

# **Guidelines for Gas Distribution Application Registration**

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Ministry of Utility and Telecommunication Sarawak**

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## 1.0 Application for Gas Distribution Licence

### 1.1 Introduction

**DGO2016 Part III Sec 7** – No person shall distribute gas in Sarawak or carry out the following activities without a licence issued under the Ordinance –

- (a) import of any gas for regasification, processing, treatment, separation, utilization or distribution in Sarawak;
- (b) regasification of gas;
- (c) treatment, separation or processing of gas;
- (d) transportation of gas;
- (e) building, managing or maintaining gas pipeline or other apparatus or equipment or mechanism for the distribution of gas;
- (f) supply of gas; or
- (g) retail of gas.

### 1.2 Scope

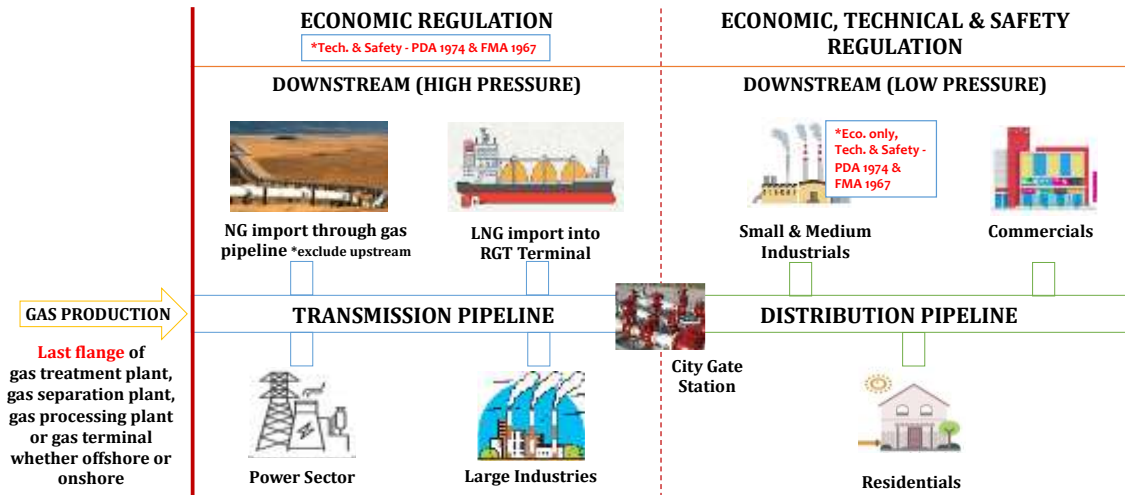
Distribution of gas:-

- (a) in relation to:-
  - i. liquefied natural gas from the connection flange of the arm at the regasification terminal;
  - ii. natural gas received from a gas treatment plant, gas separation plant, gas processing plant or a gas terminal, from the last flange of the gas treatment plant, gas separation plant, gas processing plant or gas terminal, whether offshore or onshore;
  - iii. liquefied petroleum gas processed from natural gas or imported into Sarawak from a gas processing facility in Sarawak;
  - iv. natural gas imported into Sarawak through gas pipelines excluding pipelines upstream of a gas treatment plant, gas separation plant, gas processing plant or a gas terminal, from the boundary of the State, whether offshore or onshore,

to the transmission or distribution pipelines, or the piping system and to any gas appliance in the premises of a consumer; and

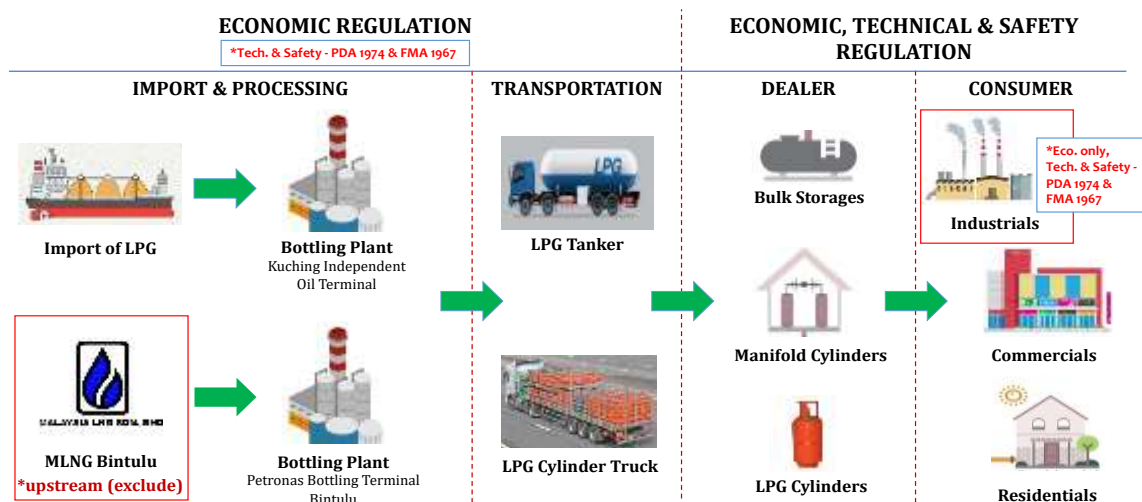
- (b) from the filling connection of a storage tank or cylinder specifically used for the reticulation or delivery of gas to any gas appliance in the premises of a consumer

### 1.2.1 Natural Gas (Illustrative)



**NOTES: \*PDA 1974 - Petroleum Development Act 1974 ; FMA 1967 - Factories & Machinery Act 1967**

### 1.2.2 Liquefied Petroleum Gas (Illustrative)



**NOTES: \*PDA 1974 - Petroleum Development Act 1974 ; FMA 1967 - Factories & Machinery Act 1967**

### 1.3 Fee

No.	Category of Licences	Fee Per Year
(a)	import of any gas for regasification, processing, treatment, separation, utilization or distribution in Sarawak;	RM 0.001 / mmBTU
(b)	regasification of gas;	RM 0.005 / mmBTU
(c)	treatment, separation or processing of gas;	RM 0.001 / mmBTU
(d)	transportation of gas;	RM 0.005 / mmBTU
(e)	building, managing or maintaining gas pipeline or other apparatus or equipment or mechanism for the distribution of gas;	Class I – RM600 Class II – RM400 Class III – RM200
(f)	supply of gas; and	<b>NG &amp; LNG</b> RM 0.001 / mmBTU <b>LPG</b> RM600
(g)	retail of gas	RM 25

### 1.4 Form

Application of Distribution of Gas Licence can be done online via the following links:



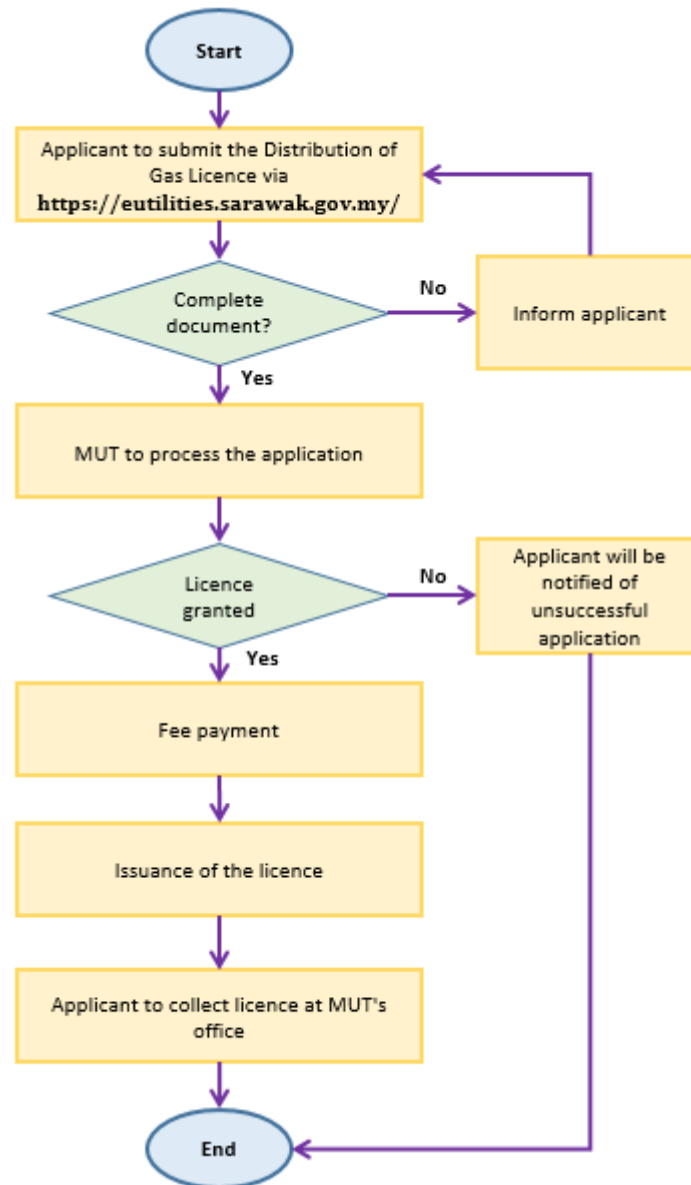
<https://eutilities.sarawak.gov.my/>

### 1.5 General Requirement

- (a) Sijil Pendaftaran Ordinan Nama-Nama Perniagaan (Bab 64) or Companies Commission of Malaysia (SSM) License (Borang 9 / Borang 13);
- (b) Trade Licence - Borang 1 (The Businesses, Professions and Trade Licensing Ordinance);  
and
- (c) Company Profile (To include Nature of Business, Telephone & Fax No., Company address, Organizational Chart);



## 1.6 Process Flow for Application of Distribution of Gas Licence



## 1.7 Display of Licence

- (a) The licence issued shall be displayed at the registered address of the licensee and a copy of the licence shall also be displayed at any other premises or conveyance where the licensee conducts his business.
- (b) "Conveyance" includes ship, boat, vessel, train, vehicle or any other means of transport by which gas can be

## 1.8 Suspension or revocation of licence

A licence issued may be suspended or revoked by the Director in situations where the holder of the licence has failed to comply with DGO 2016

## 1.9 Exemption

The minister may exempt any person or class or groups of persons or any activity mentioned in DGO 2016 or any provisions thereof by notifying in the gazette.

## 2.0 Certificate of Competency & Certificate of Practice as a Competent Person

### 2.1 Introduction

No person shall engage in or be employed in any work on a gas pipeline or gas installation unless he holds a Certificate of Competency and a valid Certificate of Practice issued under Regulations or he works under the control of a competent person.

### 2.2 Type of Competent Person

- (a) Gas Engineer
- (b) Gas Engineering Supervisor
- (c) Gas Fitter Class I
- (d) Gas Fitter Class II
- (a) Gas Fitter Class III

### 2.3 Scope of Works of Competent Person (Regulations 8, 9(2), and 58(2))

#### SECOND SCHEDULE

TABLE 2

#### SCOPE OF WORKS OF COMPETENT PERSON

[Regulations 8, 9(2), And 58(2)]

No.	Competent Person	Endorsement of Plan	Endorsement of Certificate of Completion	Endorsement of Test Certificate	Repair of gas installation	Maintenance of gas installation
1.	Gas Engineer	All Classes of gas installation	All Classes of gas installation	All Classes of gas installation	All Classes of gas installation	All Classes of gas installation
2.	Gas Engineering Supervisor	Class II and Class III gas installation	All Classes of gas installation	All Classes of gas installation	All Classes of gas installation	All Classes of gas installation
3.	Gas Fitter Class I	Class III gas installation	Class II and Class III gas installation	Class II and Class III gas installation	Class II and Class III gas installation	Class II and Class III gas installation
4.	Gas Fitter Class II	Class III gas installation	Class III gas installation	Class III gas installation	Class III gas installation	Class III gas installation
5.	Gas Fitter Class III	-	Class III gas installation (repair work only)	Class III gas installation (repair work only)	Class III gas installation	Class III gas installation

## 2.4 Fee

### 2.4.1 Fee for issuance of Certificate of Competency

No.	Description	Fee
1.	Examination processing fee -	RM20.00
2.	Examination for Certificate of Competency: (a) Gas Engineer (b) Gas Engineering Supervisor (c) Gas Fitter	RM150.00 RM100.00 RM50.00
3.	Certificate of Exemption (a) Gas Engineer (b) Gas Engineering Supervisor (c) Gas Fitter	RM150.00 RM100.00 RM50.00
4.	Replacement of Certificate	RM50.00

### 2.4.2 Fee for issuance of Certificate of Practice

No.	Description	Fee
1.	Gas Engineer (a) Issuance (b) Renewal per year (c) Removal of a restriction or endorsement (d) Temporary Certificate of Practice for a foreign person (e) Replacement of Certificate	RM150.00 RM150.00 RM150.00 RM150.00 RM50.00
2.	Gas Engineering Supervisor (a) Issuance (b) Renewal per year (c) Removal of a restriction or endorsement (d) Temporary Certificate of Practice for a foreign person (e) Replacement of Certificate	RM100.00 RM100.00 RM100.00 RM100.00 RM50.00
3.	Gas Fitter (a) Issuance (b) Renewal per year (c) Removal of a restriction or endorsement (d) Temporary Certificate of Practice for a foreign person (e) Replacement of Certificate	RM50.00 RM50.00 RM50.00 RM50.00 RM50.00

## 2.5 Forms

- (a) GD 2(a) - Application for Certificate of Competency
- (b) GD 2(b) - Application for Certificate of Practice

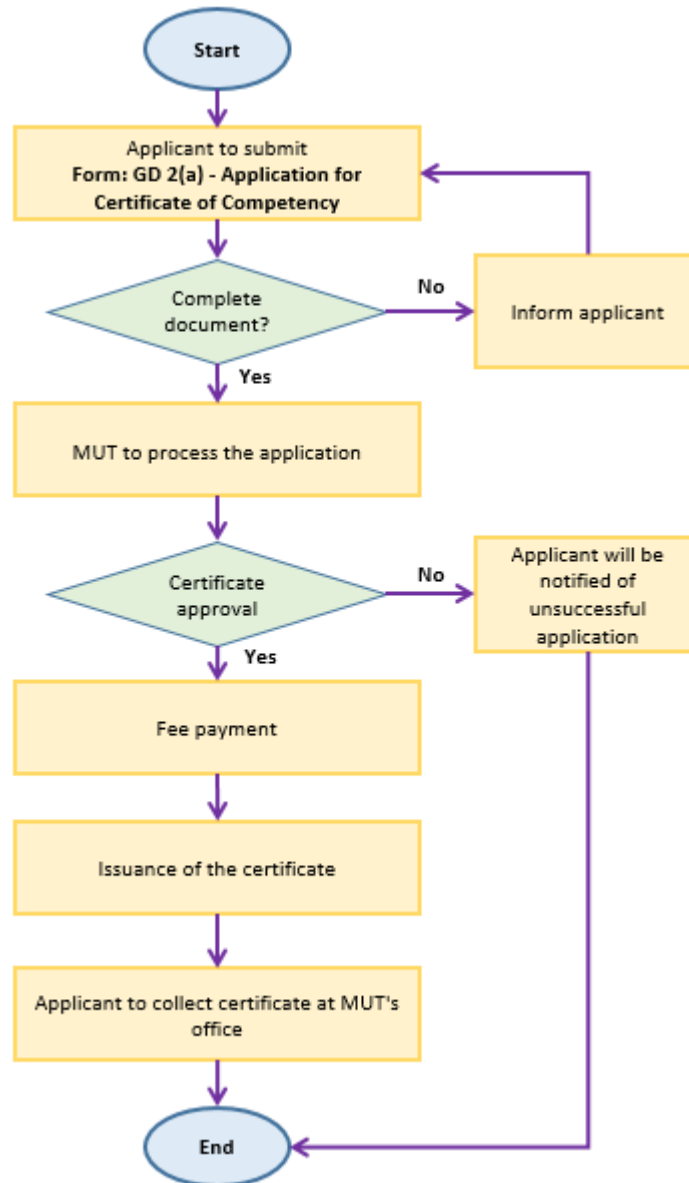
## 2.6 General Requirement

**SECOND SCHEDULE**  
**TABLE 3**  
**ELIGIBILITY TO SIT FOR EXAMINATION AND TO BE ISSUED WITH CERTIFICATE OF**  
**COMPETENCY**  
**[Regulations 64(f) and 66(2)]**

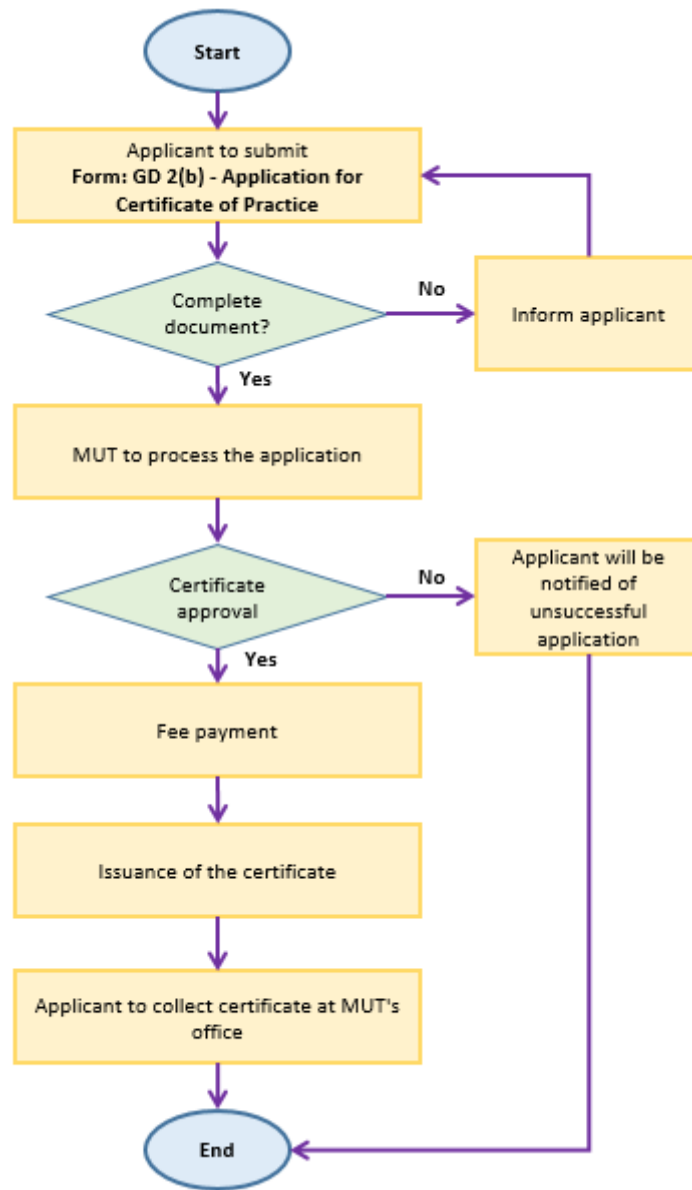
No.	Competent Person	General Requirements	Special Requirements
1.	Gas Engineer	(a) that he is a Malaysian citizen; (b) that he has not less than two years working experience in gas pipeline or gas installation work; (c) that he is able to speak and write in the national language; and (d) any other conditions as the Board deems necessary;	(a) that he is a Professional Engineer registered with the Board of Engineers under the Registration of Engineers Act 1967; (b) that he holds a degree or qualification equivalent to a degree in gas, mechanical, civil, chemical, petroleum, fuel, electrical, mining, industrial or production engineering from a recognised university or institution or any engineering degree recognised by the Director.
2.	Gas Engineering Supervisor		a) that he holds a degree or diploma in gas, mechanical, civil, chemical, petroleum, fuel, electrical, mining, industrial or production engineering from a recognised university or institution or any engineering degree or diploma recognised by the Director.
3.	Class I Gas Fitter		(c) that he is a holder of a Certificate of Competency as Class II Gas Fitter. (d) he has the working experience as an assistant to a Gas Engineer, Gas Engineering Supervisor or Class I or II Gas Fitter by maintaining, operating or controlling a gas pipeline or gas installation for a period of one year whilst holding a Certificate referred to in paragraph (a).
4.	Class II Gas Fitter		(a) he is a holder of a Certificate of Competency as a Class III Gas Fitter or any equivalent Certificate of Competency; and (b) he has the working experience as an assistant to a Gas Engineer, Gas Engineering Supervisor or Class I or II Gas Fitter by maintaining, operating or controlling a gas pipeline or gas installation for a period of two years whilst holding a Certificate referred to in paragraph (a); (c) that he is not less than 18 years of age; and (d) that he has suitable educational qualification as may be determined by the Board.
5.	Class III Gas Fitter		(a) he has one year working experience in gas pipeline or gas installation work with a Gas Contractor or in a recognized academic institution or Government Department or agency; (b) that he is not less than 18 years of age; and (c) that he has suitable educational qualification as may be determined by the Board.

## 2.7 Process Flow

### 2.7.1 Process Flow for Application of Certificate of Competency



## 2.7.2 Process Flow for Application of Certificate of Practice



2.8 Fine  
Not exceeding RM50k or imprisonment not exceeding 1 year, or both.

## 2.9 Road to be a Gas Competent Person

### ROAD TO BE A GAS COMPETENT PERSON



## 2.10 Responsibility as a Gas Competent Person

- Endorse Application for
  - Approval to Install (ATI)
  - Approval to Operate (ATO)
- Build, Repair and Maintain Gas Installation



## 3.0 Gas Contractor

### 3.1 Introduction

Any person who undertakes a contract to provide labor to perform a work in respect of installing, constructing, testing, commissioning, calibrating, maintaining, repairing or operating a gas pipeline or gas installation or part of it unless he holds a valid Certificate of Registration as a Gas Contractor.

### 3.2 Classification of Gas Contractor

- (a) Class A Gas Contractor
- (b) Class B Gas Contractor
- (c) Class C Gas Contractor
- (d) Class D Gas Contractor

### 3.3 Scope of Work

**TABLE 4**  
**SCOPE OF WORKS OF GAS CONTRACTORS**  
**(Regulation 72(2))**

No.	Classes of Gas Contractor	Design of Gas Installation	Installation	Testing	Commissioning	Maintenance and Repair
1.	Class A	All Classes of gas installation	All Classes of gas installation	All Classes of gas installation	All Classes of gas installation	All Classes of gas installation
2.	Class B	Class III gas installation	Class II & Class III gas installation	Class II & Class III gas installation	Class II & Class III gas installation	Class II & Class III gas installation
3.	Class C	Class III gas installation	Class III gas installation	Class III gas installation	Class III gas installation	Class III gas installation
4.	Class D	-	-	-	-	Class III gas installation

### 3.4 Fee

No.	Description	Fee (RM)
1	Issuance	
	(a) Class A	3,000.00
	(b) Class B	2,000.00
	(c) Class C	1,000.00
	(d) Class D	500.00
2	Renewal	
	(a) Class A	2,000.00
	(b) Class B	1,000.00
	(c) Class C	700.00
	(d) Class D	300.00
3	Replacement of Certificate	50.00

### 3.5 Form

GD 3 - Application for Certificate of Registration as a Gas Contractor

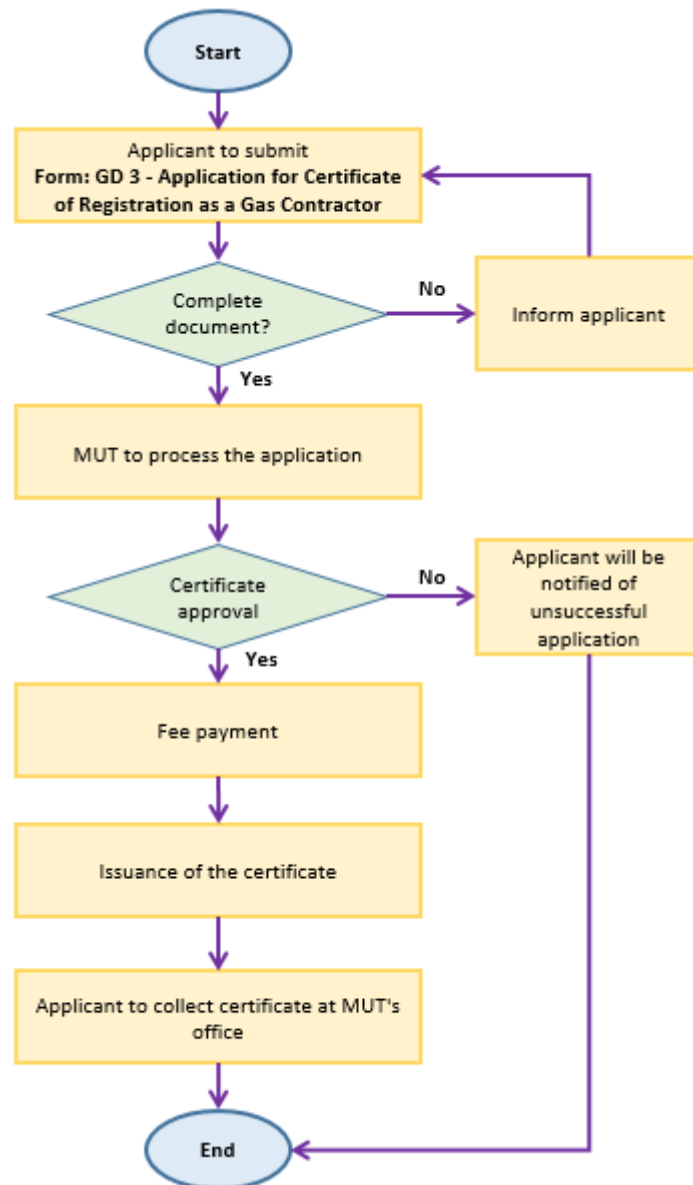
### 3.6 General Requirement

- (a) the person has registered his business with the Registrar of Business or Companies Commission of Malaysia, as the case may be;
- (b) the person employs competent person as specified in Table 5 of the Second Schedule on full time basis;
- (c) the person has an insurance coverage for his employees under the Employees Social Security Act 1969; and
- (d) The person is in possession of suitable equipment, testing equipment and instruments related to his work as determined by the Director.

**TABLE 5**  
**COMPETENT PERSON REQUIRED**  
**FOR CERTAIN CLASSES OF GAS CONTRACTORS**  
**(Regulation 73(1)(b))**

No.	Gas Contractor	Minimum Standard for Competent Person Required
1.	Class A	(i) Gas Engineer or Gas Engineering Supervisor, and; (ii) Class I Gas Fitter
2.	Class B	(i) Class I Gas Fitter
3.	Class C	(i) Class II Gas Fitter
4.	Class D	(i) Class III Gas Fitter

### 3.7 Process Flow for Application of Certificate of Registration as a Gas Contractor



### 3.8 Fine

Not exceeding RM100k or imprisonment not exceeding 2 years, or to both.

## 4.0 Gas Installation - Approval to Install (ATI) & Approval to Operate (ATO)

### 4.1 Introduction

This procedure is applicable to Ministry of Utility and Telecommunication Sarawak in issuance of permit for Approval to Install (ATI) and Approval to Operate (ATO) to the applicant for gas pipeline installation for Commercial (Hotels, Restaurants Laundrettes) and Domestic sectors as stated in DGO2016.

### 4.2 Classification of gas installation

**SECOND SCHEDULE**  
**TABLE 1**  
**CLASSIFICATION OF GAS INSTALLATION**  
**(Regulation 4)**

No.	Class of Installation	Criteria of Classification
1.	Class I	<b>Natural Gas (NG):</b> Installation with maximum operating pressure exceeding 60 psig
		<b>Liquefied Petroleum Gas (LPG):</b> (a) Installation with storage tank exceeding 10 kl aggregate water capacity on land and all installations with underground storage tanks; and (b) Pipelines with maximum operating pressure exceeding 20 psig after first stage regulator.
2.	Class II	<b>Natural Gas (NG):</b> Installation with maximum operating pressure of more than 5 psig but not exceeding 60 psig.
		<b>Liquefied Petroleum Gas (LPG):</b> (a) Installation with storage tank not exceeding 10 kl aggregate water capacity on land; or (b) Installation with manifold cylinders exceeding 2.5 kl aggregate water capacity (vapour withdrawal or vapour and liquid withdrawal with vaporizer); and (c) Pipeline with maximum operating pressure of over 5 psig but not more than 20 psig after first stage regulator.
3.	Class III	<b>Natural Gas (NG):</b> Installation with maximum operating pressure not exceeding 5 psig.
		<b>Liquefied Petroleum Gas (LPG):</b> (a) Installation with manifold cylinders not exceeding 2.5 kl aggregate water capacity (vapor withdrawal only); and (b) Pipeline with maximum operating pressure not exceeding 5 psig after first stage regulator.

#### 4.3 Scopes

- (a) gas pipeline or gas installation supplied or to be supplied with gas;
- (b) Gas installations forming part or part of a gas pipeline or gas installations; and
- (c) gas appliances or any part thereof used in gas pipelines or gas installation.

#### 4.4 Fee

No.	Description	Fee (RM)
<b>1</b>	<b>Approval to install and approval to operate for gas installation</b>	
(a)	Processing and issuance of approval to install	200.00
(b)	Processing and issuance of approval to operate	100.00
<b>2</b>	<b>Inspection and test for gas installation</b>	
(a)	Inspection	
i.	Class I gas installation	300.00
ii.	Class I gas installation	200.00
iii.	Class I gas installation	100.00
iv.	Additional gas installation	100.00
(b)	Leak Test	
i.	Class I gas installation	300.00
ii.	Class I gas installation	200.00
iii.	Class I gas installation	100.00
iv.	Additional gas installation	100.00
(c)	Holiday Test	100.00

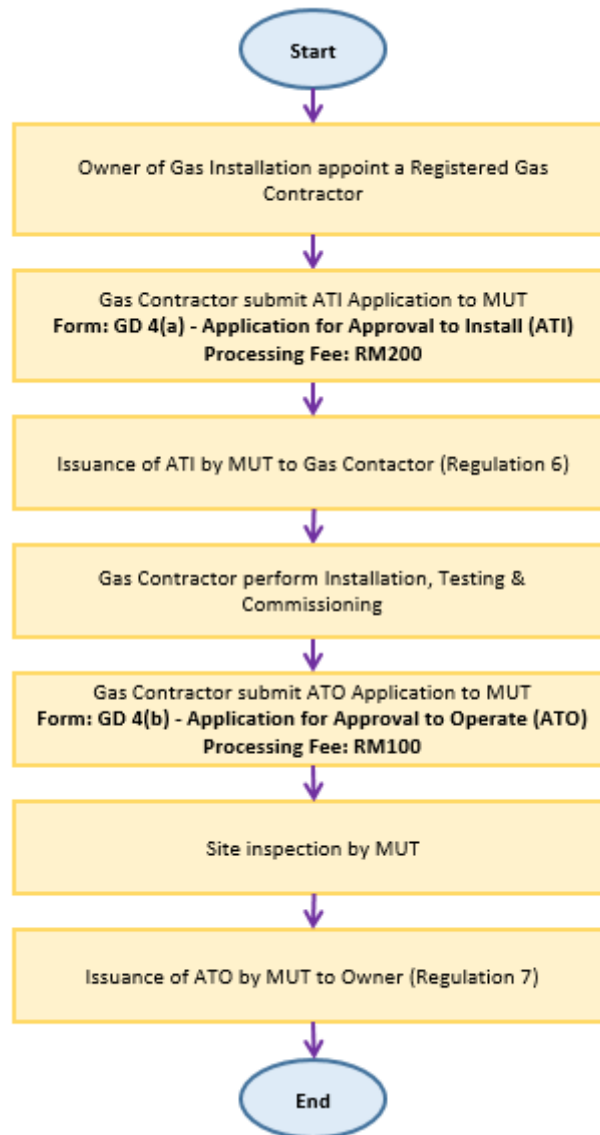
#### 4.5 Form

- (a) GD 4(a) - Application for Approval to Install (ATI)
- (b) GD 4(b) - Application for Approval to Operate (ATO)

#### 4.6 General Requirement

Refer to Checklist - GD 4(a) and GD 4(b) Forms

#### 4.7 Process Flow for Application of Gas Pipeline Installation



#### 4.8 Fine

(a) **Approval to Install (ATI)** - required before commencing any work of gas installation/gas pipeline

- Fine: **RM5k (1<sup>st</sup> offence), RM10k (subsequent offence)**

(b) **Approval to Operate (ATO)** - required before commissioning of gas installation/gas pipeline

- a. Fine: **RM10k (1<sup>st</sup> offence), RM30k (subsequent offence)**

## 4.9 Standard and Reference



- (a) MS 830:2013 - Storage, handling and transportation of liquefied petroleum gases (LPG).
- (b) MS 930:2017 - Installation of fuel gas piping systems and appliances.
- (c) ASME B31.8:2014 - Gas Transmission and Distribution Piping Systems.

## 4.10 Additional Information

### 4.10.1 Maintenance of gas installation

- (a) A gas installation shall be maintained in good and efficient working order by the responsible person to ensure safety of persons so as to prevent any danger.
- (b) A domestic gas installation shall be checked, tested and certified by the competent person every three years but other gas installations shall be similarly inspected, tested and certified every two years.
- (c) "Domestic gas installation" means a single gas installation in a private dwelling which is not used as a hotel or boarding house or for the purposes of carrying out any business, trade or profession or for the providing of any service.
- (d) Fine: RM50k or imprisonment not exceeding one year or to both.

### 4.10.2 Competent person to undertake repair and maintenance work

- (a) No person other than a competent person or a person acting under the immediate supervision of a competent person, shall undertake to carry out the repair and maintenance of a gas pipeline or gas installation in accordance with the Distribution of Gas (Installation and Competency) Regulations, 2021
- (b) Fine: RM10k (1st offense); RM30k (subsequent offense)



#### 4.10.3 Record of repair and maintenance

- (a) The responsible person shall keep record of any maintenance and repair work carried out on a gas installation
- (b) Fine: RM1k (1<sup>st</sup> offense); RM5k (subsequent offense)

#### 4.10.4 Authorized or qualified person to do certain work

- (a) No person, other than a competent person authorized by the licensee or having the permission of the owner or occupier shall:-
  - i. open or make connections with a distribution main pipe or gas service pipe;
  - ii. disconnect the inlet of a meter; or
  - iii. move a meter;
  - iv. do welding on a metallic gas piping; or
  - v. install or inter-connect non- metallic pipe.
- (b) Fine: RM10k (1st offense); RM30k (subsequent offense)

#### 4.10.5 Responsibility of competent person during maintenance

- (a) Competent person to notify responsible person if there is any need for alteration or repair a part of supply system
- (b) Competent person can make emergency repair if required to do so.

#### 4.10.6 Replacement of meter

- (a) Meter shall be replaced by the licensee every 10 years or at any earlier time when necessary

#### 4.10.7 Safety and precaution during repair or maintenance work

- (a) When a competent person or any other person under the supervision of a competent person is carrying out repair or maintenance work, he shall take adequate precautions to ensure safety of the gas installation or any other equipment within the vicinity of the maintenance work area.

- (b) The responsible person shall ensure the competent person or any person under the supervision of a competent person engaged in a repair or maintenance work is adequately protected during the carrying maintenance work.

#### 4.10.8 Incident to be reported and investigated

- (a) Whenever any incident causing or resulting in loss of life or injury to any person or property has occurred in connection with any pipeline or installation or part thereof, the consumer or the licensee, as the case may be, shall report such incident to the Director as soon as practicable and without unnecessary delay.
- (b) No alteration, addition or repairs shall be made to the gas pipeline or gas installation or any part of it which may have contributed to the incident without the prior consent of the Director.
- (c) Fine: RM1k or imprisonment not exceeding two years or to both.

## 5.0 Certificate of Approval (COA)

### 5.1 Introduction

No person shall assemble, manufacture, import a gas fitting, gas appliance or gas equipment unless it has been tested and certified by the Directors, its agent or any person accredited by the Government.

### 5.2 Categories

- (a) Certificate of Approval for Assembler, Manufacturer, or Importer of gas fittings, gas appliances and gas equipment.
- (b) Certificate of Approval of Gas Fitting, Gas Appliance and Gas Equipment

### 5.3 Fee

No.	Description	Fee (RM)
1	Certificate of Approval to assemble, manufacture or import any gas fitting, gas appliance or gas equipment	
(a)	Issuance	
i.	Manufacturer / Assembler	500.00
ii.	Importer	800.00
(b)	Renewal	
i.	Manufacturer / Assembler	250.00
ii.	Importer	400.00
2	Certificate of Approval for sale or use any gas fitting, gas equipment or gas appliance	
(a)	Issuance	
i.	Gas Fitting	100.00
ii.	Gas Appliance	110.00
iii.	Gas Equipment	200.00
(b)	Renewal	
i.	Gas Fitting	100.00
ii.	Gas Appliance	110.00
iii.	Gas Equipment	200.00
3	Replacement of Certificate	35.00

## 5.4 Forms

- (a) GD 5(a) - Application for Certificate of Approval (COA) for Assembler, Manufacturer, or Importer of gas fittings, gas appliances and gas equipment.
- (b) GD 5(b) - Application for Certificate of Approval (COA) of Gas Fitting, Gas Appliance and Gas Equipment

## 5.5 General Requirement

### 5.5.1 Certificate of Approval (COA) for Assembler, Manufacturer, or Importer of gas fittings, gas appliances and gas equipment

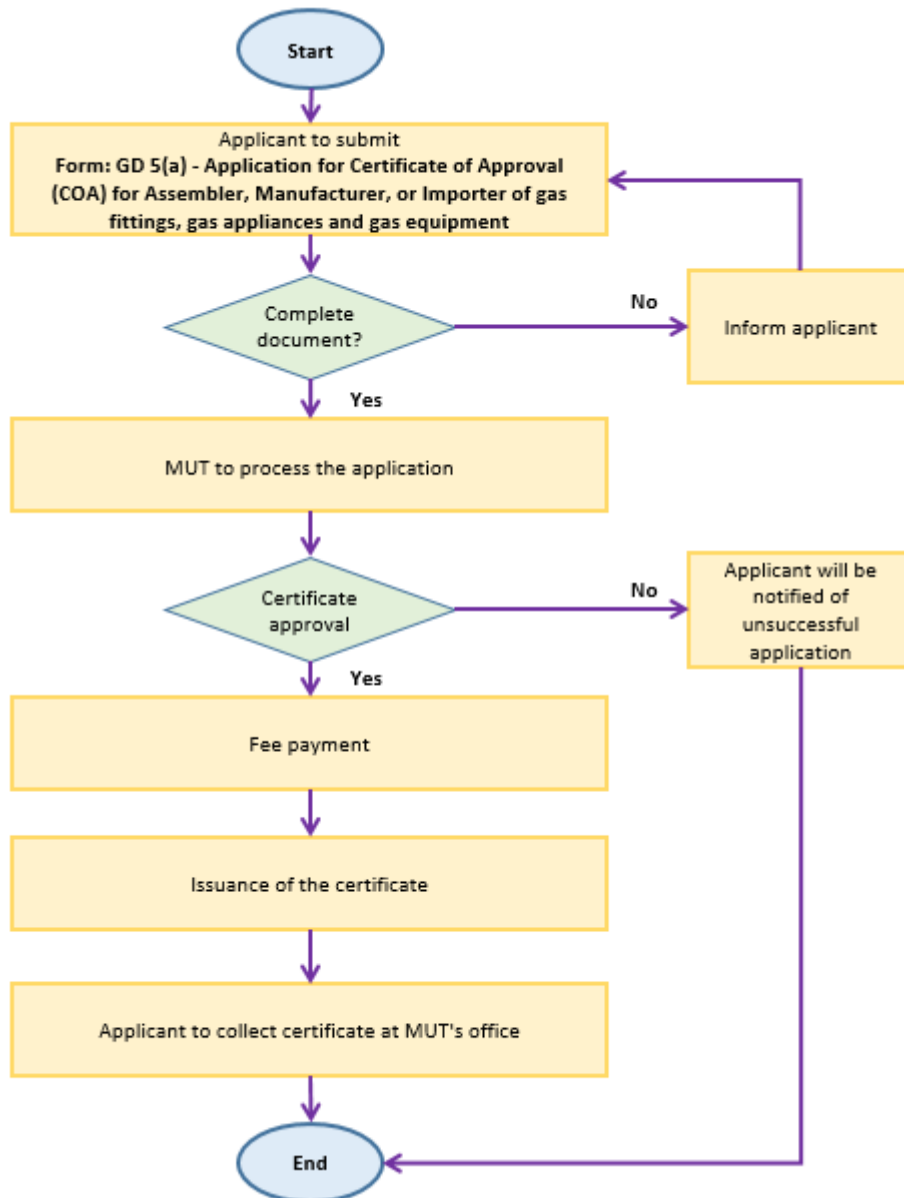
- (a) A copy of company registration certificate or registration issued by the Companies Commission of Malaysia (SSM).
- (b) A copy of company profile which contains information about the organization technical, expertise, work records and registration with other relevant agencies.
- (c) A copy of full-time employment letter for competent person
- (d) A copy of premises title (if own) or premises rental agreement (if rented)
- (e) Company Procedure manual and quality control for manufacturer / assembly process.
- (f) Copy of document as authorised agent (for importers) or copy of document as OEM (for manufacturer or installer).
- (g) Copy of QAS / ISO certificate (if any) issued by SIRIM (for manufacturer/ installer).
- (h) Copy of ISO / API certificate (if any) for principal manufacturer outside of country (for importers).

### 5.5.2 Application for Certificate of Approval (COA) of Gas Fitting, Gas Appliance and Gas Equipment

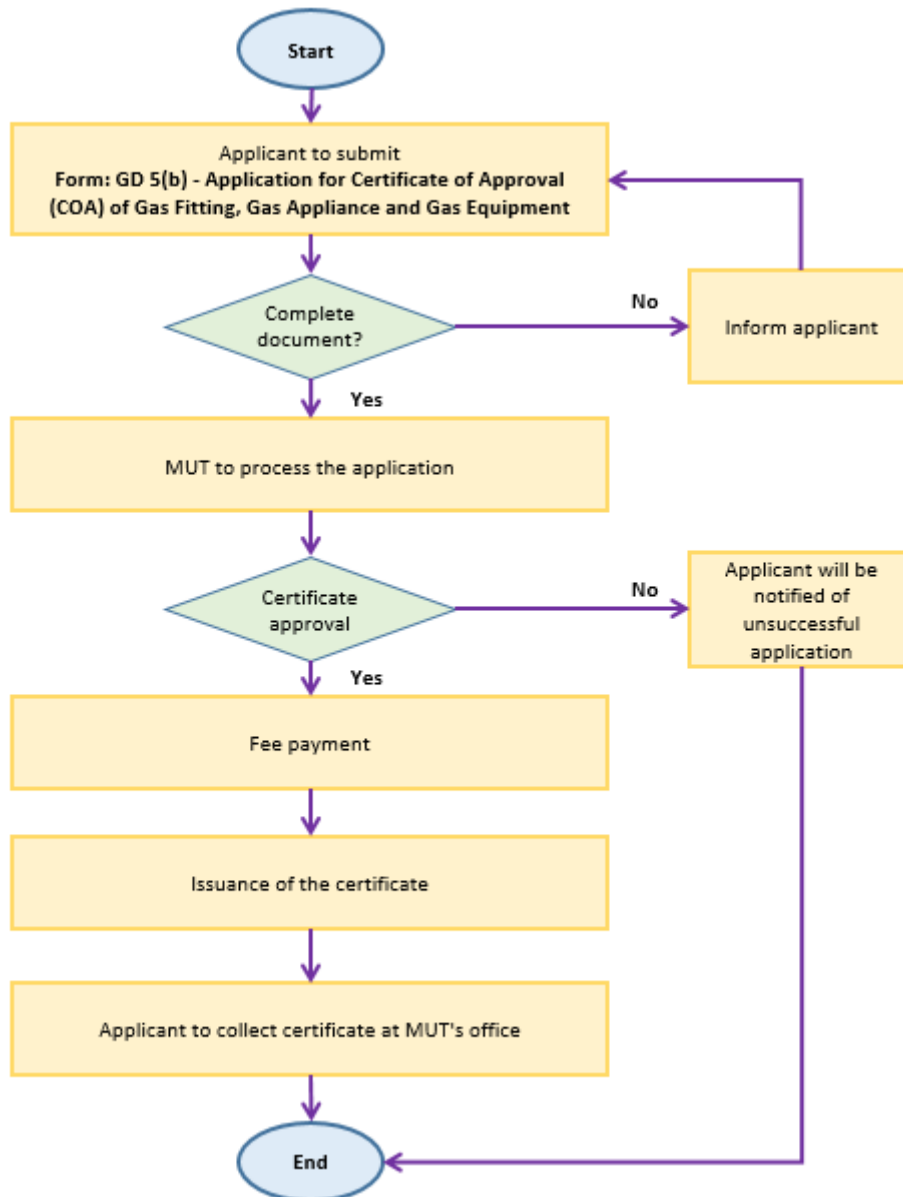
- (a) Schematic drawing / picture of gas equipment
- (b) Technical specifications (copy of catalogues)
- (c) User Manual of equipment
- (d) Sample of equipment.
- (e) Copies of test reports by SIRIM or laboratories accredited by national accreditation bodies which are members of the International Laboratory Accreditation Corporation (ILAC) or other Testing Body recognized by the Gas Distribution Division or the Occupational Safety Authority recognized by the Department of Occupational Safety and Health.
- (f) Code / Standard (English version) related in manufacturing and testing of equipment (other than Malaysian Standard, ISO, ASME, EN and UL)

## 5.6 Process Flow for Application of Certificate of Approval

### 5.6.1 Certificate of Approval (COA) for Assembler, Manufacturer, or Importer of gas fittings, gas appliances and gas equipment



## 5.6.2 Application for Certificate of Approval (COA) of Gas Fitting, Gas Appliance and Gas Equipment



## 5.7 Fine

Not exceeding **RM50k (1<sup>st</sup> offence)**, **RM100k (subsequent)**

## 6.0 Reference

The following table describe of various abbreviations and acronyms used throughout the guidelines. The page on which each one is defined or first used is also given. Nonstandard acronyms that are used in some places to abbreviate the name of certain white matter structures are not in this list.

<b>Abbreviation</b>	<b>Meaning</b>	<b>Page</b>
DGO2016	Distribution of Gas Ordinance, 2016	1, 5, 16
LNG	Liquefied Natural Gas	3
LPG	Liquefied Petroleum Gas	3, 16
mmBTU	metric million British Thermal Unit	3
MUT	Ministry of Utility and Telecommunication, Sarawak	all
NG	Natural Gas	3, 16