

Application for Admission for to Stainless Steel Specialists Register

PART 2



The Application Form for ASSDA Accreditation has been designed to 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
- › Avoiding contamination practices
- › Quality control
- › Safety management
- › Training systems
- › 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 Stainless Steel Specialists Register. 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.*

You are required to submit this application as a signed paper copy. The Accreditation fee is due with the submission of this application. The fee structure is outlined on following page.

The application should be mailed to:
ASSDA: Stainless Steel Specialists Register
Level 9, 307 Queen Street
BRISBANE QLD 4000

THIS APPLICATION IS DUE:

ASSDA Accreditation Fee Structure

APPLICATION FEE (includes GST)
\$99

- › Application fee is due with the submission of Application Part 1
- › Application Part 2 is sent from ASSDA with due date 30 days hence.

ACCREDITATION FEE (includes GST)

New: ASSDA members \$1200.00, non-members \$1700.00
Annual renewal: ASSDA members \$1200.00, non-members \$1700.00

The Accreditation fee pays for a one-year period. An annual renewal fee of \$1200 is due on the anniversary of Accreditation.

Please refer to page 9 of the *ASSDA Accreditation Manual* for a flow chart on the process of becoming ASSDA Accredited.

PART A – BUSINESS WISHING TO JOIN REGISTER

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)*

A6a Head Office Postal Address:
(If same as postal, leave blank)

Head Office Street Address:

A6b Contact Details:

Phone: () _____ Fax: () _____

Email: _____ Website: _____

A7c States/Territories in which the Company trades:

- | | |
|---|---|
| <input type="checkbox"/> New South Wales | <input type="checkbox"/> Victoria |
| <input type="checkbox"/> Queensland | <input type="checkbox"/> Western Australia |
| <input type="checkbox"/> South Australia | <input type="checkbox"/> Northern Territory |
| <input type="checkbox"/> Australian Capital Territory | <input type="checkbox"/> Tasmania |

Other overseas (specify): _____

A8 List address/es of branch premises:

(Please attach additional sheet if more than one branch)

Contact: _____

Postal Address: _____ Street Address _____

Phone: () _____ Fax: () _____

Email: _____

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 the ASSDA Secretariat 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 *Specialty.....
- Installation services

*** B2 Industry Category:**

- Architectural
- Food, Dairy and Beverage
- Heavy Industrial (3mm and more typical section thickness)
- Light Commercial (3mm and less typical section thickness)

** Specialty refers to whether your organisation specialises in a particular area of fabrication such as machining.*

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 ASSDA to make this reference list available on request?

Yes

No

Do you wish 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:

Yes No

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

Is your tooling dedicated to stainless steel?

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

What steps do you take to avoid carbon steel contamination and surface damage during the storage, handling and fabrication processes?

C6 Services Offered:

Yes No

Fabricate ex workshop

Site Install

Post Installation Maintenance

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.)

Function	People for whom this is their primary function	Total Number of People Performing the Role	
		Employees	Contractors
Administration			
Sales Estimating			
Engineering Design			
Drafting			
Project Supervision			
Manufacture Management, Purchasing, Planning and Supervision			
Tradesmen/Trades Assistants			
Installation			
Apprentices			
Non Trade Qualified (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 before manufacture starts?

(Job title only required)

How are jobs controlled through the workshop?

Are all relevant instructions available to tradesmen at all times?

Yes No

Are materials clearly identified and properly stored?

Yes No

Are measurement devices controlled (inspected & calibrated)?

Yes No

Are all tradesmen adequately trained or supervised?

Yes No

Is there a final inspection step in your production process?

(If yes please outline)

C9 Safety Management and Compliance:

- | | |
|---|----------|
| Are you aware of your legal responsibilities for OH&S? | Yes / No |
| Is there an OH&S policy in place? | Yes / No |
| Is there an OH&S procedure manual available for review? | Yes / No |
| Is there a designated OH&S officer?
and/or | Yes / No |
| Is there a safety management committee? | Yes / No |

Please give a hypothetical example of how a work place incident would be handled in your organisation and how management would ensure there is no repeat incident?

C10 Training

Do you have any apprentices? (please indicate number for corresponding years)

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?

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 practices?

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

Is there a register of training activities available to be audited? Yes No

Do staff receive, on average, 8 hours or more per year of training? 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 User Name and Password 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
- Up skilling 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 Module Titles

** 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 a minimum of 4 referees. Please indicate which of the jobs listed at C2 – Reference List, they are connected with. The ASSDA Secretariat or other member(s) of the Review Board may contact these referees. Attach additional pages if necessary.

1 Name: _____
 Position: _____
 Company: _____
 Telephone: () _____
 Fax: () _____
 Email: _____
 Job(s) Numbers: _____

2 Name: _____
 Position: _____
 Company: _____
 Telephone: () _____
 Fax: () _____
 Email: _____
 Job(s) Numbers: _____

3 Name: _____
 Position: _____
 Company: _____
 Telephone: () _____
 Fax: () _____
 Email: _____
 Job(s) Numbers: _____

4 Name: _____
 Position: _____
 Company: _____
 Telephone: () _____
 Fax: () _____
 Email: _____
 Job(s) Numbers: _____

PART E – KNOWLEDGE STATEMENT: TRAINING NEEDS ANALYSIS

Knowledge required for all industry categories, which can provide a comprehensive analysis of the organisation’s training needs.

List capability and knowledge held by one or more persons in your organisation.

It is recommended to use the initials of the person(s) or job function in the relevant column. This will help you in renewing accreditation in future, and in identifying skills gaps, which need to be covered in your training plan.

Where the knowledge is not used or required, please put N/A (not applicable) in the appropriate column.

Please remember you are certifying the knowledge available to the organisation, not the practices employed.

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 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 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				

All Industry Categories

KNOWLEDGE	N/A	Want to learn more	Good knowledge	Qualified
4. Detail design, including dissimilar metals/galvanic corrosion				
> Proficiency in reading technical drawings				
> Detail design of stainless steels for maximum corrosion resistance				
> Crevice corrosion and the influence of joint configuration on corrosion resistance				
> Welding dissimilar metals: avoiding galvanic corrosion				
> Minimise effect of differential thermal expansion when joining dissimilar metals or welding different thicknesses				
> Selecting fixings and fasteners to avoid galvanic corrosion				
> Design to avoid surface contamination in service				
> Design to avoid galling				
5. Planning for manufacturing				
> Can the article(s) be manufactured as designed?				
> What manufacturing processes are required?				
> Can the proposed processes meet the quality expectations?				
> What part(s) of the manufacturing should be contracted out?				
> 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				
> Factors affecting the corrosion resistance of stainless steel welds				
> Weld joint designs				
> Weld joint preparation				
> 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. Occupational health and safety (OH&S)				
> Safe workshop practices				
> Safe transport and handling of goods including chemicals				
> Safe site practices				
> Safety in welding				
> Welding fume and other hazardous substances exposure requirements				
> OH&S reporting requirements				
> OH&S legal framework – employer's responsibilities				
> Duty of care				
> First aid				
> Notification of work related incidents				
> OH&S consultation				
> Personal protective equipment (PPE)				
> Risk management				
> 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				

Knowledge specific to industry category – ARCHITECTURAL

To be completed by applicants wishing to be registered for Architectural.

List capability and knowledge held by one or more persons in your organisation.

Please use the initials of the person(s) or job function in the relevant column. This will help you in renewing accreditation in future, and in identifying skills gaps that need to be covered in your training plan. Where the knowledge is not used or required, please put N/A (not applicable) in the appropriate column.

KNOWLEDGE	N/A	Want to learn more	Good knowledge	Qualified
A1 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				
A2 Special manufacturing requirements				
> Techniques for achieving the required flatness				
> Maintaining integrity (especially the surface) during shipping and installation				
A3 Special finishing and maintenance requirements (surface finishes, grits, chemical and electrochemical treatments)				
> 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				
A4 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				
A5 Full knowledge of Local, State and Federal Government Codes				
> Building Code of Australia				
> Relevant Australian and other standards for products you manufacture				

Knowledge specific to industry category – FOOD, DAIRY AND BEVERAGE

To be completed by applicants wishing to be registered for Food, Dairy and Beverage.

List capability and knowledge held by one or more persons in your organisation.

Please use the initials of the person(s) or job function in the relevant column. This will help you in renewing accreditation in future, and in identifying skills gaps that need to be covered in your training plan. Where the knowledge is not used or required, please put N/A (not applicable) in the appropriate column.

KNOWLEDGE	N/A	Want to learn more	Good knowledge	Qualified
F1 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 ponding or undrainable areas				
> In tanks, prevention of buckling due to pumping, rapid drainage or condensation				
> Familiarity with insulation design and installation requirements				
F2 Special manufacturing and finishing requirements				
> Techniques for achieving cleanability including: suitable internal surface roughness, drainable curvatures and slopes, avoidance of CIP shadowing and 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				
F3 Special installation practices – Mechanical with no on-site welding				
> Hydrostatic testing practices				
F4 Full knowledge of local, state and federal government codes				
> HACCP				
> Relevant Australian and other standards for products you manufacture				
F5 Final inspection and testing				
> Product specific testing				
> Hydrostatic testing				
> Electrical testing				
> Test records				

Knowledge specific to industry category – HEAVY INDUSTRIAL

To be completed by applicants wishing to be registered for Heavy Industrial.

List capability and knowledge held by one or more persons in your organisation.

Please use the initials of the person(s) or job function in the relevant column. This will help in renewing accreditation in future, and in identifying skills gaps that need to be covered in your training plan.

Where knowledge is not used or required, please put N/A (not applicable) in the appropriate column.

KNOWLEDGE	N/A	Want to learn more	Good knowledge	Qualified
H1 Grade selection and product availability				
> Available product forms by grade				
> Standard sizes and surface finishes				
> Mechanical properties				
> Physical properties				
H2 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				
H3 Special welding requirements				
> Welding methods for special grades				
> Documented welding procedure				
> Qualification of personnel / welder certification				
> Weld testing				
> Knowledge of standards				
H4 Traceability and manufacturing data records				
> Materials				
> Fabrication procedures including welding				
> Testing				
H5 Final inspection and testing				
> Product specific testing				
> Hydrostatic testing				
> Electrical testing				
> Test records				
H6 Transport, installation and commissioning				
> Product handling / lifting lugs				
> Hydrostatic testing				
> Galling issues				
H7 Full knowledge of Local, State and Federal Government Codes				
> Occupational Health & Safety Regulations				
> Control of fume from cutting and welding				

Knowledge specific to industry category – LIGHT COMMERCIAL

To be completed by applicants wishing to be registered for Light Commercial Fabrication (typical stainless steel thickness 3mm and less).

KNOWLEDGE	N/A	Want to learn more	Good knowledge	Qualified
LC1 Fabrication techniques				
> Cutting				
> Bending				
> Folding				
> Machining				
> Deep drawing				
LC2 Special finishing requirements (surface finishes, grits, chemical and electrochemical treatments)				
> For appearance				
> For corrosion resistance				
> Maintenance requirements				
LC3 Full knowledge of Local, State and Federal Government Codes				
> Building Code of Australia				
> Relevant Australian and other standards for products you manufacture				
LC4 Final inspection and testing				
> Product specific testing				
> Hydrostatic testing				
> Electrical testing				
> Test records				

CODE OF ETHICS and PRACTICE FOR REGISTRANTS

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's customers, specifiers and others in 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 violation of this code of ethics to the ASSDA Secretariat.
- › 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 its 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 D – DIRECTOR’S 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 FOR REGISTRANTS and will endeavour to ensure that it will be followed at all times.

Signature: _____

Date: _____

Print Name: _____

Position Held: _____

EXAMPLE