

ACT GOVERNMENT PREQUALIFICATION SCHEME FOR CONSTRUCTION INDUSTRY SENIOR AUDITORS



APPLICATION

Please return completed application to:
Portfolio Performance and Procurement;
Prequalification
(PO Box 158 Canberra City, ACT, 2602)
2 Constitution Avenue, Canberra ACT 2601 Email:
iCBRPrequalification@act.gov.au Attention:
Prequalification Registrar

NOTE: Electronic Submission of Application.

Electronic Submission of all applications is preferred.
When preparing the application, please separately save each document as a pdf file.
When saving pdf files please save with a suitably descriptive title. Eg "Prof Indem Ins or Pub Liab
Ins"
Emails to iCBRprequalification@act.gov.au are limited to 10 Mb.

If your application exceeds this size, the ACT Government's file hosting service is "Objective
Connect" for which you must obtain prior approval. Please Phone 6207 7154 or email
iCBRPrequalification@act.gov.au

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Nature of Application

Indicate whether this is a new Application, a renewal or an Application for an upgrade of

Prequalification categories and/or Thresholds (please tick):

New Application

Renewal Application

Additional Categories

Information for Applicants

The ACT Government has operated prequalification schemes for Contractors and Consultants in the construction industry since 1993. One of the prerequisites to obtaining prequalification is to hold 2nd or 3rd Party Management Systems.

The requirements for Contractors are:

Quality management system (QMS)	Environmental management system (EMS)	OHS management system* (OHS)
ACT Second Party - an independently audited system that meets the requirements of a checklist to be provided by the assessing authority.	ACT Second Party - an independently audited system that meets the requirements of a checklist to be provided by the assessing authority.	ACT Second Party - an independently audited system that meets the requirements of a checklist to be provided by the assessing authority.
OR	OR	OR
Full 3rd party AS/NZS ISO 9001	Full 3rd party AS/NZS ISO 14001	Full 3rd party AS/NZS ISO 4801

*Accreditation under the Australian Government Building and Construction OH&S Accreditation Scheme is deemed to satisfy the OHS management system requirement for Prequalification at all levels.

The minimum requirement for all Contractors and Consultants is to hold 2nd party QMS.

Depending of the Code requested EMS and OHS will also be required. See

<https://www.act.gov.au/infrastructurecanberra/supplying-to-government/prequalification/apply-for-act-prequalification> for further information.

The purpose of an 'Auditor' under this Scheme is to provide auditing services to Contractors and Consultants to provide them with a minimum of 2nd party certification of their Management Systems.

A self-assessment of the applicants' eligibility based on the Scheme requirements, is suggested to realistically assess your capabilities against the assessment criteria.

This application is to be completed and lodged with supporting documentation by email or post to the address on the cover page.

Applicant Details

a	Name of the company or entity under which this Application is being made and under which tenders will be submitted	
b	Trading name (if different)	
c	Name of Contact Person	
d	ABN / ACN	
e	Type of Entity	Public Company Private Company Individual Joint Venture Trust / Trustee
f	Address of Registered Office	
g	Business Address / Place of Business	
h	Postal Address	
i	Email Address	
j	Telephone	
k	Mobile	

Insurances and Licences

Insurances (including Workers' Compensation) and licences relevant to the type of auditing work undertaken are also a mandatory requirement for prequalification status. Please attach Certificates of Currency for the following:

- Professional Indemnity, minimum \$1m coverage;
- Public Liability, minimum of \$5 m coverage; and
- Workers Compensation where applicable.

Professional Indemnity (where relevant)

Insurer
Sum Insured
Expiry Date

Public Liability

Insurer
Sum Insured
Expiry Date

Workers Compensation

Insurer
No. of Workers
Covered
Expiry Date

Staffing Details

Please provide a list of names and curriculum vitae of all partner(s), director(s) and key personnel.
Resume attached Yes

Name	Position in Company
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Technical Capacity

Specific requirements

Applicants can nominate a single field or multiple fields of audit work below.

Fields of Work requested

QMS	OHS&R	EMS
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Applicants will need to demonstrate the following qualifications, capabilities and experience for their nominated audit fields. **Please attach information as applicable.**

Evidence attached Yes

Quality Management Systems

1. Registration as a Lead Assessor under the scheme administered by the Quality Society of Australasia under the Joint Accreditation System Australia and New Zealand (JAS-ANZ) under Standard AS/NZS ISO 9001:2015 or RABQSA or equivalent to audit and certify quality management systems.
2. Demonstrated professional and construction industry experience in the audit of quality management systems.
3. Provide evidence of the above for all nominated key personnel.

Occupational Health, Safety and Rehabilitation

1. Registration as a Lead Assessor under the scheme administered by the Quality Society of Australasia under the Joint Accreditation System Australia and New Zealand (JAS-ANZ) under Standard AS/NZS 4804:2001, OHSAS 18001:2007 or RABQSA or equivalent.
2. Demonstrated professional and construction industry experience in the audit of OHS& R systems.
3. Provide evidence of the above for all nominated key personnel.

Environmental Management Systems

1. Registration as a Lead Assessor under the scheme administered by the Quality Society of Australasia under the Joint Accreditation System Australia and New Zealand (JAS-ANZ) under Standard AS/NZS 14001:2015 or RABQSA or equivalent.
2. Demonstrated professional and construction industry experience in the audit of EM systems.
3. Provide evidence of the above for all nominated key personnel.

Technical Capacity –Experience and Capability

List a minimum of 3 organisational audits you have undertaken in the past 12 to 24 months. Use the table below as a guide to the type of information you should provide.

Please fill in for each audit undertaken

Audit 1

Organisation Audited

Audit Date

Type of Audit
Eg 2nd or 3rd Party
OHS, EMS QA

Organisation Contact person
(referee)

Client contact details
ie telephone etc

Audit 2

Organisation Audited

Audit Date

Type of Audit
Eg 2nd or 3rd Party
OHS, EMS QA

Organisation Contact person
(referee)

Client contact details
ie telephone etc

Audit 3

Organisation Audited

Audit Date

Type of Audit
Eg 2nd or 3rd Party
OHS, EMS QA

Organisation Contact person
(referee)

Client contact details
ie telephone etc

Secure Local Jobs Certification

Auditors should make themselves aware of the Legislation. The Legislation was implemented on 15 January 2019. Full details of the Strategy can be obtained from <https://www.procurement.act.gov.au/secure-local-jobs>. This Legislation applies to all Head Contractors, trade contractors, sub contracts and Project Managers.

WHS Active Certification Policy

Auditors should make themselves aware of the Territory WHS Active Certification Policy. The policy was established as part of the ACT Government's overall work health and safety response to the *Getting Home Safely* report published in November 2012.

The policy attempts to prevent fatal, permanent and serious debilitating injuries within the construction industry, and improve work health and safety practices on sites where ACT Government construction projects are being delivered.

The Active Certification Policy commenced on 1 July 2013 and details are at https://www.act.gov.au/_data/assets/pdf_file/0010/1946197/ACP-July-2016.pdf

Confidentiality and Information Sharing

By submitting this Prequalification application the applicant authorises the Territory to provide to any Territory, State or Commonwealth government agency (including any regulatory or law enforcement body, which includes, without limitation, WorkSafe ACT) as evidence of the applicant's consent to allow that agency to release information as requested by the Territory to any Territory, State or Commonwealth government agency.

The Territory may refer an applicant's documentation to an external agency or assessor for information sharing or assessment. Such entities are required to maintain confidentiality of all information received.

Information submitted in an application for Prequalification will be treated as commercial-in-confidence and will not be disclosed to any party outside the Territory and its agencies and assessors unless the Territory is legally required to do so for the purposes of obtaining legal or financial advice in the context of the applicant's Prequalification application.

Once Prequalified, a Prequalified supplier's details, including details of its performance of contracts awarded, may be shared with Territory and other government agencies for the purpose of monitoring contract performance and to determine continued eligibility for Prequalification.

Prequalified suppliers' details will be notified on the Major Projects Canberra website <https://www.act.gov.au/infrastructurecanberra/supplying-to-government/prequalification#supplier-lists>

General Comments in Support of Application

AUTHORISED SIGNATURE ON BEHALF OF APPLICANT

NAME OF AUTHORISED SIGNATORY

POSITION OF AUTHORISED SIGNATORY

DATE

Application Checklist for Auditors

Please tick the boxes to ensure all aspects of your application are complete

Applicant Details

Insurances and Licences (copies attached)

Staff Details – CVs etc

Fields of Audit Work

Technical Capacity - Qualifications, Capabilities and Experience documentation

Consent to share information