# **Construction Supplier Register New applicant checklist for suppliers of construction works and services**

The Construction Supplier Register (CSR) is an open pre-qualification scheme for suppliers of construction works and construction services interested in accessing tender opportunities to deliver Victorian Government construction projects.

Pre-qualified suppliers of construction works and construction services are bound by and must comply with the [CSR Conditions of Pre-qualification](https://www.dtf.vic.gov.au/applying-pre-qualification-construction-supplier-register/conditions-pre-qualification-construction-supplier-register). This includes undertaking a review on request by the Construction Supplier Register in order to remain registered on the CSR.

This checklist has been provided to assist you in completing the application and is for your use only. This checklist does not need to be returned to CSR along with your supporting documentation.

## **Using the CSR Application Form**

The **CSR application form** (Microsoft Excel format) must be submitted as an Excel file. No other file format will be accepted. Do not submit a PDF copy of the file.

Do not alter the formatting within the spreadsheet. The **CSR application form** with changed fields will not be accepted.

Do not attach or embed information onto the **CSR Application** form file.

## **Evidence to support your application**

This checklist outlines the evidence you need to successfully submit with your application.

**The completed CSR application form and ALL supporting evidence must be submitted as separate pdf files. Your OH&S submission must be completed using the** [**mandatory-evaluation-criteria-industrial-relations-management-attachment-2-instruction-37**](https://www.dtf.vic.gov.au/ministerial-directions-and-instructions-public-construction-procurement/mandatory-evaluation-criteria-industrial-relations-management-attachment-2-instruction-37) **and must address Criteria 1-12. CSR will not progress an application that is incomplete.**

Each pdf attachment needs to clearly identify the type of evidence presented.

Examples:

* *Person name* – Certificate of Registration with the relevant regulator (e.g a copy of the Director’s certification with the Victorian Building Authority/Business Licensing Authority/Architects Registration Board of Victoria)
* *Supplier’s name –* Professional Indemnity certificate of currency

Use the checklist to ensure:

* Completion of the relevant tabs and tables, and
* successful submission of the required evidence.

It is the responsibility of the applicant to submit all documentation to support an application. CSR will advise you if the application is incomplete. The application will not progress if outstanding correspondence is not provided to CSR when requested.

## **Where to submit your application?**

Submit your application and supporting documentation to:

[constructionsupplierregister@dtf.vic.gov.au](mailto:constructionsupplierregister@dtf.vic.gov.au)

## **General help and support**

For any help and support with the application process please contact the CSR team by:

* email [constructionsupplierregister@dtf.vic.gov.au](mailto:constructionsupplierregister@dtf.vic.gov.au)
* telephone 03 7005 9447

## Further information is also available online at: [https://www.dtf.vic.gov.au/infrastructure-investment/construction-supplier-register](https://www.dtf.vic.gov.au/infrastructure-investment/construction-supplier-register%20)**New applicant checklist**

### Tab - Business details, work history, maximum project size

|  |  |
| --- | --- |
| **Checklist** | **Completed / Attached ✓** |
| Complete all tables on this Tab |  |
| Provide a copy of the certificate of currency for each insurance – WorkCover, Public Liability & Professional Indemnity (as applicable) |  |
| Provide a copy of the latest renewal WorkCover premium notice / statement showing the insurance premium rate, compared with the relevant industry (see example below) |  |
| Provide Director ID # and certificate if available |  |

### Tab - Registrations and professional qualifications

|  |  |
| --- | --- |
| **Checklist** | **Completed / Attached ✓** |
| All applicants – complete Tables 2.1 and 2.2 |  |
| Complete Table 2.3 – 2.6 with current registration information including expiry dates for each |  |
| Applicants applying for pre-qualification categories that require professional qualifications - complete Table 2.7 |  |
| Provide a copy of each certificate of registration, or an extract from a register for each registration (VBA/BLA/ARBV) |  |
| Provide a copy of each qualification |  |
| Provide Deed Poll where applicable |  |

### Tab - Supplier code of conduct

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| --- | --- |
| **Checklist** | **Completed / Attached ✓** |
| Complete and sign the Supplier Code of Conduct |  |

### Tab - Occupational Health and Safety management

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| --- | --- |
| **Checklist** | **Completed / Attached ✓** |
| Prepare Occupational Health and Safety management system using the templates available [here](https://www.dtf.vic.gov.au/construction-supplier-register/applying-pre-qualification-construction-supplier-register)  **OR**  Submit a current certificate from an approved assurance system to satisfy the requirements of the OHS eligibility criteria 1 – 10, as well as completing Criteria 11 and 12. |  |
| Submit OHS management system |  |
| Attach evidence of compliance with the OHS management system for each OHS criterion |  |
| As the size of this document may be large, send a separate email with evidence as a compressed (zipped) file |  |

### Tab – Cladding history

### Complete this Tab if you are applying to the sub-category Cladding rectification

|  |  |
| --- | --- |
| **Checklist** | **Completed / Attached ✓** |
| Complete all tables on this Tab, as they apply to the applicant |  |
| Submit explanations for each disciplinary action listed |  |
| Provide a copy of the certificate of currency for each insurance required – Note\* Professional Indemnity insurance with a minimum of $5 million (any one claim) is mandatory |  |
| Provide a copy of those sections of the insurance policy that address the exclusions and excess applying to the policy |  |

### Tab - Industrial relations management FOR WORKS ONLY – CONSTRUCTION SERVICES APPLICANTS DO NOT COMPLETE

|  |  |
| --- | --- |
| **Checklist** | **Completed / Attached ✓** |
| Complete the Industrial Relations management self-assessment – Table 6.1 |  |
| Complete Table 6.2 if the applicant has answered:   * NO to any of the questions in Table 6.1 (excludes question D6) * YES to question D6 in Table 6.1 |  |
| Complete the Declaration of compliance with industrial relations management criteria– Table 6.3 |  |
| Attach the Fair Jobs Code – Pre-assessment certificate if you are seeking a project limit above $3M |  |

### Tab – Financial statements FOR WORKS ONLY – CONSTRUCTION SERVICES APPLICANTS DO NOT COMPLETE

|  |  |
| --- | --- |
| **Checklist** | **Completed / Attached ✓** |
| External assessor Equifax will contact you to request information including a copy of your financial statement for the previous financial year for pre-qualification with a project limit lower than $15 million |  |
| External assessor Equifax will contact you to request information including a copy of your **audited** financial statement for the previous financial year for pre-qualification with a project limit higher than $15 million |  |

### Tab - Agreement and consent

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| --- | --- |
| **Checklist** | **Completed / Attached ✓** |
| Company Director, Partner within partnership or Sole Trader to complete the agreement and consent – on behalf of applicant |  |
| Company Director, Partner within partnership or Sole Trader to complete the agreement and consent – each of applicant’s key personnel (includes directors of companies, partners within a partnership, as applicable) |  |

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