

# Notification of the disposal, destruction, Theft, loss or damage to notice of Satisfactory assessment/assessment Summary books and/or forms

This form is to be completed by a SafeWork NSW accredited assessor to advise SafeWork NSW (the Regulator) of the disposal, destruction, theft, loss or damage to Notice of Satisfactory Assessment (NSA)/Assessment Summary (AS) books and/or forms.

The assessor is required to send this form, within 14 days of becoming aware of such details, to:

**Email (preferred):** [tacs@safework.nsw.gov.au](mailto:tacs@safework.nsw.gov.au)

Authorisations and Third Party Management

SafeWork NSW

Locked Bag 2906

Lisarow NSW 2252

## Section 1. SafeWork NSW Accredited Assessor Details

|                |                      |
|----------------|----------------------|
| Name           | Accreditation Number |
| Contact Number | Email                |

## Section 2. Declaration of Disposed Records

|  |                        |
|--|------------------------|
| I, _____ of _____  |                        |
| hereby certify that the records described below were securely disposed of on _____ |                        |
| NSA/AS series from _____   | NSA/AS series to _____ |
| NSA/AS series from _____   | NSA/AS series to _____ |
| NSA/AS series from _____   | NSA/AS series to _____ |
| SafeWork NSW Accredited Assessor signature   | Date (DD/MM/YYYY)      |

### Section 3. Declaration of Destroyed, Lost, Stolen or Damaged records

I, \_\_\_\_\_ of \_\_\_\_\_  
hereby certify that the records described below have been:

Destroyed      Lost      Stolen      Damaged

A statement of how the following records were destroyed/lost/stolen/damaged is to be made on the next page.

|  |                   |
|--|-------------------|
| NSA/AS series from                         | NSA/AS series to  |
| NSA/AS series from                         | NSA/AS series to  |
| NSA/AS series from                         | NSA/AS series to  |
| SafeWork NSW Accredited Assessor signature | Date (DD/MM/YYYY) |

