



GP(G)/ECOS/002/2023

GUIDELINES FOR ASSEMBLERS, MANUFACTURERS OR
IMPORTERS OF GAS FITTINGS, GAS APPLIANCES OR
EQUIPMENT



GAS SUPPLY ENACTMENT 2023

GUIDELINES FOR ASSEMBLERS, MANUFACTURERS OR IMPORTERS OF GAS FITTINGS, GAS APPLIANCES OR EQUIPMENT

In exercise of the power conferred by Section 72 of the Gas Supply Enactment 2023, the Energy Commission of Sabah (ECoS) issue these guidelines.

Citation and Commencement

1. These Guidelines may be cited as the Guidelines for Assemblers, Manufacturers or Importers of Gas Fittings, Gas Appliances or Equipment (“Guidelines”).
2. These Guidelines shall come into operation with immediate effect.

Definitions And Interpretation

Unless expressly indicated to the contrary or unless the context otherwise requires, terms adopted and used in these guidelines shall bear the same meaning as they are defined in the Gas Supply Enactment 2023 and/or the Gas Supply Regulations 2023, as amended from time to time.

Purpose of these Guidelines

These Guidelines were prepared for the following purposes: -

1. to assist assemblers, manufacturers and importers in understanding and fulfilling the requirements and procedures for obtaining the Certificate of Approval pursuant to Regulation 114 of the Gas Supply Regulations 2023.
2. to assist assemblers, manufacturers and importers who have been approved under Regulation 114 of the Gas Supply Regulations 2023 to then obtain the certificate of approval for gas fittings, gas appliances or equipment pursuant to Regulation 115 of the Gas Supply Regulations 2023.

Application of these Guidelines

These Guidelines shall be applicable to manufacturers, assemblers, importers of gas fittings, gas appliances or equipment.

Amendment and Variation

ECoS may at any time modify, vary, review or revoke these Guidelines.

Dated: 10th January 2023



DATUK Ir. ABDUL NASSER BIN ABDUL WAHID
Chief Executive Officer
Energy Commission of Sabah

DOCUMENT CONTROL				
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TABLE OF CONTENTS

APPLICATIONS AND RENEWAL OF CERTIFICATE OF APPROVAL FOR ASSEMBLERS, MANUFACTURERS OR IMPORTERS OF GAS FITTINGS, GAS APPLIANCES OR EQUIPMENT (REGULATION 114 OF THE GAS SUPPLY REGULATIONS 2023)		
1.	BACKGROUND AND OBJECTIVE	7
2.	CLIENT CHARTER	7
3.	VALIDITY OF CERTIFICATE OF APPROVAL	7
4.	RENEWAL OF CERTIFICATE OF APPROVAL	7
5.	FEEES FOR ISSUANCE OF CERTIFICATE OF APPROVAL	7
6.	NEW APPLICATION OF CERTIFICATE OF APPROVAL	8
7.	RENEWAL APPLICATION OF CERTIFICATE OF APPROVAL	9
8.	OFFENCE AND PENALTIES	10
9.	FLOWCHART FOR R114 COA ISSUANCE	11
APPLICATIONS AND RENEWAL OF CERTIFICATE OF APPROVAL FOR GAS FITTINGS, GAS APPLIANCES AND EQUIPMENTS (REGULATION 115 OF THE GAS SUPPLY REGULATIONS 2023)		
1.	BACKGROUND AND OBJECTIVE	13
2.	CLIENT CHARTER	13
3.	VALIDITY OF CERTIFICATE OF APPROVAL	13
4.	RENEWAL OF CERTIFICATE OF APPROVAL	13
5.	FEEES FOR ISSUANCE OF CERTIFICATE OF APPROVAL	14
6.	NEW APPLICATION OF CERTIFICATE OF APPROVAL	14
7.	RENEWAL APPLICATION OF CERTIFICATE OF APPROVAL	15
8.	OFFENCE AND PENALTIES	16
9.	FLOWCHART FOR R115 COA ISSUANCE	17

**APPLICATIONS AND RENEWAL OF CERTIFICATE
OF APPROVAL FOR ASSEMBLERS,
MANUFACTURERS OR IMPORTERS OF GAS
FITTINGS, GAS APPLIANCES OR EQUIPMENT
(REGULATION 114 OF THE GAS SUPPLY
REGULATIONS 2023)**

1. BACKGROUND AND OBJECTIVE

The objective for the issuance of the Certificate of Approval pursuant to Regulation 114 of the Gas Supply Regulations 2023 ("R114 COA") is to ensure that all activities to assemble, manufacture or import any gas fittings, gas appliances or equipment meets the specified safety requirements. By complying with the specified minimum requirements risk of accidents such as leakage, explosion and other hazards which could result injuries or death to humans and or damages to properties can be minimized or avoided.

2. CLIENT CHARTER

2.1 PROCESSING TIME FOR ISSUANCE OF CERTIFICATE OF APPROVAL

The processing time to issue a R114 COA is fourteen (14) working days from the date of the submission of the application, on the assumption and basis that the documentation submitted is complete to the satisfaction of ECoS.

2.2 PROCESSING TIME FOR RENEWING CERTIFICATE OF APPROVAL

The processing time to renew a R114 COA is seven (7) working days from the date of the submission of the application, on the assumption and basis that the documentation submitted is complete to the satisfaction of ECoS.

3. VALIDITY OF CERTIFICATE OF APPROVAL

The R114 COA shall be valid for a period of twelve (12) months from the date of issuance stated in the certificate.

4. RENEWAL OF CERTIFICATE OF APPROVAL

An application to renew a R114 COA must be submitted not later than two (2) months before the date of its expiry. Any applications sent after that shall need to be submitted as a new application for a R114 COA.

5. FEES FOR ISSUANCE OF CERTIFICATE OF APPROVAL

The fees for the issuance and renewal of a R114 COA are as follows: -

	Issuance Fee (RM)	Renewal Fee per annum (RM)
Manufacturer / Assembler	500.00	250.00
Importer	800.00	400.00

Source: Paragraph 8, Part II of the Third Schedule, Gas Supply Regulations 2023

6. NEW APPLICATION OF CERTIFICATE OF APPROVAL

6.1 APPLICATION PROCEDURE

6.1.1 Applicants need to register online at <http://services.ecos.gov.my> to proceed with this application.

6.1.2 Applicants must then login and fill in the JG6 form online.

6.1.3 Any form or documents submitted in support of an application must be valid for a period longer than the validity period of certificate applied for.

6.2 DOCUMENTS REQUIRED

6.2.1 Relevant registration documents of the company, which is either:

(a) company registration documents with the Companies Commission of Malaysia under the Companies Act 2016 ("CA 2016"), namely:

(i) Company information generated from MYDATA SSM Services.

(ii) Certificate of incorporation issued pursuant to Section 17 of the CA 2016.

(iii) Latest return of allotment of shares lodged pursuant to Section 77 of the CA 2016.

(iv) Latest updated information captured in the company's register of directors, managers and secretaries kept pursuant to Section 57 of the CA 2016.

(v) Latest annual return of the company lodged pursuant to Section 68 of the CA 2017 and, if applicable, a statement lodged pursuant to Section 68(6).

or

(b) any other registration accepted by the ECoS.

6.2.2 The company's profile which includes:

(a) a description of the nature of business of the company, products or services offered.

(b) organization chart which includes particulars of employees with relevant technical expertise.

- (c) the type of products manufactured, assembled or imported, as the case may be, and a list of the customers to which these products are supplied or sold to.
- (d) registration with other related agencies (if any).

6.2.3 For a company which is a manufacturer or assembler:

- (a) A copy of the company's quality control procedures / system for manufacturing / assembly line.
- (b) A copy of a valid SIRIM QAS / ISO certificate (if any) which was produced by SIRIM QAS International Sdn. Bhd. or other bodies recognized by ECoS.

6.2.4 For a company which is an importer:

A copy of valid ISO / API certificate (if any) from principal manufacturer from overseas.

6.2.5 Any other documents as may be requested by ECoS from time to time, including during the process of the application.

Note: All documents must be certified as true copies complete with signature of the company's authorised representative and company's stamp.

7. RENEWAL APPLICATION OF CERTIFICATE OF APPROVAL

7.1 APPLICATION PROCEDURE

- 7.1.1 Applicants need to register online at <http://services.ecos.gov.my> to proceed with this application.
- 7.1.2 Any form or documents submitted in support of an application must be valid for a period longer than the validity period of certificate applied for.

7.2 DOCUMENTS REQUIRED

- 7.2.1 A copy of the latest R114 COA which needs renewal; and,
- 7.2.2 A statement signed by an authorised representative of the company stating that all documents and information submitted during the new application stage remain unchanged or unreplaced, or, if any documents or information submitted during the new application stage have changed or been replaced, a copy of the changed or replaced document or updated information.

7.2.3 Any other documents as may be requested by ECoS from time to time, including during the process of the application.

Note: All documents must be certified as true copies complete with signature of the company's authorised representative and company's stamp.

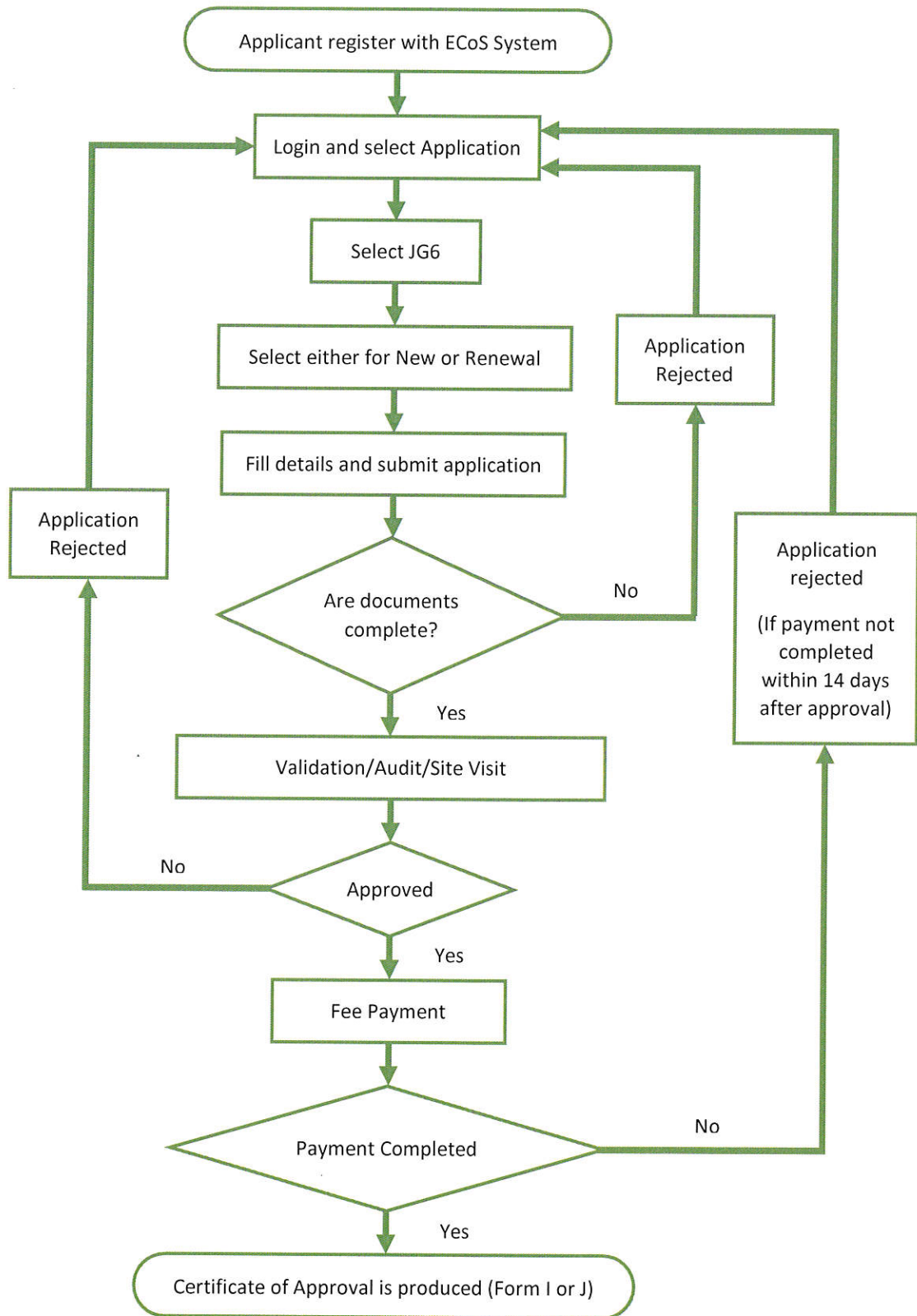
8. OFFENCE AND PENALTIES

Subsection 72(5), Gas Supply Enactment 2023

A licensee, competent person or any person who fails to comply with any guideline or direction of the Commission commits an offence and shall, on conviction, be liable to a fine not exceeding three hundred thousand ringgit or to imprisonment for a term not exceeding two years or to both.

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9. FLOWCHART FOR R114 COA ISSUANCE



**APPLICATIONS AND RENEWAL OF CERTIFICATE
OF APPROVAL FOR GAS FITTINGS, GAS
APPLIANCES AND EQUIPMENTS (REGULATION
115 OF THE GAS SUPPLY REGULATIONS 2023)**

1. BACKGROUND AND OBJECTIVE

The objective for the issuance of the Certificate of Approval pursuant to Regulation 115 of the Gas Supply Regulations 2023 ("R115 COA") is to ensure that all gas fittings, gas appliances or equipment assembled, manufactured, imported, sold or used has been tested, certified and approved by the Government or its agent or a person accredited by the Government, and meets the specified safety requirements.

Applicants are required to obtain the Certificate of Approval under Regulation 114 before they can proceed with the application under Regulation 115.

2. CLIENT CHARTER

2.1 PROCESSING TIME FOR ISSUANCE OF CERTIFICATE OF APPROVAL

The processing time to issue a R115 COA is fourteen (14) working days from the date of the submission of the application, on the assumption and basis that the documentation submitted is complete to the satisfaction of ECoS.

2.2 PROCESSING TIME FOR RENEWING CERTIFICATE OF APPROVAL

The processing time to renew a R115 COA is seven (7) working days from the date of the submission of the application, on the assumption and basis that the documentation submitted is complete to the satisfaction of ECoS.

3. VALIDITY OF CERTIFICATE OF APPROVAL

The R115 COA shall be valid for a period of twelve (12) months from the date of issuance stated in the certificate.

4. RENEWAL OF CERTIFICATE OF APPROVAL

An application to renew a R115 COA must be submitted not later than two (2) months before the date of its expiry. Any applications sent after that shall need to be submitted as a new application for a R115 COA.

5. FEES FOR ISSUANCE OF CERTIFICATE OF APPROVAL

The fees for the issuance and renewal of a R115 COA are as follows:

	Issuance Fee (RM)	Renewal Fee per annum (RM)
Gas Fittings	100.00	100.00
Gas Equipment	200.00	200.00
Gas Appliance	110.00	110.00

Source: Paragraph 9, Part II of the Third Schedule, Gas Supply Regulations 2023

6. NEW APPLICATION OF CERTIFICATE OF APPROVAL

6.1 APPLICATION PROCEDURE

- 6.1.1 Applicants are required to obtain and hold a valid Certificate of Approval pursuant to Regulation 114 of the Gas Supply Regulations 2023 before they can proceed with this application.
- 6.1.2 Applicants need to register online at <http://services.ecos.gov.my> to proceed with this application.
- 6.1.3 Applicants must then login and fill in the JG7 form online.
- 6.1.4 Any form or documents submitted in support of an application must be valid for a period longer than the validity period of certificate applied for.

6.2 DOCUMENTS REQUIRED

- 6.2.1 A copy of all relevant appointment, authorization, confirmation etc. letter issued by the party manufacturing the gas fitting, gas appliance or equipment being the subject matter of the R115 COA application to the applicant.
- 6.2.2 Technical documents as follows:
 - (a) Schematic drawings or photos and technical specifications of the gas fitting, gas appliance or equipment; and
 - (b) Operating manual of the gas fitting, gas appliance or equipment.
- 6.2.3 A copy of a valid test report produced by:
 - (a) SIRIM QAS International Sdn. Bhd.; or
 - (b) Laboratories which are members of the International Laboratory Accreditation Corporation (ILAC)¹; or
 - (c) Another testing body recognized by ECoS¹; or

- (d) A third-party testing body accredited by the Department of Occupational Safety and Health (DOSH).

¹ For domestic gas cooking appliances, the test report must be validated by SIRIM QAS International Sdn. Bhd.

6.2.4 For gas fittings, gas appliances or equipment that are used for weights and measures for trade purposes, applicants need to submit a copy of a valid certificate of approval issued by the National Metrology Institute of Malaysia (NMIM).

6.2.5 Any other documents as may be requested by ECoS from time to time, including during the process of the application.

Note: All documents must be certified as true copies complete with signature and company stamp.

7. RENEWAL APPLICATION OF CERTIFICATE OF APPROVAL

7.1 APPLICATION PROCEDURE

7.1.1 Applicants need to ensure that the R114 COA is still valid before submitting a R115 COA renewal application to ECoS.

7.1.2 Applicants need to register online at <http://services.ecos.gov.my> to proceed with this application.

7.1.3 Applicants must then login and fill in the JG7 form online.

7.1.4 Any form or documents submitted in support of an application must be valid for a period longer than the validity period of certificate applied for.

7.2 DOCUMENTS REQUIRED

7.2.1 A copy of the valid R115 COA for the relevant gas fitting, gas appliance or equipment.

7.2.2 A copy of all relevant appointment, authorization, confirmation etc. letter issued by the party manufacturing the gas fitting, gas appliance or equipment being the subject matter of the R115 COA application to the applicant.

7.2.3 A copy of a valid test report produced by:

- (a) SIRIM QAS International Sdn. Bhd.; or
- (b) Laboratories which are members of the International Laboratory Accreditation Corporation (ILAC)¹; or
- (c) Another testing body recognized by ECoS¹; or

- (d) A third-party testing body accredited by the Department of Occupational Safety and Health (DOSH).

¹ For domestic gas cooking appliances, the test report must be validated by SIRIM QAS International Sdn. Bhd.

7.2.4 For gas fittings, gas appliances or equipment that are used for weights and measures for trade purposes, applicants need to submit a copy of a valid certificate of approval issued by the National Metrology Institute of Malaysia (NMIM).

7.2.5 Any other documents as may be requested by ECoS from time to time, including during the process of the application.

Note: All documents must be certified as true copies complete with signature and company stamp.

8. OFFENCE AND PENALTIES

Subsection 72(5), Gas Supply Enactment 2023

A licensee, competent person or any person who fails to comply with any guideline or direction of the Commission commits an offence and shall, on conviction, be liable to a fine not exceeding three hundred thousand ringgit or to imprisonment for a term not exceeding two years or to both.

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9. FLOWCHART FOR R115 COA ISSUANCE

