

Guidelines for application for appointment as an accredited auditor – high voltage installations

This guide is designed to assist you in your application for appointment as an accredited auditor of high voltage installations.

The *Electrical Safety Regulation 2002* requires an inspection of high voltage electrical installations (i.e., a group of items of electrical equipment operating or intended to be operated at more than 1000V AC RMS or 1500V ripple-free DC) prior to connection or reconnection to a source of electricity if:

1. a high voltage electrical installation is to be connected to a source of electricity for the first time; or
2. electrical installation or electrical line work has been performed on a high voltage electrical installation.

The purpose of the pre-commissioning inspection is to verify the high voltage electrical installation and electrical equipment is electrically safe and complies with the appropriate standards.

Only persons accredited by the Department of Justice and Attorney-General ('accredited auditor') are authorised to perform high voltage inspections. Persons who make application as an accredited auditor must be able to demonstrate the necessary capabilities and meet the performance criteria outlined in this document.

If you are accredited you must comply with the conditions of office, including, but not limited to:

- maintaining skills, knowledge and abilities for the duration of the appointment;
- testing work for compliance with national standards;
- not auditing your own work; and
- reporting findings of an audit to the installation's owner/occupier and, when requested, to the department.

Note that fees payable for inspection services are a commercial transaction between the parties and not a matter for the Department of Justice and Attorney-General.

THE APPLICATION FORM

The application form must be the current version of the application for appointment as an accredited auditor (form 14). See www.electricalsafety.qld.gov.au

You must choose the category for high voltage electrical installation and complete Section 1, 2 and 3.

To do

Category of work under high voltage installation auditor selected.

Section 1

A – Applicant details (individual)

Write your personal details in the boxes provided. Date of birth will be used for identification purposes only. Also include your current business street address, postal address and contact details. Note that only individuals can apply – corporations, trusts and other business entities are not eligible for accreditation.

B – Company details

Provide details in the boxes of the Legal name, ACN or ABN, business address, length of employment and postal address.

C – Corporation as applicant

Please complete this section if you represent a prescribed electricity entity accredited auditor applicant.

To do

Details complete and current.

Section 2 - Background

You must be able to demonstrate that you meet all criteria set out for accredited auditors of high voltage installations. The criteria are set out below in relation to required knowledge, skills and abilities, education and work experience.

Complete each section with the required information and attach certified or verified documents that support your application. Supporting documents must demonstrate how you meet the below criteria and may include, but are not limited to, curriculum vitae, qualifications, written response to the criteria, letters and statements from employers, statutory declarations, etc.

Note that the Electrical Safety Office may request further evidence or information that demonstrates that you meet the criteria, including an interview, a written examination or presentation of an audit model.

A - Knowledge

In this section you must provide information that demonstrates that you have developed the knowledge required to become an accredited auditor. Complete the form and attach a statement including any supporting information that demonstrates that you meet the following criteria:

- understanding and knowledge of high voltage installations;
- an understanding and knowledge of the *Electrical Safety Act 2002*, other relevant codes and Australian Standards;
- knowledge of electrical equipment, construction practices and circuits associated with high voltage installations;
- an ability to assess the suitability of the high voltage electrical equipment;
- an ability to assess the suitability of the protection system associated with high voltage electrical equipment; and
- understanding and experience in carrying out auditing and an understanding of electrical inspection procedures.

B - Skills and abilities

Complete this section with information that demonstrates that you have developed relevant skills and abilities through work experience and meet the following criteria:

- the ability to research, collate information, prepare reports and maintain accurate and correct records;
- demonstration of interpersonal skills for the audit process including written and verbal communication skills;
- the ability to interpret and assess information and standards as applied to the relevant high voltage installation. Standards include AS/NZS 3000 and other standards applicable to high voltage installations and the installation and testing of high voltage electrical equipment;
- the ability to audit an electrical installation for compliance to applicable electrical standards; and
- an appreciation and understanding of high voltage isolation and access principles.

C - Education

Complete the form and attach supporting documentation that demonstrates that you possess electrical qualifications that provide experience in high voltage installations and installation of electrical equipment and wiring systems associated with high voltage installations. Qualifications can be demonstrated with electrical trade or tertiary education qualifications.

D - Work experience

In addition to satisfying the educational criteria, an applicant must meet the requirements for relevant work experience. This experience must include:

- technical and installation experience with aspects of electrical installations including the interpretation of applicable standards;
- experience in installation design, equipment design and/or protection systems associated with high voltage electrical equipment and wiring systems;
- experience in the application of high voltage isolation and access principles;
- demonstrated experience in utilising and referencing applicable standards associated with high voltage installations and AS/NZS 3000; and
- demonstrated recent experience in conducting an audit based on audit principles gained from an external auditor training course provided by a Supervising Registered Training Organisation.

To do

- Knowledge criteria met and statement attached.**
- Skills and abilities demonstrated and supporting documentation attached.**
- Education criteria met and evidence attached.**
- Work experience requirements met and evidence attached.**

Section 3 - Insurance Details

Accredited auditors must be covered by appropriate types and levels of both public liability and professional indemnity insurance for the work to be performed. If appointed, the insurance must be maintained for the duration of your appointment and you must only conduct work within the scope and level of the insurance held.

Write the name of the insurer, the insurance limits and the expiry date of the insurance cover in the space provided. 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.

To do

- Appropriate insurance nominated and certificate of currency attached.**

Section 4 – Prescribed Entities

As an applicant for high voltage auditor accreditation you do not need to complete this section of the application form.

Section 5 - Proof of identity and document declaration form

To verify your identity and the documents that you provide with your application you will need to have the proof of identity and document declaration form completed by an authorised person (listed in part C of the verification form).

The authorised person will utilise the 100 points identification system to verify your identity. Ensure that the type, number and expiry date of the identification is recorded in the space provided on the form.

When providing documentation, such as qualifications, you must provide copies that have been verified or certified. A copy can be verified by an authorised officer using the proof of identity and document declaration form on page five of the accredited auditor application, or certified by a Justice of the Peace (qualified) or a Commissioner of Declarations.

Photographs

You must provide two passport sized photographs for use on your identity card if appointed. Note that the photographs must also be verified/certified by an authorised person.

Specimen 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 provided.

Section 6 - Declaration by applicant

You must sign the declaration on the form to accept the terms and conditions of the application and any Conditions of Office that allow you to act in capacity of an Accredited Auditor.

The department 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.

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department that you know is false or misleading in any material particular.

To do

- Proof of identity and document declaration form completed by an authorised person.**
- Verified photographs and specimen signature provided.**
- Declaration is signed by the applicant.**

Section 7 - Lodging the form

Send the completed application form and required supporting documentation to the postal address provided on the form.

Section 8 - Fee

The fee for applying for appointment as an accredited auditor is as per the application form. The term of an appointment is up to 5 years as nominated in the signed notice of appointment. The Department 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 7 the *Electrical Safety Regulation 2002* which can be located at the ESO website: www.electricalsafety.qld.gov.au.

You can pay by cheque, money order (tick the 'cheque' box) or credit card. Please make cheques and money orders payable to 'The Department of Justice and Attorney-General'. Credit card details are to be recorded on the application form. Please do not post cash in the mail.

To do

- Pay the full fee as per the application form**

Privacy statement

The Department of Justice and Attorney-General respects your privacy and is committed to protecting your personal information. Please ensure you read the privacy clause associated with your application.

APPLICATION CHECKLIST

- Category for application selected
- Applicant name and contact details provided
- Knowledge, skills and abilities, education and work experience criteria met and supporting documentation attached
- Insurance details provided and certificate of currency provided
- Applicant's identity verified by an authorised person using the proof of identity and document declaration form
- All supporting documents certified or verified
- Applicant's photograph and specimen signature provided
- Declaration signed
- Fee sent with application

NEED MORE INFORMATION?

Contact the Electrical Safety Office:

Telephone: 1300 650 662 (within Queensland)
Telephone: (07) 3247 4711 (interstate)
Telephone: +61 7 3247 9439 (international)
Facsimile: +61 7 3406 3808
Email: equipmentsafety@deir.qld.gov.au
Website: www.electricalsafety.qld.gov.au