

Form 46

V20.11.2023

Application for appointment as a hazardous area and/or high voltage accredited auditor of electrical installations

Accredited auditors are appointed under the *Queensland Electrical Safety Act 2002* (ES Act) and Electrical Safety Regulation 2013 (ES Regulation). Applicants are required to complete all relevant sections of this form. **Incomplete applications may result in your application not being successful.**

A person must not connect or reconnect a high voltage (HV) electrical installation, or an electrical installation located in a hazardous area (HA), 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.

Application type			
<input type="checkbox"/> New	<input type="checkbox"/> Re-appointment		
Application category (select which accreditation you are applying for. Note: both HA and HV can be included on the one form)			
<input type="checkbox"/> High voltage (HV)	<input type="checkbox"/> Hazardous areas (HA)		
	<input type="checkbox"/> Category 1 – Flammable gases and liquids (zones 0, 1 and 2) <input type="checkbox"/> Category 2 – Combustible dusts (zones 20, 21 and 22) <input type="checkbox"/> Category 3 – Flammable gases and liquids and combustible dusts (zones 0, 1, 2, 20, 21, 22)		
1. Applicant details			
1a. Personal contact details			
Only individuals can apply for accreditation as a HV/HA auditor. Corporations, trusts and other business entities are not eligible.			
Family name		Given name/s	
Phone number		Email	
Length of employment		Position	
Personal address		Personal postal address	
Address		Address	
Suburb		Suburb	
State and post code		State and post code	
1b. Employer details			
Company legal name			
ABN		ACN	
Business address		Business postal address	
Address		Address	
Suburb		Suburb	
State and post code		State and post code	
Employer contact			
Position		Title	
Family name		Given name/s	
Phone number		Email	

2. Insurance details (provide details of the insurance)

Accredited auditors must be covered by appropriate types and levels of both public liability and professional indemnity insurance for the work to be performed. Public liability and professional indemnity insurance are to be held in the accredited auditor's own name or in a company name and includes the auditor and all work the auditor will conduct. If appointed, the insurance must be maintained for the duration of the appointment.

For renewals: You must provide details of the insurance under which you intend to perform the work of an accredited auditor.

For new applicants: You must provide details of the insurance under which you intend to perform the work of an accredited auditor within 14 days from the date you are deemed eligible for accreditation.

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

3. New applicant requirements (if renewing your accreditation go to section 4)

You must be able to demonstrate that you meet **all** criteria as set out in sections 3a to 3c below.

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 criteria.

The Electrical Safety Office (ESO) may request further evidence or information that demonstrates you meet the criteria, including an interview, a written examination or presentation of an audit model.

3a. Curriculum vitae

Ensure you include detailed, technical work experience relevant to the accreditation and attach certified copies of original documentation.

Your curriculum vitae should detail your:

- employment history (including length of employment and responsibilities) highlighting relevance and application to the accreditation
- qualifications including date of completion
- publications (if any)
- membership of, and/or certification by, professional bodies relevant to the accreditation.

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

Include a statement for each of the sections listed below (it is recommended you respond to each point)

3b(i) 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 an accredited auditor. Attach a statement including any supporting information that demonstrates that you meet the 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 ES Act, the ES Regulation, other relevant codes and Australian Standards
- Knowledge of electrical equipment, construction practices and circuits associated with the relevant installation/s.

3b(ii) Hazardous area and high voltage auditor applicant's statement of skills and abilities
<p>You must provide information that demonstrates your skills and abilities in the following areas:</p> <ul style="list-style-type: none"> • An ability to confirm the suitability of any electrical equipment. • An ability to confirm 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/inspect 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 include 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.

3b(iii) Hazardous area and high voltage auditor applicant's statement of work experience
<p>An applicant must meet the requirements for relevant work experience. Minimum experience sought is five to ten years (depending on qualifications). Experience must include continuous years and expertise in relation to accreditation sought.</p> <ul style="list-style-type: none"> • 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. • 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 auditor training course. • Demonstration of applying a system wide approach to auditing including final approval/confirmation. • Experience in the installation of electrical equipment and wiring systems. • HV only – experience in the application of high voltage isolation and access principles.

3b(iv) Hazardous area and high voltage auditor applicant's statement of education
<p>Attach supporting documentation which demonstrates 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.</p>

Hazardous areas installations	High voltage installations
<ul style="list-style-type: none"> • Electrical qualifications that provide a theoretical basis for experience in hazardous areas and the installation of electrical equipment and wiring systems. • Auditing competency – as a minimum Certificate of Attainment as an auditor (from an RTO recognised under the Australian Quality Training Framework). • Demonstrated understanding of classification of hazardous areas. • Demonstrated knowledge of AS60079. • Successful recent completion of UEE42622 - Certificate IV in Hazardous areas – Electrical. Ensure you have completed the required units depending on accreditation sought: 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) <p>The Australian Government training site training.gov.au/Home/Tga can assist in finding an RTO that offers the course Certificate IV in Hazardous areas - Electrical UEE42622.</p>	<ul style="list-style-type: none"> • Electrical qualifications that provide a theoretical basis for experience in high voltage installations and the installation of electrical equipment and wiring systems. • Auditing competency – as a minimum Certificate of Attainment as an auditor (from an RTO recognised under the Australian Quality Training Framework). • Demonstrated knowledge of AS 2067 Substations and high voltage installations exceeding 1 kV ac. • Demonstrated knowledge of protection systems, commissioning power systems, high voltage distribution and transmission networks, earthing design and high voltage line design. <p>There are RTOs that offer courses that cover the theory requirements for high voltage areas. The Australian Government training site training.gov.au/Home/Tga lists the names of appropriate courses, for example, UET - Transmission, Distribution and Rail Sector. The website can also assist in finding an RTO that offers the course.</p>

3c. Statement of systems/model/methodology capability
<p>The applicant must detail the systems/model/methodology 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.</p> <p>In detailing this information, the applicant should consider how they would conduct the audits/inspection using the learning from training, education, work experience, knowledge, skills and abilities. The applicant could include examples of templates for reports, checklists and certificates.</p>

4. Re-appointment requirements

Applicants renewing their accreditation must demonstrate continual professional development and provide the following:

- Updated resume, including new skills and level of engagement etc.
- Confirmation of having read and understood the Code of Conduct for the Queensland Public Service and agree to operate under the guidelines of the document whilst carrying out activities relating to the accreditation.
- Confirmation of having read and understood the Conditions of office and agree to operate under the guidelines of the conditions of office whilst carrying out activities relating to the accreditation.
- A log of professional development activities detailing learning outcomes for the last three years that demonstrates a commitment to maintain skills and abilities. A minimum 50 points must be demonstrated through evidence and meet the parameters listed below.
- Objective evidence to demonstrate how the CPD items listed in the log relates to the accreditation and meets the criteria. Evidence could include certified copies of courses attended, training certificates, registrations for webinars, minutes of standards committee meetings. (Evidence to demonstrate the minimum 50 CPD points must be submitted with application. Refer section 4.1)
- A log of inspections completed for the last three years that demonstrates activity in Queensland.
- Evidence that demonstrates maintenance of registration with a professional body relevant to your accreditation (non-mandatory).
- Details of any changes since the last appointment that impacts on the accreditation e.g. changes in employment, education/ professional registration.

4.1 Continuous professional development (CPD) requirements

When applying for re-accreditation the applicant must be able to demonstrate they have obtained a minimum of 50 points of suitable CPD. Applicant must provide evidence to substantiate claims in CPD log.

CPD is classified across three criteria groups and points are allocated as listed below.

Mandatory technical (25 points minimum)

- Training delivered by RTO (10 points/day or part thereof)
- Conferences (10 points/day or part thereof)
- Workshops delivered by a third party (10 points /day or part thereof)
- Webinars delivered by a third party (5 points per webinar)
- Standards committee meetings attended as member (10 points/day or part thereof)
- Standards refresher (i.e. AS/NZS 3000/ AS/NZS 60079) (10 points/day or part thereof)
- Attend third party industry presentations (innovation) (5 points maximum).

Mandatory non-technical (15 points minimum)

- ESO forum attendance (maximum 10 points per renewal period)
- Auditing/ inspection training (10 points/ day or part thereof)
- Access to standards (5 points)

Other (10 points maximum)

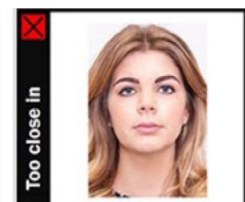
- Auditor receives peer review of their technical reports or training material (5 points maximum)
- Industry presentations conducted by applicant (5 points maximum)
- Contribute article to ESO newsletters (5 points maximum)
- Professional registrations (5 points maximum)
- Delivery of training relevant to accreditation (5 points maximum)
- Research/reading of technical material (5 points maximum).
- Inhouse technical review/discussion of processes (improvements in accredited auditor processes) (5 points maximum).

Note: Results of assurance programs will be considered when determining re-accreditation.

5 Identity card details

5a. Identity card photographs

You must provide two current photographs as shown in the 'Good photo' sample below, for use on your identity card if appointed. The photographs must also be verified/certified by the authorised person stated in 6c.



5b. Signature

Your physical signature is required in boxes 1 and 2 below. Please make sure signatures remain within the boxes provided.

1 _____

2 _____

6 Declarations

The ESO may request you provide evidence in support of this declaration.

An authorised person is to verify your identity and the documents that you provide with your application. The authorised person must sign and verify the documents listed in 5a, 6a and 6b. The authorised person must provide their contact details at section 6c.

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)

6a. Proof of identity (new applicants only)

The new applicant 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	Identification	Points	Identification	Points	Identification
70	Birth or citizenship certificate (only one) <input type="checkbox"/>	40	ID card issued to a public employee <input type="checkbox"/>	25	Debit/credit card (one per financial institution) <input type="checkbox"/>
70	Passport <input type="checkbox"/>	40	ID card issued by Centrelink <input type="checkbox"/>	25	Store or Medicare card <input type="checkbox"/>
40	Driver licence <input type="checkbox"/>	35	Confirmation from employer <input type="checkbox"/>	25	Club membership card <input type="checkbox"/>

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 _____

6b. Original documents sighted

Attach certified photocopies of original documentation and send with your application. When providing documentation, such as qualifications, you must provide copies that have been verified or certified by the authorised person stated in 6c.

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

Declaration

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

Name _____

Signature _____

6c. Details of authorised persons			
Family name		Given name/s	
Phone number		Email	
Authorised person position			
Reason for being an authorised person to complete this form			
Signature of authorised person	_____	Date	

6d. Declaration - hazardous area and high voltage installation accredited auditor applicant	
<p>The ESO may request you 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.</p>	
<p>By signing this application you also acknowledge:</p> <ul style="list-style-type: none"> • That you have read and understood the Code of Conduct for the Queensland Public Service and agree to operate under the code whilst carrying out activities relating to your accreditation. • That you have read and understood the Conditions of office and agree to operate under the requirements of the conditions of office including the Operational Requirements whilst carrying out activities relating to your accreditation. 	
<p>I _____ am satisfied that I meet and will continue to meet the requirements for an accredited auditor under the ES Act, the ES Regulation and any conditions of office that allow me to act in the capacity of an accredited auditor.</p>	
<p>I declare that the information contained in this application and all attachments are true and correct to the best of my knowledge.</p>	
Signature of applicant	Date
Signature of witness	Date
Name of witness	

6e. Declaration from employer	
<p>The employer will have to complete this section, endorsing your application and confirming that the proposed auditee is covered by the company's insurance.</p>	
I (name and position)	
of (company name)	
acknowledge this application submitted by (applicant name)	
<p>for appointment as an accredited auditor and confirm that the persons listed in 1a are covered by the insurance stated in Section 2.</p>	
Name	Signature _____

7. Payment

No application will be processed unless full payment is received. A list of fees can be located at WorkSafe.qld.gov.au.

For new applications, the ESO will retain part of the fee paid to offset processing costs if an application is refused or withdrawn before it is decided. The refundable amount of the fee paid is shown in Schedule 8 of the ES Regulation which can be found at WorkSafe.qld.gov.au.

Credit card payment by email or phone can no longer be accepted. The ESO has moved to a BPoint payment system.

An email to enable credit card payment will be sent to the contact provided below.

Name of person making payment	
Email address of person making payment	

8. Submitting form

Before submitting, please complete the checklist below to ensure you have attached all relevant documentation.

Submit your application by mail to:



Electrical Safety Office
Accredited Auditors
P.O Box 820
Lutwyche QLD 4030



Or by email to:
accreditedauditors@oir.qld.gov.au

Note: A completed application form and the full fee must be received for your application to be processed. If all supporting documentation is not received within 28 days of lodgement of your application, you are taken to have withdrawn your application. The Electrical Safety Office 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.

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement/declaration to the Electrical Safety Office or providing a document to the Electrical Safety Office 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.

Application checklist

- Application type/category and level of accreditation.
- Applicant personal details provided.
- Company legal name and contact details provided.
- Insurance details provided.
- For new applications: CV, statement of knowledge, skills and abilities, education, work experience and systems capability.
- For renewal applications: updated resume, evidence to substantiate claims in CPD log, audit log, details of changes since the previous appointment.
- Applicant's photographs and specimen signature provided.
- Applicant's identity and supporting documents verified by an authorised person.
- Employer declaration signed.
- Correct name and email address provided for person making payment via BPoint system.

More information

Email: accreditedauditors@oir.qld.gov.au

Website: eso.qld.gov.au

Privacy statement.

The Queensland Government respects your privacy and is committed to protecting your personal information. The information provided on this form is for the purpose of appointing an accredited auditor in compliance with the *Electrical Safety Act 2002* and Electrical Safety Regulation 2013, and will be managed within the Information Privacy Principles contained in the *Information Privacy Act 2009*. For reasons of electrical safety this office may be required to disclose your personal information to other government agencies, entities or persons as may be required by law. © State of Queensland