



Certificate of Prequalification

Utility Services Australia

6-8 Cram Avenue,
Young, NSW. 2594
ABN: 40119042330

Has demonstrated the following OHS capability:

Prequalification	Date Achieved
Category 2 Assessment	08/12/2013

Has had the following Insurances verified by Cm3 Staff:

Insurance	Reference	Policy Limit	Commenced	Expires
Public Liability Insurance	0151857	\$20,000,000.00	10/09/2013	10/09/2014
Workers Compensation - NSW	00007352163		07/02/2013	07/02/2014
Workers Compensation - QLD	WBA110872618		01/07/2013	30/06/2014

Cm3 prequalification is provided based on the activity information supplied by Utility Services Australia in the Cm3 Activity Classification.

Cm3 Prequalification Number

009672

Cm3 Registration Expires 30/09/2014

Tricia Moritz,
Cm3 Manager



Category 2 Assessment Utility Services Australia

Assessment Summary

Assessment Conducted: 08/12/2013

Competency Achieved: Yes



Assessment Conducted By

Noel Arnold & Associates
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Category 2 Assessment

WHS Management					
Code	Requirement	Answer	Documentation	Competency	Assessor Note
O5	Has your company ever been convicted of a work health and safety offence. If yes, please provide details including controls measures put in place to prevent a re-occurrence.	No Utility Services Australia has no conviction for a work health & safety offence.		Yes	
Risk Management					
Code	Requirement	Answer	Documentation	Competency	Assessor Note
RM2	Outline your process for communicating the risks associated with your work activities to employees - attach documents to demonstrate this such as induction training records, training sign-off section on risk assessments or safe work method statements.	Where the client HSE Management System is applied on the worksite USA operates under this system. Where the site is controlled by USA Pty Ltd or the client has insufficient systems USA communicates risk as follows. USA facilitates SMS in accordance with the AS 2885.1-2012 Safety Management Study Methodology for pipeline specific risks and AS/NZ ISO 31000:2009 Risk Management Methodology for general HSE risk assessments (HAZIDs ec). As part of these workshops there is participation by USA personnel as relevant. Following workshops hazards and controls are included in Induction Training, Standard Operating Procedures, SWMS, and discussed at pre-start meetings where the issue is relevant to the day's activity. Similarly hazards / risks are discussed following any incident report or audit finding.	SWMS Example	Yes	Refer also induction and training records under training tab
RM5	Provide copies of completed risk assessments or safe work method statements dated or reviewed in the last 12 months and signed by employees, relevant to the work you will be conducting for Cm3 clients. Hazards described in your Cm3 activity classification (Question 1.1) must be included. If you are self-employed, please provide the evidence as stated above.	Original SWMS are submitted to clients and retained as part of their HSE Record keeping - USA SWMS Example attached USA don't provide diving services.	SWMS Example, Permit to Work - SWMS Valve seal integrity testing, 13000-USA Prestart Minutes 120404 , USA - M R Electrical SWMS 10-11-13, USA Test and Tag Register	Yes	



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RM6	Describe how your employees report and manage hazards identified while working at a client site - attach either a written procedure or completed hazard report from the last 12 months.	<p>USA employees are required to take responsibility for hazards they identify i.e. where a hazard is identified the employee will address the unsafe act or condition immediately -(if it is safe to do so and they have the required competency and authorisation)if the hazard can not be rectified they are required to make the area safe if needed and report the hazard to their supervisor. Written hazards reports are also completed via Hazard Cards or the Incident / Hazard Report Form. Hazards are also identified by one or combinations of the hazard identification methodologies listed below. The variety of methodologies used on any project is dependent on the nature of the work and is agreed with USA and Clients prior to work commencing.</p> <ul style="list-style-type: none"> - Construction and Commissioning HAZID; - Safe Work Method Statement; - Task Observations; - Safety Conversations; - Plant and equipment assessments; - Hazard Reporting - Hazard card - Hazard report form; - Incident Reporting and Investigation; - HSE Inspections and Audits; - Training exercises @ i.e. emergency exercises; - Communication of Lessons Learnt. 	SWMS Example	Yes	
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Training

Code	Requirement	Answer	Documentation	Competency	Assessor Note
T1	Describe your employee induction process and attach a procedure or checklist that outlines the topics discussed - this should include risk management procedures, incident reporting , roles and responsibilities.	<p>USA liaises with clients to understand the training and competency requirements for the work; typically this is detailed in the client's training and competency matrix and USA Management is responsible for ensuring that all USA personnel undertake the relevant training as detailed in this training and competency matrix which details the training required by construction, commissioning, operations employees, contractors, and subcontractors in order to perform their tasks in compliance with site and legislative requirements.</p> <p>Where client do not have such a training and competency matrix USA will develop it, have it approved by the client and ensure employees have the required competencies prior to commencement of work.</p>	HSE Induction	Yes	
T2	Attach documents to evidence that employees have completed your companies induction program e.g a completed register, signed checklists or forms for a sample of employees who have been inducted.	See attached.	HSE Induction, VOC, Training Register, BRYK Induction, BOYL Induction, HARG HARA Induction	Yes	



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T3	Where employees are undertaking work with specific hazards (identified in your Cm3 activity classification) describe how training is provided and attach evidence of this being completed. If you have more than five employees please submit a training register with all relevant information. For less than five, individual licences or certificates of competency may be attached.	The required training and competency is identified as detailed in Question 1 above. Examples of certificates attached, all training and competencies are refreshed as needed prior to commencement of work.	Kelvin Bryant Craftsman, Assessment & Workplace Training, Audit Management Systems, Blue Card, Chemical Management, Confined Space Awareness, Electrical Disconnect Reconnect, First Aid, Hazardous Area, Hot Tap & Stopple, Technology, New Supervisor, Oil Sampling, Fire Fighting, Technical & Routine Maintenance, Waukesha Maintenance, Santos 7.3, Gas Test Atmospheres, Heat Stress., BRYK First Aid 120720 CPR 130710, BRYK HC, High Risk & Electrical Dis-Reconnect licences, 4WD, BRYK 4WD Drive & Driver Training 131022	Yes	
Communication					
Code	Requirement	Answer	Documentation	Competency	Assessor Note
RC3	Describe your incident reporting process - both for employees reporting incidents and your business reporting 'notifiable' incidents (click on the question mark to read guidance note). Attach your written incident reporting procedure or copy of an incident report.	The process is described in the attached Incident Report and Investigation Procedure as attached.	Incident Report and Investigation Procedure, Incident Report Form	Yes	
WHS Procedures					
Code	Requirement	Answer	Documentation	Competency	Assessor Note
S3	State in comments if you have plant/ equipment that is used on client sites - if yes attach evidence that employees have been trained in correct use - trade training certificates, training register, meeting/toolbox minutes or training certificates.	USA does not supply plant / equipment to clients sites.		Yes	NB training in plant noted under training tab
S4	State in comments if you have electrical equipment used on client sites - if yes attach your test and tag register or maintenance register that includes date of last testing, outcome of the test and when its due for re-test.	USA does not supply any Electrical Equipment directly to clients sites. All electrical equipment and hand tools purchased, hired or introduced to the site must comply with the requirements of the relevant Australian Standard and, where required, be tested and tagged in accordance with AS/NZS 3000:2007 Electrical installations and AS 3760:2010 In-service safety inspection and testing of electrical equipment. USA verifies compliance with this requirement by conducting a Plant Hazard Assessment on all equipment introduced to site prior to use. Hi Marry, Arranging copy of test and tag booklet.			



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	Yes	Refer evidence under risk management qn 2
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S6	State in comments if any plant/equipment used on client sites requires regular or pre-start inspection e.g mobile plant, elevated work platforms, harnesses, lanyard, fall arrest equipment etc. If yes - attach documents to demonstrate this is occurring, such as checklists or similar documents from the last 12 months.	USA does not supply any Plant / Equipment directly to clients sites. All plant / equipment purchased, hired or introduced to the site must comply with the requirements of the relevant Australian Standard. USA verifies compliance with this requirement by conducting a Plant Hazard Assessment on all equipment introduced to site prior to use. Hi Marry, Arranging copy of gas detector calibration certificate. Gas detectors are also bump tested daily, this is a process undertaken by the permit issuing offices, however there isn't a certificate generated by the gas detector docking station.	Gas Detector Calibration, USA SWMS Painting-2 120403	Yes	
S11	State in comments if work at client sites requires the use of hazardous chemicals. If yes, attach a copy of your hazardous chemical inventory and examples of 3 material safety data sheets (unless there are less than 3 on your inventory).	N/A		N/A	
S13	Where hazardous chemicals are used on client sites, describe your process for providing employees with training in their correct use, handling and storage and attach documents to evidence this e.g. a training register, meeting minutes, training certificates.	N/A		N/A	

Monitoring

Code	Requirement	Answer	Documentation	Competency	Assessor Note
EM1	Describe how employees are supervised or checked to ensure they are following health & safety procedures. Attach documents to demonstrate this process - may include inspection checklists, meeting minutes, safety observation checklists etc and must be dated within the previous 12 months.	USA applies both formal and informal methods to ensure that employees and contractors are supervised and checked to verify that they are following health safety and environmental procedures. Informal verification is achieved via, pre-start discussions, worksite observations and HSE conversations with individuals and work crews by USA supervisors. Formal verification is achieved via HSE Inspection and Audits (especially wrt Permit to Work, Hazardous Area Control and Isolation's)See attached documents. Hi Marry, I will look through some old job files, and respond with the requested info.	Weekly HSE Inspection, USA PTW Audit Template, USA HSE Audit Sheet, 13000-USA Prestart minutes 130717, 13000-USA Weekly HSE Site Inspection 130717	Yes	
EM4	State in comments if you are operating in New Zealand and employing individuals under the age of 16 - if yes, attach a policy or procedure that outlines how you comply with your obligations to young persons as outlined in New Zealand Health and Safety legislation	Utility Services Australia does not operate in New Zealand and does not employ individuals under the age of 16.		N/A	

References

Code	Requirement	Answer	Documentation	Competency	Assessor Note
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R1	Provide three references from recent jobs completed by your company. Written references are not required however business names, contact names and contact details are.	Please see attached references. Jamie McAlister APA Group 0402060229 jamie.mcalister@apa.com.au Rowan Lund APA Group 0439073833 rowan.lund@apa.com.au Tony Spring QGC 0447984838	USA Reference BJC	Yes	
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Subcontractors

Code	Requirement	Answer	Documentation	Competency	Assessor Note
SU1	Describe your process for engaging subcontractors based on their health and safety capabilities and attach your policy/procedure or checklist.	USA does not engage sub-contractors.		N/A	
SU7	Describe your process for inducting subcontractors you will be using on client sites and attach evidence this is occurring e.g a completed subcontractor induction register, signed checklists or forms.	USA does not engage sub-contractors.		N/A	
SU2	Describe your process for obtaining subcontractors risk assessments, safe work method statements or job safety analysis before work commences - attach examples dated within the past 12 months. This must include any high risk activities conducted by sub-contractors.	USA does not engage sub-contractors.		N/A	
SU3	Describe your process for monitoring subcontractors to ensure work is conducted in accordance with the site safety plan (for NZ), submitted risk assessment or safe work method statements. Attach documents to demonstrate this is occurring - checklists, non conformance reports or meeting minutes. Documents must be from the last twelve months.	USA does not engage sub-contractors.		N/A	
SU5	Describe your process for checking subcontractors hold the required licenses and training certificates for work they are conducting (including General Induction Training Cards where relevant). Attach evidence of this occurring e.g a register detailing current licences and expiry dates or copies of training certificates/licences.	USA does not engage sub-contractors.		N/A	

Trade Licences

Code	Requirement	Answer	Documentation	Competency	Assessor Note
TR	State in the comments if your work requires specific trade licences. If yes, attach copies of the trade licences you have listed in Question 5.5 of the activity classification - must show licence number, issue and expiry date.	As per attached and in Training tab question 3.	Kelvin Bryant Craftsman, K Bryant Resume	Yes	

Environment

Code	Requirement	Answer	Documentation	Competency	Assessor Note
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ENV1	Attach your current ISO 14001 Environmental Management System (EMS) certificate (containing a JAS-ANZ logo).	Utility Services Australia has developed its systems to be aligned with ISO 14001 but does not have an EMS Certificate.		N/A	
ENV2	Attach a copy of the table of contents and signed Environmental Policy from your Environmental Management System.	USA has a combined Health & Safety Policy but as noted above USA does not have a certified EMS.	USA HSE Policy	Yes	
ENV3	Describe your incident reporting and investigating process for environmental related incidents. Attach your incident reporting procedure and statistical details of reportable environmental incidents from the last 3 years (if applicable).	Typically USA will report and where required participate in investigations in accordance with the clients systems and processes. All client reports and investigations are confidential and remain with the client. Where USA has the responsibility to report and investigate the process described in the attached procedure and forms is used. NB: the attached documents are generic and are reviewed and updated prior to the commencement of projects to comply with different state legislative requirements. Environmental Incidents in last 3 years - Nil	Incident Report and Investigation Procedure, Incident Report Form	Yes	
ENV4	Describe how training is provided in environmental management and attach evidence of this being completed. If you have more than five employees please submit a training register with all relevant information. For less than five, individual licences or certificates of competency may be attached.	N/A		Yes	Refer training records under training tab
ENV5	Describe how you develop and review environmental procedures/work instructions to minimise the exposure to actual or potential environmental hazards associated with the work to be performed. Attach a copy of the Environmental Risk Management Procedure and examples of work instructions.	Utility Services complies with Client and or Project Procedures / Work Instructions.		Yes	SWMS noted with environmental content (e.g. awareness of flora and fauna)
ENV6	Outline your process for environmental emergency response preparedness. Attach developed plans and procedures to identify all potential crisis and/or emergency threats associated with your activities, including a potential incident.	Utility Services has the capability to prepare Emergency Response Plans if requested but this is typically not the case for USA activities. Instead USA complies with the Client and or Project ERP and to the extent that USA is given the accountability / responsibility for implementation of the ERP, we ensure that all preventative, mitigating environmental controls and response strategies and equipment identified in the site or project risk assessment/s are implemented and effective prior to the commencement of work. Similarly USA ensures that these controls are understood and communicated to all personnel. USA familiarises all personnel with the Client or Project Emergency Response Plan so that it can be implemented in the event of an environmental emergency. USA leads and or participates in exercises and drills to test the state of emergency response readiness in accordance with the agreed schedule. Hi Marry, Environmental incidents are covered in the SWMS and discussed at pre-start meetings, so will arrange for copies to cover this off.		Yes	Refer SWMS under risk management



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ENV7	Describe your process for conducting Environmental audits and inspections. Provide evidence of scheduled environmental inspections - attach inspection schedule and examples of completed inspections from the last 12 months. Provide evidence of periodic audits and reviews - attach audit report from the last 12 months.	USA conducts weekly Site HSE Inspections in accordance with the attached inspection sheet which is review and updated prior to each project. USA does not typically conduct formal environmental audits but is usually audited by the client. Hi Marry, Will arrange for a copy to cover this off.	Weekly HSE Inspection	Yes	
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