HOW TO BECOME REGISTERED AS A

TASNETWORKS

ACCREDITED ELECTRICAL CONSTRUCTOR (AEC)

for Underground Residential Developments.

Including the following scopes:

* Civil work.
* High voltage electrical work (cable installation, jointing and termination).
* High voltage electrical testing.
* Low voltage electrical work (cable installation, jointing and termination).
* Electrical testing.

**GUIDE & APPLICATION FORM**

Please note:

* Accreditation does not guarantee any work or contract with TasNetworks.
* Existing Authorised Service Providers will directly transfer for the scope of work they are currently authorised to perform under the ASP scheme.

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**Introduction.**

Who needs to be accredited?

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

**IMPORTANT**: This Accreditation **does not** allow constructors to work on TasNetworks network, energised equipment or work within the safe limits of approach to live electrical infrastructure.

Why does TasNetworks require this?

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

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

Constructors are required to demonstrate defined quality control systems, competence and experience to an independent auditor.

The process to become accredited and maintain accreditation.

1. Firstly, review your quality systems, your supporting documentation, qualifications and past experience.
2. Fill out the application package attached.
3. Engage an independent auditor to verify these systems.
4. The auditor then signs off the application pack and returns it to you for signing.
5. You submit this to asp@tasnetworks.com.au for review and consideration.
6. Attend TasNetworks updates 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 work processes and completed products meet the specifications set for the work.
* Appropriate records are updated.
* Quality systems equivalent to ISO 9001.
 | * What do you do to ensure that the goods and services produced by your company meet requirements?
* Evidence supporting the above.
 | * Inspection and test plans and associated test results or certificates.
* Task completion records.
* Records of sign-off or audits from your company or TasNetworks.
* ISO 9001 certification that covers construction in the scope.
* Records of as-built drawings.
 |
| 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 onsite verification: *(to be completed by TNW auditor)* | Contractor’s demonstration of how work is completed onsite  |
| Site: | Worker’s name: |
| Workers have knowledge and implement quality requirements: |
| Other observations: |
| 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.Employees and Subcontractors comply with legislation and TasNetworks requirements. | 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 accordance with legal requirements. | * 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.
 | * Environmental management plans from previous projects
* Records of on-site risk assessments that address environmental risks, e.g. spread of weeds, disturbance of threatened flora or fauna, sediment run-off.
* Records of constructions completed in accordance with environmental permits and approvals.
 |
| 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)* | Contractor’s understanding of this requirement  |
| Site: |  | Worker’s name: |  |
| Worker’s knowledge of the environmental requirements: |
| Overall observation on environmental risks present at the site and control measures in place: |
| 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.  | * Construction of underground subdivisions.
 | * Evidence of construction of underground subdivisions.
* Sign off documents.
* Test and commissioning documents.
* 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 ’Verification | Evidence of previous work |
| Sub-Contractor and labour hire 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 established and implemented procedures to ensure that their sub-contractors and any hired skilled labour force comply with the requirements of this application. | * Sub-contractors are simply an extension of your workforce so you are responsible for ensuring they are competent to work to obligated standards and the requirements of this application.
* Performance needs to be measured and monitored to ensure compliance.
 | * A written procedure or checklist identifying the standards expected of sub-contractors with respect to qualifications and quality.
* Records showing review and approval of previously engaged sub-contractors.
 |
| For applicant to complete. |  |  |
| We manage sub-contractors and the hired skilled labour force 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)* | Sub-contractor’s understanding of this requirement (if app). |
| Site: |  | Worker’s name: |  |
| If there are sub-contractors employed, do they understand the requirements of this application? |
| Other observations: |
| 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..
 |
| 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 |  |
| Qualifications, and Competency.1. **Civil 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.** |
| Employees and subcontractors can produce Tasmanian recognised qualifications and experience for civil work.  | How do you ensure your people have the necessary skills to conduct their work competently? This includes your sub-contractors. | * Demonstrated civil work competency and experience e.g. construction and installation of kiosks and cable trenching.
 |
| For applicant to complete. |  |  |
| Qualifications, and competency for: Civil work.Where subcontractors will be used the details of their qualifications, competency and experience shall be provided. |  |
| 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/Qualifications |

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| Qualifications, and Competency.1. **High voltage electrical 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.** |
| Employees and subcontractors can produce Tasmanian recognised qualifications and experience for high voltage electrical work. | How do you ensure your people have the necessary skills to conduct their work competently? This includes your sub-contractors. | * Demonstrated competency and experience undertaking high voltage electrical work i.e. installing, jointing and terminating high voltage cables and equipment.
 |
| For applicant to complete. |  |  |
| Qualifications, and competency for:High Voltage electrical work (installing, jointing and terminating high voltage cables and equipment.)Where subcontractors will be used the details of their qualifications, competency and experience shall be provided. |  |
| 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/Qualifications |
| Qualifications, and Competency.1. **High voltage electrical testing.**
 | **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.** |
| Employees and subcontractors can produce Tasmanian recognised qualifications and experience for high voltage electrical testing. | How do you ensure your people have the necessary skills to conduct their work competently? This includes your sub-contractors. | * Demonstrated competency and experience undertaking testing of high voltage electrical equipment.
 |
| For applicant to complete. |  |
| Qualifications, and competency for: High voltage electrical testing.Where subcontractors will be used the details of their qualifications, competency and experience shall be provided. |  |
| 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/Qualifications. |
| Qualifications, and Competency.1. **Low voltage electrical 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.**  |
| Employees and subcontractors can produce Tasmanian recognised qualifications and experience for low voltage electrical work.  | How do you ensure your people have the necessary skills to conduct their work competently? This includes your sub-contractors. | * Demonstrated competency and experience on low voltage electrical work. I.e. installing, jointing and terminating low voltage cables and equipment.
 |
| For applicant to complete. |  |
| Qualifications, and competency for: Low voltage electrical work (installing, jointing and terminating low voltage cables and equipment.)Where subcontractors will be used the details of their qualifications, competency and experience shall be provided. |  |
| 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/Qualifications. |
| Qualifications, and Competency.1. **Low voltage electrical testing.**
 | **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.** |
| Employees and subcontractors have Tasmanian recognised qualifications and experience for low voltage testing.  | How do you ensure your people have the necessary skills to conduct their work competently? This includes your sub-contractors. | * Demonstrated low voltage testing competency.
 |
| For applicant to complete. |  |  |
| Qualifications, and competency for:Electrical testing.Where subcontractors will be used the details of their qualifications, competency and experience shall be provided. |  |
| 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/Qualifications. |
| 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 required by TasNetworks, deemed necessary by your organisation and required by legislation, including electrical work certification. | * How do you know what records that you need to keep, for how long and where?
* There is a regulatory requirement to keep certain records, e.g. records of work-related inspections and testing.
 | * Procedure for the storage, maintenance and disposal of records.
* Records of electrical work certification for previous projects.
* 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 construction of Underground Residential Developments.

The auditor must conduct a check to confirm that the applicant company:

* Has operationally implementing the systems defined in the above requirements.
* Can demonstrate compliance with standards equivalent to or better than those identified in the scopes of work being applied for.

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* Has operationally implementing the systems defined in the above requirements.
* Can demonstrate compliance with standards equivalent to or better than those identified in the scopes of work being applied for.

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

|  |  |  |
| --- | --- | --- |
| **Scope of application** | **Auditor’s Comments** | **Date** |
| Type of work. | Compare TasNetworks requirements to applicant’s systems and verify implementation.Sign off the scopes that qualify. | Date |
| Civil work. |  |  |
| High voltage electrical work (installing, jointing and terminating high voltage cables and equipment). |  |  |
| High voltage electrical testing. |  |  |
| Low voltage electrical work (installing, jointing and terminating low voltage cables and equipment.) |  |  |
| Low voltage electrical testing. |  |  |