

## Part M: Technical Referee Report – Mechanical Services work

**THIS DOCUMENT MUST BE COMPLETED BY THE PERSON PROVIDING THE REFERENCE**

### What is a Technical Referee Report?

An applicant applying for registration in a class or specialised class of plumbing work must have recent and relevant experience in carrying out work in accordance with relevant standards. The Technical Referee Report provides information about the applicant's work, when it was performed, and the applicant's role in performing that work. It is prepared by a person who has directly supervised the applicant in performing plumbing work

The Victorian Building Authority (VBA) uses the report to help determine whether the applicant has sufficient experience to be considered for registration as a plumbing practitioner.

### Who can provide a Technical Referee Report?

If the report relates to plumbing work performed in Victoria, the referee must be licensed in the class of plumbing for which they are providing the Technical Referee Report.

If the report relates to plumbing work undertaken outside Victoria, and that work is performed by licensed persons, then the referee must be licensed (or equivalent) in the class of plumbing for which they are providing the Technical Referee Report.

If the report is about work performed interstate or overseas, and it does not require a person to be licensed, the referee can be a person who has employed or contracted the applicant to undertake the work.

In addition, the referee must:

- be the person who was responsible for ensuring the work was completed to the appropriate standard. Typically, this would be the applicant's employer, supervisor, contract manager or site manager.
- have directly observed the applicant carrying out the work that is listed in the report.

### What are my responsibilities as a Technical Referee?

As a Technical Referee, you must:

- provide an accurate and true reference
- NOT give any false or misleading statement or information
- be willing to be contacted by the VBA to confirm or explain further the work the applicant performed
- sign and date the Technical Referee Report Declaration.

## Technical Referee Report – Mechanical Services work

DETAILS OF THE TECHNICAL REFEREE	
Given name:	
Surname:	
Date of birth:	
Address:	
Contact number:	
Licence number:	
EMPLOYER DETAILS	
Name of company:	
Name of employer (if this is not you):	
ABN:	
Address:	
Contact number:	

Use this form to tell us about Mechanical Services work the applicant carried out under your supervision.

DETAILS OF THE APPLICANT FOR WHOM YOU ARE PROVIDING THE TECHNICAL REFEREE REPORT	
First name:	
Surname:	
TYPE OF EMPLOYMENT (Tick the relevant box/es)	PERIOD OF SUPERVISION: FROM – TO (Month/Year)
<input type="checkbox"/> Apprentice	
<input type="checkbox"/> Full time	
<input type="checkbox"/> Part time (please also include average number of hours per month)	
<input type="checkbox"/> Casual (please also include average number of hours per month)	

To complete the following table:

**In column 1**

Tick each area of work that the applicant undertook under your supervision, otherwise leave blank.

**In columns 2 and 3**

Fill in information about:

- which aspects of the work the applicant performed
- when and where the work was done.

**Remember**

- Provide information about work the applicant undertook that you supervised. Do not include information about any work that you did not supervise personally.
- Please include as much detail as possible, because the VBA will use this statement to work out whether the applicant has enough experience for registration.
- You must not (under section 221V of the *Building Act 1993*) give any false or misleading statement or information in your report.
- The VBA will return your report if it is incomplete or doesn't have enough detail, and ask you for more information.

Column 1	Column 2	Column 3
<p>Did you supervise the applicant carrying out the following types of work? (Tick the box)</p>	<p>What were the applicant's exact responsibilities?</p>	<p>When/where was the work done?</p>
<p><input type="checkbox"/></p> <p>Installed, replaced, tested and/or commissioned the following:</p> <ul style="list-style-type: none"> <li>• Single head, ceiling cassette systems and add-on condenser units for ducted systems</li> <li>• Ducted split, ducted add-on and/or packaged ducted systems</li> <li>• Hydronic heating systems</li> <li>• Solid fuel heaters</li> <li>• Space heaters</li> <li>• Ducted and/or space heating units and associated ductwork</li> <li>• Evaporative cooling units and associated ductwork</li> <li>• Extraction or ventilation systems and associated ductwork</li> </ul>		

<input type="checkbox"/>	Fabricated and installed solid and/or flexible ductwork		
<input type="checkbox"/>	Installed, maintained and tested medical gas systems		
<input type="checkbox"/>	Installed roof flashing for any pipe and/or ductwork associated with mechanical systems		
<input type="checkbox"/>	Installed insulated piping used for heated water and/or cooling pipes		

<input type="checkbox"/>	Read a site or building plan and interpreted symbols and terms used to identify mechanical services requirements		
<input type="checkbox"/>	Welded mild steel pipes or brazed brass flanges onto copper or steel pipes		

*Please continue to next page.*

Remember: 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, and this offence carries a maximum penalty of 50 penalty units.

I declare that the information contained in this form is complete and true to the best of my knowledge. And I understand that the VBA may make enquiries in order to verify any of the information I have given on this form and I consent for the information provided in this form to be shared with any other third party for that purpose.

Referee name

Referee signature

Date