

# PROCESS MAP – FSC ACCREDITATION

## ADMINISTRATION

## FOCUS POINTS

## POST AUDIT

## RE-ACCREDITATION

1. Conduct Gap Analysis  
Ensure your system is analysed against FSC criteria. A gap analysis will provide you with relevant information on the current alignment your system has to the OFSC scheme.  
[Click here for Information for Applicants](#)  
[Click here for the FSC Evidence Criteria](#)
2. Review, amend and develop any shortfalls
3. Have all new documents and reviewed documents been implemented onsite?
4. [Complete Application Form located here](#)  
This requires ALL supporting documentation to be included including:
  - cover letter;
  - nature of the work being undertaken;
  - written confirmation that a consistent shared SMS - exists across all Sites;
  - a statement agreeing corrective actions apply to all sites;
  - performance history for past 12 months for each site involved.

- WHS Management Systems Criteria
1. Legal Requirements
  2. HIRAC
  3. Emergency Response
  4. Health Surveillance & Exposure
  5. WHS Incident Investigation, monitoring and corrective actions
  6. Audit

- Focus Points  
Hazard Criteria (19)  
Onsite audit results  
Performance against the following FP criteria:
1. senior management commitment to WHS
  2. integration of safe design principles into the risk management process
  3. whole of project WHS consultation and communication
  4. demonstrated effective subcontractor WHS management arrangements
  5. whole of project performance measurement
  6. WHS training and competency

### Auditing Criteria

The above elements are assessed at the site audit

- Develop an action plan to address outstanding non-compliances
- Communicate the plan to relevant parties who have responsibilities under the plan for items identified in the audit
- Compliance with the conditions of accreditation
- Routine on-site monitoring audits
- Reporting requirements to be met in relation to safety performance
- [Performance Comparison Tool](#)
- [WHS Reporting Pack](#)
- [Compliance Policy Manual](#)
- [Fair Work \(Building Industry – Accreditation Scheme\) Regulations 2005](#)

- Applying for re accreditation:
- include updated gap analysis
  - organise onsite audit
- Make application at least 6 months prior to accreditation expiry  
Re-Accreditation can be granted for up to 6 years
- 1 x WHS  
1 x FP  
2 x Haz

Applying for Accreditation

Onsite Audit

Gaining Accreditation

Re Accreditation

Gap Analysis Tool

These components are measured independently of each other

### EVIDENCE

Verification of the implementation of WHS procedures and practices onsite

[For more information on these click here for the FSC Evidence Criteria](#)

### FP REQUIREMENTS

1. Senior Management Commitment;
2. Integration of Design-risk Management;
3. Purchasing;
4. Communication/Consultation;
5. Subcontractor management;
6. Performance measurement & reporting;
7. Training requirements & outcomes.

[For more information on these click here for the FSC Evidence Criteria](#)

### REQUIREMENTS

Successfully close out CAR's (majors)-ensure that all major CAR's have been correctly closed out and meet the conditions of the CAR.  
*A major non-conformance is where there is the absence of a documented process, and / or the absence of implementation of a process where the opportunity for implementation has occurred in relation to a specific criterion.*

Successfully close out CAR's (minors) – ensure that all minor CAR's have been correctly closed out and meet the conditions of the CAR.  
*A minor non-conformance is where there is a partially documented and implemented process where the opportunity for implementation has occurred in relation to a specific criterion.*

Follow up accreditation audit to close out-be prepared for the follow-up audit to enable the CAR's to be closed out formally by the FSO

Acquire Certification – Lasts for 6 years  
Once accredited the following ongoing requirements must be met:

1. Compliance with the conditions of accreditation;
  - a. having at all times appropriate policies, procedures and work practices;
  - b. post accreditation maintenance audits -1 Scheme criteria and 1 OHMS and 2 hazards
  - c. WHS reporting

### REQUIREMENTS

Preparation-ensure that you are prepared and have all required evidence available for the Auditor

Notification-ensure that all required and relevant parties have been notified of the audit taking place

An updated gap analysis against the specified criteria

The Auditor will undertake a gap analysis review and a Site Visit – usually 1 day

**NOTE: companies are expected to have enhanced their systems over the previous 3 years and reaccreditation is an avenue to provide that evidence to the Auditor**

### 19 CONSTRUCTION HAZARDS

1. Construction works where there is a risk of a person falling two metres or more
2. Construction work on telecommunications towers
3. Construction work involving demolition
4. Construction work involving the disturbance or removal of asbestos
5. Construction work involving structural alterations that require temporary support to prevent collapse
6. Construction work involving a confined space
7. Construction work involving excavation to a depth greater than 1.51 metres
8. The construction of tunnels
9. Construction work involving the use of explosives
10. Construction work on or near pressurised gas distribution mains and consumer piping
11. Construction work on or near chemical, fuel or refrigerant lines
12. Construction work on or near energised electrical installations and services
13. Construction work in an area that may have a contaminated or flammable atmosphere
14. Tilt-up and precast concrete construction work
15. Construction work on or adjacent to roadways or railways used by road or rail traffic
16. Work on construction sites where there is any movement of powered mobile plant
17. Construction work in an area where there are artificial extremes of temperature
18. Construction work involving diving
19. Construction work in, over or adjacent to water or other liquids where there is a risk of drowning