

GUIDE & APPLICATION FORM TO BECOME A TASNETWORKS ACCREDITED ELECTRICAL CONSTRUCTOR (AEC) FOR UNDERGROUND RESIDENTIAL DEVELOPMENTS

Including the following scopes:

- High voltage electrical work (cable installation, jointing and termination)
- Low voltage electrical work (cable installation, jointing and termination)
- Electrical testing

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

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1.1. WHO NEEDS TO BE ACCREDITED?

Accreditation is required by any individual or company that intends to undertake construction of developer-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.

1.2. WHY DOES TASNETWORKS REQUIRE THIS?

TasNetworks must ensure that individuals or companies involved in constructing electricity network infrastructure adhere to established standards and quality requirements. This is essential to guarantee that the developments are both suitable for their intended purpose and the electrical infrastructure is safe for connection to and from part of TasNetworks' electrical network.

Once completed, the developments will be integrated into TasNetworks' electrical infrastructure and will be operated and maintained by TasNetworks throughout the lifespan of the infrastructure.

Accredited constructors are required to provide evidence of their competence and experience to TasNetworks for assessment and approval.

1.3. PROCESS TO BECOME ACCREDITED AND MAINTAIN ACCREDITATION

1. Fill out the application on the upcoming pages.
2. Submit the application and any supporting evidence to authorisations@tasnetworks.com.au for review.
3. TasNetworks may ask for further information and/or perform a verification audit.
4. TasNetworks will reply with an outcome.
5. Attend TasNetworks updates from time to time.

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6. TasNetworks reserves the right to revoke the accreditation of an AEC if there are non-conformance issues or the Connections Choice scheme is changed/concludes.

Applicant Details			
Company Name		ABN No.	
Applicant Name		Phone No.	
Business Address		Email Address	
Electrical Contractors Licence Number and Expiry		Date	
Applicant Signature			

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2. QUALITY		
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.	- What do you do to ensure that the goods and services produced by your company meet requirements? - Supporting evidence.	- 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 the applicant to complete		
We manage this quality requirement in our company by (add in what you do).		
This is appropriate because (add details i.e. size, complexity, scope etc. of your operation).		
Evidence (records and process documentation).		
To be completed by TN Rep.		
Name:		
Date:		
TasNetworks verification:		
Other observations:		

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3. COMPLIANCE				
Requirement	What does this mean?	Examples of how you might meet these requirements.		
The organisation has systems in place to identify and monitor relevant legislation (e.g. Occupational Licensing (Electrical Work) Regulations 2018), standards, codes of practice and guidelines.	To ensure compliance with relevant legislation and standards, 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. Consumer, Building and Occupational Services (CBOS) and WorkSafe Tasmania. - Membership of industry forums. - Demonstrated compliance with requirements.		
For the applicant to complete				
We manage legal requirements in our company by (add in what you do).				
This is appropriate because (add details i.e. size, complexity, scope etc. of your operation).				
Evidence (records and process documentation).				
To be completed by TN Rep.				
Name:				
Date:				
TasNetworks verification:				
Other observations:				

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4. EVIDENCE OF PREVIOUS WORK		
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. - Testing and commissioning documents. - Distribution company sign off or acceptance.
For the applicant to complete		
Evidence of past work performed.		
This is appropriate because (add details i.e. size, complexity, scope etc. of your operation).		
Evidence (records and evidence of previous work).		
To be completed by TN Rep.		
Name:		
Date:		
TasNetworks verification:		
Other observations:		

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5. SUB-CONTRACTOR AND LABOUR HIRE MANAGEMENT		
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 accreditation requirements.	- You are responsible for ensuring subcontractors are licenced and competent. - Performance needs to be measured and monitored to ensure compliance.	- A 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 the applicant to complete		
We manage sub-contractors and the hired skilled labour force in our company by (add in what you do).		
This is appropriate because (add details i.e. size, complexity, scope etc. of your operation).		
Evidence (records and process documentation).		
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6. LICENCES, QUALIFICATIONS, TRAINING AND COMPETENCY - GENERAL		
Requirement	What does this mean?	Examples of how you might meet these requirements
The organisation has procedures for identifying and defining the licences, qualifications, training needs and competency requirements for all employees.	How do you ensure that employees have the necessary skills to conduct their work competently?	- Licences, qualification, and competence requirements documented in position descriptions. - Skills matrix showing relevant licences, qualifications, and experience by role. - Copies of team member qualifications on their employee file.
For the applicant to complete		
We manage qualifications, training, and competency in our company by (add in what you do).		
This is appropriate because (add details i.e. size, complexity, scope etc. of your operation).		
Evidence (records and process documentation).		
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7. QUALIFICATIONS, TRAINING AND COMPETENCY - HIGH VOLTAGE ELECTRICAL WORK AND TESTING		
Requirement	What does this mean?	Examples of how you might meet these requirements
Employees and subcontractors can produce qualifications and experience for high voltage electrical work.	How do you ensure your people (including sub-contractors) have the necessary qualifications and skills to conduct their work competently and in accordance with legislation and applicable codes of practice.	Documented licences and qualifications, together with demonstrated competency and experience undertaking high voltage electrical work i.e. installing, jointing, terminating, and testing high voltage cables and equipment.
For the applicant to complete		
Qualifications, and competency for installing, jointing, terminating, and testing high voltage cables and equipment.		
This is appropriate because (add details i.e. size, complexity, scope etc. of your operation).		
Evidence (records and process documentation).		
To be completed by TN Rep.		
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