HOW TO BECOME REGISTERED AS

 A TASNETWORKS

ACCREDITED ELECTRICAL DESIGNER (AED).

for Underground Electrical Development.

**GUIDE & APPLICATION FORM.**

Please note: Accreditation does not guarantee any work or contract with TasNetworks.

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**Introduction**

Who needs to be accredited?

This accreditation applies to any individual or company who intends to undertake the design of customer initiated electricity network infrastructure.

Why does TasNetworks require this?

TasNetworks needs to verify that individuals who design electrical infrastructure do so to a defined standard and quality, to ensure that the development is fit for purpose and safe to connect to TasNetworks’ network.

The development once constructed will be connected to TasNetworks’ electrical infrastructure network and will be operated and maintained by TasNetworks for the life of the installation.

Designers are required to demonstrate defined quality control systems and competence to an independent auditor.

The process to become accredited and maintain accreditation

1. Firstly, review your quality systems; gather supporting documentation covering your experience and competence.
2. Fill out the application package attached.
3. Employ an independent auditor to verify these systems.
4. The auditor signs off the application pack and returns it to you for signing.
5. You submit the application pack to asp@tasnetworks.com.au
6. Attend an induction course with TasNetworks if required.
7. Once accredited attend design update sessions from time to time.

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| **Applicant Details** |
| Company Name |  | ABN No. |  |
| Applicant Name |  | Phone no. |  |
| Business Address |  | Email address |  |
| Applicant Signature |  | Date |  |
| **Auditor Details (member of *Exemplar Global* , *IRCA*, *JAS ANZ* or *QMS* auditor qualifications)**Please attach a brief resume for each auditor. |
| Auditor or Auditor’s Company |  | ABN No. |  |
| Name  |  | Phone no. |  |
| Auditor Certificate No. |  | Email address |  |
| Signature |  | Date |  |

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| QUALITY. | **To be completed by applicant.****(Please type responses in the spaces provided).** |
| **Requirement.** | **Explanation.** | **Examples.** |
| The organisation has implemented a process to ensure:* The designs meet the specifications and standards applicable for the work.
* Appropriate records are updated.
* Design quality review processes equivalent to ISO 9001 are undertaken.
 | * What do you do to ensure that designs by your company meet requirements and standards?
* Evidence supporting the above.
 | * Previous designs in a similar area of work.
* Task completion records.
* Records of quality assurance checks by a person not involved in the original design
* Records of approvals sign-offs or audits from your company or TasNetworks.
 |
| For applicant to complete |  |  |
| We manage this quality requirement in our company by (add in what you do).  |  |
| I think this is appropriate because (add details i.e. size, complexity, scope etc. of your operation). |  |
| Evidence (show auditor your records and process documentation and how they are accessed and stored). |  |
| **To Be Completed By Auditor.** | **COMMENTS.** | **IMPROVEMENTS, CORRECTIVE ACTIONS.** |
| Comments: (completed by the auditor when comparing the requirements to what they have in place and verifying implementation) |  |  |
| Auditor ‘s Signature. |  | Compliant/Non-compliant |  |
| TasNetworks verification: *(to be completed by TNW auditor)* | Demonstration of compliance for quality.  |
| Site: | Worker’s name: |
| Observations: |
| TasNetworks Auditor: | Audit Date: | ICARs raised (if any): |
| Compliance.  | **To be completed by applicant.****(Please type responses in the spaces provided).** |
| **Requirement.** | **What does this mean?** | **Examples of how you might meet these requirements.** |
| The organisation has systems in place to identify and monitor the content of all relevant legislation, standards, and codes of practice, agreements and guidelines. | To ensure you maintain compliance with relevant legislation and standards and continually improve performance, you need to be aware of changes and have processes to update documents.  | * Subscriptions to services that monitor legislation and standards updates.
* Participation in email circulation list with government agencies e.g. Workplace Standards Tasmania.
* Membership of industry forums.
* Current TasNetworks Design manuals.
* Demonstrated compliance with requirements.
 |
| For applicant to complete. |  |  |
| We manage legal requirements in our company by (add in what you do).  |  |
| I think this is appropriate because (add details i.e. size, complexity, scope etc. of your operation). |  |
| Evidence (show auditor your records and process documentation and how they are accessed and stored). |  |
| **To Be Completed By Auditor.** | **COMMENTS.** | **IMPROVEMENTS, CORRECTIVE ACTIONS.** |
| Comments: (completed by the auditor when comparing the requirements to what they have in place and verifying implementation) |  |  |
| Auditor ‘s Signature. |  | Compliant/Non-Compliant |  |
| TasNetworks onsite verification: *(to be completed by TNW auditor)* | Confirm procedures, reference relevant legislation, standards and codes of practice. |
| Environmental Risk Management.  | **To be completed by applicant.****(Please type responses in the spaces provided).** |
| **Requirement** | **What does this mean?** | **Examples of how you might meet these requirements.** |
| The organisation has a process to eliminate or minimise environmental risks and implement effective control measures in the design in accordance with legal requirements, ensuring relevant approvals and / or permits are granted prior to construction. | * Risks must be identified, assessed and managed to prevent harm to the environment.
* Every job should have an Environmental Assessment to determine the controls required.
* Processes must be in place so relevant approvals and permits are obtained prior to construction.
 | * Records of approvals and permit applications for previous work.
* Evidence of review of general site considerations for previous projects, covering e.g. easement application, impacts assessments on aboriginal and cultural heritage, threatened species and communities.
 |
| For applicant to complete. |  |  |
| We manage environmental risk in our company by (Demonstrate how you comply).  |  |
| I think this is appropriate because (add details i.e. size, complexity, scope etc. of your operation). |  |
| Evidence (show auditor your records and process documentation and how they are accessed and stored). |  |
| **To Be Completed By Auditor.** | **COMMENTS.** | **IMPROVEMENTS, CORRECTIVE ACTIONS.** |
| Comments: (completed by the auditor when comparing the requirements to what they have in place and verifying implementation) |  |  |
| Auditor ‘s Signature. |  | Compliant/Non-compliant |  |
| TasNetworks onsite verification: *(to be completed by TNW auditor)* | Designer understands this requirement.  |
| Worker’s name: |  |
| TasNetworks Auditor: | Audit Date: | ICARs raised (if any): |
| Evidence of Previous work. | **To be completed by applicant.****(Please type responses in the spaces provided).** |
| **Requirement.** | **What does this mean?** | **Examples of how you might meet these requirements.** |
| The organisation has performed similar work.  | * The organisation has experience of electrical design of underground subdivisions.
 | * Records of previous design of underground subdivisions.
* Records of distribution company sign-off or acceptance.
 |
| For applicant to complete. |  |  |
| Evidence of past work performed. |  |
| I think this is appropriate because. (add details i.e. size, complexity, scope etc. of your operation). |  |
| Evidence (show auditor your records and evidence of previous work. |  |
| **To Be Completed By Auditor.** | **COMMENTS.** | **IMPROVEMENTS, CORRECTIVE ACTIONS.** |
| Comments: (completed by the auditor when comparing the requirements to what they have in place and verifying implementation) |  |  |
| Auditor ‘s Signature. |  | Compliant/Non-compliant |  |
| TasNetworks onsite verification: *(to be completed by TNW auditor)* | Designer can demonstrate previous work. |
| Designer’s name: |  |
| TasNetworks Auditor: | Audit Date: | ICARs raised (if any): |
| Qualifications, Training and Competency. | **To be completed by applicant.****(Please type responses in the spaces provided).** |
| **Requirement.** | **What does this mean?** | **Examples of how you might meet these requirements.** |
| * The organisation has procedures for identifying and defining the qualifications, training needs and competency requirements for all employees.
* The organisation can show evidence that its employees have Australian recognised qualifications, competence and experience to undertake the work.
 | How do you ensure that employees and subcontractors have the necessary skills to conduct their work competently?  | * Experience, qualification and competence requirements documented in position descriptions.
* Skills matrix showing relevant qualifications and experience by role.
* Copies of team member qualifications on their employee file.

Evidence of appropriate qualifications and experience e.g. * + Chartered Engineer with relevant experience.
* Engineering Technologist with relevant experience working under the direction of a Charted Engineer.
 |
| For applicant to complete. |  |  |
| We manage qualifications, training and competency in our company by (add in what you do).  |  |
| I think this is appropriate because (add details i.e. size, complexity, scope etc. of your operation). |  |
| Evidence (show auditor your records and process documentation and how they are accessed and stored). |  |
| **To Be Completed By Auditor.** | **COMMENTS.** | **IMPROVEMENTS, CORRECTIVE ACTIONS.** |
| Comments: (completed by the auditor when comparing the requirements to what they have in place and verifying implementation) |  |  |
| Auditor ‘s Signature. |  | Compliant/Non-compliant |  |
| TasNetworks onsite verification: *(to be completed by TNW auditor)* | Check Licenses and Qualifications. |
| Consultation. | **To be completed by applicant.****(Please type responses in the spaces provided).** |
| **Requirement.** | **What does this mean?** | **Examples of how you might meet these requirements.** |
| The organisation has implemented a process for identifying and consulting with all relevant stakeholders who have an interest in the work. | How do you communicate or consult with your employees and external stakeholders and ensure that they have input into the work so the best solutions and outcomes are identified, communicated, implemented and reviewed? | * Documented consultation procedure.
* Team, toolbox or site meetings.
* Keep minutes of discussions.
 |
| For applicant to complete |  |  |
| We manage consultation in our company by (add in what you do).  |  |
| I think this is appropriate because (add details i.e. size, complexity, scope etc. of your operation). |  |
| Evidence (show auditor your records and process documentation and how they are accessed and stored). |  |
| **To Be Completed By Auditor.** | **COMMENTS.** | **IMPROVEMENTS, CORRECTIVE ACTIONS.** |
| Comments: (completed by the auditor when comparing the requirements to what they have in place and verifying implementation) |  |  |
| Auditor ‘s Signature. |  | Compliant/Non-compliant |  |
| TasNetworks onsite verification: *(to be completed by TNW auditor)* | Evidence of consultation. |
| Records Management. | **To be completed by applicant.****(Please type responses in the spaces provided).** |
| **Requirement.** | **What does this mean?** | **Examples of how you might meet these requirements.** |
| The organisation has a process for keeping and controlling records deemed necessary by your organisation and required by legislation. | * How do you know what records need to keeping and for how long and where?
* Is there a regulatory or TasNetworks requirement to keep certain records? E.g. drawings, specified equipment register etc.
 | * Procedure for the storage, maintenance and disposal of records.
* Records Master List.
* Records of drawings.
* Testing records.
* Version control.
 |
| For applicant to complete. |  |  |
| We conduct records management in our company by (add in what you do).  |  |
| I think this is appropriate because (add details i.e. size, complexity, scope etc. of your operation). |  |
| Evidence (show auditor your records and process documentation and how they are accessed and stored). |  |
| **To Be Completed By Auditor.** | **COMMENTS.** | **IMPROVEMENTS, CORRECTIVE ACTIONS.** |
| Comments: (completed by the auditor when comparing the requirements to what they have in place and verifying implementation) |  |  |
| Auditor ‘s Signature. |  | Compliant/Non-compliant |  |
| TasNetworks onsite verification: *(to be completed by TNW auditor)* | Establish compliance based on evidence.  |

Accreditation for Underground Electrical Design Work.

The auditor must confirm that the applicant company:

* Has operationally implementing the systems defined in the above requirements.
* Can demonstrate that they comply with standards.
* Sighted evidence of qualifications.

**Auditor’s comments on this application addressing compliance to TasNetworks requirements.**

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| **Scope of application** | **Auditor’s Comments** | **Auditor’s Signature** | **Date** |
| **Technical Scope**Underground Electrical Design |  |  |  |
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