

APPLICATION VIA MUTUAL RECOGNITION FOR ACCREDITATION AS A HIGH RISK WORK LICENCE (HRWL) ASSESSOR

MAY 2023

Purpose

This form is to be used by individuals who wish to apply to SafeWork NSW (the Regulator) for accreditation to assess competency for HRWL in NSW (HRWL Assessor) via Mutual Recognition. Refer to the SafeWork NSW website for more information on HRWL Assessor eligibility.

How to fill in and lodge this form

- Read the SafeWork NSW Applying for HRWL Assessor Accreditation via Mutual Recognition – Information Sheet prior to completing this form.
- Read the SafeWork NSW [Conditions of Accreditation for High Risk Work Licence Assessors to Conduct High Risk Work Licence Assessments in NSW under the Work Health and Safety Regulation 2017 \[NSW\]](#).
- Please TYPE directly into the form. Do not hand write.
- When complete, save a copy before emailing or printing.
- Supporting documents must be attached to your application email.

If you do not fill out this form correctly, completely and including all necessary documentation as required, the application will be returned to you.

Request for additional information

SafeWork NSW may request additional information under clause 117 of the Regulation where your application does not contain sufficient information to enable a decision whether or not to grant accreditation.

The request will specify a timeframe in which you must supply the information. If you supply the information by the required date, your application will proceed.

If you do not supply the information by the required date, your application is taken to be withdrawn [R117(3)]. A withdrawn application is not eligible for internal review.

Fee

- A fee must accompany this form.
- Refer to the licensing fees schedule, available at www.safework.nsw.gov.au or contact 13 10 50.
- Pay by credit card or PayPal. These fees are exempt of GST, except if otherwise stated.
- A partial refund may apply if your application is withdrawn.

Lodgement instructions

Email your completed form and relevant attachments to tacs@safework.nsw.gov.au

Privacy collection notice

SafeWork NSW, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal and health information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIIP Act) and the *Health Records and Information Privacy Act 2002* (HRIP) Act.

The personal information contained in your application is collected and held by SafeWork NSW.

We are collecting your personal information for the following purposes:

1. For processing and determining an application to grant or refuse Accreditation as a new SafeWork NSW high risk work licence assessor in accordance with the *Work Health and Safety Regulation 2017*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information collected to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by SafeWork NSW. We may also use it to administer/update our customer database including to send you information that we consider important such as reminders to renew licences, changes to your application or a future application to add an additional class of HRWL to your accreditation should accreditation be granted.

We will store and manage your personal information in accordance with provisions under the PPIIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies

(including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will also disclose personal information to third parties for the purpose of verifying the qualifications, training and assessment experience and operational experience that you have provided within your application. Your personal and health information may also be shared with third-party service providers engaged by SafeWork NSW for the purpose of processing and issuing your accreditation.

We will not disclose our personal information to anybody else unless you have given consent, or we are

authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on our website.

Please see <https://www.safework.nsw.gov.au/about-us/privacy> for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is not accurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

Information about the application process is available on the [SafeWork NSW website](#).

SECTION 1. APPLICANT DETAILS

First name

Middle name

Last name

Date of birth (DD/MM/YYYY)

Previous or other names

Daytime contact number

Mobile number

Email

CURRENT ADDRESS DETAILS

Unit number/Street number/Property number
(include Lot or DP if applicable)

Street name

Suburb

State

Postcode

CURRENT POSTAL ADDRESS (IF DIFFERENT FROM RESIDENTIAL ADDRESS)

Unit number/Street number/Property number
(include Lot or DP number if applicable)

Street name

Suburb

State

Postcode

SECTION 2. EVIDENCE OF IDENTITY (EOI)

You must provide at least 100 points of EOI.

Within the combination of EOI documents, you must be able to show your full name, photo, date of birth, current residential address and signature.

All copies of EOI documents **MUST BE CERTIFIED** by a Justice of the Peace.

Note: If your documents show a different name, for example, your married/maiden name, provide a certified copy of your relevant change of name document. (Marriage certificate, change of name by deed poll, divorce certificate etc)

Tick the certified EOI in the below table that you have attached to this application

EOI TABLE

Document type	Document	Points	Supplied
Primary documents Only ONE of these documents allowed	Australian Birth Certificate/card issued by the Registrar of Births Deaths and Marriages	70	
	Passport – Australian or international (current or expired within last two years, but not cancelled)	70	
	Australian citizenship certificate	70	
Secondary documents 1. May use more than one secondary document. 2. Documents provided MUST contain the participant's full name and NOT initials.	Current Australian driver's licence	40	
	Current Australian learner driver's licence/permit	40	
	Current Australian boat operator's photo licence Note: only the Personal Watercraft Licence (PWC) is issued in NSW with a photo and is acceptable. The NSW non-photo boat licence is not acceptable.	40	
	Current NSW firearms photo licence	40	
	Current Australian issued high risk work licence	40	
	Current state/territory proof of age or photo card (e.g. a NSW RMS issued photo card)	40	
	Australian defence or Police photo ID card	40	
	Department of Veterans Affairs card	25	
	Current Centrelink card	25	
	Property (council) rates notice (Issued in last three months)	25	
	Property lease agreement	25	
	Home insurance papers	25	
	Utility bills – e.g., water, electricity, gas (Issued in last three months)	25	
	Telephone account (Issued in last three months)	25	
	Current Medicare card	25	
	Current motor vehicle registration or insurance papers	25	
Credit/savings cards/bank statements Note: To use more than one credit and/or savings account cards (maximum of two), the two cards must be from DIFFERENT financial institutions.	25		

SECTION 3. HRWL AND ACCREDITATION

SECTION 3.1 EVIDENCE OF HRW LICENCE(S) HELD

Licence number

State/Territory of issue

SECTION 3.2 EVIDENCE OF HRWL ASSESSOR ACCREDITATION HELD

Assessor identification/Accreditation number

State/Territory of issue

SECTION 3.3 HRWL CLASSES YOU ARE SEEKING ACCREDITATION FOR

Encompassment does not apply to HRWL Assessor Accreditation. You should select each individual class that you are currently accredited for if you wish to be accredited for the same in NSW.

SCAFFOLDING WORK

- SB Scaffolding basic level
- SI Scaffolding intermediate level
- SA Scaffolding advanced level

DOGGING AND RIGGING WORK

- DG Dogging
- RB Rigging basic level
- RI Rigging intermediate level
- RA Rigging advanced level

FORKLIFT OPERATION

- LF Forklift truck
- LO Order picking forklift truck

PRESSURE EQUIPMENT OPERATION

- BS Standard boiler
- BA Advanced boiler
- TO Steam turbine
- ES Reciprocating steam engine

CRANE AND HOIST OPERATION

- CT Tower crane
- CS Self-erecting tower crane
- CP Portal boom crane
- CD Derrick crane
- CB Bridge and gantry crane
- CV Vehicle loading crane (capacity 10 metre tonnes and above)
- CN Non-slewing mobile crane (greater than 3 tonnes capacity)
- RS Reach stacker (greater than 3 tonnes capacity)
- C2 Slewing mobile crane (up to 20 tonnes)
- C6 Slewing mobile crane (up to 60 tonnes)
- C1 Slewing mobile crane (up to 100 tonnes)
- C0 Slewing mobile crane (over 100 tonnes)
- HM Materials hoist
- HP Personnel and materials hoist
- WP Boom-type elevating work platform (boom length 11 metres or more)
- PB Concrete placing boom

SECTION 4. CONSENT TO NATIONAL POLICE CHECK AND PROBITY QUESTIONS

SafeWork NSW requires applicants to complete the following probity questions, and consent to a National Police Check. The consent authorises SafeWork NSW to conduct a National Police Check on you, to determine if you are suitable to conduct services as a HRWL Assessor in NSW.

CONSENT TO NATIONAL POLICE CHECK

Note: SafeWork NSW will arrange the check and you will be sent a link via email which you must action within 7 days of receipt. Failure to action may delay your application's progress.

I, _____ (print full name)

1. acknowledge that any information provided by me on this form or by Australian police services as a result of the records check may be taken into account by SafeWork NSW in assessing my suitability.
2. consent to SafeWork NSW forwarding details obtained from this form to Australian police services or other relevant law enforcement agencies.
3. consent to Australian police services or other relevant law enforcement agencies providing relevant information to SafeWork NSW as part of this application.

Applicant's signature

Date (DD/MM/YYYY)

1. Have you ever been convicted or found guilty of any offence under the WHS Act or WHS Regulation or under the work health and safety law of another state, territory or the Commonwealth?

Yes. Provide details No

2. Have you entered into an enforceable undertaking under the WHS Act or the work health and safety law of another state, territory or the Commonwealth?

Yes. Provide details No

3. Have you ever had an equivalent HRW licence under the WHS Act or WHS Regulation or the work health and safety law of another state, territory or the Commonwealth refused, or suspended or cancelled?

Yes. Provide details No

4. Have you ever been disqualified from applying for a HRW licence?

Yes. Provide details No

5. Have you ever been placed under investigation, suspended or cancelled from delivering services as an HRWL Accredited Assessor by a state or territory work health and safety regulatory authority or other relevant body?

Yes. Provide details No

6. Have you ever been placed under investigation, suspended or cancelled from delivering services by the Australia Skills Quality Authority (ASQA) and/or a State Training Authority (STA) in any state or territory, or by a Commonwealth, state or territory work health and safety regulatory authority?

Yes. Provide details No

SECTION 5. SAFEWORK NSW HRWL ASSESSOR CARD

A photo card is issued to accredited assessors as evidence of their HRWL accreditation with SafeWork NSW. You must provide a digital/electronic copy of a photo of yourself.

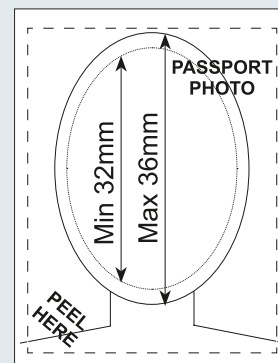
You must:

- separately attach a file of your photo (such as jpg or png).

Photo requirements

- The photo you supply must meet the following requirements:
 - must be no more than six months old
 - must be a passport size quality photo (in dimensions stated).
 - must be a colour photo

Passport photo services are generally offered at chemists and post offices.



SECTION 6. FEES

A fee must be paid prior to lodgement of this application form.

Refer to the [SafeWork NSW fees schedule](http://www.safework.nsw.gov.au), available at www.safework.nsw.gov.au.

Pay by credit card or PayPal using the following link:

www.safework.nsw.gov.au/applicationpayments

STEP 1 – Click on the link or type the URL into your web browser

STEP 2 – Follow the instructions online to complete payment

STEP 3 – When the lodgement fee is paid online you will receive a receipt number.

Please record the receipt number below before lodging this application.

Receipt number

Note: If you are having difficulty lodging this payment online, please contact SafeWork NSW on 13 10 50.

SECTION 7. DECLARATION & CONSENT TO SHARING OF INFORMATION

I, the undersigned:

1. confirm the information contained in this application, including any attachments, is true and correct to the best of my knowledge.
2. authorise SafeWork NSW to provide other government agencies/authorities including Australian police services with information relating to this application and acknowledge that this information may be taken into account when assessing and determining my application.

Note: It is an offence to make a false or misleading statement in applications under Section 268 of the WHS Act. The maximum penalty is 115 penalty units (see Section 242B of the WHS Act for the value of a penalty unit).

Applicant's signature

Date (DD/MM/YYYY)

CHECKLIST TO RENEW MY HRWL ASSESSOR ACCREDITATION		TICK
Section 1	I have completed Section 1 in full	
Section 2	I have attached certified copies of my EOI documents (totalling a minimum 100 points)	
Section 3	I have provided my HRW licence number/s	
	I have provided my current interstate HRWL assessor accreditation details	
	I have ticked the relevant HRW classes in the table that I am applying for	
Section 4	I have completed the consent for a National Police Check and have signed and dated this section	
	I have answered all the probity questions and have provided details for any answer that is 'YES'	
Section 5	I have included one passport size photo which is saved as the correct file type	
Section 6	I have paid the fee and included my receipt number on the form in this section	
Section 7	I have completed the declaration	
Application	I have completed all pages of the application form including signatures and dates	
Copy	I have made copy of the application (including all attachments) to keep for my own records	
Submit	I have sent the application (including all attachments) to tacs@safework.nsw.gov.au	