

Application Form

Change of Nominated Supervisor on a Class A Asbestos Removal Licence

Work Health and Safety Act 2020 (the Act)
Work Health and Safety (General) Regulations 2022 (the Regulations)

How to complete this application

1. Complete a separate application for each nominated supervisor.
2. Read the application form in full to understand all of the information required.
3. Complete the application form in full.
4. Gather all required attachments, such as statements of attainment and proof of identity.
5. Use the provided checklist to check the application is complete.
6. Submit the application along with payment of the required fee.

For assistance completing this application:

Phone 1300 424 091

Email WorksafeRegistration@lgirs.wa.gov.au

How to submit this application

Submission method		Payment method
Post	Licensing Services Department of Local Government, Industry Regulation and Safety Locked Bag 14 Cloisters Square PERTH WA 6850	Attach Application Payment Form www.wa.gov.au/media/49956/download?inline
In person	Department of Local Government, Industry Regulation and Safety Level 1, Mason Bird Building 303 Sevenoaks Street, Cannington Office opening hours: 8.30am - 4.30pm, Monday to Friday	

**Fees are reviewed annually and are subject to change without notice. Current application fees can be found on the WorkSafe website*

OFFICE USE ONLY

Total Fee	\$	Department Code	WUA	Chart Description	<input type="checkbox"/> Asbestos Class A – Modification

PART 1: LICENCE HOLDER DETAILS

Licence holder Details			
Licence Holder Name			
Licence Number			
Mobile phone no.		Phone no. (day)	
Email address			

PART 2: SUPERVISOR/S TO BE REMOVED

List the names of any Nominated Supervisors to be removed from the licence	
1. Supervisor full name	
2. Supervisor full name	
3. Supervisor full name	
4. Supervisor full name	
NOTE: The removal of Class B supervisors will result in the associated condition being removed also.	

PART 3: SUPERVISOR TO BE ADDED

Details of person nominated			
Family Name			
Given Name/s			
Date of Birth		Place of birth	
Residential Address	Street		
	Suburb		Postcode
Mobile phone no.		Phone no. (day)	
Email address			

PART 4: ATTACHMENTS

Attach the following documents to the application

<input type="checkbox"/>	<p>Statements of Attainment for the following courses issued by a Registered Training Organisation (RTO):</p> <p>Adding a class A supervisor:</p> <ul style="list-style-type: none"> • CPCPCDE4008 - Supervise asbestos removal; and • CPCPCDE3015 - Remove friable asbestos <p>Adding a class B supervisor:</p> <ul style="list-style-type: none"> • CPCPCDE4008 - Supervise asbestos removal; and • CPCPCDE3014 - Remove non-friable asbestos
<input type="checkbox"/>	<p>Proof of identity: Refer to the 'Applicant Guide – Application for an Asbestos Removal Licence' for detail of documents that are accepted as proof of identity.</p> <p>DO NOT provide copies of credit or bank cards as proof of identity.</p> <p>Proof of identity is not required if the person nominated holds a valid high risk work licence in Western Australia.</p>

Already approved as nominated supervisor

If the person being nominated as supervisor has previously been approved as a nominated supervisor within the last 3 years:

- by another state or territory licensing authority, **or**
- for another asbestos removal licence holder in WA

they are not required to provide examples of experience and may be approved subject to confirmation of an appropriate compliance history. If the person is an existing approved nominated supervisor, please attached details of this approval (e.g. copy of current licence).

PART 5: SUPERVISOR DECLARATION

Declaration by Nominated Supervisor

I, _____ (print name) hereby declare:

- the information supplied in this application is true and correct to the best of my knowledge.
- I consent to WorkSafe making enquiries and validating my qualifications with the educational provider who issued my qualification certificates.
- I consent to WorkSafe contacting my referees to verify my evidence of experience.

This declaration is considered to be made on the date the application is submitted.

Signature:

Statement of Experience Instructions – Class A supervisor

Each nominated supervisor for Class A asbestos removal licence applications must be able to demonstrate at least three (3) years of relevant industry experience. To evidence the required level of experience each supervisor nomination should include details of at least six (6) different asbestos removal works which:

- occurred within the last three (3) years,
- were completed by a person or organisation licensed to remove asbestos at the time
- include at least three (3) examples of friable asbestos removal work
- include details of a referee for reference checking of the work
- include sufficient evidence of their completion of the work such as:
 1. the asbestos removal control plan used,
 2. tool box talk notes,
 3. Safe Work Method Statements,
 4. contracts of work,
 5. invoices,
 6. tip receipts,
 7. photographs
 8. air monitoring reports, or
 9. clearance certificates.

IMPORTANT: Examples of different types of friable asbestos removal that can be used include:

- a. Sprayed insulation/coating including under vermiculite
- b. Paperbacked vinyl/vinyl tiles with blackjacket adhesive
- c. Low density fibreboard (LDFB)
- d. Fire damaged
- e. Contaminated Soil
- f. Gaskets/ropes/seals
- g. Lagging on pipes
- h. Heater banks
- i. Bitumised material on water pipes
- j. Asbestos containing dust (ACD)

Examples of work will not be accepted as evidence of the nominated supervisors experience where:

- a licence was required but the removalist was not licensed,
- the asbestos removal was not notified to the Department prior to the work being completed, or
- the licence holder did not have an approved nominated supervisor at the time of the removal.

Additional detail or additional examples of experience may be requested. Providing as much evidence of experience as possible will assist the application. Each example provided will be validated by contacting referees to confirm the role of the applicant in the work.

All experience documented on the SOE must be independently verified as a true record by a relevant, credible, and independent person (referee). Applicants should not detail experience that cannot be verified. Applicants are required to attach a written reference by a credible and independent referee to the application form.

A credible and independent person is in a position and has the skills to assess the scope and quality of the experience you are claiming. For experience gained while employed, a credible and independent referee is the nominated supervisor's employer or an authorised representative of the nominated supervisor's employer.

A credible and independent referee is not:

- a relative;
- under potential conflict (your employee);
- a co-worker or subordinate worker; or
- an office manager or HR manager.

Written references must outline and verify your experience and must include an explanation of the referee's relationship and the capacity to independently verify and endorse the Applicant's experience.

Written references must be signed and dated by the credible and independent person. It must also include the full name, email address, and telephone number of the referee.

Statement of Experience Instructions – Class B supervisor

By submitting this application, Class A licence holders who nominate a Class B supervisor, agree to have a condition imposed on their licence which will restrict the supervisor (if approved) to only supervising Class B (non-friable) asbestos removal.

Each nominated supervisor must be able to demonstrate at least one (1) year of relevant industry experience. To evidence the required level of experience each supervisors statement of experience should include:

- details of at least six (6) different asbestos removal works which:
 - occurred within the last three (3) years,
 - include at least three (3) different types of non-friable asbestos removal,
 - include details of credible referees for verification of the work.

Examples of non-friable asbestos removal works which occurred:

- Prior to 5 April 2022 - should include sufficient documentary evidence of the nominated supervisor's completion of the work such as:
 - the asbestos removal control plan used,
 - Safe Work Method Statements,
 - tip receipts.
- On or after 5 April 2022 - will be validated using the asbestos removal notification records submitted by the licence holder.

IMPORTANT: Examples of work that will not be accepted as evidence of the nominated supervisors experience include where:

- a licence was required but the removalist was not licensed,
- the asbestos removal was carried out on or after the 1 January 2023 and was not notified to the Department using the online form, prior to the work commencing.
- the licence holder did not have an approved nominated supervisor at the time of the removal.

All experience documented on the SOE must be independently verified as a true record by a relevant, credible, and independent person (referee). Applicants should not detail experience that cannot be verified. Applicants are required to attach a written reference by a credible and independent referee to the application form.

A credible and independent person is in a position and has the skills to assess the scope and quality of the experience you are claiming. For experience gained while employed, a credible and independent referee is the nominated supervisor's employer, or an authorised representative of the nominated supervisor's employer.

A credible and independent referee is not:

- a relative;
- under potential conflict (your employee);
- a co-worker or subordinate worker; or
- an office manager or HR manager.

Written references must outline and verify the stated experience and must include an explanation of the referee's relationship and the capacity to independently verify and endorse the Applicant's experience. Written references must be signed and dated by the credible and independent person. It must also include the full name, email address, and telephone number of the referee.

Statement of Experience			
Example 1 of 6			
Project Start Date		Project End Date	
Address/location			
Type of Asbestos removed		Quantity of asbestos removed	
Type of Structure		Height of structure/building	
Asbestos Removal Licence Number			
Supporting Details			
<input type="checkbox"/> Written reference including the full name, email address, and telephone number of the referee, asbestos removal licence number, details of your responsibilities and role in completing the work, dated and signed on company letterhead.			
<input type="checkbox"/> Adding a Class B supervisor - For work conducted prior to April 2022 attach evidence of experience, such as asbestos removal control plans; safe work method statements and disposal receipts.			
Example 2 of 6			
Project Start Date		Project End Date	
Address/location			
Type of Asbestos removed		Quantity of asbestos removed	
Type of Structure		Height of structure/building	
Asbestos Removal Licence Number			
Supporting Details			
<input type="checkbox"/> Written reference including the full name, email address, and telephone number of the referee, asbestos removal licence number, details of your responsibilities and role in completing the work, dated and signed on company letterhead.			
<input type="checkbox"/> Adding a Class B supervisor - For work conducted prior to April 2022 attach evidence of experience, such as asbestos removal control plans; safe work method statements and disposal receipts.			

Statement of Experience			
Example 3 of 6			
Project Start Date		Project End Date	
Address/location			
Type of Asbestos removed		Quantity of asbestos removed	
Type of Structure		Height of structure/building	
Asbestos Removal Licence Number			
Supporting Details			
<input type="checkbox"/> Written reference including the full name, email address, and telephone number of the referee, asbestos removal licence number, details of your responsibilities and role in completing the work, dated and signed on company letterhead.			
<input type="checkbox"/> Adding a Class B supervisor - For work conducted prior to April 2022 attach evidence of experience, such as asbestos removal control plans; safe work method statements and disposal receipts.			
Example 4 of 6			
Project Start Date		Project End Date	
Address/location			
Type of Asbestos removed		Quantity of asbestos removed	
Type of Structure		Height of structure/building	
Asbestos Removal Licence Number			
Supporting Details			
<input type="checkbox"/> Written reference including the full name, email address, and telephone number of the referee, asbestos removal licence number, details of your responsibilities and role in completing the work, dated and signed on company letterhead.			
<input type="checkbox"/> Adding a Class B supervisor - For work conducted prior to April 2022 attach evidence of experience, such as asbestos removal control plans; safe work method statements and disposal receipts.			

Statement of Experience

Example 5 of 6

Project Start Date		Project End Date	
Address/location			
Type of Asbestos removed		Quantity of asbestos removed	
Type of Structure		Height of structure/building	
Asbestos Removal Licence Number			

Supporting Details

Written reference including the full name, email address, and telephone number of the referee, asbestos removal licence number, details of your responsibilities and role in completing the work, dated and signed on company letterhead.

Adding a Class B supervisor - For work conducted prior to April 2022 attach evidence of experience, such as asbestos removal control plans; safe work method statements and disposal receipts.

Example 6 of 6

Project Start Date		Project End Date	
Address/location			
Type of Asbestos removed		Quantity of asbestos removed	
Type of Structure		Height of structure/building	
Asbestos Removal Licence Number			

Supporting Details

Written reference including the full name, email address, and telephone number of the referee, asbestos removal licence number, details of your responsibilities and role in completing the work, dated and signed on company letterhead.

Adding a Class B supervisor - For work conducted prior to April 2022 attach evidence of experience, such as asbestos removal control plans; safe work method statements and disposal receipts.

PART 6: DECLARATION BY APPLICANT

Declaration

1. I declare that the information and documents I have provided in support of this application are true and correct.
2. I give consent to the WorkSafe Commissioner, or persons so directed, to obtain on my behalf any document, record, file, or information that may be necessary and relevant to consider this application.

This declaration is considered to be made on the date the application is submitted.

Declaration of individual applicant

Full Name:

Signature:

Declaration of Body Corporate applicant

Note: As per Section 127 of the *Corporations Act 2001* must be signed by

- Two company Directors, or
- A company Director and Company Secretary, or
- The sole director where that person is also the company secretary or there is no company secretary

Position:

Full Name:

Signature:

Position:

Full Name:

Signature:

CHECKLIST

Application checklist	
✓	Please ensure you have provided/completed each of the following:
PART 1: LICENCE HOLDER DETAILS	
<input type="checkbox"/>	Licence holder details completed in full
PART 2: NOMINATED SUPERVIORS TO BE REMOVED	
<input type="checkbox"/>	Name's of all nominated supervisors who are no longer associated with the licence holder have been provided to be removed.
PART 3: NOMINATED SUPERVISORS TO BE ADDED	
<input type="checkbox"/>	Supervisor Nomination forms for each nominated supervisors attached
PART 4: ATTACHMENTS	
<input type="checkbox"/>	Proof of identity documents for each person nominated have been attached
<input type="checkbox"/>	<p>Statements of Attainment attached for the nominated supervisor in the following courses, or their equivalents:</p> <p>Adding a class A supervisor:</p> <p style="padding-left: 40px;">CPCCE4008 - Supervise asbestos removal course; and</p> <p style="padding-left: 40px;">CPCCE3015 - Remove friable asbestos</p> <p>Adding a class B supervisor:</p> <p style="padding-left: 40px;">CPCCE4008 - Supervise asbestos removal course; and</p> <p style="padding-left: 40px;">CPCCE3014 - Remove non-friable asbestos</p>
PART 5: SUPERVISOR DECLARATION	
<input type="checkbox"/>	Declaration signed by nominated supervisor
PART 6: DECLARATION	
<input type="checkbox"/>	Declaration signed by licence holder