

# Paper COES

## Periodic

## REC and LEW process

### Purchasing paper Periodic COES

A Periodic Certificate covers all Non Prescribed electrical installation work performed by Licensed Electrical Worker(s) (LEW) at a single site for a period of three months. Each LEW employed at the site must certify the electrical installation work they perform over the 3 month period on the Periodic Certificate.

#### Periodic COES purchase from ESV

» **mail:** send a completed COES order form with credit card details or cheque.

Alternatively, email the completed order form to: [accountsreceivable@energysafe.vic.gov.au](mailto:accountsreceivable@energysafe.vic.gov.au)

#### Note:

1. Paper periodic COES order form is available on ESV's website.
2. The RP must maintain a licensed electrical workers list at the RP's office when using the paper COES system.
3. For general advice, User ID and information about COES, contact our COES team on (03) 9203 9700 and select option 3, or at [coes@energysafe.vic.gov.au](mailto:coes@energysafe.vic.gov.au)

### Electronic notification to ESV (IVR system)

Paper COES must be lodged by the Responsible Person through Energy Safe Victoria's Interactive Voice Response (IVR) phone system on **1300 360 366**.

#### Note:

1. A REC who employs LEWs is required to maintain a LEWs list at their office when using paper COES system.
2. For general advice, User ID and information about COES, contact our COES team on (03) 9203 9700 and select option 3, or at [coes@energysafe.vic.gov.au](mailto:coes@energysafe.vic.gov.au)

### Periodic Certificate responsibilities

The Registered Electrical Contractor (REC) or Licensed Electrical Worker (LEW) that purchases the Periodic certificate under their USER ID is responsible for the administration and lodgement of the periodic COES.

Each LEW that certifies work on the periodic certificate is responsible for the work they have each performed.

The REC/LEW who purchased the certificate is only responsible for any work they personally certify on the periodic certificate.

### Electronic Notification (IVR) Process

#### Pre-lodgement process

1. REC/LEW provides the COES to the LEW(s).
2. LEW(s) complete and test the electrical installation work.
3. LEW completes each field as required on the periodic COES, signs that the electrical installation work is tested, and complies with the ESA and ES(G)R, or  
Alternatively, a record of all electrical installation work performed by each LEW onsite in a format approved by Energy Safe Victoria can be attached to the periodic COES at the end of the 3 month period.
4. The responsible person the lodges the periodic COES.

#### Notification (IVR) process

Have your User ID and PIN at hand. Remember to push the buttons on the telephone keypad. Do not attempt to speak the numbers into the telephone.

1. Call 1300 360 366.
2. Service available 24 hours, 7 days.
3. Enter your 6-digit User ID and your 4-digit PIN.
4. Selection option 1—Lodge certificate.
5. Enter the 'Certificate number', followed by the # key.
6. Enter the postcode of the installation address.
7. Enter the 6 digit date of completion of the last job.
8. Enter the number of jobs being certified on the certificate, followed by the # key.
9. IVR will advise that the certificate number provided has been lodged.
  - › \*—Return to the main menu
  - › #—End call, then hang up.

## Distribution to all relevant parties

Once a paper periodic COES has been lodged by the responsible person, the Responsible person must send all copies of the paper COES to the relevant parties noted on each copy of the COES.

Refer to the tables below that denote the relevant parties each copy must be sent to.

### Non-prescribed Periodic COES

Page	Recipient	Distribution
Front page (Customer copy)	Customer	Within 30 days of certification
2nd copy (White)	Energy Safe Victoria	Within 30 days of certification
3rd copy (Green)	Responsible Person	Keep your copy for three years

#### Notes:

1. A paper COES can have an attachment, if the description of work field is not large enough for your information.
2. Attachments to a periodic COES must be provided to Energy Safe Victoria and the customer with the relevant copy of the periodic COES.

## Who we are

We are Victoria's safety regulator for electricity, gas and pipelines.

Our role is to ensure that Victorian gas and electricity industries are safe and meet community expectations. We are also responsible for licensing and registering electricians, and educating the community about energy safety.

More information is available on the Energy Safe Victoria website: [www.esv.vic.gov.au](http://www.esv.vic.gov.au)