

SITE CONTAMINATION AUDIT SYSTEM



APPLICATION FOR RENEWAL OF ACCREDITATION AS A SITE CONTAMINATION AUDITOR PURSUANT TO THE ENVIRONMENT PROTECTION ACT 1993

This form is to be used by persons who wish to apply for renewal of their accreditation as a site contamination auditor pursuant to the *Environment Protection Act 1993* (the Act).

INSTRUCTIONS

Application requirements for the renewal of site contamination auditor accreditation are prescribed in the *Environment Protection Regulations 2009*.

An application for renewal of accreditation must¹:

- a) *be made not less than 90 days before the expiry of the accreditation; and*
- b) *be made to the Authority in the manner and form approved by the Authority; and*
- c) *be signed by the applicant and completed in accordance with the instructions contained in the form; and*
- d) *be accompanied by the fee for renewal of accreditation as set out in Schedule 4 of the Environment Protection Regulations 2009.*

The EPA will send an email reminder to auditors prior to the expiry date of their accreditation, advising of the requirements in relation to the renewal of their accreditation.

Please ensure that all sections of the application form are completed, the requested information and attachments are provided and labelled as indicated, and the renewal of accreditation fee is also included.

Please do not modify the form by moving or deleting sections or text, including these instructions.

Please ensure you are using the current version of the form (check the [EPA website](#)).

Refer to the current version of the EPA publication [Site contamination: Guidelines for the site contamination audit system](#), for further information on the audit system and the mandatory guideline requirements applying to auditors. For any enquiries or questions relating to the site contamination audit system, contact the EPA Site Contamination Branch.

PHOTOGRAPH

A photograph of the applicant is required to create a new auditor identity card. Please provide a current digital photograph with your application.

PAYMENT OF FEE

This application must be accompanied by the renewal of accreditation fee.

OTHER INFORMATION

Accreditation, if renewed, will be subject to a term specified by the EPA and conditions of accreditation.

The electronic version (CD or DVD copy) to be provided with the application must represent an accurate copy of the paper originals. All digital files (forms and attachments) must be clearly named.

¹ Regulation 59(2) of the *Environment Protection Regulations 2009*.

HOW TO LODGE THIS FORM

Completed applications must be sent, on or before the prescribed date, to:

By mail

Manager, Site Contamination Branch
Environment Protection Authority
GPO Box 2607
Adelaide SA 5001

Forms can also be emailed in pdf format to the Manager, an auditor's allocated EPA coordinator or to the EPA Site Contamination Branch at [<EPAsitecontam@sa.gov.au>](mailto:EPAsitecontam@sa.gov.au).

FURTHER INFORMATION

For any enquiries or questions relating to the site contamination audit system, contact the EPA Site Contamination Branch on:

Telephone: (08) 8204 2004

Email: [<EPAsitecontam@sa.gov.au>](mailto:EPAsitecontam@sa.gov.au)

| Date | Duration | CPD type | Provider | Subjects/topics |
|------|----------|----------|----------|-----------------|
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SECTION C: SPECIALIST TEAM MEMBERS

Have the members of your specialist team changed? *If yes, please provide details.* YES NO

It is a condition of accreditation, as prescribed by the Regulations, that all auditors have access to a team of specialists. These specialists must be approved by the EPA to provide technical expertise in fields outside their knowledge and experience, in accordance with relevant guidelines issued by the EPA.

Details of the specialist team members recognised in relation to your accreditation as an auditor must be confirmed and provided as supporting information to this application.

In addition, details of further specialist team members intended to support accreditation should be provided using the form 'Site Contamination Auditor Specialist Team Members' available from the EPA website and provided with this application (**Attachment 2**). For any new team members, the applicant must provide a current curriculum vitae and signed letter of agreement.

SECTION D: PROFESSIONAL INDEMNITY INSURANCE

Please include as an attachment (**Attachment 3**), evidence of relevant current professional indemnity insurance (PII) policy.

It is a condition of accreditation prescribed by the Regulations that all auditors provide evidence to the EPA that they hold or will be covered by a PII policy approved by the EPA.

In approving a PII policy, the EPA takes into account whether:

- the PII specifically covers the auditor for site contamination auditor activities undertaken pursuant to the Act
- any exclusions of the PII policy limit cover for work carried out as a site contamination auditor.

Auditors must satisfy themselves as to the level and duration of insurance cover, which must be adequate to cover the activities as an auditor and in respect of any liability for claims for damages for professional negligence arising out of site contamination auditing activities under the Act.

This should be addressed as supporting information to your application.

SECTION E: AUDITOR RETURNS

Annual returns are required to be provided to the EPA under section 103Y of the Act. The annual return process is conducted separately to the renewal of accreditation process however an auditor's compliance with the annual return process and the results of the EPA annual return reviews will be taken into account when considering applications for renewal of accreditation.

SECTION F: REPORTS

Applicants who have completed no, or only one, audit report during the last period of accreditation are requested to submit two, or if one audit has been completed, one, digital copy/s of audit reports completed in another jurisdiction, where possible, if the auditor holds accreditation in another jurisdiction. (**Attachment 4**).

An auditor who has not completed any audit reports in SA may have their application referred to the Site Contamination Auditor Accreditation Committee in accordance with Regulation 59(4)(a) of the *Environment Protection Regulations 2009*.

ATTACHMENT REPORT(S) (PLEASE LIST IF INCLUDED)

SECTION G: APPLICANT'S CONSENT

Applicants must indicate (by ticking the boxes) their consent to the following²:

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| • I consent to the conduct by the EPA of inquiries relating to any accreditation or similar authority I have held at any time under the <i>Environment Protection Regulations 2009</i> or under legislation similar to those regulations in force in another State or Territory of the Commonwealth. | YES | NO |
| • I will provide the EPA with any information required by the EPA (verified, if the EPA requires, by statutory declaration) for the purposes of determining this application including (without limitation) criminal record checks. | YES | NO |

SECTION H: APPLICANT'S DECLARATION

Applicants must answer the following questions³:

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| • Have you committed any offence against the <i>Environment Protection Act 1993</i> , the <i>Environment Protection Regulations 2009</i> or legislation similar to those regulations in force in another State or a Territory of the Commonwealth? | YES | NO |
| • Have you committed any offence punishable by imprisonment? | YES | NO |
| • Have you been subject to the cancellation or suspension of accreditation or similar authority, or the disqualification from practicing as a site contamination auditor, under the <i>Environment Protection Regulations 2009</i> or under legislation similar to those regulations in force in another State or Territory of the Commonwealth? | YES | NO |
| • Have you during the period of 10 years preceding this application for accreditation been an undischarged bankrupt or subject to a composition or deed or scheme of arrangement with or for the benefit of creditors? | YES | NO |

If you have answered 'yes' to any of the above questions, please provide details as an attachment to this application.

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| • Will you hold or be covered by a professional indemnity insurance policy approved by the Authority ⁴ , prior to carrying out site contamination audits pursuant to the <i>Environment Protection Act 1993</i> (Note: evidence of suitable professional indemnity insurance cover will be required if application for accreditation is successful). | YES | NO |
|---|-----|----|

² Regulation 54(3)(a) and (b) of the *Environment Protection Regulations 2009*.

³ The EPA may take this information into account for the purposes of determining whether a person is eligible for accreditation [regulation 53(3) of the *Environment Protection Regulations 2009*].

⁴ Regulation 56(2)(d) of the *Environment Protection Regulations 2009*.

I, _____ (*name*) declare that the statements made by me in this application are true and correct in every particular.

Applicant's signature:

Applicant's full name:

Date:

It is an offence under section 119 of the *Environment Protection Act 1993* to make a statement that is false or misleading.

SECTION I: APPLICATION CHECKLIST

All of the following documents/information **must** be attached (please check):

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| • Completed application submitted 90 days prior to the expiry of accreditation. <i>If no, the application may not be considered by the EPA</i> | YES | NO |
| • Current copy of your curriculum vitae— Attachment 1 | YES | NO |
| • Specialist team member information and forms— Attachment 2 | YES | NO |
| • Details of current PII— Attachment 3 | YES | NO |
| • Copies of audit reports supporting application (if applicable)— Attachment 4 | YES | NO |
| • An electronic copy (on CD or DVD) of the whole application, which includes all relevant forms and the attachments, clearly named. | YES | NO |
| • Digital and 2 colour printed copies of a passport-sized current photograph | YES | NO |

Please note that the quality of the photos that you supply will have a direct effect on the quality of the image that will appear on your licence card. Digital photographs provided must meet the specifications of the EPA. The EPA will only accept clear and distinct photos (video camera, e-mail or colour photocopied images are **NOT** acceptable) that conform to the following requirements:

- image in front of a plain light-coloured background
- image not too dark, not too light
- image not too close, not too distant
- full front view of your head and shoulders
- sharply focused, not blurred or unclear.

Suitable guidance can be found at

<https://www.passports.gov.au/Web/requirements/Photos.aspx>

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| • Payment of renewal of accreditation fee included with this form | YES | NO |
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