

Conditions of office

The chief executive of the Department of Employment and Industrial Relations ('chief executive') has appointed you to act in the capacity of an accredited auditor of high voltage installations under Part 10 of the *Electrical Safety Act 2002*. You hold office on the basis that you comply with these conditions.

Operational conditions

1. Accredited auditor must maintain their skills, knowledge and abilities in relation to their work as an accredited auditor for the duration of their appointment.
2. Appropriate types and levels of insurance for the work to be performed must be maintained for the duration of their appointment. All work conducted by the accredited auditor must be within the scope and level of the insurance held.
3. An accredited auditor must advise the chief executive of any changes that may affect their ability to act in the capacity of an accredited auditor, eg, changes to insurance.
4. An accredited auditor must advise the chief executive of changes in work-related contact details, including address, telephone or email contact details, within 14 days of the change.
5. In accordance with section 132 of the *Electrical Safety Act 2002*, an accredited auditor must produce their identity card on request when exercising a power or performing a function of an accredited auditor.
6. The chief executive may suspend or revoke an accredited auditor's appointment at any time. A person whose interests are affected by this decision may apply for a review of the decision or appeal the decision in accordance with Part 12 of the *Electrical Safety Act 2002*.
7. In accordance with section 136 of the *Electrical Safety Act 2002*, a person who ceases to be an accredited auditor must return the person's identity card to the chief executive within 21 days of ceasing to be an accredited auditor.

General conditions

8. In the case of an initial connection of a high voltage electrical installation the accredited auditor must confirm the electrical installation has been tested to ensure it is electrically safe, and in accordance with the requirements of *Australian/New Zealand Standard 3000:2000 Electrical Installations* (the Wiring Rules) and any standards applying under the *Electrical Safety Regulation 2002* to the electrical installation.
9. In the case of a connection or reconnection after electrical work the accredited auditor must inspect the electrical work and confirm the electrical installation, to the extent it is affected by the electrical work, has been tested to ensure it is electrically safe, and in accordance with the requirements of the Wiring Rules and any standards applying under the *Electrical Safety Regulation 2002* to the electrical installation.

10. The accredited auditor must maintain independence from the design and installation of the high voltage installation. This condition does not limit the accredited auditor's ability to audit the design stage of the process and/or provide information on relevant legislation, standards or codes of practice.
11. The auditor or the employer of an accredited auditor must make and keep a copy of the report of inspection for at least 5 years.
12. Written notification detailing the outcome of the inspection should be supplied to the owner/occupier of the high voltage installation or their representative. This information should also be provided to the licensed electrical contractor responsible for connection.
13. An accredited auditor must inform the chief executive of the incidence of a dangerous electrical event in a high voltage installation by phoning 1300 650 662 or by using the Electrical Safety Office's online notification form. The report must be made within 3 days of the accredited auditor becoming aware of the event or incident.
14. An accredited auditor may be subject to monitoring and review by the chief executive during the performance of an inspection and/or following an audit to ensure compliance with accreditation terms and conditions.
15. An accredited auditor must supply a report of accredited auditor work for each period. The report shall be sent within 28 days of the end of the previous quarter unless otherwise agreed with the chief executive.
16. Accredited auditors are to treat all findings and reports made during the inspection as confidential to the chief executive and the electrical installation's owner/occupier or their representative.