

## Information for Applicants

### The accreditation process

Accreditation involves a two-stage process – a desktop assessment followed by an onsite audit.

To become accredited, you must meet the following **Scheme criteria**.

1. Evidence of an OHS management system (OHSMS). This needs to be certified to Australian Standard *AS/NZS 4801 Occupational health and safety management systems – Specifications with guidance for use* or, alternatively, certified to *OHSAS 18001 Occupational Health and Safety Management Systems – Specifications*. Certification needs to be undertaken by a Joint Accreditation System of Australia and New Zealand (JAS-ANZ) accredited certification body.
2. Demonstrated ability to manage construction hazards and high risk activities.
3. Record in relation to workplace safety.
4. Onsite audit results.
5. Performance against the following focus points:
  - i) demonstrated senior management commitment to OHS;
  - ii) integration of safe design principles into the risk management process;
  - iii) whole of project OHS consultation and communication;
  - iv) demonstrated effective subcontractor OHS management;
  - v) whole of project performance measurement; and
  - vi) OHS training and competency to deal with safety risks.

### Stage 1: the desktop assessment

The desktop assessment involves an examination of application and supporting documentary evidence. It is designed to check your company is far enough advanced to warrant an onsite audit.

The information you provided against the Scheme criteria including your documentary evidence will be assessed during the desktop assessment.

If you have not provided enough documentary evidence, the OFSC may contact you for more information. This information must be provided in the period specified. Please note this may cause a significant delay in the accreditation process.

On successful completion of the desktop assessment, an initial onsite audit will be arranged.

## Stage 2: the onsite audit

Once the desktop assessment stage is completed, your company's claims are verified at an onsite audit. Onsite audits are detailed audits conducted by a Federal Safety Officer usually over two days.

You can nominate a range of suitable projects, either a current Australian Government or commercial project, from which a site can be chosen for the audit. The onsite audit will be performed against specific criteria as determined by the FSC. These criteria will include:

- OHSMS – verification that the elements of AS/NZS 4801 or OHSAS 18001 are being implemented onsite;
- hazard management – demonstration that the builder has the capacity to identify and manage construction hazards and high risk activities, and
- Other FSC criteria – verification that the statements and evidence provided in the application are being implemented on the chosen project site.

For more information on the Accreditation Audit process go to [auditing and the OHS Accreditation Scheme](#).

## Gaining accreditation

Once you have successfully completed the audit process, the results are combined and presented to the Federal Safety Commissioner (FSC). The FSC will take into account the results of both the desktop assessment and the onsite audit before making a decision to grant accreditation.

It is the sole discretion of the Commissioner to grant accreditation, and your company will be advised in writing of the Commissioner's decision.

On acceptance of accreditation, you will be placed on the [Accreditation Register](#).

Full accreditation will be granted for a period of up to three years, after which time you will need to apply for reaccreditation.

Upon gaining accreditation you are required to satisfy a number of ongoing requirements in order to maintain your accreditation status. These requirements include:

- compliance with the conditions of accreditation, including having at all times appropriate OHS policies, procedures and safe work practices;
- post-accreditation Project Safety Audits; and
- OHS reporting.

If your company is unsuccessful in gaining accreditation, you may request a review of the decision not to grant accreditation.

## The reaccreditation process

Reaccreditation is an essential step for companies wanting to retain the benefits of being accredited, including improved OHS performance.

Under the current Regulations, accreditation is granted to companies for up to three years. At the end of this period, companies need to reapply for accreditation in order to stay accredited under the Scheme.

Getting reaccredited is a more streamlined process than accreditation.

Reaccreditation involves submitting an application against all Scheme criteria, including the provision of AS4801 certificate, and supporting documentary evidence. This application will be subject to a desktop assessment. Companies are also assessed on their past performance and this will determine whether a one or two day onsite audit is required.

For further information you can:

Visit the FSC website at [fsc.gov.au](http://fsc.gov.au)

Contact the FSC Assist Line on 1800 652 500

Contact the OFSC via email at [ofsc@deewr.gov.au](mailto:ofsc@deewr.gov.au)

## Useful Links

[Apply for accreditation](#)

[Compliance policy](#)

[Reaccreditation fact sheet](#)

[Audit criteria](#)

[Audit fact sheets](#)