



Australian Government

Department of Education, Employment and Workplace Relations
Office of the Federal Safety Commissioner

Fact Sheet Reaccreditation

Under the Australian Government Building and Construction OHS Accreditation Scheme (the Scheme), only accredited companies can sign agreements for Government funded building work over certain thresholds. Companies are accredited for up to three years.

At the end of this period, companies need to reapply in order to stay accredited under the Scheme – this is known as ‘reaccreditation’.

What is reaccreditation?

Reaccreditation is a requirement of the *Building and Construction Industry Improvement (Accreditation Scheme) Regulations 2005* (the Regulations).

Getting reaccredited involves two phases: a desktop assessment and an onsite audit. These two phases are a requirement of the Regulations and are designed to help the Federal Safety Commissioner (FSC) make an informed decision.

For the **desktop assessment** component, accredited companies need to provide a copy of their AS4801 certificate and submit an application and supporting documentation against all Scheme criteria. Companies are also assessed on their past performance and this information will inform whether a one or two day **onsite audit is required**.

Companies are expected to have enhanced their OHS systems over their three years of accreditation and should consider the reaccreditation process as an opportunity to demonstrate these improvements.

As part of the FSC’s vision of a building and construction industry where no one is harmed, the OFSC will also use reaccreditation as an opportunity to highlight the need to effectively manage mobile plant and equipment. This hazard is one of the greatest causes of injury in the industry. Mobile plant and equipment will feature as a focus of the reaccreditation auditing process.

How do I apply?

Accredited companies can either:

- submit a postal application or
- submit an application through FSC Online on fsc.gov.au.

In submitting an application for reaccreditation it is essential that responses to the questions and supporting OHS documentation are comprehensively referenced. Poor or incomplete referencing may add significantly to the time taken by the OFSC to process an application and in some cases will require the application to be resubmitted. Many companies have found that submitting a paper based application simplifies the referencing process.

An Application Guide, including a user guide for FSC Online, is available on fsc.gov.au.

When should I apply?

The OFSC strongly recommends submitting an application at least six months from accreditation expiry to allow sufficient time for the desktop assessment and onsite audit/s. Since implementing the reaccreditation process, the OFSC has found a number of accredited companies who submitted applications less than six months from their expiry date were unable to achieve reaccreditation in time.

The OFSC would like to highlight that it is the responsibility of accredited companies to allow sufficient time for applications to be processed prior to the expiry of accreditation. Should accreditation lapse after an application has been received companies will be listed on the FSC website as being in the reaccreditation process. The Australian Government cannot enter into a contract with companies unless reaccreditation is achieved, although companies can tender for building work that is funded directly or indirectly by the Australian Government.

This fact sheet is correct as of 16 April 2010. Produced by the Office of the Federal Safety Commissioner.

The material contained in this fact sheet is for general information only. It does not reflect all the technicalities of the relevant law and you should seek legal advice in relation to your particular circumstances. The Australian Government, its employees and agents do not accept any liability for action taken in reliance on this document and disclaim all liability arising from any errors or omissions contained in this document.

Supporting your application

It is important that accredited companies provide all the necessary documentary evidence to support the claims made in the application. The types of documentary evidence required are outlined in the Application Guide and also the Documentary Evidence Guide available on fsc.gov.au.

For further information you can:

- refer to the FAQs on the FSC website at fsc.gov.au
- contact the FSC Assist Line on **1800 652 500**
- contact the OFSC via email at ofsc@deewr.gov.au