

Contractor's Register (Section 98)

Occupational Licensing Act 2005

The *Occupational Licensing Act 2005* (Section 98) states that:

1. A contractor must keep an accurate register of persons employed or engaged by the contractor to carry out prescribed work.
2. The register is to contain particulars of:
 - (a) each employee - practitioner, practitioner certifier or persons undergoing an approved course of training (apprentice) who is engaged by the contractor; and
 - (b) the occupations and classes of prescribed work undertaken by each employee - practitioner, practitioner certifier or person undergoing an approved course of training; and
 - (c) the qualifications, competencies and continuing professional development (CPD) of each employee - practitioner, practitioner certifier or person undergoing an approved course of training.
3. A contractor must, at the request of an authorised officer, make the register available for inspection by the authorised officer within a period specified by the authorised officer.
4. A contractor who fails to keep an accurate register or to make it available for inspection within the period specified by the authorised officer, as required under this section is guilty of an offence.

To maintain the register accurately it will be necessary for a contractor to sight the licence of each practitioner and practitioner certifier employed.

Please note: This requirement applies to all holders of a contractor's licence, including single operators. An approved register pro forma is listed on the back of this information sheet and can be found on our website.

REGISTER OF EMPLOYEES

Please list any person who carries out electrical, gas fitting or plumbing work with, for or on behalf of your business.

These people may include: nominated managers, contractors, practitioners, practitioner certifiers, apprentices and/or others under approved training agreements.

Contractor's Name: _____ **Contractor's Licence Number:** _____

Full Name	Date of Birth	Practitioner's Licence Number	Practitioner's Licence Expiry Date	Occupation	Prescribed Work (The class of work carried out. For example: electrician, gas fitter practitioner (certifier) – NG, plumber practitioner water plumbing, 1 st year apprentice.)	Qualifications (List any relevant qualifications held.)	Continual Professional Development (Tick if the person has developed or maintained relevant work skills?)