

FORM 81

Form guide - Application for asbestos assessor licence

V9.03.2017

Work Health and Safety Regulation 2011.

This guide is designed to assist you in completing the form 'Application for asbestos assessor licence'. If you have further questions about this form, please contact the Department's infoline on 1300 362 128.

The 'Asbestos Licensing and Notification Guide for applicants' provides more information about applying an asbestos assessor licence and is available at worksafe.qld.gov.au.

For WHSQ to accept your application, the form must be completed correctly, all supporting documentation must be provided and payment of the prescribed fee must be included. Failure to do so will delay the processing of your application.

1. Details of applicant

Name and date of birth

- Provide your surname, title and given names in the boxes provided.
- Your title, family/surname and your first given name are mandatory fields and must be completed.
- You must provide your date of birth to assist WHSQ in identifying you.

Address

- All correspondence will be sent to the individual who is the proposed licence holder.
- Provide your current details, whether a residential or business address, by completing the unit and/or street number, street name, suburb, state and postcode fields.
- You must be a resident of Queensland, or can satisfy WHSQ that circumstances exist that justify the issue of the licence in Queensland.
- Your address provided must be a Queensland address and cannot be a PO Box. Suburb, state and postcode are mandatory fields and must be completed.

Contact details

- You must provide at least one contact telephone number.
- If you supply a mobile number and email address, WHSQ can contact you if there are any queries with your application or important information about licensing.

Postal address

- Only provide the postal address details if your postal address is different to your residential/business address, otherwise, tick the box and leave the remaining boxes blank.

2. Additional information

- Tick 'No' or 'Yes' to each question.
- If you tick 'Yes' supply the information requested as it applies to you.
- Having a licence suspended or cancelled, or having a conviction does not automatically exclude you from holding an asbestos assessor licence.
- Each application will be assessed on the details provided. However you may be contacted to supply further information.
- It is an offence under the *Work Health and Safety Act 2011* to provide false or misleading information when applying for an asbestos assessor licence.
- Section 271 of the *Work Health and Safety Act 2011* permits the release of information by WHSQ as the regulator that is necessary for the recognition of authorisations under a corresponding Work Health and Safety (WHS) law or is required for the exercise of a power or function under a corresponding WHS law.

3. Declaration by applicant

- Make sure you read and understand the declarations before you sign.
- The declaration must be signed by the individual making the application.

4. Checklist of documents required

Workplace Health and Safety Queensland's criteria to operate as an asbestos assessor require that applicants for an asbestos assessor licence must provide:

1. A copy of a certificate held by the applicant for the national unit of competency for asbestos assessor work (CPCCBC5014A – *Conduct asbestos assessment associated with removal*); or
2. Evidence the applicant holds a tertiary qualification specific to management and identification of asbestos fibres in the environment in occupational health and safety or industrial hygiene or science or building construction or environmental health. Evidence must include a copy of the transcript that shows the completion of the unit/s of competency or study which directly apply to the management of asbestos fibres in the environment.
3. Evidence the applicant has knowledge and skills of relevant asbestos removal industry practice such as:
 - work experience as a nominated supervisor for a Class A asbestos removal licence issued under the current legislation;
 - work experience in performing, or assisting with, the work of an asbestos assessor. Evidence must include a brief description of tasks performed by the applicant for at least three friable asbestos removal jobs performed over a period of two years that are verifiable by a referee whose contact details are provided. The evidence of this experience can be provided in the following ways:
 - Letters from employer/s (manager, supervisor) or organisation on company/organisation letterhead, dated and signed by the employer, organisation or their representative. It must include asbestos removal project names, dates and location, specific details of the tasks undertaken by the applicant.
 - Copies of contracts showing engagement of asbestos assessment services, work diaries or logbooks for the work undertaken.
4. A copy of a current Queensland driver's licence or a driver's licence in your name from another state or territory. If this type of identification is not available, any other form of government issued photographic identity is acceptable.

Lodging your application form

To process your application, WHSQ must receive the following at the time of lodgement of the application:

1. The completed *Application for an asbestos assessor licence form*
2. All appropriate documentation relevant to the licence application (**refer to the document checklists on the form and this guide**)
3. Payment of the applicable fee.

It is an offence under the *Work Health and Safety Act 2011* to provide false and misleading information in the application or in any documents submitted in support of the application.

Returning the form

Scan and email:	WHSQLicensing@oir.qld.gov.au
Post:	Licensing and Advisory Services Workplace Health and Safety Queensland PO Box 820 Lutwyche QLD 4030
Fax:	(07) 3874 7700

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Application for an asbestos assessor licence

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This form is to be completed in accordance with the relevant guidelines. The guidelines are available at www.worksafe.qld.gov.au or by phoning the department's Infoline on 1300 362 128.

1. Applicant details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms		Surname	
First name		Second name (If applicable)	
Date of birth (dd/mm/yy)			

Residential address (Must be an Australian street address and not a PO Box)

Unit number	street number	street name	
Suburb/ locality		State	Postcode
Telephone (Including area code)		Mobile	
Email			

Postal address (Must be an Australian PO Box address) Tick this box if the postal address is the same as the address above.

PO Box GPO Box Private Bag Locked bag number		
Suburb/ locality	State	Postcode

2. Additional information

Has the applicant been found guilty of an offence under the *Work Health and Safety Act 2011* or *Work Health and Safety Regulation 2011* or under the repealed *Workplace Health and Safety Act 1995* or under the work health and safety law of another state or territory or the Commonwealth?

No Yes (If yes provide details)

Has the applicant been found guilty of an offence in relation to the unlawful disposal of hazardous waste under the *Environmental Protection Act 1994* or the *Waste Reduction and Recycling Act 2011*?

No Yes (If yes provide details)

Has the applicant been disqualified from holding an equivalent licence by another state or territory or the Commonwealth work health and safety regulator?

No Yes (If yes provide details)

Has the applicant previously had an equivalent licence refused, suspended or cancelled under the *Work Health and Safety Act 2011* or *Work Health and Safety Regulation 2011* or under the work health and safety law of another state or territory or the Commonwealth?

No Yes (If yes provide details)

Has the applicant entered into an enforceable undertaking under the *Work Health and Safety Act 2011* or the repealed *Workplace Health and Safety Act 1995* or the work health and safety law of another state or territory or the Commonwealth?

No Yes (If yes provide details)

Has the applicant previously held a similar licence under a corresponding work health and safety law in respect of which a condition has been imposed?

No Yes (If yes provide details)

3. Declaration by applicant

I declare that:

- the information supplied in this application is true and correct to the best of my knowledge.
- none of the information supplied by me in this application or in any documents attached to or submitted in support of this application is false or misleading in any material particular.
- in making this application I have not failed to provide any material information relating to the matters addressed above.
- I acknowledge that it is an offence under the *Work Health and Safety Act 2011* to provide false and misleading information in this application or in any documents submitted in support of this application.
- I do not hold an equivalent licence granted by a corresponding regulator under a corresponding work health and safety law.

I consent to Workplace Health and Safety Queensland making enquiries and exchanging information with work health and safety regulators in other states, territories or the Commonwealth regarding any matter relevant to this application.

Applicant Signature		Date
First name	Surname	

4. Checklist of documentation required

A copy of:

- a certificate held by the applicant for the national unit of competency for asbestos assessor work (CPCBC5014A – *Conduct asbestos assessment associated with removal*) ; or
- evidence the applicant holds a tertiary qualification specific to management and identification of asbestos fibres in the environment in occupational health and safety or industrial hygiene or science or building construction or environmental health. Evidence must include a copy of the transcript that shows the completion of the unit/s of competency or study which directly apply to the management of asbestos fibres in the environment.

Evidence the applicant has knowledge and skills of relevant asbestos removal industry practice such as:

- work experience as a nominated supervisor for a Class A asbestos removal licence issued under the current legislation;
- work experience in performing, or assisting with, the work of an asbestos assessor. Evidence must include a brief description of tasks performed by the applicant for at least three friable asbestos removal jobs performed over a period of two years that are verifiable by a referee whose contact details are provided. The evidence of this experience can be provided in the following ways:
 - Letters from employer/s (manager, supervisor) or organisation on company/organisation letterhead, dated and signed by the employer, organisation or their representative. It must include asbestos removal project names, dates and location, specific details of the tasks undertaken by the applicant.
 - Copies of contracts showing engagement of asbestos assessment services, work diaries or logbooks for the work undertaken.

5. Fee

For your application to be accepted, the form must be completed correctly, all supporting documentation must be provided and payment of the prescribed non-refundable application fee must be included. Failure to do so will delay the processing of your application.

The relevant fee is specified online and is not subject to GST. View the list of fees at worksafe.qld.gov.au/oir-fees.

Please tick this box if you want a receipt sent to you.

Address to send the receipt (if different from address stated in Section 2):

Unit/Building No.	Street No.	Street name
Suburb/Town/Locality	State	Postcode

I have enclosed a cheque or money order (*cheques should be made out to Office of Industrial Relations*)

or

I wish to pay by credit card, please call me on

6. Returning the form

Scan and email:	WHSQLicensing@oir.qld.gov.au
Post:	Licensing and Advisory Services Workplace Health and Safety Queensland PO Box 820 Lutwyche QLD 4030
Fax:	(07) 3874 7700

Privacy statement

The Queensland Government is collecting your personal information in order to process your application for accreditation as an assessor for high risk work classes or application for an additional class on an existing accreditation in accordance with the *Work Health and Safety Act 2011*. It is the usual practice to disclose this information to the applicable Commonwealth, state or territory health and safety regulator/s in order to obtain information relevant to making a decision on your application. The Queensland Government may also disclose your licence status to employers or prospective employers and members of the public who wish to check this status.