

eNotice gas logbooks (Gas eBooks) guide

Digital logbooks for Type B gas appliances

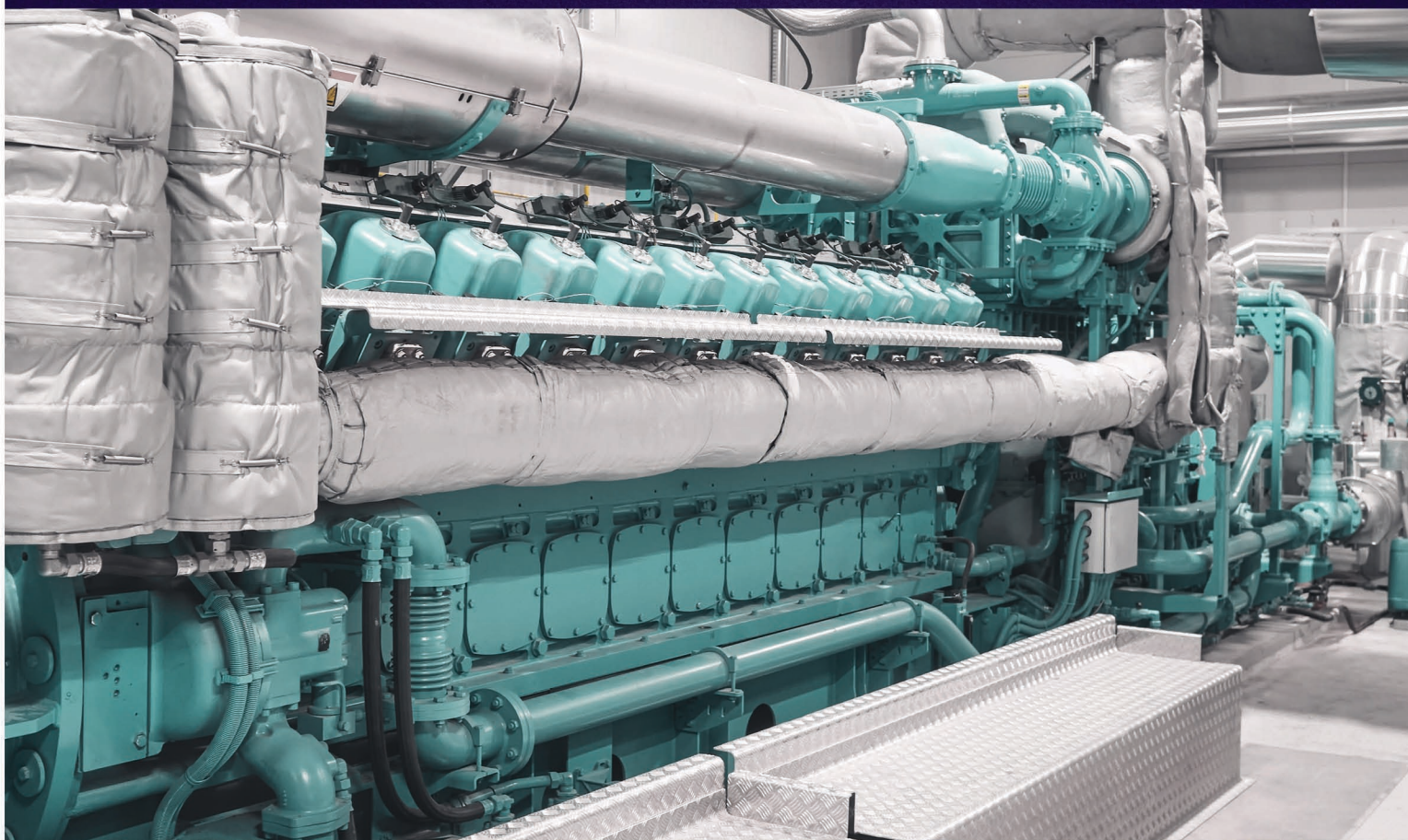


Table of contents

About.....	1
Requesting access.....	1
Adding a gas eBook.....	1
User management	2
Lodging eBook entries.....	3
Additional functions.....	4

About

The previous Gas Service Logbook and Gasfitting Record Book are now combined into a single digital logbook called 'My Gas eBooks' in eNotice.

The Gas eBooks record all servicing work for each Type B appliance, enabling gas authorisation holders, Glass I gas fitters and appliance owners/operators to access and maintain accurate, compliant records.

Requesting access

To start using My Gas eBooks:

- A request must be lodged by the entity via the Request Access to Logbook link: [eNotice - Request Access to Logbook](#).
- Building and Energy creates a new entity using the information submitted by the entity.
- Once created, the entity receives an email with their eNotice login details, including a password.
- This login becomes the Primary Administration User for the new entity.
- It is recommended that the password be changed at the first login to eNotice: [eNotice - Building and Energy Division](#).

Request access to Logbook

Entity Name *

Entity Type *

Select... ▼

ABN/ACN *

Site Name

First Name *

Surname *

Contact Number *

Email Address *

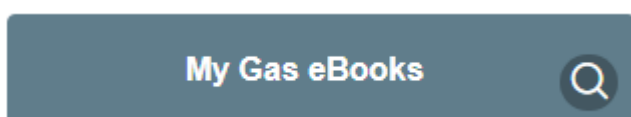
Additional Text

Submit

Adding a gas eBook

To start making logbook entries, the Primary Administration User for the entity will need to add a new Gas eBook. To add the new Gas eBook:

- Select the 'My Gas eBooks' function from the main menu.
- Select 'Add'.
- Set the Gas eBook name as the Type B appliance certification number (e.g. "B1234 – Gas Turbine 1, 123 Site").



User management

Once the Gas eBook is created, the Primary Administration User adds users and assigns their access levels through the User Management menu.

Existing eNotice users, such as gas fitters and authorisations with authority will be added to a Gas eBook with their existing eNotice credentials.

The table below outlines each user type, how to add them, and the functions they can access.

User type	Adding user	User access
Administration User	1. Select Add New User. 2. Select Add Logbook Access and assign the access level. 3. Set a password; the user will receive an email with their login details.	• User Management • View logbooks • Review logbooks
Supervised Workers	1. Select Add Supervised Worker. 2. Select Add Logbook Access and assign the access level. 3. Set a password and select the access type; the worker will receive an email with their login details.	• Draft Gas eBook entries • Draft 'Report unsafe installation'
Gas fitter Authorisations with authority	1. Select Add New Authority. 2. Select Add Logbook Access and assign the access level. 3. User will then have access in their existing eNotice platform.	• Draft/lodge Gas eBook entries • Draft/lodge 'Report unsafe installation'

Select this icon to edit the user details or logbook access.

Gas Fitters/Authorisations with authority

No records found.

Add New Authority

Supervised Workers

No records found.

Add New Supervised Worker

Administration Users

Pilot Test - Test (ENBPGRS)
Create Incident Notification, Lodge Incident Notification, User Management

Add New User

The Primary Administration User ID appears under *Administration Users* along with their access level.

Lodging eBook entries

Once the Gas eBook has been set up and users have been added with the right access, they can lodge a 'New Gas eBook Entry' from the main menu.

New Gas eBook Entry



To lodge a new Gas eBook entry:

- Select the Entity, Gas eBook Name and Book Entry Type.
- If completing the gasfitting work under supervision, add the licence holder (GF/GA licence) and the Worker's Name.
- Add a description of the gasfitting work and any attachments.
- Submit the form.

Supervised Workers can only lodge draft Gas eBook entries. These entries are reviewed and lodged by a gas fitter/authorisations with authority.

Gas fitters/authorisations with authority lodge the eBook entry for the Supervised Workers in addition to their own.

Entity *

Gas eBook Name *

Book Entry Type *

GF/GA Licence *

Date work completed *

Worker's Name *

Description *

Attachments (optional)

Upload

Drop Files Here

Note: Multiple files can be uploaded.

Additional functions

1. Report incidents from the 'Incident Notification' function on the home page.



2. Report unsafe installations by lodging a new Gas eBook entry.

Book Entry Type *

Unsafe installation r.42A

3. Past Lodgements show only the user's own lodgements and remain permanently accessible. Past Gas eBook Entries show all entries for Gas eBooks the user has access to. If that access is removed, only the user's own lodgements remain visible.



4. Administrative Users can review lodgements in Past Gas eBook Entries. All entries from a logbook can be downloaded under Download Results.

Search Criteria

Gas eBook Entry GB382 (Submitted) - GF18652

Servicing activities done under supervision of gas authorisation holder

B1234 - Gas Turbine 1 - Site 1, Location

☐ Work Completed 15/08/2025

Test work 2

Lodged by Rhett Patrick Foster on 15/08/2025 01:54 PM

Gas eBook Entry GB381 (Submitted) - GF18652

Servicing activities done under supervision of gas authorisation holder

B1234 - Gas Turbine 1 - Site 1, Location

☐ Work Completed 15/08/2025

Test service 1

Lodged by Rhett Patrick Foster on 15/08/2025 01:53 PM

2 records found.

Review Selected

Show Search Criteria

Download Results

Back to Main Menu

Entity

Entity Name (Gas)

Gas eBook Name

B1234 - Gas Turbine 1 - Site 1, Location

Book Entry Type *

Servicing activities done under supervision of gas authorisation holder

GF/GA Licence *

Date work completed *

15/8/2025

Worker's Name *

Supervised Worker

Description *

Test work 2

Attachments (optional)

Review Comments

Reviewed