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### 01. Summary

The purpose of this document is to define the requirements and criteria which shall be met in order for a contractor, including contractor's staff to be accredited to perform works on behalf of an External Carrier (I.e. non-InfraCo) within elements of the InfraCo Telecommunications Network.

**NOTE:** Non-accredited contractors, contractor staff shall not be permitted to perform works on behalf of an External Carrier, where those works are to be performed within elements of the InfraCo Telecommunications Network.

This procedure shall be applicable to all persons performing works within the InfraCo Telecommunications Network, which works are performed on behalf of an External Carrier.

Such works may include, and are not limited to, interconnect works requiring access to InfraCo's Conduit Network (commonly referred to as "Duct Access") and works requiring access to InfraCo properties and buildings (commonly referred to as "TEBA" (InfraCo Exchange Building Access) works).

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## 02. ACCREDITATIONS

### 2.1. Granting of Accreditation

InfraCo may accredit various contractors, contractor staff and as being suitably qualified and experienced to perform works on behalf on an External Carrier, within elements of the InfraCo Telecommunications Network.

Accreditation shall not generally be withheld, providing the requirements listed in Sections 3.2. and 3.3 are met.

Accreditation shall, as far as possible, be of a two-tiered nature –

- Accreditation of the Contracting entity (Refer to Section 2.2), and
- Accreditation of an individual such as a contractors employee (Refer to Section 2.3).

#### 2.1.1. Application for Accreditation

Applications for accreditation shall be made on the attached form “Interconnect Works – Application for Accreditation” (Refer page 8).

### 2.2. Contractor Accreditation

Accreditation may be granted to Contractors who are able to provide evidence:

- That they are experienced in performing the required works to an acceptable standard;
- That their staff are in possession of the relevant qualifications and experience for performing the works;
- That they have in place a Quality Plan, prepared in accordance with AS/NZS 9004.5:1998, which outlines the specific activities, procedures and records to be used in performance of the works;
- That they have in place an Occupational Health and Safety policy consistent with AS/NZS 4804:1997, and which enables them to meet all relevant Australian legislated OH&S requirements;
- That they have in place an Environmental Management policy which provides coverage of:
  - Hazard Management
  - Waste Management
  - Emergency Response
  - Compliance to Land Access Requirements, including
    - Land Access in general

- 
- Aboriginal and Cultural Heritage issues
  - Native Title
  - Issues relating to State and Local Government Approvals

### 2.3. Contractor Staff/Sub-Contractor Accreditation

A contractor's staff shall meet the following requirements before they will be accredited to perform works within elements of the InfraCo Telecommunications Network:

#### 2.3.1. TEBA Works

- Be able to provide proof that they are in possession of the relevant competencies to enable them to perform the works to an acceptable standard – such proof shall be consistent with the National Telecommunications Competency Standard for Certificates in Telecommunications;
- Shall provide proof that they have completed “InfraCo Site Induction” training (as provided by the TAFE On-Line service) **Note: This is a mandatory requirement;**
- Shall provide proof that they have completed “Confined Space Entry” training, provided by a Nationally Recognised Training provider. **Note: This is a mandatory requirement.**

#### 2.3.2. Duct Access Works

Contractor Staff who are to perform Duct Access works shall:

- Be able to provide proof that they are in possession of the relevant competencies to enable them to perform the works to an acceptable standard – such proof shall be consistent with the National Telecommunications Competency Standard for Certificates in Telecommunications;
- Provide proof that they have completed relevant “Manhole Rescue” training (**NOTE: This is a mandatory requirement;**);
- Provide proof that they have completed relevant “Gas Detection and Control” training (**NOTE: This is a mandatory requirement;**);
- Shall provide proof that they have completed “InfraCo Site Induction” training (as provided by the TAFE On-Line service) (**NOTE: This is a mandatory requirement;**);

- 
- Shall provide proof that they have completed “Confined Space Entry” training, provided by a Nationally Recognised Training provider (**NOTE: This is a mandatory requirement**).

#### **2.3.3. DCAF Survey**

Contractor shall undertake DCAF training provided by the Customer Facilities Access team, pass a knowledge test and a field assessment to be able to scope design and construct activities in accordance with the relevant technical standards by conducting network validation and collecting appropriate artefacts

#### **2.3.4. Self-Assessment Completion Inspection (SACI)**

DCAF accredited contractors who scored 90% or above during the training with a proven track records of high quality standards of work in InfraCo network can be appointed as Self-Assessors to conduct Completion Inspections and sign off CFD on behalf of InfraCo

### **03. Responsibilities**

#### **3.1. Contractor’s Responsibilities**

The contractor shall be responsible for ensuring that it and its staff when performing works within elements of the InfraCo Telecommunications Network are possessed of the necessary accreditation to perform those works.

#### **3.2. External Carriers**

External Carriers shall be responsible for ensuring that any contractors employed by them to perform works within elements of the InfraCo Telecommunications Network possess the necessary accreditation to perform those works.

#### **3.3. National Manager – Customer Facilities Access**

The National Manager –shall be responsible for:

- Receipt and processing of applications for accreditation from interconnect contractors;
- Reviewing such applications for compliance to the accreditation requirements as defined in Section 3 of this document, advising contractors of any remedial actions necessary to enable their accreditation;
- Advising applicant contractors of the granting of accreditation by way of a “Letter of Accreditation”, in which the contractor shall be made aware of the portion of the InfraCo network in which they are accredited to perform works;
- Establishing and maintaining a database of accredited contractors;

- 
- Not reasonably with-holding accreditation, providing that the requirements of Section 3 of this document are met;
  - Withdrawing contractor accreditation in the event that it is shown that the contractor is no longer compliant to the accreditation requirements as defined in Section 3 of this document.

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**04. References**

<b>Document number</b>	<b>Title:</b>
	Australian Competition & Consumer Commission, "A Code of Access to Telecommunications Transmission Towers, Sites of Towers and Underground Facilities", October 1999.

**05. Definitions**

<b>Term</b>	<b>Definition</b>
AS/NZS	Joint Australian/New Zealand Standard
OH&S	Occupational Health and Safety
TAFE	Technical and Further Education
TEBA	InfraCo Exchange Building Access
DCAF	Duct Customer Access Framework
CFD	Construction Finalization Document
SACI	Self-Assessment Completion Inspection

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**06. Attachments**

Document number	Title
	Application for Accreditation

**07. Document control sheet**

Who to reach out to if you have any queries, questions, changes or concerns.

Name	Edward Kleinberg
Position	Process SME
Phone	0418 723 236
Email	Edward.Kleinberg@team.telstra.com

If you have a suggestion for improving this document, please contact the person listed above.

Issue number	Issue date	Details on the change
1	22/06/2021	

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**INTERCONNECT WORKS – Application for Accreditation**

**1. Please complete the required details and forward this form, together with the required documentation to:**

Customer Facilities Access – National Manager  
Email: COE@team.telstra.com

Telephone enquiries for assistance/clarification may be directed to Dean Kotsinadelis  
Mob. 0427 47 2611

**2. Contractor Details:**

**Company\_Name:** \_\_\_\_\_

**Company\_ABN:** \_\_\_\_\_

**Postal\_Address:** \_\_\_\_\_

**Contact\_Person\_(Name):** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**3. Accreditation is sought for: Duct Access Works / TEBA Works / DCAF (Survey)**

Accreditation is for Region: National / Tas / Vic / NSW / Qld / NT / SA / WA (circle)

Name of Carrier for whom work is normally performed: \_\_\_\_\_

**4. Attached is documented evidence of (please tick) :**

- |  |  |
|--|--|
| <input type="checkbox"/> Experience in performing the nominated works. |  |
| <input type="checkbox"/> Staff Qualifications                          |  |
| <input type="checkbox"/> Quality Plan                                  |  |
| <input type="checkbox"/> Occupational Health & Safety Policy           |  |
| <input type="checkbox"/> Environmental Management Policy               |  |
| <input type="checkbox"/> Staff Training in                             | <input type="checkbox"/> InfraCo Site Induction  |
|  | <input type="checkbox"/> Confined Space Entry    |
|  | <input type="checkbox"/> Manhole Rescue          |
|  | <input type="checkbox"/> Gas Detection & Control |
|  | <input type="checkbox"/> DCAF                    |

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_