



**PIRB SIGNATURE FORM**  
**FOR ELECTRONIC CERTIFICATE OF COMPLIANCE**

Name:

Registration Number:

**What is a Plumbing COC?**

A Plumbing COC is a means by which a Plumbing Industry Registration Board (PIRB) licensed plumber self certifies that their work complies with all the current plumbing as define by National Compulsory Standards and Local Bylaws. COC's may only be purchased, and used by a registered and approved PIRB licensed persons and at the time of purchase, the COC is captured against the PIRB licensed plumber, and becomes their responsibility. Upon issuing of a COC the PIRB licensed plumber has to within five days logged the relevant COC into the PIRB's Plumbing Auditing system. Each day, a computer random selection Of jobs for which a COC has be logged with the PIRB is selected for an audit. Upon which an auditor will be sent out to carry out the audit. If the installation is found to be incorrect or not up to standard to PIRB licensed plumber will be sent a rectification request on which the licensed plumber have to react within the specified period or face disciplinary action.

**Jobs which require a COC**

COC must be provided to the consumer for all plumbing jobs which fall into one or more of the following categories.

- Where the total value of the work, including materials, labour and VAT, is more than (material costs must be included, regardless of whether the materials were supplied by another person) a certificate must be issued for the following:
  - When an Installation, Replacement and/or Repair of Hot Water Systems and/or Components is carried out
  - When an Installation, Replacement and/or Repair of Cold Water Systems and/or Components is carried out
  - Installation , Replacement and/or Repair of Sanitary-ware and Sanitary-fittings is carried out
  - Installation, Replacement and/or Repair of Solar Water Heating System
  - Installation, Replacement and/or Repair of a Below-ground Drainage System
  - Installation , Replacement and/or Repair of an Above-ground Drainage System
  - Installation, Replacement and/or Repair of a Rain Water Disposal System
- Any work that requires the installation replacement and/or repair of any of an electrical/solar hot water cylinder valves or components must have a COC issued to the consumer regardless of the cost.

**Stage at which COC must be completed**

A completed COC must be provided to the consumer within 5 days of the completion of the plumbing work and the details of the COC must be logged electronically with the PIRB within that period. A job is considered to be completed when the plumbing work is practically completed or when plumbing work is capable of being used within an existing system – whichever comes first.

**How compliance certificates may be purchased**

Compliance Certificate may be purchased by licensed persons or authorized persons though any of the following methods:

- Over the counter at the Plumbing Industry Registration Board office. Purchased will need to present their current license card. Compliance certificates may only be given on-the-spot where payment is by cash, credit card, bank transfer (confirmation required) and or bank cheque.

- Through the WEB page

Purchasers should log on to [www.pirb.co.za](http://www.pirb.co.za), click on purchasing plumbing COC and complete the order form. The certificate(s) will be dispatched by posted to you on the morning of the next working day. If requested certificates must be couriered however the coast of the courier services will be carried by the Licensed Plumber.

- Resellers (Merchant):

Purchase will need to present their current licensed card upon purchasing a compliance certificate from a participating reseller (merchant) outlet.

**Disposal of compliance certificates**

If for any reason a licensed person does not intend to use a compliance certificate for its intended purpose they should return it to the PIRB office and if all is found to be in order a refund could be arranged.

If a licensed person has a compliance certificate stolen or loses a compliance certificate he should report it immediately to the PIRB in the form of a statutory declaration. On receipt of a police case number which shows that a compliance certificate has been stolen, the Commission will consider a refund or replacement. A refund or replacement would not normally be considered in other cases.

**The purpose of an Audit**

Audits are conducted to provide a measure of the standard of the plumbing work being performed across the country. The aim is to ensure a satisfactory and consistent application of the standards. Audits are also designed to provide you with direct contact with representatives of the regulation body. They ensure you have access to relevant information on standards regulations and codes.

**Audit process**

A computer random selection of jobs for which a compliance certificate has be logged with the PIRB, is selected for an audit. Audits are conducted by qualified experienced trained plumbers authorised by the PIRB to perform the function. PIRB Plumbing Auditors are registered with the PIRB and carry identification cards.

When one of your COC's has been selected for an audit you will be contacted by the PIRB Auditor. You will be asked for details of where the work was performed and arrangements will be made by the Auditor with the relevant consumer. You will be requested by the Auditor to attend the audit. Audits are usually carried out between 7 am-4pm.

Auditors work to an audit checklist for each category of plumbing.

**What happens if my work does not pass an audit?**

If the audited work is found to be non-complying, you will be advised of the work, requiring attention in the form of a Rectification Notice. You are requires to rectify the work in the time period specified by the auditor. This is usually 5 days. The work may then be re-audited.

**If you disagree with an audit result**

If you feel that the rectification notice is unfair, you may contact the PIRB and your objection will be reviewed. Objections will have to be submitted in writing on the relevant PIRB form.

I, the above PIRB licensed Plumber declare that by forwarding this signature form to the PIRB, I am acknowledging that I have read and fully understood what is required of me as a PIRB registered plumber when issuing the PIRB Certificate of compliance. And acknowledge that the signature provided for the use of the electronic coc is mine.

Signature of PIRB Plumber:

PIRB Plumber to sign in box



Date:

Day / Month / Year