# **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.

New applicants and 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/conditions-pre-qualification-construction-supplier-register) and [Supplier Code of Conduct](https://www.buyingfor.vic.gov.au/supplier-code-conduct-supplier-guidance). This includes undertaking a review on request by the Construction Supplier Register in order to remain registered on the CSR.

**NOTE: Construction works and services categories are related to the building industry. The building industry encompasses work for or in connection with the construction, demolition or removal of all types of buildings. Buildings include all classes of buildings under the National Construction Code, structures, temporary buildings, temporary structures and any part of a building or structure.**

## 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)

**NOTE:**

* This checklist has been provided to assist you in completing the online application and is for your use only.
* Based on the category being applied for, suppliers are advised to download the required documents, date & sign and have them ready for upload ***prior to*** starting a Full pre-qualification application online through the CSR supplier portal.
* Online applications without mandatory OHS criteria document (criteria 1-12) submissions will be rejected.
* Click the links below to download the relevant required document.
* It is the responsibility of the applicant to submit all documentation to support an application. The application will not progress if required evidence for eligibility criteria published on our website is not provided with the initial submission.

## **New applicant checklist**

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

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| **Checklist** | **Completed / Attached ✓** |
| Provide a copy of the certificate of currency for each insurance – WorkCover, Public Liability & Professional Indemnity (as applicable) |  |
| **\**For Works suppliers Only*** – Should your company not hold Professional Indemnity (PI) insurance and you are not providing any consulting/advisory services as part of your offerings, please provide a letter on company letterhead (signed by an ASIC registered Director) confirming that you are a “construct only” supplier and do not enter into any Design and Construct Contracts for the purposes of any government works you are engaged to undertake. |  |
| 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 |  |

### Registrations and professional qualifications

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| **Checklist** | **Completed / Attached ✓** |
| 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 CSR Deed Poll where applicable  ***Download Links:***   * [Land Remediation category](https://www.dtf.vic.gov.au/sites/default/files/2024-12/Construction-Supplier-Register-Deed-Poll-land-remediation-contractor-category.docx) * [Engineering related categories](https://www.dtf.vic.gov.au/sites/default/files/2024-12/Deed-Poll-CSR-engineering-related-categories.docx) * [Asbestos Inspection and Hygiene Services category](https://www.dtf.vic.gov.au/sites/default/files/2024-12/Deed-Poll-Asbestos-Inspection-and-Hygiene-Services.DOCX) |  |
| Provide copy of WorkSafe issued asbestos licence – Class A – friable and non-friable where applicable |  |

### Project History - Practice and experience in a pre-qualification category

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| **Checklist** | **Completed / Attached ✓** |
| Provide details of least three completed building and construction projects of a similar size and complexity to the pre-qualification category applied for, to the satisfaction of the Lead Department. |  |
| **NOTE:** Information to include, address, location, value of project, completion date, fee paid by client, scope and description, contract type, client's name, independent referee name, referee's contact number, referee's email. | |

### Fair Jobs Code pre-assessment certificate FJC certificate required for both Works & Services suppliers seeking a project limit above $1M

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| **Checklist** | **Completed / Attached ✓** |
| Attach the Fair Jobs Code if applicable – Pre-assessment certificate if you are seeking a project limit above $1M  ***Apply for a FJC pre-assessment certificate:***  <https://www.buyingfor.vic.gov.au/apply-fair-jobs-code-pre-assessment-certificate> |  |

### Industrial relations management (Not required if supplier has Fair Jobs Code pre-assessment certificate) Required for Works suppliers only seeking project limit of below $1M

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| **Checklist** | **Completed / Attached ✓** |
| Complete the Industrial Relations management self-assessment if applicable.  [Download – Click here](https://www.dtf.vic.gov.au/sites/default/files/2024-12/Industrial-Relations-self-assessment-and-declaration.xlsx) |  |

### Cladding categories Required for Works & Services suppliers seeking additional cladding sub categories

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| **Checklist** | **Completed / Attached ✓** |
| Complete the ‘Cladding form’ as required and upload to full application.  [Download – Click here](https://www.dtf.vic.gov.au/sites/default/files/2024-12/Cladding-form-Suppliers-applying-for-cladding-sub-categories.xlsx) |  |

### Occupational Health and Safety management

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| **Checklist** | **Completed / Attached ✓** |
| Prepare Occupational Health and Safety management system using the templates available below: |  |
| ***Download Links:***   * [Detailed Guide on the mandatory OHS management criteria](https://www.buyingfor.vic.gov.au/detailed-guide-occupational-health-and-safety-management-criteria-related-construction) * ***For Works Suppliers:***   + [OHS management system template Works with third party certification](https://www.dtf.vic.gov.au/sites/default/files/2024-12/OHS-management-system-template-Works-with-third-party-certification.DOC)   + [OHS management system template Works without third party certification](https://www.dtf.vic.gov.au/sites/default/files/2024-12/OHS-management-system-template-Works-without-third-party-certification.DOC) * ***For Services Suppliers:***   + [OHS management system template Construction Services with third party certification](https://www.dtf.vic.gov.au/sites/default/files/2024-12/OHS-management-system-template-Construction-services-with-third-party-certification.DOC" \o "OHS management system template Construction Services with third party certification)   + [OHS management system template Construction Services without third party certification](https://www.dtf.vic.gov.au/sites/default/files/2024-12/OHS-management-system-template-Construction-Services-without-third-party-certification.DOC)   **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 |  |

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

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| **Checklist** | **Completed / Attached ✓** |
| Financial statements (including profit and loss statements, balance sheets and notes to accounts) covering at a minimum the last two financial years, prepared in accordance with Australian Accounting Standards. External financial assessor will contact you to request information as required.  **Note:** Audited financial statements required for pre-qualification with a maximum project limit higher than $15 million inc. GST  **For Low value works suppliers:**  Suppliers may use the following ‘Low Value Works Financial standing form’ template to describe their financial standing, if annual financial statements are not prepared:  [Download – Click here](https://www.dtf.vic.gov.au/sites/default/files/2024-12/Low-Value-Works-Financial-standing-form.xlsx) |  |

### 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  [Download – Click here](https://content.vic.gov.au/media/1004110) |  |

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