



Government of **Western Australia**  
Department of **Commerce**



**A GUIDE TO BECOMING A  
WORKSAFE REGISTERED ASSESSOR  
FOR  
LICENSING PERSONS PERFORMING HIGH RISK WORK**

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# APPLYING TO BECOME A WORKSAFE REGISTERED ASSESSOR

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You **MUST** read this Guide before completing your application to become a WorkSafe Registered Assessor to ensure that your application is completed in accordance with WorkSafe's requirements.

Applications which have **NOT** been completed in accordance with the requirements set out in this guide will **NOT** be accepted and will be returned to you, together with your application fee.

Applications completed in accordance with the requirements will be accepted and processed within 28 days providing you respond promptly to any contact from WorkSafe with regard to your application.

If you do not respond to any contact from WorkSafe within 30 days your application will be lapsed and returned to you. Your application fee will **NOT** be refunded.

Should you decide to reapply a further application fee will be payable.

## REQUIREMENTS

You must:

- Read and sign the Conditions outlined in the application form.
- Complete and submit the attached application form.
- Submit the full application fee with their completed application form.
- Have held the relevant High Risk Work Licence, for which registration is sought, for at least three years.
- Confirm your affiliation with a RTO by providing a copy of the RTO's Registration Certificate.
- Provide a letter from an RTO that states they have a high level of knowledge and understanding of the National Assessment Instruments and have received training in how these instruments are to be used to assess the competency of a person undertaking training to obtain a High Risk Work License holder. The letter must state that:
  - the RTO has trained you in the use of the Assessment Instrument for the Licence Class you wish to assess.
  - you will use the latest version of WorkSafe's Assessment Instrument/s.
  - the Assessment Instrument/s will be used in a 'closed book' manner.

The letter must be on company letterhead and must be signed by the CEO of the RTO.

- ❑ Have a minimum of **3 years regular and varied** industry experience performing the type of high risk work for which registration is sought. Applicants must complete a Statement of Experience to demonstrate they meet this criteria. A separate Statement of Experience must be completed for each class. **Your Statement of Experience forms a critical part of your application and must be completed in accordance with WorkSafe's requirements.** An example of an acceptable Statement of Experience has been provided with this guide. Please refer to this example and the notes provided before completing your Statement of Experience.
- ❑ Provide two written references that verify the information contained in your Statement of Experience. Referees must be contactable at the time of application.
  - References from companies must be on company letterhead.
  - References from individuals must be completed as a Statutory Declaration and must be signed by a Justice of the Peace.

The reference should include:

- Specific class and examples of the type of High Risk Work you have performed
- Period of employment with the company
- Details of work undertaken (job responsibilities) and the capacity for which the job was done (e.g. operator, leading hand etc)
- Details of the type of equipment used or operated (if possible)
- Contact details of referee (we will contact your referee to confirm written details)

To avoid a conflict of interest references cannot be provided by the RTO with whom you have an affiliation/partnership.

- ❑ Hold a current, relevant, HRWL for the Unit of Competency for which registration is being sought.
- ❑ Have a Certificate IV in Workplace Assessment and Training issued by a RTO.
- ❑ Provide a copy of a National Police Clearance, no more than 2 months old.
- ❑ Undergo a written examination to demonstrate a high level knowledge of:
  - the content, and purpose, of the National Standard for Licensing Persons Performing High Risk Work.
  - Part 6 (Performance of High Risk Work) of the Occupational Safety and Health Regulations 1996.
  - the General Duty of Care responsibilities of employers, employees and self employed persons, as set out in the Occupational Safety and Health Act 1984.
  - the Australian Standards and Codes of Practice relevant to the use or operation of the type/s of HRWL for which registration is sought.

Applicants must gain a pass mark of 80% in all relevant exams and will be given three attempts to achieve this pass mark. If you unable to achieve a pass mark after three attempts, your application will be declined.

WorkSafe will contact you to advise you when you are required to sit the examination.

Applications for Assessor Registration must be submitted to:

Director WorkSafe Business Services  
 Department of Commerce  
 Locked Bag 14  
 Cloisters Square  
 PERTH WA 6850

## **WORKSAFE'S ASSESSMENT PROCESS**

Once we receive your completed application form, together with the application fee we will:

### Acknowledge receipt of your application

Once we receive your complete application we will email you to acknowledge receipt of your application form and fee. If your application is incomplete it will be returned to you.

### Assessment

We will assess your application and:

1. If the information you have provided does NOT satisfy WorkSafe's criteria your application will be declined. We will write to you to advise you of our decision. We will return your application form together with your supporting documentation. Your application fee will NOT be refunded.

If you disagree with WorkSafe's decision to decline your application, or feel you can supply further information to support your application, you may appeal the decision. Instructions on how to appeal the decision are included in our letter.

2. If the information you have provided satisfies WorkSafe's criteria we will email you and ask you to arrange a convenient time to undertake the relevant examination/s. The email will include the information you need to study prior to your exam/s.

### Examinations

You must contact WorkSafe to arrange a convenient time to undertake the relevant exams.

You must achieve a passmark of at least 80%. Once you have achieved this passmark, your application will be sent to the Director Business Services, WorkSafe for unconditional approval. You will be allowed 3 attempts to pass your exam/s.

### Unconditional Approval

Your application will be reviewed by Director Business Services, WorkSafe. If all WorkSafe's guidelines and requirements have been met unconditional approval will be granted, your licence will be issued and you will be supplied with your:

- Certificate of Registration including the Conditions
- Assessors Licence
- Two Notice of Assessment Books

## **RESPONSIBILITIES AND OBLIGATIONS OF ASSESSORS**

Assessors have an ongoing responsibility to comply with WorkSafe's legislative and administrative requirements relating to the assessment of applicants for a Licence to Perform High Risk Work. Once registered, you will be provided with a copy of the Code of Conduct for Registered Assessors. You will be obligated to abide by the Code of Conduct and the Terms and Conditions of your Registration.

## ASSESSOR CONDITIONS OF REGISTRATION

- (1) You can only assess the Licence Class/es for which you have been registered to assess. You must hold a Certificate of Registration for the license class.
- (2) The assessments must be done in accordance with:
  - Occupational Safety and Health Act 1984;
  - Occupational Safety and Health Regulations 1996;
  - Assessment Instrument, for the particular Licence Class applied for, which has been approved by the WorkSafe Western Australia Commissioner; and
  - Any directives from the WorkSafe Commissioner concerning the application and assessment procedure.
- (3) Before conducting an assessment you must:
  - Site a Driver's License, passport or other personal photographic documentary evidence that proves the identity of the person and verifies the person is at least 18 years of age ; and
  - Site proof of enrollment and completion to the point of assessment for the specified Unit of Competency for High Risk Work for the license class you to intend assess, issued by a RTO registered by the Western Australian Training Accreditation Council (TAC) or the Australian Skills Quality Authority (ASQA).
- (4) Current and approved by WorkSafe Notices of Assessment must comply with the directives on the inside front cover of the Notice of Assessment book.
- (5) Persons assessed as 'not yet competent' in any component of the Assessment Instrument are not to be re-assessed until they have completed further training relevant to the area(s) in which they were assessed as 'not yet competent'.
- (6) WorkSafe may audit you to check you are complying with these conditions, the OSH Regulations and OSH Act. You must co-operate with officers of WorkSafe, including answering questions and allowing full access to all records relating to the training and assessment of applicants for Licenses to Perform High Risk Work which includes, but is not limited to, the following:
  - Documents obtained to satisfy Condition (3)(i);
  - Documents relating to the training of persons for a licence to perform high risk work;
  - Documents relating to the assessment of persons for a licence to perform high risk work; and
  - Copies of issued Notices of Assessment.
- (7) You must comply with any changes to these conditions as directed by the WorkSafe Western Australia Commissioner.

## RENEWING YOUR REGISTRATION

Your registration will be for an initial period of three years. WorkSafe will email you a renewal pack six weeks before your registration expires. You must advise us immediately of any change to your contact details. Your registration will be renewed subject to:

- You submitting an application for renewal and applicable fee to WorkSafe prior to the registration expiring.
- Your compliance with the conditions of registration during the three year period of the registration.
- Satisfactory compliance with WorkSafe's auditing requirements during the three year period of the registration.

# NATIONAL LICENSING STANDARD

## LICENCE CLASSES

<b>CLASS</b>	<b>SCAFFOLDING</b> (Hierarchical Class)
SB	Basic scaffolding
SI	Intermediate scaffolding
SA	Advanced scaffolding

<b>CLASS</b>	<b>RIGGING</b> (Hierarchical Class)
DG	Dogging
RB	Basic rigging
RI	Intermediate rigging
RA	Advanced rigging

<b>CLASS</b>	<b>CRANES*</b> (* denotes Hierarchical Class)
CT	Tower cranes
CS	Self-Erecting Tower Cranes
CD	Derrick cranes
CP	Portal boom cranes
CB	Bridge and gantry cranes (cabin controlled or remote and pendant controlled where the crane has 4 or more powered motions of operations)
CV*	Vehicle loading cranes (10 metre tonnes or greater lifting capacity)
CN*	Non-slewing mobile cranes (greater than 3 tonnes lifting capacity)
C2*	Slewing mobile cranes (up to and including 20 tonnes lifting capacity)
C6*	Slewing mobile cranes (up to and including 60 tonnes lifting capacity)
C1*	Slewing mobile cranes (up to and including 100 tonnes lifting capacity)
CO*	Slewing mobile cranes (open/over 100 tonnes lifting capacity)
WP	Boom-type elevating work platforms (boom length 11 metres or greater)

<b>CLASS</b>	<b>HOISTS</b> (Hierarchical Class)
HM	Materials hoists (cantilever platforms)
HP	Hoists (personnel and materials)

<b>CLASS</b>	<b>FORK-LIFT TRUCKS</b>
LF	Fork-lift trucks
LO	Order-picking fork-lift trucks

### MISCELLANEOUS

PB	Concrete placing booms
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<b>CLASS</b>	<b>BOILERS</b> (Hierarchical Class)
BB	Basic boiler operation
BI	Intermediate boiler operation
BA	Advanced boiler operation

### OTHER PRESSURE EQUIPMENT

TO	Steam turbine operation
ES	Reciprocating steam engine operation

\* When applying for Hierarchical classes you must detail your experience with each class, emphasis will be placed on the experience gained at the highest class of work.

## DOCUMENTATION RELEVANT TO BEING A REGISTERED WORKSAFE ASSESSOR

**It is essential that you read and retain copies of the following documents which WorkSafe will email to you prior to your examination date.**

National Standard for Licensing Persons Performing High Risk Work	Will be sent to you by WorkSafe prior to your examination date.	Also available from the SafeWork Australia Website at <a href="http://www.safeworkaustralia.gov.au">www.safeworkaustralia.gov.au</a>
Western Australian Occupational Safety and Health Act 1984	Will be sent to you by WorkSafe prior to your examination date.	Also available from State Law Publisher Telephone: 6552 6000 Email: <a href="mailto:sales@dpc.wa.gov.au">sales@dpc.wa.gov.au</a> or <a href="http://www.worksafe.wa.gov.au">www.worksafe.wa.gov.au</a>
Western Australian Occupational Safety and Health Regulations 1996	Will be sent to you by WorkSafe prior to your examination date.	Also available from State Law Publisher Telephone: 6552 6000 Email: <a href="mailto:sales@dpc.wa.gov.au">sales@dpc.wa.gov.au</a> or <a href="http://www.worksafe.wa.gov.au">www.worksafe.wa.gov.au</a>

**You MUST obtain the latest version of the following document for use prior to conducting any assessments.**

National Certification Standard Assessment Instrument/s relevant to the Licence Class/es for which registration is sought	Available from your RTO	Also available from <a href="mailto:wsregistration@commerce.wa.gov.au">wsregistration@commerce.wa.gov.au</a>
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## CONTACT INFORMATION

Please contact WorkSafe Business Services at [wsregistration@commerce.wa.gov.au](mailto:wsregistration@commerce.wa.gov.au) should you require further information concerning the requirements for registration.

**PERTH OFFICE:** Level 1, Mason Bird Building - 303 Sevenoaks Street Cannington WA 6107

**Postal Address:** WorkSafe Locked Bag 14 Cloisters Square PERTH WA 6850

**Telephone:** 1300 424 091

**Internet Address:** [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au) **Email Address:** [wsregistration@commerce.wa.gov.au](mailto:wsregistration@commerce.wa.gov.au)

**Customer Help Centre: Telephones:** 1300 424 091



**EXAMPLE**

**Class applied for**   FORKLIFT   (use separate forms for each class applied for)

<b>Dates Employed</b>	<b>Employer</b> (Include contact details of person/s who can verify your experience)	<b>Equipment Used</b> (Specify the type equipment you have used)	<b>Activities Performed</b> (Specify the activities you have performed)	<b>Hours per week spent performing the activity</b>
<i>August 2008 to November 2009</i>	<i>CDP Contracting Robert Gibson 0412 000 000</i>	<i>Forklift, Toyota 3 series model 409 PGE15, S/No 82208 4 wheel counter balance and Nissan LPG forklift model CPF02 15000 kg capacity, 4500mm lift height.</i>	<i>Duties included unloading trucks and moving equipment around mine site – steel beams toxic drums – sea containers - awkward pumps, pallets and steel piping.</i>	<i>Twice a week approximately 3 hours per day.</i>
<i>December 2009 to August 2010</i>	<i>Allied Mining Edward Danson 0414 000 000</i>	<i>Crown Counter balance Serial 3 6 Ton forklift.</i>	<i>General warehouse duties including unloading trucks, steel beams, pallets and mining equipment.</i>	<i>3 days per week and 4 hours per day</i>
<i>September 2010 - present</i>	<i>WA Trucks Malcolm Goodall 0412 000 002</i>	<i>Komatsu BX250 3.5 ton counterbalance forklift</i>	<i>Unloading trucks and pallets in confined space. Loads of varying size and nature. Verifying new starters follow safety procedures.</i>	<i>5 days a week 8 hours per day.</i>

**Name of Applicant:** Jack Stevens **Signature:** \_\_\_\_\_

**Date:** 1 / 11 / 2011

**EXAMPLE**

**Class applied for**   DOGGING   (use separate forms for each class applied for)

<b>Dates Employed</b>	<b>Employer</b> (Include contact details of person/s who can verify your experience))	<b>Equipment Used</b> (Specify the type equipment you have used)	<b>Activities Performed</b> (Specify the activities you have performed)	<b>Hours per week spent performing the activity</b>
<i>August 2004 Through to November 2009</i>	<i>Integra Mining Norman Gibson 0412 000 000</i>	<i>Chains, slings, other lifting media.  (cranes used for lifts included non-slewing mobile cranes and 20 tonne slewing cranes)</i>	<i>Selecting appropriate slings or chains; slinging various loads and directing crane operator. Unloading trucks and moving equipment around mine site (e.g. steel beams; toxic drums; sea containers; awkward pumps and pallets. Regular inspection of lifting equipment for general wear and tear, tagging unsuitable slings.</i>	<i>Four days a week approximately 3 hours per day</i>
<i>December 2009 to August 2011</i>	<i>Allied CO PTY Shane Danson 0414 000 000</i>	<i>Chains, slings, other lifting media.  (cranes used for lifts included non-slewing mobile cranes and 60 tonne slewing cranes)</i>	<i>Selecting appropriate slings or chains; slinging various loads and directing crane operator. Unloading trucks and moving equipment around mine site (e.g. steel beams; toxic drums; sea containers; awkward pumps and pallets. Regular inspection of lifting equipment for general wear and tear, tagging unsuitable slings.</i>	<i>Daily five days per week approximately 4 hours per day</i>

**Name of Applicant:** Jack Stevens **Signature:** \_\_\_\_\_

**Date:** 1 / 11 / 2013

## **IMPORTANT NOTES TO READ PRIOR TO COMPLETING STATEMENT EXPERIENCE**

**Please complete the attached Statement of Experience as a means of detailing your industry experience. You must use a separate form for each class / activity applied for.**

**Please refer to the example templates attached to this guide before completing your Statement of Experience.**

**When completing your Statement of Experience it is important to note:**

- You must have a minimum of 3 years regular and varied industry experience performing the type of High Risk work for which registration is sought.
- Experience gained in a training environment may be considered in the context of the whole application, however, it will not be considered as highly as experience gained in the workplace and you must be able to meet a significant part of the 3 year industry experience criteria.
- You would not meet the criteria for “varied” experience if, for example, you were applying for the class of LF, and have only operated one type of forklift doing one task for three years.
- You must be able to demonstrate you have experience in the majority of competencies required for each class of High Risk Work.
- WorkSafe will not consider unlicensed experience unless the experience was gained in circumstances not requiring a High Risk Work License e.g. experience gained in the Defence Force, off shore, or in the mining industry.
- Letters of reference need to coincide with information provided in your Statement of Experience.
- Applicants applying for the class of RA, must be able to show three years continuous experience in a job where they have had the opportunity to perform one of the following four components of Advanced Rigging consistently over that period–
  - a) Gin poles and shear legs
  - b) Flying foxes and cableways
  - c) Guyed derricks and structures
  - d) Suspended scaffolds and fabricated hung scaffolds

**Optional material to support your application may include any relevant industry experience you have had in relation to:**

- training persons in the use or operation of industrial equipment;
- the maintenance, repair or design of industrial equipment; or
- details of any engineering, mechanical or trade qualifications you hold which you consider relevant to your application.

## CHECKLIST

Before submitting your application, please complete the following checklist to ensure that you have included all of the relevant information and documentation with your application.

Applications which are incomplete and/or have not been completed in accordance with the requirements set out in this guide will be refused and will be return to you.

	Requirement	✓ Please Tick
1	A Guide to Becoming a WorkSafe Registered Assessor read	
2	Examples of Statement of Attainment and associated notes read	
3	Application Form completed	
4	Application Fee paid (by credit card or cheque/money order - attached to your application form)	
5	Copy of High Risk Work Licence (attached to your application form)	
6	Copy of the Registration Certificate from RTO (attached to your application form)	
7	A letter from affiliated RTO stating that you have been trained in the use of the relevant Assessment Instruments (attached to your application form)	
8	Statement of Experience completed (attached to your application form)	
9	Two written references for each class of High Risk Work (attached to your application form)	
10	Copy of Certificate IV in Workplace Assessment and Training conducted by a Registered Training Organisation (RTO) (attached to your application form)	
11	Provide a copy of your National Police Clearance, no more than 2 months old (attached to your application form)	
12	Conditions outlined in the application form read and signed (attached to your application form)	

Once you have completed and ticked off the above, you are now ready to submit your Assessors Registration Application. This can be sent:

By Post to:

WorkSafe  
 Locked Bag 14  
 Cloisters Square  
 PERTH WA 6850

Or by email (the fee must be paid by credit card if submitting your application by email):

Please ensure you have entered your credit card details in the relevant section within the application form [wsregistration@commerce.wa.gov.au](mailto:wsregistration@commerce.wa.gov.au)

# APPLICATION FORM



## APPLICATION FOR REGISTRATION AS AN ASSESSOR FOR LICENCES TO PERFORM HIGH RISK WORK

IN ACCORDANCE WITH THE OCCUPATIONAL  
SAFETY AND HEALTH REGULATIONS 1996

I apply for:

Registration as an assessor

### 1. DETAILS OF APPLICANT NOTE: APPLICANTS MUST COMPLETE ALL SECTIONS \*

Mr.  
Ms  
Mrs Family Name..... Other Names.....  
Miss  
Date of Birth ...../...../.....  
Postal Address: .....  
..... Postcode:.....  
Telephone Nos: Home: ..... Business: .....  
Mobile:..... Email:.....

### 2. EMPLOYMENT DETAILS

Name of Employer:.....  
Position Held: .....  
Business Address:.....  
Postal Address: .....  
Telephone No:..... Fax:.....

### 3. CERTIFICATES OF COMPETENCY, LICENCES AND QUALIFICATIONS

List all Certificates of Competency, Licences to Perform High Risk Work and qualifications held including their date and place of issue:  
All applicants must hold a current Licence to Perform High Risk Work in the class/es that they are applying for.  
.....  
.....  
.....  
.....

### 4. INDUSTRY EXPERIENCE

Provide a separate Statement of Industry Experience detailing recent and relevant experience, actually using or operating the type of industrial equipment for which registration is sought. The statement must include the types of industrial equipment used or operated (makes and lifting capacity in the case of plant), the dates experience was gained and the companies with whom it was gained.

**5. REGISTRATION SOUGHT**

Details of the Licence class/es for which I seek registration

Licence Class

Description

.....

.....

.....

.....

**6. OTHER RELEVANT DETAILS**

I have completed a national competency standard industry assessor training course conducted by an accredited training provider.

Provide name and address of the accredited training provider and a copy of the course completion certificate:

.....

.....

.....

Have you ever been Registered as an Assessor in any other State/s in Australia?

Yes  (list State/s) \_\_\_\_\_

No

**7. DECLARATION**

NOTE: REGISTRATION MAY BE APPROVED PROVIDING ALL LEGAL REQUIREMENTS HAVE BEEN MET.

I..... declare that:

- My application is accompanied by the documentation requested at Parts 4 and 6
- The application of \$\_\_\_\_\_ is enclosed;
- Should registration as an assessor be issued I will conduct assessments of applicants for Licences to Perform High Risk Work in accordance with the National Licensing Standard and the *Conditions of Registration as an Assessor*, and understand that should I wish to renew the registration I must apply for renewal prior to the expiry of the registration; and
- The information contained in this application is true and correct in every particular
- I accept and agree to comply with all of the conditions imposed on the WorkSafe Registered Assessors Licence for which I have applied

Signature of Applicant: ..... Date: .....

Witness: .....

Address: .....

Signature of Witness ..... Date: .....

**8. METHOD OF PAYMENT**

- Cheque       Visa       Cash
- Mastercard     Bankcard     Money Order

(Cheques and money orders to be made payable to WorkSafe)

Card No.

Date of Expiry .....

Card Holder's Name .....

Card Holders Signature .....

## ASSESSOR REGISTRATION CONDITIONS

Compliance with Assessor registration conditions –

- (1) You can only assess the Licence Class/es for which you have been registered to assess. You must hold a Certificate of Registration for the license class.
- (2) The assessments must be done in accordance with:
  - (i) Occupational Safety and Health Act 1984;
  - (ii) Occupational Safety and Health Regulations 1996;
  - (iii) Assessment Instrument, for the particular Licence Class applied for, which has been approved by the WorkSafe Western Australia Commissioner; and
  - (iv) Any directives from the WorkSafe Commissioner concerning the application and assessment procedure.
- (3) Before conducting an assessment you must:
  - (i) Site a Drivers License, passport or other personal photographic documentary evidence that proves the identity of the person and verifies the person is at least 18 years of age ; and
  - (ii) Site a Statement of Attainment for the specified Unit of Competency for High Risk Work for the license class you to intend assess, issued by a Registered Training Organisation (RTO) registered by the Western Australian Training Accreditation Council (TAC) or by the Australian Skills Quality Authority (ASQA).
- (4) Current and approved by WorkSafe Notices of Assessment must comply with the directives on the inside front cover of the Notice of Assessment book.
- (5) Persons assessed as 'not yet competent' in any component of the Assessment Instrument are not to be re-assessed until they have completed further training relevant to the area(s) in which they were assessed as 'not yet competent'.
- (6) WorkSafe may audit you to check you are complying with these conditions, the OSH Regulations and Act. You must co-operate with officers of WorkSafe, including answering questions and allowing full access to all records relating to the training and assessment of applicants for Licences to Perform High Risk Work which includes, but is not limited to, the following:
  - (i) Documents obtained to satisfy Condition (3)(i);
  - (ii) Documents relating to the training of persons for a licence to perform high risk work;
  - (iii) Documents relating to the assessment of persons for a licence to perform high risk work; and
  - (iv) Copies of issued Notices of Assessment.
- (7) You must comply with any changes to these conditions as directed by the WorkSafe Western Australia Commissioner.

### DECLARATION OF HOLDER OF CERTIFICATE OF REGISTRATION

I,..... .have read, understood and agree  
(Full name as shown on your Certificate of Registration)

to comply with the conditions listed above and understand that non-compliance with any condition or an inability to comply with any condition may result in the Certificate of Registration being suspended or cancelled.

**Signature:** ..... **Date:** .....

(signature of holder of Certificate of Registration)

**STATEMENT OF EXPERIENCE**

**Class applied for** \_\_\_\_\_ (use separate forms for each class applied for)

<b>Dates Employed</b>	<b>Employer</b> (including contact details of person/s who can verify experience)	<b>Equipment Used</b> (please be specific with equipment used)	<b>Activities Performed</b> (Please be specific with or activities performed)	<b>Hours per week spent performing the activity</b>

**Name of Applicant:**..... **Signature:** ..... **Date:**.....