

REQUEST FOR NOTICE OF SATISFACTORY ASSESSMENT/ASSESSMENT SUMMARY BOOKS

OCTOBER 2019

This form is to be completed by a SafeWork NSW accredited assessor for the purchase of notice of satisfactory assessment (NSA)/assessment summary (AS) books. Assessors should allow 14 working days for processing of their order.

Note: NSA/AS books will only be issued to an assessor who holds a valid accreditation with SafeWork NSW, and is aligned with a registered training organisation (RTO) that has been approved by SafeWork NSW to conduct high risk work licence assessments.

Lodgement instructions

Email (preferred): tacs@safework.nsw.gov.au

Post: SafeWork NSW, Locked Bag 2906, Lisarow NSW 2252

SECTION 1. ASSESSOR DETAILS

Accredited assessor name

Accreditation number

Contact number

POSTAL ADDRESS

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

Street name

Suburb

State

Postcode

Number of NSA/AS books required

A corresponding number of N4 application forms
will be issued per book unless otherwise indicated.

Please tick box if application forms not
required with this order.

**Please note that SafeWork NSW has a restriction
of five NSA/AS books being issued to an assessor
at any one time.**

Assessor signature

Date (DD/MM/YYYY)

SECTION 2. LODGEMENT FEES

A fee must be paid on lodgement of the 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 the application; not providing this information may result in delays in processing your application.

Receipt number

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

FOR OFFICE USE ONLY

Assessor accreditation current: Yes Affiliation with RTO confirmed: Yes Officer initials:
NSA/AS book series

GLS updated: Yes Officer initials: Trim updated: Yes Date issued: