

Asbestos Removal Supervisor Nomination Form

March 2024

Complete this form to:

- add a supervisor to a new or existing asbestos removal licence
- update details of a supervisor attached to an asbestos removal licence
- upgrade supervisor
- remove a supervisor from an asbestos removal licence.

The licence holder must advise SafeWork NSW of the removal of a nominated supervisor within 14 days of the change. A supervisor is not a nominated supervisor in accordance with the *Work Health and Safety Regulation 2017* (WHS Regulation) until SafeWork NSW has approved the nomination.

For SafeWork NSW to accept your application, the form must be completed correctly, all supporting documentation must be included. Failure to do so will delay the processing of your application.

How to fill in this form

Complete one *Asbestos removal supervisor nomination form* for each nominated supervisor.

Please type directly into the form. When complete save a copy before emailing or printing. If completing by hand please print clearly and mark box(es) with a tick where required.

For assistance call 13 10 50

Fees

There is no fee associated with this form.

Lodgement instructions

1. New Asbestos Removal Licence and New Asbestos Removal Supervisor nomination requirements

If this Asbestos Removal Supervisor Nomination is part of a new Asbestos Removal Licence application, it must be completed and uploaded/attached with your online application via the Service NSW online portal.

2. Updating Asbestos Removal Supervisor details

If updating asbestos removal supervisor details for an existing asbestos removal licence, email this completed form with any required documents to:

licensing@safework.nsw.gov.au

Identity documents

The nominated supervisor will need to provide certified copies of identification to the value of 100 points, signed by a Justice of the Peace. Refer to Section 6.

Privacy Collection Notice

1. Who we are

Your information is being collected by SafeWork NSW, the NSW Work Health and Safety Regulator. SafeWork NSW gives priority to protecting the privacy of your personal information, in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and *Health Records and Information Privacy Act 2002* (HRIP Act).

If you have any questions about this document, or how we handle personal information, you can contact our Privacy team using the contact details at the end of this notice.

2. Why we collect your personal information

SafeWork NSW is collecting personal information for the purposes of updating supervisor details for an asbestos removal licence in accordance with the WHS Regulation.

3. Failure to provide information

The requested information is legally required pursuant to clause 507 of the WHS Regulation. The consequence of not providing this information is SafeWork NSW may not be able to process this application and the licence holder may be in breach of the WHS Regulation.

4. How we may use this information

We may use the information we collect in the following ways:

- To assess and process an application to add, remove, upgrade or update details of a supervisor attached to an asbestos removal licence in accordance with clause 507 of the WHS Regulation.
- Internal administrative purposes, including liaising with you in relation to your application, and in relation to compliance, investigations, and enforcement of the *Work Health and Safety Act 2011* (WHS Act) and the WHS Regulation.

- 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.
- To verify your proof of identity documents.
- Other directly related purposes.

5. Who we may share your information with

If required, we may make enquiries and exchange information with other NSW Government agencies, or other States, Territories and/or the Commonwealth for the purposes of assessing your application and for compliance purposes. We may disclose your information to such bodies for these purposes.

We will also disclose personal information to third parties for the purpose of verifying the qualifications and experience provided in this application.

We will not disclose your information to anybody else unless we are authorised or permitted to do so by law or where you have given consent. Our [Privacy Statement](#) describes when this may occur.

6. Protecting your information

We will store and manage your information in accordance with the provisions of the PPIP and HRIP Acts. We have measures in place to help protect your personal information from loss, unauthorised access, use, modification, disclosure, or other misuse.

We will only keep information for as long as we need it to fulfil the purposes we collected it for. After which, the information will be disposed of securely in accordance with the *State Records Act 1998* and any other applicable legislation.

See our [Privacy Management Plan](#) for more information about how we handle your personal information.

7. Your rights

Subject to certain conditions, you have the right to access or correct your personal information. If you wish to invoke any of the above rights, please contact us using the details below.

8. Contact us

If you would like to make a privacy enquiry or complaint, you can contact us on (02) 9219 3999 or at privacy@safework.nsw.gov.au

Section 1. Licence holder details

Asbestos licence number

Name on the licence

Or

Go to Section 3 to nominate a new supervisor for a new Asbestos Removal Licence.

Section 2. Type of change

Add a supervisor (complete all sections of the form).

Remove a supervisor (complete sections 3, 8 and 9 as required).

Change supervisor's personal details (complete sections 3, 8 and 9 as required).

Upgrade supervisor authorisation (complete all sections of this form).

Section 3. Nominated supervisor's details

Family name	Unit number/Street number/Property number (include Lot or DP number if applicable)	
Given name	Street name	
Other names	Suburb	
Date of birth (DD/MM/YYYY)	State	Postcode
Daytime contact number	Email	

Section 4. Type of asbestos supervisor work

Select the type of asbestos removal work to be supervised.

Class A

Class A (asbestos fire doors and safes only)

Class B (more than 10 square metres of non-friable asbestos)

Has the nominated supervisor previously been authorised to supervise asbestos removal work?

No – go to section 5

Yes – provide details of the asbestos removal work previously supervised, and the Licence holder information.

Class A

Class A (asbestos fire doors and safes only)

Class B (more than 10 square metres of non-friable asbestos)

Asbestos licence number

Name on the licence

Section 5. Evidence of experience and training/qualifications

Section 5.1 Evidence of experience

As outlined in the experience table(s) below, list at least three (3) asbestos removal jobs undertaken in the the last five (5) years.

- For Class A Licence / Fire Doors and Safes: at least three (3) year's experience
- For Class B Licence: at least 12 months (1 year's) experience.

Experience table – Class A / fire doors & safes

Date	Project name/ location	Removal work completed	Nominated supervisor	Supporting documents
<ul style="list-style-type: none"> • Date work completed • Duration of job 	Asbestos removal project name, site details location/ quantities removed	Experience must involve undertaking friable asbestos removal work. <ul style="list-style-type: none"> • Friable asbestos in soil • Fire retardant material on steel work • Insulation in fire doors, walls and for sound proofing • Sprayed insulation like limpet and vermiculite • Lagging around pipes and penetrations • Ropes and woven textiles used as seals on safes, ovens and cable sheathing • Fire damaged structures or plant • High pressure water damage • Soft asbestos sheeting like mill board • Other 	Provide details of the nominated supervisor that supervised this work (include contact details)	Required documents <ul style="list-style-type: none"> • Reference letter from employer(s) or PCBU(s) verifying a minimum of 3 years experience undertaking friable asbestos removal work on business letterhead • Safe work method statements (SWMS) • Asbestos removal control plan (ARCP) Optional supporting documents <ul style="list-style-type: none"> • Contracts of work • Clearance certificates • Air monitoring reports • Smoke test • Notes from toolbox talks • Work diaries • Log books • Photos • Invoices • Tip receipts

EXAMPLE

Experience table – Class B

Date	Project name/ location	Removal work completed	Nominated supervisor	Supporting documents
<ul style="list-style-type: none"> Date work completed Duration of job 	Asbestos removal project name, site details/ location/ quantities removed	<p>Experience must involve undertaking non-friable asbestos removal work.</p> <ul style="list-style-type: none"> Compressed asbestos cement panels for flooring, verandas, bathrooms and steps for demountable buildings Asbestos cement sheet used on walls, eaves, ceilings, cover strips etc. Non friable asbestos in soil Asbestos cement moulded products ie: roofing, flues, down pipes, gutters, conduit, cable troughs etc. Bitumen-based water proofing like malthoid Compressed asbestos fibres (CAF) used in brakes and gaskets for plant and vehicles Pitch-based (eg Zelemite, Ausbestos, Lebah) electrical switchboards Vinyl floor tiles and covering Caulking compounds, sealant and adhesives Other 	Where applicable provide details of the nominated supervisor that supervised this work (include contact details)	<p>Required documents</p> <ul style="list-style-type: none"> Reference letter from employer(s) or PCBU(s) verifying 1 year's experience undertaking non-friable asbestos removal work Safe work method statements (SWMS) <p>Optional supporting documents</p> <ul style="list-style-type: none"> Contracts of work Work diaries Log books Photos Invoices Tip receipts

Section 5.2 Training / qualifications

Class A Licence / Fire Doors and Safes

Removal of friable asbestos VET training qualifications should be obtained at least three (3) years prior to the commencement of industry experience.

Evidence must be provided showing the nominated supervisor has completed the following two (2) VET training qualifications:

- CPCCCDE3015 or CPCCCDE3015A – Remove friable asbestos
- CPCCCDE4008 or CPCCCBC4051A – Supervise asbestos removal

Class B Licence

Removal of non-friable asbestos VET training qualifications should be obtained at least 12 months (1 year) prior to the commencement of industry experience.

Evidence must be provided showing the nominated supervisor has completed the following two (2) VET training qualifications:

- CPCCCDE3014 or CPCCCDE3014A – Remove non-friable asbestos
- CPCCCDE4008 or CPCCCB4051A – Supervise asbestos removal

Section 6. Checklist of documents required

Use this checklist to ensure you have your required documents ready to submit with your application.

Certified Copies of Original Documents

A certified copy is a photocopy of the original document, certified as a true copy by a Justice of the Peace (JP).

The JP must declare on the photocopy:

- that it is a true copy of the original document
- the JP's signature and date
- the JP's registration number and the state where they are registered.

100 points of JP certified identity documents (see table below)

VET training qualification documents

Completion of Class A or Class B Experience table

A signed and dated reference letter verifying industry experience from an employer

Required documents supporting relevant industry experience. Refer to the Experience table(s) in Section 5

Identity documents

Document type	Document	Points
Primary documents		
Only use one document	Australian Birth Certificate / card issued by the Registrar of Births, Deaths and Marriages	70
	Passport – Australian or international (current or expired within the last two years but not cancelled)	70
	Australian citizenship certificate	70
Secondary documents		
1. Allowed to use a combination of secondary documents	Current Australian Driver's licence / permit	40
	Student card issued by a tertiary institution	40
	Current Medicare card	25
2. Documents provided must contain the supervisor's full name (not initials)	Credit or debit card, passbook or account statement from a financial institution (only one per financial institution can be counted)	25
	Property lease agreement with current address	25
	Utility bills issued in the last three (3) months	25
	Telephone account issued in the last three (3) months	25

Section 7. Nominated supervisor's declaration

I _____ (print name) declare:

- the information supplied in this application is true and correct to the best of my knowledge.
- I consent to SafeWork NSW making enquiries and validating my qualifications with the educational provider who issued my qualification certificates.
- I consent to SafeWork NSW contacting my referees to verify my evidence of experience.
- I have read the privacy collection notice.

Signature

Date (DD/MM/YYYY)

Note: It is an offence to make a false or misleading statement in applications under clause 268 of the WHS Act. Penalties may apply.

Section 8. Licence holder's declaration

A Director must sign this declaration on behalf of a corporation.

I _____ (print name) declare:

- the information supplied in this application is true and correct to the best of my knowledge.
- Where I provide personal information to SafeWork NSW in this form about any other individual, I am authorised to provide that information.

Signature

Date (DD/MM/YYYY)

Note: It is an offence to make a false or misleading statement in applications under clause 268 of the WHS Act. Penalties may apply.

Section 9. Lodgement instructions

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