

Employer to maintain a register of electrical workers

Obligation

Section 50B of the *Electrical Workers and Contractors Act* places an obligation on employers, including electrical contractors to maintain a register of all Electrical Workers – including Apprentices and Permit Holders – employed by the business.

What is a register?

The Board defines a register as a written or electronic record (e.g. written or printed Lists, Spreadsheets, Databases or Personnel Files) which records the Name(s), Relevant Addresses (home or postal address), Details of the Licence, permit etc. (number, endorsement and expiry date), and Dates of Employment for each electrical worker.

The register is required to be maintained by the contractor as a record of all electrical workers employed by the business and must be retained for the same period as other business records such as tax records. The register may also help businesses avoid employing unlicensed persons, or asking workers to undertake jobs which are outside the scope of their licence which can have serious legal consequences.

Electrical workers – including apprentices and permit holders

The provision of electrical worker licensing is explained over the page. If you require more information on the structure of electrical licences, please contact the Electrical Workers and Contractors Licensing Board.

In general, Northern Territory electrical workers licences are broken up into five broad categories:

- A Grade Licences
- B Grade Licences
- R (Restricted) Licences
- Apprentice Registrations
- Permits to Work

All licences, Permits and Registration issued in the Northern Territory are supplied with a unique identification number. Businesses who employ any of the above categories of electrical worker are required to document the details of the licence, permit or registration on their employee register.

Mutual recognition

Where an interstate or New Zealand electrical worker has applied for an electrical licence in the Northern Territory under mutual recognition, it is recommended that the employer record, as an interim measure (four weeks), the term “Mutual Recognition & receipt number” as the Licence Number until the licence is issued. For more information please see Council of Australian Governments (COAG) website – ‘Mutual recognition for occupational licences in Australia’ www.licencerecognition.gov.au

Important! Don't forget to check that the licence is issued and update the register with the Licence Number and Expiry Date.

Example Only – Employee Register

ABC Company

Name	Address (Home/ Postal)	Licence/ Registration/ Permit no	Endorsement	Expiry Date	Employment Start Date	Employment Finish Date
Shan Crompton	PO Box 370 Darwin NT 0801	A4000	Fitter/ Mechanic	26/11/2016	03/06/2011	
Ryan James	32 Smith Street Darwin NT 0801	1470	Apprentice, Systems Elec	30/06/2015	28/06/2007	
Emma Jones	41 Alawa Crescent Alawa NT 0810	R1430	Refrigeration/ Air Con	20/06/2017	06/06/2007	21/1/2012

To assist you in keeping your Employee Register, the following will help you identify the Endorsement type of your employee:

Blue Card

Licence endorsements include:

A/B Grade Licence

Licence has an A or B with four numbers **A 0000**

- Electrical Mechanic
- Electrical Mechanic/Fitter
- Electrical Fitter • Linesman • Cable Joiner

Note: B Grade licences are only endorsed Electrical Mechanic

Green card

Licence endorsements include:

Restricted Licence

Licence has an R with four numbers

R 0000

- Refrigeration / Airconditioning Equipment
- Plug & Cord Connected Equipment
- Domestic Appliances & Equipment
- Specialised Industrial/Commercial Equipment
- Water Plumbing Equipment
- Gas Equipment
- Explosion Protection Equipment
- Instrument Process Control Equipment
- Disconnection/Reconnection (Basic)

Red Card

Registrations endorsements:

Apprentice Registration

Registration has four numbers

0000

- Work in the area of Electrotechnology training that has a licensing outcome

Paper with stamp

Permit endorsements:

Permits to work

Permit has four numbers

0000

- Work in the area of Electrotechnology training that has a licensing outcome