

Form 14

Application for appointment as an accredited auditor

New applicants are required to complete all relevant sections of this form in accordance with the attached guidelines. Applicants applying for re-appointment to complete all sections excluding those marked for new applicants only.

Please make sure the form is completed and all relevant material is attached otherwise you may incur an administrative fee or your application may not be successful.

Application for a prescribed electricity entity accredited auditor (complete sections 1, 3 and 4)

Application for a high voltage electrical installation auditor (complete sections 1, 2 and 3)

Application for a hazardous area installation auditor (tick category 1, 2 or 3, then complete sections 1, 2 and 3)

Category 1 – Flammable gases and liquids (zones 0, 1 and 2)

Category 2 – Combustible dusts (zones 20, 21 and 22)

Category 3 – Flammable gases and liquids and combustible dusts (zones 0, 1, 2, 20, 21, 22)

| | |
|--------------------------|----------------|
| <input type="checkbox"/> | New |
| <input type="checkbox"/> | Re-appointment |

For high voltage or hazardous area applicants, please nominate scope of accreditation limited access

limited access definition: The auditor is accredited to only audit electrical installation work installed by their employer. The insurance requirements of public liability and professional indemnity do not cover auditing of installed work conducted by other businesses.

full access definition: The auditor is accredited to audit any electrical installation work.

Public Liability and Professional Indemnity insurance is held in the accredited auditors own name or is held in a company name, including the auditor and all work the auditor conducts.

1. Contact details – This section applies to all applicants

A. Personal contact details

(Not applicable for Prescribed Electricity Entity Accredited Auditor, please complete 1B and 1C only)

| | | | | |
|--|-----------------|-----|----------|------|
| Title: | Mr | Mrs | Ms | Miss |
| Family name | | | | |
| Given name/s | | | | |
| Residential address | | | | |
| Street no. | Street name | | | |
| Suburb | State | | Postcode | |
| Postal address <i>If same as above write 'as above'</i> | | | | |
| Street no. | Street / PO Box | | | |
| Suburb | State | | Postcode | |
| Phone | Facsimile | | | |
| Mobile | Email | | | |

B. Company details

Legal name

| | |
|------|-----|
| ACNs | ABN |
|------|-----|

Business address

| | | | | |
|--|-------------|--|----------|--|
| Street no. | Street name | | | |
| Suburb | State | | Postcode | |
| Postal address <i>If same as above write 'as above'</i> | | | | |
| Street no. | Street name | | | |
| Suburb | State | | Postcode | |
| Length of employment | Position | | | |

Company contact

| | |
|-----------------------|-------|
| Title: Mr Mrs Ms Miss | |
| Family name | |
| Given name/s | |
| Phone | Fax |
| Mobile | Email |

C. Corporation as applicant

This section applies to the prescribed electricity entity accredited auditor applicant. The nominee must be a director of the company.

| | |
|----------------|--------------------|
| Nominee's name | Nominee's position |
|----------------|--------------------|

Nominee representative/s – all nominee representative/s will need to complete section 4 (the nominees listed below are the personnel who will conduct the audits).

| | | | |
|---|--|---|--|
| 1 | | 2 | |
| 3 | | 4 | |

Skill set options: For each option, list the nominee representatives that will be required to work in combination with each other to meet the accreditation criteria.

If working individually then list as an individual. Please note: the application will be assessed on the overall skill set of each option.

| | |
|--------|---|
| Option | 1 |
| | 2 |
| | 3 |
| | 4 |

2. Background / skills maintenance

Note: For re-appointment applications provide details of *new* knowledge, skills, abilities, education and work experience completed since your previous appointment.

Note: Copies of supporting documentation to be signed (applicable for appointment as a High Voltage or Hazardous Area Installation Accredited Auditor).

A. Knowledge

Please attach statement including any supporting information and documentation.

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| |

B. Skills and abilities

Please attach information to meet criterion including supporting information and documentation.

| |
|--|
| |
| |
| |

C. Education

Please attach supporting documentation.

| Qualification | Education / Institution | Date of completion |
|---------------|-------------------------|--------------------|
| | | |
| | | |
| | | |
| | | |

D. Work experience

Please attach information to meet criterion including supporting information and documentation.

| |
|--|
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| |
| |
| |
| |

3. Insurance details – you must attach a current certificate of currency of relevant insurance

| | | | |
|-----------------------------------|----|-------------|--|
| Insurer (Public liability) | | | |
| Public liability | \$ | Expiry date | |
| Person/company insured: | | | |
| Insurer: (professional indemnity) | | | |
| Professional indemnity | \$ | Expiry date | |
| Person/company insured | | | |

4. Prescribed entities

This section applies to safety management systems for Prescribed Electricity Entities Accredited Auditor applicants only. Refer to the *Guide to Safety Management Systems* for further information regarding criteria.

A. Systems capability

Please attach statement including any supporting information and documentation. Copies of supporting documentation to be signed.

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| |

B. Attributes criterion

Attributes criterion 1-8 - Please attach information to meet criterion including supporting information and documentation. Copies of documentation to be signed (must refer to each nominee representative/s where applicable).

| |
|--|
| |
| |
| |

C. Standards

Educational / Professional registration criterion 1-3

Please attach information to meet standards including any supporting information and documentation. Copies of documentation to be signed (must refer to each nominee representative/s where applicable).

| Qualification | Education / Institution | Date of completion |
|---------------|-------------------------|--------------------|
| | | |
| | | |
| | | |

Professional registration (must refer to each nominee representative/s where applicable).

| |
|--|
| |
| |
| |

Maintenance of registration (must refer to each nominee representative/s where applicable).

| |
|--|
| |
| |
| |

D. Work experience

Work experience criterion 1-4 — Please attach information to meet criterion including supporting information and documentation.

Copies of supporting documentation to be signed (and must refer to each nominee representative/s where applicable).

| |
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| |
| |
| |

5 Proof of identification and document verification

Note: Identification card details of section 6 to be verified by same authorised person stated below.

A Proof of identity (new applications only)

You will need to provide 100 points of identification. Indicate by ticking in the boxes below which documents you have used to prove your identity.

| Points | | Points | |
|--------|---|--------|---|
| 70 | Birth or citizen certificate (only one) | 35 | Confirmation from employer |
| 70 | Passport | 25 | Debit/credit card (one per financial institution) |
| 40 | Driver's licence | 25 | Store or Medicare card |
| 40 | ID card issued to a public employee | 25 | Employee club membership card |
| 40 | ID card issued by Centrelink | | |

Declaration:

I am authorised to complete this declaration and I have sighted the above original documents and signed photocopies presented to me for verification. The applicant has achieved 100 identification points and I am satisfied as to the person's identity.

| | |
|------|-----------|
| Name | Signature |
|------|-----------|

B Original documents sighted

Attach signed photocopies of original documentation and send with your application.

Please provide complete descriptions e.g. dates issued, serial number, full names. Insufficient detail may lead to delays in processing your application.

| |
|--|
| |
| |
| |
| |
| |

Declaration:

I am the person authorised to complete this declaration and I have sighted the above original documents and signed photocopies presented to me for verification, which are attached to this form.

| | |
|------|-----------|
| Name | Signature |
|------|-----------|

C Authorised person

The authorised person must be a person from the list below.

| | |
|-----------------------------|-------------|
| Title: Mr Mrs Ms Miss Other | Family name |
| Given name/s | |
| Phone | Facsimile |
| Mobile | Email |

Below is a list of persons authorised to complete this form:

- Accountants (only members of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants or the National Institute of Accountants)
- Bank managers
- Barristers, solicitors or judges
- Clerks of the court
- Commissioned Officers currently serving in the regular defence forces
- Commissioners for Declarations
- Elected representatives of federal, state and territory and
- Municipal or shire councils
- Holders of statutory offices for which an annual salary is payable
- Justices of the Peace
- Police officers
- Postal managers
- Public servants (current full-time employee of commonwealth, state, territory or local government or statutory authorities, who have been employed continuously for at least five years by their current employer)
- Stipendiary Magistrates
- Teachers (full-time who have been teaching for more than five years at schools or tertiary institutions).

The authorised person is to state their position/reason for being a person authorised to complete this declaration (choose from the list above):

| | |
|--------------------------------|------|
| Signature of authorised person | Date |
|--------------------------------|------|

6 Identity card details

A Photographs

Note that the photographs must also be verified/certified by the authorised person stated in 5C. Please provide two passport sized photographs of the prospective auditor.

| | |
|--|--|
| | |
|--|--|

B Specimen signature

Please provide two specimen signatures of the prospective auditor in the boxes below. (Ensure signatures are wholly within the boxes provided).

| | |
|---|---|
| 1 | 2 |
|---|---|

7 Declaration by the applicant

An un-witnessed declaration will not be accepted by the department.

I _____ am satisfied that I meet and will continue to meet the requirements for an accredited auditor under the *Electrical Safety Act 2002*, the Electrical Safety Regulation 2013 and any conditions of office that allow me to act in capacity of an Accredited Auditor.

I declare that the information contained in this application and all attachments are true and correct to the best of my knowledge.

| | |
|-------------------|------|
| Signature | Date |
| | |
| Witness signature | Date |
| | |
| Witness name | |

Note: The Office of Industrial Relations (OIR) may request you to provide evidence in support of this declaration. There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to OIR or providing a document to OIR that you know is false or misleading in any material particular. Also supplying incorrect or misleading information and failing to comply with the eligibility requirements throughout the term of the licence are grounds for disciplinary action.

8 Employer declaration

I _____ (name and position)
of _____ (company name)
acknowledge this application submitted by _____ (applicant name)
for appointment as an accredited auditor and confirm that he/she is covered by the insurance stated in section 3.

| | |
|------|-----------|
| Name | Signature |
|------|-----------|

Note: The Office of Industrial Relations (OIR) may request you to provide evidence in support of this declaration. There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to OIR or providing a document to OIR that you know is false or misleading in any material particular. Also supplying incorrect or misleading information and failing to comply with the eligibility requirements throughout the term of the licence are grounds for disciplinary action.

9 Lodging this form

You may lodge your application by mail to:

 Office of Industrial Relations (OIR)
Electrical Safety Office
Equipment Safety Section
LMB 2234
BRISBANE QLD 4001

Note: A completed application form and the full fee must be received for your application to be accepted. If all supporting documentation is not received within 28 days of lodgement of your application you are taken to have withdrawn your application. OIR will retain part of the fee paid to offset processing costs if an application is refused or withdrawn before it is decided. Any refundable amount of the fee paid is shown in schedule 8 of the Electrical Safety Regulation 2013.
For more details phone: 1300 362 128 (Qld only) or visit electricalsafety.qld.gov.au.

10 Fee — not subject to GST

Please refer to the 'fee' section of the guideline.

| | | |
|---|------------------------|----------|
| Please tick if <input type="checkbox"/> a receipt is required or <input type="checkbox"/> you require the receipt to be posted to an alternative address than that listed in section 1. | | |
| Contactname | | |
| Company | | |
| Address | | |
| Suburb | State | Postcode |
| <input type="checkbox"/> I enclose a cheque or money order | | |
| <input type="checkbox"/> Please debit my credit card for the fee amount as per schedule 8 of the Electrical Safety Regulation 2013. | | |
| Name on card | Cardholder's signature | |
| | | |



Please note your credit card details will be disposed of, once payment has been processed.

| | | |
|-------------|--|--|
| Card type | | |
| | | |
| Card number | | |
| | | |
| Expiry date | | |
| | | |

Guidelines for application for appointment or reappointment as an accredited auditor

This guide is designed to assist you in your application for appointment or reappointment as either a High Voltage, Hazardous Area or a Prescribed Electricity Entity Accredited Auditor.

High Voltage and Hazardous Area Accredited Auditors

A person must not connect or reconnect a high voltage electrical installation, or an electrical installation located in a hazardous area, to a source of electricity after electrical installation work or electrical line work (the electrical work) has been performed on the electrical installation unless the electrical work has been inspected by an accredited auditor.

If you are accredited as a high voltage or hazardous area auditor you must comply with the conditions of office, including, but not limited to:

- maintaining skills, knowledge and abilities for the duration of the appointment
- inspecting work for compliance with Australian Standards
- not auditing your own work
- reporting findings of an audit to the installation's owner/occupier
- reporting audit numbers and details to the Department.

Prescribed Electricity Entity Accredited Auditors

The purpose of an annual safety management system performance audit is to verify:

- continued legislation compliance of the safety management system documentation
- that the safety management system is achieving its objectives
- that the safety management system is adhering to and maintaining the performance criteria
- that the auditing system of the prescribed entity's safety management system is effective
- that any modification compliance audits have been done when necessary
- that the prescribed entity is giving effect to the safety management system.

Conditions applying to Prescribed Electricity Entity Accredited Auditors are more specific, and although many of the requirements are similar to those listed in Section 2 below, applicants should consult the website electricalsafety.qld.gov.au

Note: Fees payable for inspection services are a commercial transaction between the parties and not a matter for the Office of Industrial Relations (OIR).

The application form

The application form must be the current version of the application for appointment or reappointment as an accredited auditor (Form 14). See www.electricalsafety.qld.gov.au.

You must choose the type/category/level and purpose for your application and complete appropriate sections as stated on the form.

Application type

This application form is for Hazardous Area, High Voltage or Prescribed Electricity Entity Auditors. Please select which you are applying for.

(Note: if you are applying for appointment as a high voltage or hazardous area auditor, both can be included on the one form).

Application category

If you are applying for appointment as a Hazardous Area Auditor, please identify category 1, 2 or 3 relevant to your skills and qualifications.

Application level

Please specify if you are applying for limited access or full access accreditation (insurance requirements applicable).

Application purpose

Please identify if you are applying for a new appointment or re-appointment.

Section .1. – Contact details

1A – Personal contact details (individual/personal)

Write your personal details in the boxes provided. Date of birth will be used for identification purposes only. Also include your current personal street address, postal address and contact details. Note that only individuals can apply – corporations, trusts and other business entities are not eligible for accreditation.

1B – Company details

Provide details in the boxes of the legal name, ACN or ABN, business address, postal address, length of employment, position and employer contact details.

1C – Corporation as applicant

Please complete this section if you represent a Prescribed Electricity Entity Accredited Auditor applicant.

Section .2. – Background / skills maintenance

You must be able to demonstrate that you meet all criteria set out for an accredited auditor. The criteria are set out below in relation to required knowledge, skills and abilities, education and work experience.

Complete each section with the required information and attach certified or verified documents that support your application. Supporting documents must demonstrate how you meet the below criteria and may include, but are not limited to, curriculum vitae, qualifications, written response to the criteria, letters and statements from employers/colleagues, statutory declarations, etc.

OIR may request further evidence or information that demonstrates that you meet the criteria, including an interview, a written examination or presentation of an audit model.

An accredited auditor should demonstrate a *high level of competency* in the following areas, and as the OIR determination is based on the information provided, detailed responses are required for review.

2A - Knowledge

In this section you must provide information that demonstrates that you have developed/maintained the higher level knowledge required to become, or continue to be, an accredited auditor. Complete the form and attach a statement including any supporting information that demonstrates that you meet the following criteria:

- understanding and knowledge of the relevant installation/s
- knowledge of specific installation requirements
- understanding and knowledge of the principles associated with installation classification and requirements for electrical safety standards in these areas
- an understanding and knowledge of the *Electrical Safety Act 2002*, the Electrical Safety Regulation 2013 other relevant codes and Australian Standards
- knowledge of electrical equipment, construction practices and circuits associated with the relevant installation/s
- an ability to assess the suitability of any electrical equipment
- an ability to assess the suitability of the protection system associated with the electrical equipment
- understanding and experience in carrying out auditing and electrical inspection procedures.

2B - Skills and abilities

Complete this section with information that demonstrates that you have developed/maintained relevant skills and abilities through work experience and meet the following criteria:

- the ability to research, collate information, prepare reports and maintain accurate and correct records
- demonstration of interpersonal skills for the audit process including written and verbal communication skills
- the ability to interpret and assess information and standards as applied to the relevant installation/s. Standards include AS/NZS 3000 and other standards applicable to the installation/s and the testing of relevant electrical equipment
- the ability to audit an electrical installation for compliance to applicable electrical standards.

2C - Education

Complete the form and attach supporting documentation that demonstrates that you possess electrical qualifications that provide experience in high voltage installations and/or an electrical installation located in a hazardous area, installation of electrical equipment and wiring systems associated with relevant installation/s. Qualifications can be demonstrated with electrical trade or tertiary education qualifications.

Hazardous areas:

- Electrical qualifications that provide a theoretical basis for experience in hazardous areas and the installation of electrical equipment and wiring systems.
- Successful recent completion of relevant competencies contained in the AS/NZS 4761 — Competencies for Working with Electrical Equipment for Hazardous Areas (EEHA), or the equivalent training and assessment framework.

At a minimum, OIR looks for (but not limited to) the following areas of the standard:

- Report on the integrity of explosion-protected equipment in hazardous areas.
- Conduct a conformity assessment of explosion protected equipment.

- Conduct visual inspection of existing hazardous area installations.
- Conduct detailed inspection of hazardous areas[†].
- Classify hazardous areas.
- Plan electrical installations for hazardous areas.
- Conduct audit of hazardous areas installations.
- Install explosion-protected equipment and wiring systems*.
- Conduct testing of hazardous area installations.

* - An appropriate electrical licence may be necessary to undertake study in this unit.

[†] - Demonstrated work experience and competence in an ISO9001 internal auditor course, delivered by a registered training organisation (RTO), may be sufficient to prove compliance with this section of the standard.

There are RTOs that offer courses that cover the theory requirements for hazardous areas. The Australian Government training site (www.training.gov.au), currently lists the name of an appropriate full course as 'UEE42611 Certificate IV in Hazardous areas - Electrical'; the afore-mentioned website can also assist in finding an RTO that offers the course or the individual unit of competency.

High voltage installations:

- Electrical qualifications that provide a theoretical basis for experience in high voltage installations and the installation of electrical equipment and wiring systems.
- Demonstrated knowledge of AS 2067 Substations and high voltage installations exceeding 1 kV ac.
- Successful recent completion of relevant competencies contained in the assessment framework.

There are RTOs that offer courses that cover the theory requirements for high voltage areas. The Australian Government training site (www.training.gov.au), currently lists the name of an appropriate full course as Transmission, Distribution and Rail Sector Training Package UET12; the afore-mentioned website can also assist in finding an RTO that offers the course or the individual unit of competency.

At a minimum, the Department looks at (but is not limited to), units of competency such as the following:

- UETDRDS43A - Develop high voltage and low voltage distribution protection systems.
- UETDRSB22A – Carry out power systems substation inspection.
- UETDRSB36A – Commission discrete control and protection systems.
- UETDRSB38A – Commission power systems distribution field devices.
- UETDRIS48B – Develop H.V. switching schedule.
- Demonstrated work experience and competence in an ISO9001 internal auditor course, delivered by a RTO.

2D - Work experience

In addition to satisfying the educational criteria, an applicant must meet the requirements for relevant work experience. This experience must include:

- technical and installation experience with aspects of electrical installations including the interpretation of applicable standards
- experience in installation design, equipment design and/or protection systems associated with electrical equipment and wiring systems
- experience in the application of high voltage isolation and access principles
- demonstrated experience in using and referencing applicable standards associated with the installation/s and AS/NZS 3000
- demonstrated recent experience in conducting an audit based on audit principles gained from an external auditor training course provided by a supervising RTO.

Section .3. - Insurance details

Accredited auditors must be covered by appropriate types and levels of both public liability and professional indemnity insurance for the work to be performed. If appointed, the insurance must be maintained for the duration of your appointment and you must only conduct work within the scope and level of the insurance held.

Write the name of the insurer, the insurance limits and the expiry date of the insurance cover in the space provided. You must also attach a copy of the certificate of currency that details the insurance under which you intend to perform the work of an accredited auditor.

Limited access only requires public liability.

Full access requires both public liability and professional indemnity.

Section .4. – Prescribed entities

This section must be completed by applicants for Prescribed Electricity Entity Accredited Auditors. Applicants for high voltage or hazardous area auditor accreditation do complete this section of the application form.

Section .5. - Proof of identity and document verification

To verify your identity and the documents that you provide with your application section 5 is to be completed by an authorised person.

5A – Proof of identity

An authorised person will utilise the 100 points identification system to verify your identity.

5B – Documents sighted

Ensure that the type, number and expiry date of the identification is recorded in the space provided.

When providing documentation, such as qualifications, you must provide copies that have been verified or certified by the authorised person stated in 5C.

5C – Authorised person

The authorised person that has sighted and verified the documents listed in 5A and B to provide their contact details.

Section .6. – Identification card

6A – Photographs

You must provide two passport sized photographs for use on your identity card if appointed. Note that the photographs must also be verified/certified by the authorised person stated in 5C.

6B - Specimen signature

Sign in the boxes to provide a specimen of your signature for use on your identity card if appointed. Please ensure signatures are wholly within the boxes provided.

Section .7. - Declaration by applicant

You must sign the declaration on the form to accept the terms and conditions of the application and any conditions of office that allow you to act in capacity of an Accredited Auditor.

OIR may request you to provide evidence in support of any information you have provided in the application. By signing the application form you are declaring that all of the information provided on the form is true and correct to the best of your knowledge, and that you will maintain the accreditation requirements for the duration of the appointment.

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to OIR or providing a document to OIR that you know is false or misleading in any material particular. Also supplying incorrect or misleading information and failing to comply with the eligibility requirements throughout the term of the licence are grounds for disciplinary action.

Section .8. – Employer declaration

Your employer (where relevant) will have to complete section 8, endorsing your application and confirming that you are covered by the companies' insurance.

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to OIR or providing a document to OIR that you know is false or misleading in any material particular. Also supplying incorrect or misleading information and failing to comply with the eligibility requirements throughout the term of the licence are grounds for disciplinary action.

Section .9. - Lodging the form

Send the completed application form and required supporting documentation to the postal address provided on the form.

Section .10. - Payment of fee

No application will be accepted unless full payment is received.

A list of fees can be located at electricalsafety.qld.gov.au.

OIR will retain part of the fee paid to offset processing costs if an application is refused or withdrawn before it is decided. Any refundable amount of the fee paid is shown in Schedule 8 of the Electrical Safety Regulation 2013 which can be located at electricalsafety.qld.gov.au.

You can pay by completing the fee section of the form as per your payment details.

Please make cheques and money orders payable to Office of Industrial Relations. Credit card details are to be recorded on the application form.

Please do not post cash in the mail.

Application checklist

Type/category/level and purpose for application selected.

Applicant name and contact details provided.

Company name and contact details provided.

Knowledge, skills and abilities, education and work experience criteria explained in detail and supporting documentation attached.

Skills maintenance details and supporting documentation provided and quarterly reports up to date for application renewals.

Insurance details provided and certificate of currency provided.

Applicant's identity and supporting documents verified by an authorised person.

Applicant's photographs and specimen signature provided.

Declaration signed.

Employer declaration signed.

Correct fee sent with application.

Need more information?

Telephone: 1300 362 128 (within Queensland)

Telephone: +61 7 3006 6714 (international)

Email: accredited.auditors@oir.qld.gov.a

Website: www.electricalsafety.qld.gov.au