

## Form 47

V11.03.2022

# Application for appointment as an electricity entity safety management system accredited auditor

Accredited auditors are appointed for the purposes of the Queensland *Electrical Safety Act 2002* (ES Act) and Electrical Safety Regulation 2013 (ES Regulation) to conduct:

- initial and modification audits on prescribed electricity entity safety management systems
- annual audits on electricity entity safety management systems
- reasonable requests by the Electrical Safety Office (ESO) for additional auditing

Electricity entity Accredited Auditors must comply with the conditions of office

Applicants are required to complete all relevant sections of this form. Incomplete applications may result in your application not being successful.

Application type			
<input type="checkbox"/>	New	<input type="checkbox"/>	Re-appointment
1. Applicant details			
Company details			
Company legal name			
ABN		ACN	
Business address		Business postal address	
Address		Address	
Suburb		Suburb	
State and post code		State and post code	
Company contact			
Position		Title	
Family name		Given name/s	
Phone number		Email	
Nominee			
A corporation which seeks appointment as an accredited auditor must nominate a Director of the corporation as the nominee.			
Nominee's (directors) name		Nominee's position	
Nominee representatives			
Nominee representatives are people who the nominee proposes to conduct the audits. For new applicants, sections 3, 5 and 6 are to be completed for each nominee representative. For re-appointments, sections 4, 5 and 6 are to be completed for each nominee representative.			
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 different skill sets. In this example there are two nominee representatives, Adam Ace and Bill Brown. Adam has the skill set to conduct audits on his own while Bill does not meet all the criteria for the skills, knowledge and experience to conduct individual audits. The application would list two skill set options to meet the accreditation criteria.			
Option	1. Adam Ace		
	2. Bill Brown, Adam Ace		

	3. nil
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Skill set options
1
2
3
4

Please note: the application will be assessed on the skill set of each option.  
 The corporation as the accredited auditor must ensure the nominee representatives work in accordance to the instrument of appointment.

## 2. Insurance details (you must attach a current certificate of currency of relevant 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 company name and includes all work the auditor will conduct. If appointed, the insurance must be maintained for the duration of the appointment.

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.

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 below criteria.

The 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. Current curriculum vitae

Each nominee representative must include a separate curriculum vitae. Ensure you include detailed, technical work experience as 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 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/professional registration

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

#### 3b(i) 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 ES Act, ES Regulation, codes of practice issued under the ES 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.

### 3b(ii) 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.

### 3b(iii) Applicant's statement of work experience

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

- a role that has provided strategic advice on safety focused management systems or risk management systems, or
  - 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
- a technical, professional or management role that was responsible for the design, construction, operation and maintenance of entities works, or
  - a technical, professional or management role that directly affected electrical safety.

### 3b(iv) 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:

- 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 and safety, risk management, or equivalent.
- Demonstrate maintenance of registration of a relevant professional body (can be demonstrated where the corporation has registration).

### 3c. Statement of systems capability

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.

## 4. Re-appointment requirements

- Details of any changes since the last appointment that impact on the accreditation e.g. change of insurance, employer systems capability.

**Each** nominee representative must demonstrate continual professional development and provide the following:

- Updated resume, including new skills and level of engagement.
- 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.
- A log of professional development activities detailing learning outcomes for the last three years that demonstrates a commitment to maintenance of skills and abilities.
- Objective evidence supporting the CPD items listed. CPD must relate to the accreditation. Example of evidence certified copy of course attendance, certificates, registrations for webinars, minutes of standards committees attended, activities submitted to a professional body.
- A log of audits completed for the last three years.
- Evidence that demonstrates maintenance of registration with a professional body relevant to your accreditation (non-mandatory).

## 5 Nominee and nominee representative details and declaration

The nominee and each nominee representative must complete section 5 and 6 below.

Name		Nominee	
		Nominee representative	




### 5a. Code of conduct declaration

I confirm that I have 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 my accreditation.

Signature	Date
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### 5b. 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.

				
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### 5c. Identity card 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.

1	2
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## 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 5b, 6a and 6b and provide their contact details at section 6c.

Below is a list of people 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 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
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**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
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**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**

The ESO 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.

By signing this application you also acknowledge that you will operate within the conditions of office that will be issued to you upon appointment as an accredited auditor. A generic set of conditions of office are available at Appendix B in the *Safety Management System, Audit and Governance Guide*.

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 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 of applicant		Date	
Signature of witness		Date	
Name of witness			

**6e. Declaration from employer**

The director/nominee of the company will have to complete this section, endorsing your application and confirming that the proposed auditee is covered by the company's insurance.

I (name and position)

of (company name)

acknowledge this application submitted by (nominee/nominee representative)

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

Name	Signature
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**7. Payment of fee**

No application will be accepted unless full payment is received. A list of fees can be located at [WorkSafe.qld.gov.au](http://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](http://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](mailto:accreditedauditors@oir.qld.gov.au)

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 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.
- Company legal name and contact details provided.
- Insurance details provided and certificate of currency provided.
- For new applications: CV, statement of knowledge, skills and abilities, education, work experience and systems capability.
- For renewal applications: updated resume, CPD log, evidence being available upon request 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 fee paid via BPoint system.

### More information

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

**Website:** [eso.qld.gov.au](http://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 2022