

ASSDA Accredited Fabricator Program

Application for Admission **PART 2**



Thank you for making the decision to become ASSDA Accredited. Since its inception in 2004, the program has been a critical vehicle for the industry to demonstrate competence in the handling and manufacturing of stainless steel products in Australia.

By committing to become an ASSDA Accredited Fabricator, you are sending the industry, particularly specifiers and end-users, a clear message of your dedication to industry best practice, quality and service.

Introduction

This application form for ASSDA Accreditation has been designed not only as a method for ASSDA to gather the required information, but for the applicant to identify strengths and weaknesses in their own organisation and, provide a clear indication where improvement can be achieved. This application examines:

- Workshop capabilities
- Practices to avoid workshop contamination
- Quality control and quality assurance
- Safety management
- Training systems
- A comprehensive stainless steel specific knowledge statement

By completing this application, organisations can identify areas for improvement, in which ASSDA can provide assistance.

The information provided in this application will be used by ASSDA as the basis for admission to the program. The information must be accurate at the time of application, and a director of the company making the application must submit the application. *The responsible director must initial each page.*

ASSDA Accreditation Fee Structure

ACCREDITATION FEE

<i>New:</i>	\$1,500.00 + GST	(ASSDA Members)
	\$2,000.00 + GST	(ASSDA non-members)
<i>Annual renewal:</i>	\$990.00 + GST	(ASSDA Members)
	\$2,000.00 + GST	(ASSDA non-members)

The Accreditation fee covers a one-year period, from the date you are accepted into the program.

An annual renewal fee of \$990 is due on the anniversary (ASSDA will send out a reminder with due invoice) to ensure ongoing currency of Accreditation.

All fees are exclusive of GST.

Completing this application form

This form can be completed in two ways, both acceptable;

1. Print the entire file, and populate the fields manually using pen on paper
2. Populate the fields electronically and print before signing

Finally, scan the entire completed document and return to ASSDA, preferably as a pdf.

If option 2 is chosen, please review the below notes to make this as easy and fast as possible for you

- Check boxes - Double click on the checkbox to open an options menu. In this menu, under default value heading, toggle the "checked" option, then enter OK.
- Text fields - _____ Click on the field above the line and start typing.
- Entry field - Click in the box and start typing.

PART A – BUSINESS DETAILS

A1 Business Type

- Incorporated Entity
 Sole Trader

- Partnership
 Trust

Other (*specify*): _____

A2 Registered Name of Business

A3 Date of First Registration

A4 Australian Business Number (ABN)

A5 Trading Name (If different to Registered Name)

A6 Head Office Postal Address

Head Office Street Address

Contact Details

Phone: () _____

Email: _____ Website: _____

A7 States/Territories in which the Company trades

New South Wales

Victoria

Queensland

Western Australia

South Australia

Northern Territory

Australian Capital Territory

Tasmania

Other overseas (*please specify*): _____

A8 Addresses of any branches (*Please attach additional sheet if more than one branch*)

Contact: _____ Email: _____

Postal Address: _____ Street Address: _____

Phone: () _____

A9 Company Directors

Please provide details of all the directors of the business wishing to join the Stainless Steel Specialists Register, as supplied to ASIC and credit reference bureaux. Please note this information is for the use of ASSDA and ASSDA Board only and will not be divulged to any other party.

1. Name: _____
Date appointed: _____
Date of Birth: _____
Address: _____
Resident overseas? _____
2. Name: _____
Date appointed: _____
Date of Birth: _____
Address: _____
Resident overseas? _____
3. Name: _____
Date appointed: _____
Date of Birth: _____
Address: _____
Resident overseas? _____
4. Name: _____
Date appointed: _____
Date of Birth: _____
Address: _____
Resident overseas? _____
5. Name: _____
Date appointed: _____
Date of Birth: _____
Address: _____
Resident overseas? _____
6. Name: _____
Date appointed: _____
Date of Birth: _____
Address: _____
Resident overseas? _____

A10 Insurance Details

Please forward Certificate of Currency to ASSDA for all policies held.

Work Cover
Provider: _____
Policy No: _____
Current to (date): _____

Public Liability
Provider: _____
Policy No: _____
Current to (date): _____
Amount of cover: \$ _____

Any other applicable insurance
(including product liability insurance)
Provider: _____
Type: _____
Policy No: _____
Current to (date): _____

Provider: _____
Type: _____
Policy No: _____
Current to (date): _____

Provider: _____
Type: _____
Policy No: _____
Current to (date): _____

Provider: _____
Type: _____
Policy No: _____
Current to (date): _____

PART B – SCOPE OF REGISTRATION

B1 Business Function

Fabrication services

Installation services

Speciality: _____

(Do you specialise in a particular area or type of fabrication, e.g. machining, 3D printing?)

B2 Industry Category

In which industries do you undertake at least 30% of your total work?

Architectural

Food, Dairy and Beverage

Heavy Industrial (Generally >3mm typical section thickness)

Light Commercial (Generally <3mm typical section thickness)

PART C – BUSINESS CAPABILITY

C1 Capability Statement

A 50 to 100-word statement summarising the type and scope of the activities of the business, for example, product types and market areas serviced. This information will be freely available to enquirers, to which you freely consent.

C2 Reference List

Please provide a reference list of up to 10 jobs completed, relevant to the business function and industry category. Attach additional pages if necessary.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Do you wish for ASSDA to make this reference list available on request?

Yes No

Do you wish for ASSDA to publish this reference list on the ASSDA website?

Yes No

C3 Workshop

Covered area m²: _____

Hardstand area m²: _____

Lifting Method and Capacity: _____

C4 Machinery Summary / Capacity

Cutting: _____

Bending: _____

Welding: _____

Machining: _____

Polish Finishing: _____

Assembly: _____

C5 Avoiding Carbon Steel Contamination

Do you have separate areas for fabricating carbon steel and stainless steel?

Yes No

Is your tooling dedicated to stainless steel?

Yes No

Is it mandatory in your shop to clean tooling and handling equipment before working on stainless steel?

Yes No

What steps do you take to avoid carbon steel contamination and surface damage during;

Storage: _____

Handling: _____

Fabrication Processes: _____

C6 Services Offered

Fabrication ex workshop? Yes No

Site Installation? Yes No

Post Installation Maintenance? Yes No

If Yes to any of the above, please indicate below a rough estimate of total fabrication completed inside your workshop versus on site?

Ex workshop _____ %

Site _____ %

C7 Employee / Contractor Function Analysis

List number of employees, contractors/sub-contractors engaged in specific activities/roles. Contractors are limited to the number of people under your direct control. Where a person does more than one function, include them in more than one category – we are looking for the total effort available.

Job Function	Personnel for whom this is their primary function	Total Number of People Performing the Role	
		Employees	Contractors
Administration			
Sales and/or Estimating			
Engineering Design			
Drafting			
Project Supervision			
Manufacture Management, Purchasing, Planning and Supervision			
Tradesmen/Trades Assistants			
Installation Personnel			
Apprentices			
Non Trade Qualified Personnel (Welding, polishing, assembly, machine operation etc.)			
TOTAL (This equals the total number of people in your organisation)			

C8 Quality Control

Do you have a third party certified quality system?

Yes No

(If Yes, submit Certificate to ASSDA & go to the next section)

Who reviews design and co-ordinates work planning before manufacture starts?
(Job title only required)

How are jobs controlled through the workshop?

Are materials clearly identified and properly stored?

Yes No

Are measurement devices controlled (inspected & calibrated)?

Yes No

Are all relevant job instructions available to tradesmen at all times?

Yes No

Are all tradesmen adequately trained or supervised?

Yes No

Is there a final inspection step in your production process? Please outline;

C9 Safety Management and Compliance

Are you aware of your legal responsibilities under the relevant WHS authorities to your operations?

Yes No

Is there an WHS policy in place?

Yes No

Is there an WHS procedure manual available for review?

Yes No

Is there a designated WHS officer?

Yes No

Is there a safety management committee?

Yes No

Please describe below an example (recent or hypothetical) of how a work place safety incident would be handled, specifically;

What steps would take place during and immediately after the incident? _____

What process would occur to investigate root causes? _____

What steps would be taken to minimise the likelihood of a repeat incident? _____

C10 Training

Do you have any apprentices? *(please total for each stage)*

1st Year

2nd Year

3rd Year

4th Year

Are you associated with a Group Training Organisation (GTO)? If yes, please list:

Please describe your induction procedure for new employees;

How do you train staff in operational procedures and product knowledge?

How are employees kept up to date on developments in the stainless Steel industry and in fabrication best practices?

How does management keep up to date with development in the stainless steel Industry and in fabrication best practices?

Is there a register of training activities available?

Yes No

Do staff receive at least 8 hours of training per year?

Yes No

C14 ASSDA Stainless Steel Specialist Course

Upon approval of your Accreditation, you will be entitled to enrol one person from your organisation in our intermediate (five modules) Stainless Steel Specialist Course by including their details below. Once Accreditation has been finalised the student will be sent an email with their login credentials to undertake the course online. The training modules are self-paced however, it is expected the student should complete the entire course within the first six months of Accreditation.

The course provides comprehensive information about properties and many fabrication technologies used in Australia and will benefit your organisation by;

- Skilling participants in the benefits and limitations of stainless steel
- Upskilling individuals and organisations already established in the stainless steel industry, as well as those who have little knowledge about stainless
- Matching your companies' educational needs with a flexible set of modules
- Increasing the depth of knowledge across all levels of the company

Name: _____

Position: _____

Telephone: () _____

Email: _____

List of Modules

* Modules already ticked are compulsory please choose one additional module.

- | | |
|---------------------------------------------------------------|-------------------------------------|
| 1. An Introduction to Stainless Steel | <input checked="" type="checkbox"/> |
| 2. Stainless Steel vs Corrosion | <input checked="" type="checkbox"/> |
| 3. The Mechanical Properties of Stainless Steel | <input checked="" type="checkbox"/> |
| 4. The Surface Finish on Stainless Steels | <input type="checkbox"/> |
| 5. Fabricating Corrosion Resisting and Stainless Steels | <input type="checkbox"/> |
| 6. The Cutting of Stainless Steels | <input type="checkbox"/> |
| 7. The Metallurgy of Stainless Steels | <input checked="" type="checkbox"/> |
| 8. The Welding and Joining of Stainless Steels | <input type="checkbox"/> |
| 9. Machining Stainless Steels | <input type="checkbox"/> |
| 10. Practical Considerations for Designing in Stainless Steel | <input type="checkbox"/> |
| 11. Stainless Steel and Stainless Alloy Castings | <input type="checkbox"/> |
| 12. Forging Stainless Steels | <input type="checkbox"/> |
| 13. Stainless Steel Pipe and Tube | <input type="checkbox"/> |
| 14. Cold Forming Stainless Steels | <input type="checkbox"/> |
| 15. Deep Drawing of Stainless Steels | <input type="checkbox"/> |
| 16. Stainless Steel and Stainless Alloys at High Temperature | <input type="checkbox"/> |
| 17. Ferritic Stainless Steel | <input type="checkbox"/> |

PART D - REFEREES

Please provide at least four referees and provide basic detail on the project involved. ASSDA may contact these referees. Please attach additional pages if you wish to support your application.

1 Name: _____
Position: _____
Company: _____
Telephone: () _____
Email: _____
Project name and scope of work: _____

2 Name: _____
Position: _____
Company: _____
Telephone: () _____
Email: _____
Project name and scope of work: _____

3 Name: _____
Position: _____
Company: _____
Telephone: () _____
Email: _____
Project name and scope of work: _____

4 Name: _____
Position: _____
Company: _____
Telephone: () _____
Email: _____
Project name and scope of work: _____

PART E – KNOWLEDGE STATEMENT: TRAINING NEEDS ANALYSIS

A key aspect of ASSDA Accreditation is in the registrant demonstrating a culture of continual learning and self-improvement.

The purpose of this section is to assist in analysing the current knowledge base of key personnel in your business across relevant competencies and skills. In doing so, skills gaps can be easily identified and flagged for future action.

This is NOT an examination of your business and will not be used to determine whether it is accepted into the Accredited Fabricator Program.

Status	Explanation
<i>N/A</i>	Where a knowledge type is not used or required
<i>Want to learn more</i>	A level you have identified as an area of improvement or refinement
<i>Good knowledge</i>	A level you believe is sufficient
<i>Qualified</i>	Relevant where it pertains to the knowledge or competency required to attaining a particular qualification, e.g. Certificate III in Engineering – Fabrication Trade

It is recommended to use the initials of the person(s) or job function in the relevant column.

Scope of Accreditation

Please Complete Section E1 – General Knowledge

Additionally,

Please **ONLY** complete the table specific to the scope of accreditation you seek, as filled out in Section B2.

Section E2 – Architectural

Section E3 – Food, Dairy and Beverage

Section E4 – Heavy Industrial

Section E5 – Light Commercial

E1 – General Knowledge applying to all categories of stainless steel fabrication

Knowledge	N/A	Want to learn more	Good knowledge	Qualified
1. A commitment to quality service				
Commitment and ability to inform customers of optimum selection of grade, finish and design details				
Staff are fully trained, appropriately supervised and supported				
2. Grade and finish selection				
The families of stainless steels, including compositional differences, mechanical and physical properties				
Common causes of corrosion of stainless steels				
Surface finishes and their appearance, workability and corrosion resistance				
Product form availability in the market and lead times				
Machinability of stainless steels and the relationships with corrosion resistance and mechanical properties				
Heat treatment after machining				
Surface treating after machining and/or heat treatment to restore corrosion resistance				
3. Storage, handling and identification of stainless steel				
Handling and storage requirements for avoidance of contamination and preservation of the properties of stainless steel				
Material control and traceability – avoiding grade mixes				
4. Detail design, including dissimilar metals/galvanic corrosion				
Proficiency in reading technical drawings				
Detail design of stainless steels for maximum corrosion resistance				
A basic understanding of crevice corrosion and the influence of joint configuration on corrosion resistance				
Welding dissimilar metals: avoiding galvanic corrosion				
Minimising the effect of differential thermal expansion when joining dissimilar metals or welding different thicknesses				
Selecting fixings and fasteners to avoid galvanic corrosion				
Designing to avoid surface contamination in service				

Designing to avoid galling				
5. Planning for manufacturing				
Translating design to feasible and robust manufacturing				
Evaluating and analysing the manufacturing processes required				
Can the proposed processes meet the quality expectations?				
Analysing in-house vs external capabilities to determine most efficient production route				
Can the goods be transported and delivered satisfactorily?				
Can the goods be installed satisfactorily?				
6. Joining and welding				
Effect of welding on the structure and properties of stainless steels at a basic level				
Factors affecting the corrosion resistance of stainless steel welds at a basic level				
Weld joint designs as required by specification				
Weld joint preparation as required by specification				
Choice of welding process, filler metal, dilution and other welding parameters for sound, strong welds of adequate corrosion resistance				
Fixtures, fit up and tack welding to minimise and control distortion				
Operator technique for sound welds with the chosen process				
Welding code requirements				
Treatment of welds to restore full corrosion resistance				
7. Surface finishing of stainless steel for appearance and corrosion resistance				
Mechanical finishes (polishing) for appearance and corrosion resistance				
Pickling for corrosion resistance				
Passivation for corrosion resistance				

8. Control of sub-contractors				
Planning for the special requirements of stainless steel				
Communicating requirements to sub-contractor				
Checking sub-contractor's work is to specification				
9. Workplace health and safety (WHS)				
Safe workshop practices				
Safe transport and handling of goods including chemicals				
Safe site practices and compliance with local policies				
Safety in welding				
Welding fume and other hazardous substances exposure requirements				
WHS reporting requirements				
WHS legal framework – employer responsibilities				
Understanding duty of care				
First aid				
Notification and handling of work-related incidents				
OH&S consultation where required				
Use and provision of personal protective equipment (PPE)				
Undertaking risk management				
Handling workplace complaints				
10. Environmental requirements				
Controls to limit escapes of restricted compounds to ground, waterways or atmosphere				
Treatment of acidic, alkaline, volatile and heavy metal wastes				
EPA and waste disposal requirements				

E2 - Architectural Industry Category

Knowledge	N/A	Want to learn more	Good knowledge	Qualified
Design – special issues				
Evaluation of atmospheric conditions				
Design for maintenance				
Specification of a maintenance procedure and schedule				
Fasteners and fixings for avoiding galvanic corrosion				
Design against dissimilar metals corrosion				
Structural adequacy				
Special manufacturing requirements				
Techniques for achieving the required flatness				
Maintaining integrity (especially the surface) during shipping and installation				
Special finishing and maintenance requirements				
Understanding, managing and matching client's desires				
Sample pieces to demonstrate achievable finishes				
Control samples to record the agreement between the parties				
Relationship between finishing, cost, corrosion resistance and maintenance requirements				
Specifying maintenance procedure and frequency				
Installation practices				
Storage, lifting and handling to maintain product quality (including shape)				
Project management to prevent damage on site (mechanical, brick cleaning acid, caulking etc)				
Tool control to avoid contamination				
Final surface preparation and cleaning				
Knowledge of local, state and federal government codes				
Building Code of Australia				
Relevant Australian and other standards for products you manufacture				

E3 – Food, Dairy and Beverage Industry Category

Knowledge	N/A	Want to learn more	Good knowledge	Qualified
Design – special issues				
Evaluation of corrosion conditions for grade selection				
Selection of surface finishes appropriate to service conditions – contact and non-contact surfaces				
Design for cleanability and avoidance of product contamination and maintenance				
Design to minimise crevices both in product contact and non-product contact areas				
Avoidance of undrainable areas				
In tanks, prevention of buckling due to pumping, rapid drainage or condensation				
Familiarity with insulation design and installation requirements				
Special manufacturing and finishing requirements				
Techniques for achieving cleanability including suitable internal surface roughness, drainable curvatures, slopes, avoidance of CIP shadowing, lack of crevices				
Final surface treatment of welds for optimal corrosion resistance				
Maintaining integrity of shape and surfaces during shipping and installation				
Ability to produce high quality welds in tubing with no more than pale straw internal tinting using purged welding techniques				
Full knowledge of local, state and federal government codes				
HACCP				
Relevant Australian and other standards for products you manufacture				
Final inspection and testing				
Product specific testing				
Hydrostatic testing				
Electrical testing				
Test records				

E4 – Heavy Industry Category

Knowledge	N/A	Want to learn more	Good knowledge	Qualified
Grade selection and product availability				
Available product forms by grade				
Standard sizes and surface finishes				
Mechanical properties				
Physical properties				
Special fabrication requirements				
Cutting methods for heavy gauges				
Bend methods for heavy gauges				
Applicability of carbon steel heavy forming practices to stainless steels				
Machine capability for heavier gauges				
Bead and garnet blasting contamination from media and environment				
Special welding requirements				
Welding methods for special grades				
Documented welding procedure				
Qualification of personnel / welder certification				
Weld testing				
Knowledge of standards				
Traceability and manufacturing data records				
Materials				
Fabrication procedures including welding				
Testing				

Final inspection and testing				
Product specific testing				
Hydrostatic testing				
Electrical testing				
Test records				
Transport, installation and commissioning				
Product handling / lifting lugs				
Hydrostatic testing				
Galling issues				
Full knowledge of local, state and federal government codes				
Occupational Health and Safety Regulations				
Control of fume from cutting and welding				

EXAMPLE

E5 – Light Commercial Industry Category

Knowledge	N/A	Want to learn more	Good knowledge	Qualified
Fabrication techniques				
Cutting				
Folding				
Machining				
Deep drawing				
Special finishing requirements (surface finishes, grits, chemical and electrochemical treatments)				
For appearance				
For corrosion resistance				
Maintenance requirements				
Full knowledge of Local, State and Federal Government Codes				
Building Code of Australia				
Relevant Australian and other standards for products you manufacture				
Final inspection and testing				
Product specific testing				
Hydrostatic testing				
Electrical testing				
Test records				

Code of Ethics and Practice

Accredited businesses of the Stainless Steels Specialists Register must:

- Aspire to the highest level of business ethics, as generally expected by the business community.
- Aspire to the highest level of industry competence through continued education, and by sharing ideas and experiences with other SSSR accredited businesses.
- Be honest and thorough in all business dealings, including dealings with clients, client customers, specifiers and other members of the stainless steel industry.
- Undertake professional practice in a responsible, careful and diligent manner at all times, and only in their relevant areas of expertise.
- Not disclose any confidential information acquired in the course of professional practice unless required to do so by law.
- Respect the privileges, rights and reputation of other accredited businesses of the Stainless Steel Specialists Register.
- Not engage in any activity constituting, or leading to, a conflict of interest.
- Treat all persons fairly and equally, regardless of race, religion, gender, disability, age or ethnicity.
- Only make public statements, express opinions or give evidence based on adequate knowledge. Accredited businesses shall adhere to truth in advertising standards.
- Strive to promote the ASSDA SSSR and its goals, as well as the stainless steel industry as a whole, through educational venues, public relations opportunities, and advertising media.
- Communicate non-confidential information relating to other accredited businesses in violation of this code of ethics to ASSDA.
- Maintain appropriate levels of insurance cover throughout the full period of registration applicable in the particular State or Territory of practice.
- Enable a client or subcontractor to reach an informed opinion regarding its overall capacity in order to assess risk.
- Be able to demonstrate an ability to manage and deliver projects within the specified time.
- Establish and maintain effective systems to manage the risks to the health and safety of all personnel, arising from the nature of the work performed.
- Abide by and endeavour to secure the widest possible acceptance of this code of ethics and practice.

PART F – DIRECTOR DECLARATION

Please re-read your application carefully before signing this declaration. Return the entire application with the signed declaration.

I certify that the information provided in this application is true and correct, to the best of my knowledge.

I have read and accept the Code of Ethics and Practice, and will endeavour to ensure that it will be followed at all times.

Name: _____

Position: _____

Signature: _____ Date: _____

EXAMPLE