

## Form 14

# Application for appointment as an accredited auditor

Accredited auditors are appointed for the purposes of the QLD *Electrical Safety Act* and *Electrical Safety Regulation*. Applicants are required to complete all relevant sections of this form in accordance with the attached guidelines. **Incomplete application may incur an administrative fee or your application not being successful.**

**Application type**

New:                      Re-appointment:

Prescribed electricity entity accredited auditor

High voltage (HV) electrical installation accredited auditor

Hazardous area (HA) electrical installation accredited auditor (tick category 1, 2 or 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)

For high voltage or hazardous area applicants, please nominate scope of accreditation (refer to guide for definitions)

limited access

full access

**1. Applicant details****1a. Personal contact details HV and HA only (Prescribed Electrical Entity Accredited Auditor applicants please complete 1b and 1c only)**

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

**1b. Company details****Legal name**

ACNs	ABN
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**Business address**

Street no.		Street name	
Suburb		State	Postcode
<b>Postal address</b> <i>If same as above write 'as above'</i>			
Street no.		Street name	
Suburb		State	Postcode

## Company contact

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

### 1c. Corporation as applicant (Applicable to Prescribed Electrical Entity Accredited Auditor applicants only)

Nominee's (Directors) name	Nominee's position
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Nominee representatives proposed to conduct the Safety Management System (SMS) audits

1		2	
3		4	

Audit team options: To work individually or as a team (refer to guide)

Option	1
	2
	3
	4

### 2. 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			

### 3. New applicant requirements

Complete all relevant sections of this form in accordance with the attached guidelines.

#### 3a. Current Curriculum vitae

**This section applies to all applicants** (This includes each nominee representative for prescribed electricity entity accredited auditor applicants)

Your curriculum vitae should, at least, provide details to your:

- Employment in the relevant accreditation field and any associated fields
- Qualifications including date of completion
- Publications (if any) and
- Membership of, and/or certification by, professional bodies.

Attached certified copies of original documentation and send with your application.

#### 3b. Statement of knowledge, skills and abilities, education, work experience

**This section applies to all applicants.** (This includes each nominee representative for prescribed electricity entity accredited auditor applicants). Refer to the guide for details of what is required for the relevant accreditation.

#### 3c. Statement of systems capability

**This section applies to all applicants.**

Refer to the guide for details of what is required for the relevant accreditation.

Please provide a statement of your systems capability that you have in place which can assess and validate your relevant accreditation.

## 4. Re-appointment requirements

**This section applies to all appointed accredited auditors seeking re-appointment.** (This includes each nominee representative for prescribed electricity entity accredited auditor applicants).

Refer to the guide for details of what is required for the relevant accreditation.

Please provide the following:

- A log of your professional activities for the last three years that demonstrates a commitment to continuous professional development and maintenance of your skills and abilities. A log of development activities submitted to a professional body would assist. Please ensure you provide objective evidence of how you meet this criteria e.g. certified copy of course attendance certificates.
- A log of audits completed for the last three years.
- Evidence that demonstrates maintenance of registration with a professional body relevant to your accreditation.
- Details of any changes since your last appointment that impacts on your accreditation. E.g. change of insurance, employer, systems capability, education/professional registration.

## 5 Identity card details

### A Photographs

Please provide two passport sized photographs of each prospective HV/HA auditor or nominee representative for prescribed electricity entity accredited auditor applicants. The photographs must be verified/certified by the authorised person stated in 6c.

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### 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
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## 6 Declarations

The Office of Industrial Relations 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 the Office of Industrial Relations or providing a document to the Office of Industrial Relations that you know is false or misleading. An un-witnessed declaration will not be accepted by the Office of Industrial Relations.

### 6a Proof of identity (new applicants only)

The applicant (including nominee and nominee representative) 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	Club membership card
40	ID card issued by Centrelink		

#### Declaration:

I am authorised (refer to guide) 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
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### 6b Original documents sighted

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

Please provide complete descriptions e.g. dates issued, serial number, full names.


#### Declaration

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

Name	Signature
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### 6c Details of Authorised Persons

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

The authorised person is to state their position/reason for being a person authorised to complete this declaration.

Signature of authorised person	Reason	Date
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Identification card details of section 5 to be verified by same authorised person stated in 6c.

**6d Declaration - Hazardous Area, High Voltage Installation, Prescribed electricity entity nominee (and nominee representative/s) accredited auditor applicant**

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

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the Office of Industrial Relations or providing a document to the Office of Industrial Relations that you know is false or misleading.

**6e Declaration from Employer**

I (name and position)

of (company name)

acknowledge this application submitted by (applicant name)

for appointment as an accredited auditor and confirm that the persons listed in either 1a or 1c are covered by the insurance stated in Section 2.

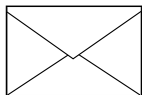
Name

Signature

**7 Lodging this form**

**Before lodging please us the application checklist on page 13**

You may lodge your application by mail to:



Office of Industrial Relations  
Electrical Safety Office  
Accredited Auditors  
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. The Office of Industrial Relations 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).

## 8 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.		
Contact name		
Company		
Address		
Suburb	State	Postcode
<input type="checkbox"/> I enclose a cheque or money order		
Please debit my credit card for the fee amount as per schedule 8 of the <i>Electrical Safety Regulation 2013</i> .		
Name on card	Cardholder's signature	



Please note your credit card details will be disposed of, once payment has been processed.		
Card type	Visa	Mastercard
Card number		
Expiry date		

# Guidelines to 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. Accredited auditors are appointed for the purposes of the QLD *Electrical Safety Act* and *Electrical Safety Regulation*.

## 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 Office of Industrial Relations.

## 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.

If you are accredited as a Prescribed Electricity Entity Accredited Auditors you must comply with the conditions of office.

## The application form

The application form must be the current version of the application for appointment or reappointment as an accredited auditor (Form 14). Refer to [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au).

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

### Application type

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

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

Applicable only to hazardous or high voltage applicants. Please specify if you are applying for limited access or full access accreditation (insurance requirements applicable).

**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.

## Section 1 – Contact details

### 1a – Personal details

Section 1a is applicable only to HV or HA applicants only. Only individuals can apply for accreditation as a HV/HA auditor. Corporations, trusts and other business entities are not eligible. Write your personal details in the boxes provided. Your date of birth will be used for identification purposes only. Include your current personal street address, postal address, contact details, your position and length of employment with current employer.

## 1b – Company details

Section 1b is applicable to all applicants. Provide details in the boxes of the Company's legal name, ACN or ABN, business address, postal address and employer contact details.

## 1c – Corporation as applicant

This section is relevant to Prescribed Electricity Entity Accredited Auditor applicants only.

### Nominee

A corporation which seeks appointment as an accredited auditor must nominate a Director of the corporation as the nominee.

### Nominee representatives

Nominee representatives are those people who the nominee proposes to conduct the audits. In the example below the nominee has listed two people to be the nominee representatives. Note: Section 3 or 4 is to be completed with details of each nominee representative

1	Adam Ace	2	Bill Brown
3		4	

### Audit team options

Nominee representatives conduct audits based on their skill set. It is recognised that all nominee representatives may not have the same level of expertise to conduct audits individually. In such cases the application makes allowance for nominee representatives to work either individually or in teams so the required skill set is achieved. Below is an example of how this section is filled out with two nominee representatives with difference skill sets. In this example there are two nominee representatives, Adam Ace and Bill Brown. Adam has the skill set to conduct audit on his own while Bill does not meet all the criteria for the skills, knowledge experience to conduct individual audits. The application lists two skill set options to meet the accreditation criteria. For each option, the nominee has listed the nominee representatives that will be required to work either individually or 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 Adam Ace
	2 Bill Brown, Adam Ace
	3 nil
	4 nil

The application will be assessed on skill set of each option.

The Corporation as the accredited auditor must ensure the nominee representatives work in accordance to the instrument of appointment.

## Section 2 – 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 3 – New applicant requirements

You must be able to demonstrate that you meet all criteria set out for an accredited auditor.

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

The Office of Industrial Relations 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 Office of Industrial Relations determination is based on the information provided, detailed responses are required for review.

## 3a - Current Curriculum vitae

This section applies to all applicants.



### **3b - Statement of knowledge, skills and abilities, education, work experience**

#### **Hazardous area and High Voltage auditor applicant's statement of knowledge.**

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. 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.

#### **Hazardous area and High Voltage auditor applicant's statement of skills and abilities**

You must provide information that demonstrates your skills and abilities in the following areas:

- 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.
- An ability to audit an electrical installation for compliance to applicable electrical standards.
- The ability to interpret and assess information and standards as applied to the relevant installation/s. Standards includes AS/NZS 3000 and other standards applicable to the installation/s and the testing of relevant electrical equipment.
- 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.

#### **Hazardous area and High Voltage auditor applicant's statement of education**

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
- demonstrate registration as an occupational health and safety auditor with a certification body recognised by JAS-ANZ, or demonstrate the equivalent.

At a minimum, the Office of Industrial Relations 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 (<https://training.gov.au/Home/Tga>), 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. Proof of attendance at conferences that discuss relevant issues relating to hazardous areas.

##### **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.

- Demonstrate registration as an occupational health and safety auditor with a certification body recognised by JAS-ANZ, or demonstrate the equivalent.

There are RTOs that offer courses that cover the theory requirements for high voltage areas. The Australian Government training site (<https://training.gov.au/Home/Tga>), 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 Office of Industrial Relations 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.
- Other suggested training could include: Earthing design courses, protection system studies, high voltage line design, and proof of attendance at conferences relating to high voltage installations.
- Demonstrated work experience and competence in an ISO9001 internal auditor course, delivered by a RTO.

#### **Hazardous area and high voltage auditor applicant's statement of work experience**

An applicant must meet the requirements for relevant work experience. Your experience must include continuous years and expertise in relation to the assessment of the relevant accreditation field. 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.

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

#### **Prescribed electricity entity auditor applicant's statement of knowledge**

The applicant must detail attributes of each, nominee representative or a combination of the nominee representative and personnel who will be associated with the assessment and validation of the safety management system. Attributes must be demonstrated using all of the following criteria:

- A sound understanding and knowledge of outcome based legislation. Specifically, the application and implementation of the Act, Regulation, Codes of Practice issued under the Act and this guide.
- A sound understanding and knowledge of safety management systems.
- High level understanding of, and experience in using the proposed auditing methods and techniques used to evaluate the effectiveness of a safety management system.
- Sound knowledge and understanding or ability to gain sound knowledge and understanding of the business of the entity being audited.

#### **Prescribed electricity entity auditor applicant's statement of skills and abilities**

The applicant must detail attributes of each, nominee representative or a combination of the nominee representative and personnel who will be associated with the assessment and validation of the safety management system. Attributes must be demonstrated using all of the following criteria:

- Ability to carry out an objective review of an entity's safety management system based on the legislative requirements of the electrical safety legislation.
- The ability to interpret and assess information as part of a gap analysis with an entity's safety management system electrical safety outcomes, and requirements of electrical safety legislation.
- An ability to report the audit findings in a manner that indicates whether the safety management system complies with the electrical safety legislation.
- The demonstration of interpersonal skills for the audit process including written and verbal communication skills suitable for interacting with all levels of an entity.

#### **Prescribed electricity entity auditor applicant's statement of education/professional registration**

The applicant must detail attributes of each, nominee representative or a combination of the nominee representative and personnel who will be associated with the assessment and validation of the safety management system. Attributes must be demonstrated using all of the following criteria:

The nominee representative or a combination of the nominee representatives and personnel who will be associated with the assessment and validation of the safety management system must meet all of the following criteria:

- Demonstrate registration as an occupational health and safety auditor with a certification body recognised by JAS-ANZ, or demonstrate the equivalent.
- Possess qualifications relevant to safety management systems. For example - Occupational Health & Safety, Risk management, or equivalent.

- Demonstrate maintenance of registration of the relevant professional body of personnel engaged as part of the audit team.

### **Prescribed electricity entity auditor applicant's statement of work experience**

The individual, nominee or a combination of the nominee an personnel who will be associated with the assessment and validation of the safety management system must have completed the equivalent of five (5) years full-time experience involving:

1. A role that has provided strategic advice on safety focused management systems or risk management systems, or
2. A role that has implemented strategic safety focused management systems or risk management systems; and at least one of the following which has been associated with electricity networks; and
3. A technical, professional or management role that was responsible for the design, construction, operation and maintenance of entities works, or
4. A technical, professional or management role that directly affected electrical safety.

Copies of documentation to be signed and must refer to each nominee representative where applicable.

### **3c - Statement of system capability**

This section applies to all applicants.

#### **Hazardous area and High Voltage auditor applicants.**

The applicant must detail the systems they have in place which can assess and confirm an electrical installation (relevant to their accreditation application) has been tested to ensure it is electrically safe and complies with the requirements of the wiring rules and any other standard applying under this regulation to the electrical installation.

#### **Prescribed electricity entity auditor applicants**

The applicant must detail the systems they have in place which can assess and validate a safety management system associated with the design, construction, operation and maintenance of the entity's works. This includes how the nominee representatives work together as a team or as an individual.

## **Section 4 - Re-appointment requirements**

This section applies to all applicants. Applicants are renewing must demonstrate continual professional development. For re-appointment, applicants must provide:

- Details of new knowledge, skills, abilities, education and work experience completed since previous appointment. Please ensure you provide objective evidence of how you meet this criteria. E.g. copy of training completed or course attendance.
- Details of any changes that impact on your accreditation. This includes changes to employment, insurances business system capability to perform audits.
- Details of any changes to education/professional registration.

## **Section 5 - Identification card**

### **5a – Photographs**

You must provide two current 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 6c.

### **5b - 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 6 - Declarations**

An authorised person is to verify your identity and the documents that you provide with your application. A list of Authorised person is in 6c.

### **6a – Proof of identity**

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

### **6b – 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 6c.

## 6c – Authorised person

The authorised person that has signed and verified the documents listed in 5a, 6a and 6b to provide their contact details.

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
- 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).

## 6d – Declaration - Hazardous Area, High Voltage Installation, Prescribed electricity entity nominee (and nominee representative/s) accredited auditor 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. This declaration also applies to each nominee representative listed in section 1c.

The Office of Industrial Relations 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 the Office of Industrial Relations or providing a document to the Office of Industrial Relations that you know is false or misleading. 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.

## 6e – Declaration from employer

The employer or nominee (where relevant) will have to complete Section 6, endorsing your application and confirming that the proposed Auditee is covered by the companies' insurance. For the prescribed electricity entity accredited auditor application it is the Director of the company.

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the Office of Industrial Relations or providing a document to the Office of Industrial Relations that you know is false or misleading. 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 - Payment of fee

No application will be accepted unless full payment is received.

A list of fees can be located at [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au).

The Office of Industrial Relations 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 [www.electricalsafety.qld.gov.au](http://www.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

Application type/category and scope of accreditation (for hv/haz) selected.

Applicant personal details provided (not applicable to prescribed electricity entity accredited auditor applicants).

Company legal name and contact details provided.

Nominee's name and nominee representatives' names provided (only for prescribed electricity entity accredited auditor applicants).

Insurance details provided and certificate of currency provided.

For new applications, CV, Statement of knowledge, skills and abilities, education and work experience, Statement of systems capability.

For re-appointment, details of new knowledge, skills and abilities, education and work experience completed since the previous appointment.

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

Applicant's photographs and specimen signature provided.

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

Employer, Hazardous, high voltage, SMS nominee and nominee representatives' declaration signed.

Correct fee sent with application.

## Need more information?

**Telephone:** 1300 362 128 (within Queensland)

**Telephone:** +61 7 3006 6714 (international)

**Email:** [accreditedauditors@oir.qld.gov.au](mailto:accreditedauditors@oir.qld.gov.au)

**Website:** [www.electricalsafety.qld.gov.au](http://www.electricalsafety.qld.gov.au)