# Construction Supplier Register (CSR)

# Additional Technical Eligibility Criteria: Pre-Qualification Category Asbestos Inspection and Hygiene Services

## PLEASE NOTE:

## The completed CSR application form and ALL supporting evidence must be submitted as separate pdf files.

## This technical criteria document outlines the additional evidence you need to successfully submit with your application.

## Your submission must address Criteria 1-9.

## Each pdf attachment needs to clearly identify the type of evidence presented, followed by the numerical format provided in the acceptable evidence column of this document. For example:

## *For Criteria 1, evidence document submitted can be named as follows – Staffing arrangement evidence 1.1*

## It is the responsibility of the applicant to submit all documentation to support an application.

## CSR will advise you if the application is incomplete.

## The application will not progress if outstanding correspondence is not provided to CSR when requested.

| **Eligibility Criteria** | **Criteria Description** | **Acceptable Evidence** |
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| 1. Organisational Structure / Resource | Applications will be assessed on whether the applicant or the company or partnership has sufficient resources to deploy on projects and to perform typical functions expected of applicants in this category.  Asbestos inspection and hygiene services to only include internal resources.  This criterion ensures that applicants have the capacity and required competency to deliver the service under this category.   * Applicant’s resources and structure, with defined levels of accountability such as OH&S manager and asbestos supervisor with clearly defined communications protocols. * Applicant’s qualifications, training and experience of the key resources available for deployment on projects and their proposed roles; and * An outline of the professional affiliation/s of management and supervisory staff, including relevant qualification/s and expertise in applicant’s asbestos related work. | List organisation resources and structure, with defined levels of accountability clearly defining governance arrangements.   * 1. Evidence to support the application should also include staffing arrangements such as:   + Client/contract management/escalation point(s)   + Relevant project site staff/workers   + Reporting responsibilities   + Quality control/technical/review   + Laboratory calibration/management; and   + Site supervision and health surveillance.   List Qualifications, training and experience of key resources.  1.2 Evidence to support the application should include:   1. Staff profiles/CVs 2. Tertiary qualifications in Environmental science/engineering or construction, certificates of training from recognised training providers; and 3. Statement/endorsement from an ASIC registered company Director or Partner in a partnership describing internal training systems and processes. |
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| 1. Safety Management | Applicants must demonstrate that they understand the requirements that have been established to undertake Asbestos Inspection and Hygiene Services in accordance with occupational health and safety requirements. | Provision of all the following information may make it easier for the assessor to be satisfied this criterion has been met:   * 1. Sample Safe Work Method Statement (SWMS) or similar for an asbestos assessment   2. Sample SWMS or similar for asbestos hygiene works   3. Sample Respirator fit testing records   4. Sample scope of works for refurbishment or demolition which includes relevant building information, drawings, records of any historical asbestos removal, and site-specific items that require attention in the Asbestos Register   5. Sample consultation plan for removal project   6. Sampling procedure for non-friable and friable asbestos materials and products; dusts and soils; and   7. Sample risk control plan used for intrusive investigation accessing suspected asbestos contaminated spaces including temporary enclosures, cleaning, decontamination, and PPE use. |
| 1. Accreditation / Licence | This criterion ensures that applicants are accredited by National Association of Testing Authorities (NATA) and the applicants have the ability to produce onsite laboratory reports which are required to ensure timely reporting of air monitoring results required to control risks.   * NATA accredits organisations to perform testing and inspection activities for their products and services. NATA recognises an organisation’s compliance with relevant national and international standards. * In house NATA accreditation for airborne asbestos fibre counting (ISO/IEC 17025) is mandatory. | * 1. Applicants must provide a letter or evidence confirming:   + The scope of the applicant’s accreditation   + The date of accreditation; and   + Accreditation has been awarded by NATA.   + Evidence confirming an ability to produce onsite laboratory reports. |
| 1. Relevant Work Experience | Under this criterion, applicants will be assessed whether they have sufficient experience and capability to deliver the services under this category:   * applicants’ history of asbestos work will be considered as to whether the applicant is experienced and suitable to perform asbestos inspection works at the Lead Department's discretion * list of minimum x 3 completed projects in a period of last 2 financial years is mandatory plus any current projects that involve asbestos audits, supervision of removals and asbestos removals, including details of the projects * the Lead Department will contact at least two nominated referees to conduct a referee check that confirms that the applicant practices in the category applied for and holds the level of experience expected of a competent practitioner of that category. | Provision of information covering all the below may make it easier for the assessor to be satisfied that this criterion has been met:  4.1 completed and current projects that involved   * 1. Friable asbestos removal works; and   2. A bubble enclosure/with negative air/smoke testing   3. examples of specification/scope of work and/or technical drawings prepared for clients detailing measures for asbestos removal for tender or comparative review of licensed asbestos removal services submissions   4. evidence to provide that reports are True and hold the relevant property information   5. capacity of reporting to present clear diagrammatic location and extent of asbestos on annotated diagrams   6. data collection to estimate quantities and volumes of asbestos   7. examples of review of (Asbestos Removal) Control Plans prepared by Licensed Asbestos Removalists; and   8. examples of Clearance Certificate issued. |
| 1. Training & Quality Management | The purpose of this criterion is to assess whether applicants have the appropriate systems and procedures in place to deliver high quality and consistent services:   * applicants must demonstrate that management or supervisory staff are suitably qualified or experienced, taking into account the nature of the supplier’s asbestos activities. This criterion may be satisfied by tertiary or post graduate qualifications and/or membership of an asbestos industry association and/or completion of training in asbestos inspection. | Examples to provide with the application:   * 1. documented training procedurecovering:   2. Inductions; and   3. On‐going training/refresher program   4. evidence of completed employee training records   5.3 a documented sampling procedureincluding ‘chain of custody’   * 1. records demonstrating expertise in the assessment and management of asbestos covering at least two years   2. data collection and reporting methods (max 200 words). Information regarding data collection and proposed reporting methodology may include:      1. Risk rating, limitation, and labelling status, review details and recommendations, required maintenance work, demolition and refurbishment works and any asbestos removal work      2. Reporting frequency and timelines      3. Use of Excel, proprietary software or any other collection methodologies      4. Data collection to estimate quantities and volumes of asbestos      5. Capacity to define extent of asbestos by mapping on annotated diagrams; and      6. Document control and review record and signatory approval for issued signed reports.   3. how technical and report quality assurance is undertaken and maintained (max 200 words). Information regarding quality assurance processes may include:   4. administrative and procedural activities   5. quality management and quality assurance accreditations; and   6. continual improvement processes and data backup methodology   7. Compliance code – managing asbestos in workplaces published by WorkSafe Victoria requires the identification of asbestos to be undertaken by a competent person. There are no set standards or qualifications specified for determining a competent person, however eligibility to membership of an asbestos industry association or asbestos inspection training for any of the following professional bodies outlined below may make it easier for the assessor to be satisfied that this criterion has been met. * the Faculty of Asbestos Management of Australia & New Zealand (FAMANZ) (Full/Member Risk Management or Technical Member) * Faculty of Asbestos Assessment and Management/FAAM) (Full, Fellow or Technician member) of the British Occupational Hygiene Society * Australian Institute of Occupational Hygienists (AIOH) (Full or Provisional) * New Zealand Occupational Hygiene Society (NZOHS) or any other professional bodies registered by the Health and Safety Association of New Zealand (HASANZ); or * member of any other professional society with an International Occupational Hygiene Association (IOHA) National Accreditation Recognition (NAR) Scheme  1. please note that if an applicant’s management and supervisory staff are not eligible for membership of FAMANZ or FAAM, the applicant must provide the following: 2. evidence of qualifications of management and/or supervisory staff that includes completion of training including the following or equivalent    * CPCCDE 5001 Air monitoring and clearance inspection for asbestos removal or CPCCBC4051A (NZQA 29767) Supervise Asbestos Removal; or    * Completion of at least one of the following or equivalent BOHS International Proficiency Qualifications courses:    * IP402 (P402) Surveying and sampling strategies for asbestos in buildings    * IP403 Asbestos fibre counting (PCM) as revised for Australia    * IP404 (P404) Air monitoring, clearance inspections for reoccupation of buildings following asbestos removal; and    * IP405 (P405) Management of Asbestos in Buildings 3. or evidence of ISO 17020 accreditation for the organisation’s inspection systems; training and technical processes for the safe sampling of asbestos, risk assessment and reporting (asbestos auditing and inspection). |
| 1. Division 5 or Division 6 Asbestos Register and Report (sample) | It is a requirement of the *Occupational Health and Safety Regulations 2017* that a person who manages or controls a workplace must record the results of an identification of asbestos in an asbestos register:   * the purpose of this criterion is to assess whether applicants understand and meet the legislative requirements and industry standards in relation to the preparation of asbestos registers and accompanying reports. | * 1. Applicants must provide a report that contains an ‘asbestos register’ that *clearly* identifies the following: * the location of ACMs- The room or part of a building where the ACM is located should be clearly identifiable, along with the building surface or feature. e.g. ‘plant room wall’ / kitchen splashback’ / ‘external eaves throughout’ / ‘ceiling cavity’ * the type of ACMs - the ACM product, e.g. ‘cement sheet’ / ‘vinyl tiles’ / ‘compressed electrical panel’. Some companies may include the building surface or feature with this information rather than with the location, e.g. ‘cement sheet wall’ / vinyl tile floor covering’ * whether ACMs are friable or non‐friable * the condition of ACMs * whether ACMs are likely to sustain damage or deterioration (e.g. disturbance potential); and * details of all inaccessible areas that are likely to contain ACMs * the body of the report must contain the following:   + 1. the scope of the assessment including areas inspected     2. the methodology used to conduct the assessment     3. a NATA endorsed sample analysis/laboratory report     4. recommendations or advice on how ACMs should be managed     5. limitations of the assessment     6. representative photos of identified ACMs; and     7. clear mapping of ACMs and Presumed ACM diagrammatically on drawings in report and use in specification/scopes of work or instruction for bidding by Licensed Asbestos Removalist. |
| 1. Clearance Certificate (sample) | The purpose of this criterion is to assess whether applicants understand and can meet the legislative requirements and industry standards in relation to the preparation of Clearance Certificates:   * a clearance certificate is a written statement that a specific area where asbestos removal work has taken place has had specified ACMs removed and has been cleaned of any visible asbestos residue associated with that removal. | * 1. Suppliers must provide a sample certificate that clearlyidentifies the following: * *what* ACMs were removed * the *location* ACMs were removed from * the quantity of ACMs removed * any ACMs that could not be removed because of the works and remain in situ. Type and location should be clearly identified * a statement verifying that “there is no visible asbestos residue remaining as a result of the work in the area where the work was performed or in the area immediately surrounding the area where the work was performed” (Reg 294(1)) or to that effect * a reference to accompanying para occupational asbestos fibre air monitoring clearance reports and their results (where air monitoring was performed) * photographs of ACMs in situ before removal and work area post removal; and * clear mapping of any remaining ACMs and Presumed ACM / asbestos contamination diagrammatically on drawings appended to and referenced in Clearance Certificate. |
| 1. Para occupational Air Monitoring Report (sample) | The purpose of this criterion is to assess whether applicants understand and meet the legislative requirements and NATA standards in relation to the reporting of airborne asbestos fibre results:   * applicants must conduct air monitoring during and following the completion of all asbestos removal works, irrespective of the type and duration of asbestos removal work performed. | * 1. Evidence of current NATA accreditation and sample para occupational asbestos fibre air monitoring clearance reports that contain the following:   + the NATA insignia   + the date the monitoring/sampling was performed   + the name of the person who undertook the volume measurement or sampling   + the name of the “asbestos counter/identifier” or “analyst”   + the name of the person authorised to release results such as the “signatory”); and   + reference to the NOHSC Guidance note on the membrane filter method (MFM).   + Eachmonitoring/sampling point clearly describes the following: * the location of each monitoring/sampling point * their start and stop times * fibre counting results reported as ‘x’ fibres per ‘y’ fields; and * a result expressed as fibres per millilitre (f/ml). |
| 1. OHS and environment regulatory history | The applicant’s or the applicant’s company or partnership, Occupational Health and Safety and environment regulatory enforcement history will be considered as to whether they are appropriate applicants for this sub-category, at the discretion of the Lead Agency:   * applicants are required to provide information regarding any non-conformances identified by WorkSafe or Environment Protection Authority (EPA) against relevant legislation over the last two years. These include but are not limited to the following under the *Occupational Health and Safety Act 2004*, *the Dangerous Goods Act 1985*, the *Environment Protection Act 2017:* * improvement notices * prohibition notices * Environmental Action Notices * compliance achieved at the time of the inspection; and * failure to pass the EPA fit and proper person and prohibited person assessment. | The following may be requested by the Lead Agency:   * 1. statutory declaration from the applicant describing the status of the applicant’s disciplinary action history   2. explanation and supporting documents from the applicant of any disciplinary action (if applicable). |