standards: 12507 Use leak detector 12504 Perform walking leakage survey and/or where applicable 12505 Perform vehicle leakage survey Or Equivalent Overseas qualification	Unsupervised (Green Card)
Leakage Response (Replaces CoC 8c)	Work includes first line emergency work, the location and repair of gas leakage and the survey of gas networks for leakage.	Network Leakage Fitter	National Certificate in Gas Network Operations [Leakage Control] Level 3 Or National Certificate in Gas Network Operations Level 3 [Operations & Maintenance] Or Equivalent Overseas qualification	Unsupervised (Green Card)

Network Survey and Operations

Work Type CoC	Description	Job Title	Qualifications & Network Specific Requirements	Supervision Requirements
Network Induction (Replaces CoC1)	Pre requisite for all CoC` s Valid for only 12 months			Under Direct Supervision [at all times] (Red card)
Networks General (Replaces CoC 5a)	General network underpinning knowledge will enable this person to assist in all network activities – this CoC is a prerequisite for all other CoC's	Network Assistant	National Certificate in Gas Industry Level 2 Or Equivalent qualification	Under Direct Supervision (Red Card)
CP Survey (Replaces CoC 12)	Carry out CP readings	CP Surveyor	National Certificate in Gas Industry Level 2 AND holds the unit standards relating to that work <ul style="list-style-type: none"> ▪ 9575 DKO cathodic protection ▪ 9576 Carry out CP system monitoring AND unit standards <ul style="list-style-type: none"> • 20877 TC 1 • 20878 TC 1 OR <ul style="list-style-type: none"> • 5627 Or Equivalent qualification	Unsupervised (Green card)

Network Survey and Operations Continued

<p>Odorant Survey (Replaces CoC 11)</p>	<p>Carry out tests for Odour Level and Odorant Concentration</p>	<p>Odorant Surveyor</p>	<p>National Certificate in Gas Industry Level 2 AND holds the unit standards relating to that work</p> <ul style="list-style-type: none"> ▪ 12507 Use a leak detector ▪ 20590 Test for odour level and concentration <p>Or</p> <p>Equivalent Overseas qualification</p>	<p>Unsupervised (Green Card)</p>
<p>Mark out, stand-overs and location survey New Category</p>	<p>Carry out mark outs and location surveys</p>	<p>Locator</p>	<p>National Certificate in Gas Industry Level 2 AND holds the unit standards relating to that work</p> <ul style="list-style-type: none"> ▪ 10992 use pipe and cable locators ▪ 19551 - Inspect and advise on works in the vicinity of a gas distribution network <p>AND unit standards</p> <ul style="list-style-type: none"> • 20877 TC 1 • 20878 TC 1 <p>Or</p> <ul style="list-style-type: none"> • 5627 <p>Or Equivalent qualification</p>	<p>Unsupervised (Green Card)</p>
<p>Network Operations (Replaces 5b)</p>	<p>Work includes first line emergency work, location and repair of gas leakage, odorant level monitoring and maintaining standard metering and pressure control equipment of distribution networks and services</p>	<p>Network Fitter</p>	<p>National Certificate in Gas Network Operations Level 3 [Operations & Maintenance] Or Equivalent qualification</p>	<p>Unsupervised (Green Card)</p>

Network Field Supervision and/or Auditing

Work Type CoC	Description	Job Title	Qualifications & Network Specific Requirements	Supervision Requirements
Network Induction (Replaces CoC 1)	Pre requisite for all CoC`s Valid for only 12 months	Network Trainee		Under Direct Supervision [at all times] (Red Card)
Field Supervision and/or Auditing (Replaces CoC 7, 9a – 9b – 10a and 10b)	Carry out and or direct field supervision/assessments for Health and Safety, Processes and Procedures on a Gas Network	Field Supervisor Or Field Auditor	<ul style="list-style-type: none"> • Module One Knowledge of PE Construction • Module One Knowledge of Pressure Control AND Unit Standards <ul style="list-style-type: none"> • 19543 Audit worksite systems in a gas distribution network • 20877 TC One • 20878 TC One Or Equivalent Overseas qualification	Unsupervised (Green card)

Additional requirements for Gas Fitter working on GMS Assets

Work Type CoC	Description	Job Title	Qualifications & Network Specific Requirements	Supervision Requirements
Prerequisite	<p>Licensed Gas Fitter</p> <p><u><i>This category does not allow a person to work on the gas network equipment.</i></u></p>	<p>Licensed Gas Fitter</p> <p>Or</p> <p>Certifying Gas Fitter</p>	<p>Currently Licensed or Certifying Gas Fitter</p>	<p>NA (No card issued)</p>
<p>GMS Disconnection/Reconnection GIP001</p> <p>(Replaces CoC 2a)</p>	<p>Disconnect/Reconnect GMS – includes restoring supply</p>	<p>Licensed Gas Fitter</p> <p>or</p> <p>Certifying Gas Fitter</p>	<p>Currently Licensed or Certifying Gas Fitter</p> <p>AND</p> <ul style="list-style-type: none"> • 23088 DKO std pressure control • 12510 Install and change meters • 19550 Restore supply after interruption <p>DKO Gas Industry disconnection/reconnection protocol GP001</p>	<p>Unsupervised (Green Card)</p>
<p>GMS Leakage Response</p> <p>New Category</p>	<p>Work includes first line emergency work, the location and repair of gas leakage on Network GMS equipment with a capacity no greater than 25 m³/h,</p>	<p>Licensed Gas Fitter</p> <p>Or</p> <p>Certifying Gas Fitter</p>	<p>Currently Licensed or Certifying Gas Fitter</p> <p>AND</p> <ul style="list-style-type: none"> • 23088 DKO std pressure control • 12510 Install and change meters • 12507 Use leak detector • 19550 Restore supply after interruption • 12507 Leak detection • 19552 Gas filled buildings • 12521 DKO pressure • DKO Gas Industry disconnection/reconnection protocol GP001 	<p>Unsupervised (Green card)</p>