



## Fact Sheet

# How to Get Accredited and Stay Accredited

### The accreditation process

Accreditation involves a two-stage process – an application and an on-site audit process. The OFSC does not charge companies for accreditation or ongoing audits.

### Applying for Accreditation

All companies are required to submit an application as the first stage in the accreditation process. The application form requires company information, project details of sites where the company is the head contractor and a system map of where the company's system meets the requirements of each audit criterion.

A company will progress to the audit stage once a complete application is received and a suitable site is available for audit. Applications from companies in a tender for a Scheme project will be prioritised where possible.

### On-site audit

Once the application review is completed, the company's WHS Management Systems are verified at an on-site audit. On-site audits are detailed audits conducted by a Federal Safety Officer (FSO) usually over two days. The criterion used for these audits is available at [fsc.gov.au](http://fsc.gov.au).

The OFSC selects the site for audit based on the details provided in the application and liaises with companies to determine an audit date. The sites provided must be sites where the company's WHS Management System is being implemented.

The OFSC will organise for an FSO to conduct the audit, after which the company will receive an audit notification letter together with the criteria being reviewed at the audit. All the information provided by the OFSC should be reviewed in order to prepare for the audit. The OFSC also recommends that this information is communicated to the relevant staff working on the project site being audited.

The nominated project site must be active for the duration of the scheduled audit. If circumstances change for any reason, the OFSC should be contacted immediately to discuss alternative arrangements.

All system documents need to be readily available on site and accessible to the FSO conducting the audit.

Site personnel should not solely rely on the knowledge of external parties, such as consultants. It is expected that relevant company staff have a good understanding of the system.

Senior management and subcontractors should be available for discussions during the audit.

Before the audit, the FSO will contact the company to arrange the logistics of the audit, including a meeting time and location.

On the day of the audit, the FSO will first meet with company representatives to discuss arrangements for conducting the audit. The audit will involve an on-site inspection as well as a system review at the site office, or in some cases at the head office location. The FSO will also speak to senior management representatives and site personnel.

Any documents reviewed on the day of the audit are handled as Commercial in Confidence and are not shared with any organisation other than the OFSC as part of the audit findings.

At the conclusion of the audit, the FSO will conduct a closing meeting where the audit outcomes will be discussed in general terms so that the company has an understanding of the key issues identified. The level of non-conformances (major/minor) may not be specifically discussed at this meeting however company representatives will be made aware of any issues as the audit progresses.

## What happens after the accreditation audit?

Following the audit, the FSO provides an audit report to the OFSC. The OFSC then reviews and quality assures the report before sending it to the company, who will also receive a letter to advise next steps.

It is important to note that more than one audit is often required to gain accreditation. Where a follow up audit is required, the process for booking the audit is again done in consultation with the company, and the content of the follow up audit is generally limited to review of any identified non-conformances.

## Gaining accreditation

Once a company has successfully completed the audit process, the results are presented to the FSC. The FSC will take into account all information relating to the application and the on-site audit results before making a decision to grant accreditation.

It is the sole discretion of the FSC to grant accreditation, and companies will be advised in writing of the FSC's decision.

On acceptance of accreditation, the company's name will be placed on the Accreditation Register, available at [fsc.gov.au](http://fsc.gov.au).

Companies achieving accreditation for the first time will be granted an initial accreditation period of 3 years, after which time companies will need to apply for reaccreditation.

## Maintaining accreditation

Once accredited, companies are required to satisfy a number of ongoing requirements in order to maintain accreditation. These requirements include:

- compliance with the conditions of accreditation, including having at all times appropriate WHS policies, procedures and safe work practices;
- routine on-site monitoring audits; and
- WHS reporting (refer to [fsc.gov.au](http://fsc.gov.au) for further information on reporting requirements).

The frequency of routine monitoring audits is determined based on the risk profile and individual needs of each accredited company. Lower risk companies with a strong track record in audit and WHS performance can expect audits every 12-18 months, whereas companies that require a higher level of attention can expect more frequent audits.

All audits are organised in consultation with companies. The OFSC will contact the company when an audit is due and site details will need to be provided to schedule the audit.

Based on the results of a periodic audit, the frequency of auditing for a company may be adjusted. Where there are serious performance concerns with a company, the formal Compliance process will be enacted (available on [fsc.gov.au](http://fsc.gov.au)).

While the OFSC will continue to work with committed companies to improve the level of WHS within their organisations and the industry generally, the FSC has the power to suspend or revoke a company's accreditation should they not be maintaining the required safety standards.

## The reaccreditation process

Reaccreditation is an essential step for companies wanting to retain the benefits of being accredited, including improved WHS performance.

Reaccreditation is a requirement of the Fair Work (Building Industry - Accreditation Scheme) Regulations 2005 (the Regulations).

Initial accreditation is granted to companies for 3 years. At the end of this period, companies need to reapply for accreditation in order to stay accredited under the Scheme. Subsequent periods of accreditation can be for up to 6 years for companies with a strong track record of compliance with the Scheme requirements.

A company's reaccreditation process is determined by the company's audit, reporting and incident history during the previous accreditation period. Good performance will result in a streamlined application form and no requirement for a specific reaccreditation audit. Companies who have not performed as well during the previous accreditation period will be required to complete a full application and undertake an audit process.

## When should I apply for reaccreditation?

Companies will be advised of the form of the reaccreditation process to be undertaken approximately 6 months prior to the accreditation expiry date.

This will allow sufficient time for all companies to undertake their reaccreditation process.

The OFSC would like to highlight that it is the responsibility of accredited companies to allow sufficient time for applications to be processed prior to the expiry of accreditation. Should accreditation lapse after an application has been received companies will be listed on the FSC website as being in the reaccreditation process.

The Australian Government cannot enter into a contract with companies unless reaccreditation is achieved, although companies can tender for building work that is funded directly or indirectly by the state Government.

### For further information you can:

visit the FSC website at **fsc.gov.au**

contact the FSC Assist Line on **1800 652 500**

contact the OFSC via email at  
**ofsc@employment.gov.au**

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