**Contractor Pre-Qualification Application Form**

Category: **Traffic Control Systems Installation & Maintenance**

Level: **Traffic Signals (STS1 and STS2)**

**PRE-QUALIFICATION SCHEME**

**TRAFFIC MANAGEMENT SERVICES GROUP**

**TRAFFIC CONTROL SYSTEMS INSTALLATION AND MAINTENANCE**

Application Form

for

**Traffic Signals Installation (STS1 and STS2)**

This contractor pre-qualification application form has been developed to provide guidance to contractors wishing to apply for Department of Transport and Planning (DTP) pre-qualification in the TRAFFIC MANAGEMENT SERVICES GROUP - CONTRACT level **STS1** and/or **STS2**.

This application must be completed by the applicant and submitted in **Word document** format together with the standard application forms Part A and Part B.

The applicant must complete all relevant sections of this application form and provide copies of all required documentation.

Evidence of Company and Employee work history must be relevant to the pre-qualification level being applied for. Please do not provide details of works that are not traffic signal related.

Check boxes throughout the document will be marked with an ‘X’ when clicked.

|  |  |
| --- | --- |
| Date of application: |  |

**1) APPLICANT DETAILS:**

|  |  |
| --- | --- |
| Company Name: |  |
| Contact Name: |  |
| Contact Number: |  | Email:  |  |

**2)** [ ]  **THIS IS A NEW APPLICATION**

(Complete this section if this is a new application)

|  |
| --- |
| **Levels Being Applied For** |
| **Metro** (and Rural by default) |
| [ ]  Traffic Signals Installation (STS1)[ ]  Traffic Signals Maintenance (STS2) |
|  |
| **Rural Only** |
| [ ]  Traffic Signals Maintenance (STS2) |

**3)** [ ]  **THIS IS A REVIEW OF A CURRENT PRE-QUALIFICATION**

(Complete this section if this is a review of a current pre-qualification)

|  |
| --- |
| **Levels Currently Held (Tick levels your company currently hold)** |
| **Metro** (and Rural by default) |
| [ ]  Traffic Signals Installation (STS1)[ ]  Traffic Signals Maintenance (STS2) |
|  |
| **Rural Only** |
| [ ]  Traffic Signals Maintenance (STS2) |

**4) OTHER PRE-QUALIFICATION LEVELS CURRENTLY HELD**

(Indicate any pre-qualification levels the company currently holds)

|  |
| --- |
| **Levels Currently Held (Tick levels your company currently hold)** |
| **Metro** (and Rural by default) |
| [ ]  Public Lighting and Basic Electrical works (STCE1)[ ]  Other On-Road Electrical ITS Devices) (STCE2)[ ]  Specialist On-Road ITS Devices(STCE3)[ ]  Communications (SCTV)[ ]  Vehicle Detection Loops (SVDL) |
| [ ]  Supply of On-road Electronic Devices (SOED) |

**5) COMPANY DETAILS**

|  |  |
| --- | --- |
| **Company Details** | **Complies Yes / No****(DTP use only)** |
| Australian Business Number (ABN): |  |  |
| Australian Company Number (ACN): |  |  |
| Copy of current Workcover Certificate provided: Yes [ ]  No [ ]  |  |
| Policy Number:  |  | Expiry Date: |  |  |
| “Part A” Declaration completed and attached: Yes [ ]  No [ ]  |  |
| “Part B” Declaration completed and attached: Yes [ ]  No [ ]  |  |

**6) MANAGEMENT SYSTEMS**

Provide details of your Management Systems by ticking the table below as appropriate. Please attach appropriate documentation confirming your management systems.

|  |
| --- |
| **Management Systems** |
| **System** | **Quality** | **OH&S** | **EMS** | **Industrial Relations** |
| **System Standard** | ISO 9001:2016 DoT Check List CCF code  | [ ] [ ] [ ]  | Safety Map Level 1.AS4801:2001AS/NZ/ISO 45001DoT Checklist CCF code | [ ] [ ] [ ] [ ] [ ]  | ISO 14001:2016DoT Check List CCF code | [ ] [ ] [ ]  | DTP Self-Assessment Checklist and Signed Declaration Provided | [ ]  |
| **Approval Type** | Registered by CCF3rd Party Certification Audited to DoT | [ ] [ ] [ ]  | Registered by CCF3rd Party Certification Audited to DoT | [ ] [ ] [ ]  | Registered by CCF3rd Party Certification Audited to DoT | [ ] [ ] [ ]  |
| **Name of Approval Organisation** |  |  |  |  |
| **Approval Date** |  |  |  |
| **Expiry Date** |  |  |  |
| **Registration No.** |  |  |  |

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| --- |
| **Pre-qualification Part A and Part B (DTP Use Only)** |
| Business Information | Complies [ ]  | Does Not Comply [ ]  |
| Quality System | Complies [ ]  | Does Not Comply [ ]  |
| OH&S | Complies [ ]  | Does Not Comply [ ]  |
| EMS | Complies [ ]  | Does Not Comply [ ]  |
| Financial Assessment – *(Requested by* DoT *once all the documentation is submitted)* | Complies [ ]  | Does Not Comply [ ]  |

**7) COMPANY WORK HISTORY**

Provide details of relevant projects that the Company has worked on over the previous 4-6 years. Projects should be electrical in nature and preferably relevant to the level of prequalification being applied for.

|  |
| --- |
| **COMPANY PROJECT HISTORY** |
| **PROJECT** | **COMPANY NAME** | **DURATION WORKED *(start and completion date*)** | **DETAILED DESCRIPTION OF WORKS**  | **ReFEREE contact detail *(email and phone number)*** |
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**8) STS1 TRAFFIC SIGNAL INSTALLATION**

Are you applying for pre-qualification at the level of STS1?

YES [ ]  (Complete this section)

NO [ ]  (Go to Section 9)

|  |  |  |
| --- | --- | --- |
| **TRAFFIC SIGNALS INSTALLATION WORK TYPE** | **Relevant Work Undertaken**  | **Complies Yes / No****(DTP use only)** |
| * Traffic Signals
 | Yes [ ]  No [ ]  |  |
| * Above ground detection devices (vehicle and pedestrian)
 | Yes [ ]  No [ ]  |  |
| * Freeway Ramp Metering
 | Yes [ ]  No [ ]  |  |
| * Overhead Lane Control Signals
 | Yes [ ]  No [ ]  |  |
| * Direct Driven Peripheral Elec. Signage
 | Yes [ ]  No [ ]  |  |
|  |  |  |
| **Specific Eligibility Criteria**  | **Evidence provided** | **Complies Yes / No****(DTP use only)** |
| * Minimum of two permanent full time employees that are holders of an Electrician’s Licence. Such personnel shall be based at company’s office/depot; (Evidence that the staff are permanent such as payroll summary)
 | Yes [ ]  No [ ]  |  |
| * Minimum of four years relevant field experience within the last six years within this area of competency;
 | Yes [ ]  No [ ]  |  |
| * Minimum number of two suitable vehicles.
 | Yes [ ]  No [ ]  |  |

**8.1) Personnel Experience and Qualifications**

You must provide evidence that the nominated personnel have relevant qualifications and experience in traffic signal installation works as described in **Traffic Management Services (Contractor) GROUP Categories and Levels Eligibility Criteria.** The criteria document can be found on the VicRoads website.

Relevant experience means that the nominated personnel have been employed as traffic signal technicians, with an STS1 pre-qualified contractor, for a minimum period of four years during the previous six years. During the four year period, each of your nominated personnel must have worked ‘in the field’, hands-on as a traffic signal technician, in a full time capacity. Personnel who spend less than 80% of their time in the field, will not be considered. Please note that experience gained as an apprentice will not be considered.

**8.2) Nominated Personnel Qualification and Experience Summary**

Note that multiple copies of this page may need to be submitted in order for company to demonstrate that nominated employees meet the minimum experience requirements specified in the Eligibility Criteria. All the relevant works and projects need to be listed, their description and duration, as well as the company that the employee worked for at the time.

**8.3) Nominated Employees**

Provide details of each nominated employee below. Nominated employees must be permanent, full-time employees of the company. Part time employees or sub-contractors will not be accepted. If there are any changes to the nominated employees, DTP must be notified immediately. Failure to do so may result in your application being rejected.

**a) Employee 1**

|  |  |
| --- | --- |
| Name: |  |

***i) Employee’s Relevant Training, Licences and Qualifications.***

Ensure that copies of all listed licences and qualifications are submitted with the application.

|  |  |  |
| --- | --- | --- |
| **Training, licences and qualifications** | **Copy provided** | **Complies Yes / No****(DTP use only)** |
| Drivers licence |  |  |
| Electrical Licence |  |  |
| Controller training course certification |  |  |
|  |  |  |

***ii) Employee’s Work History***

[ ]  Resume attached.

Provide details of the nominated employee’s employment history including how long they have been with this company and who they were employed by previously. Include start and finish dates of previous employment and the position title of their previous employment. *(Additional rows can be added if required)*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYER** | **COMPANY NAME** | **Employment Dates**  | **Position Held** | **ReFEREE contact detail *(email and phone number)*** |
| **From** | **To** | **Total years** |
| Current Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |

|  |
| --- |
| **Details of referees contacted (DTP Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
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***iii) Employee’s Work Experience***

Provide details of the nominated employee’s traffic signal installation experience. Include main roles, major projects worked on, etc.

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| --- |
| **WORK EXPERIENCE** |
| **COMPANY NAME** | **NAME OF THE PROJECT** | **DURATION WORKED *(start and completion date*)** | **DETAILED DESCRIPTION OF WORKS**  | **ReFEREE contact detail *(email and phone number)*** |
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| **Details of referees contacted (DTP Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
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**b) Employee 2**

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| **Name:** |  |

***i) Employee’s Relevant Training, Licences and Qualifications.***

Ensure that copies of all listed licences and qualifications are submitted with the application.

|  |  |  |
| --- | --- | --- |
| **Training, licences and qualifications** | **Copies provided** | **Complies Yes / No****(DTP use only)** |
| Electrical licence |  |  |
| Drivers licence |  |  |
| Controller training course certification |  |  |
|  |  |  |

***ii) Employee’s Work History***

[ ]  Resume attached.

Provide details of the nominated employee’s employment history including how long they have been with this company and who they were employed by previously. Include start and finish dates of previous employment and the position title of their previous employment. *(Additional rows can be added if required)*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYER** | **COMPANY NAME** | **Employment Dates**  | **Position Held** | **ReFEREE contact detail *(email and phone number)*** |
| **From** | **To** | **Total years** |
| Current Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |

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| --- |
| **Details of referees contacted (DTP Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
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***iii) Employee’s Work Experience***

Provide details of the nominated employee’s traffic signal installation experience. Include main roles, major projects worked on, etc.

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| --- |
| **WORK EXPERIENCE** |
| **COMPANY NAME** | **NAME OF THE PROJECT** | **DURATION WORKED *(start and completion date*)** | **DETAILED DESCRIPTION OF WORKS**  | **ReFEREE contact detail *(email and phone number)*** |
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| **Details of referees contacted (DTP Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
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**8.4) DoT review Summary**

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| --- |
| **Summary and Comments (DTP use only)** |
|  |
| Does the experience and qualifications of the employees comply with STS1 level? | Yes [ ]  No [ ]  |

**9) STS2 TRAFFIC SIGNAL MAINTENANCE - METRO**

Are you applying for pre-qualification at the level of STS2 - Metro?

YES [ ]  (Complete this section)

NO [ ]  (Go to Section 10)

|  |  |  |
| --- | --- | --- |
| **TRAFFIC SIGNALS MAINTENANCE WORK TYPE** | **Relevant Work Undertaken**  | **Complies Yes / No****(DTP use only)** |
| * Traffic Signals
 | Yes [ ]  No [ ]  |  |
| * Freeway Ramp Metering
 | Yes [ ]  No [ ]  |  |
| * Overhead Lane Control Signals
 | Yes [ ]  No [ ]  |  |
| * Direct Driven Peripheral Elec. Signage
 | Yes [ ]  No [ ]  |  |
|  |  |  |
| **Specific Eligibility Criteria**  | **Evidence provided** | **Complies Yes / No****(DTP use only)** |
| * Minimum of four permanent full time employees that are holders of an Electrician’s License Such personnel shall be based at company’s office/depot; (Evidence that the staff are permanent such as payroll summary)
 | Yes [ ]  No [ ]  |  |
| * Minimum of four years relevant field experience within the last six years within this area of competency;
 | Yes [ ]  No [ ]  |  |
| * Minimum number of four suitable vehicles.
 | Yes [ ]  No [ ]  |  |

**9.1) Personnel Experience and Qualifications**

You must provide evidence that the nominated personnel have relevant qualifications and experience in traffic signal maintenance works as described in **Traffic Management Services (Contractor) GROUP Categories and Levels Eligibility Criteria.** The criteria document can be found on the VicRoads website.

Relevant experience means that the nominated personnel have been employed as traffic signal technicians, with an STS2 pre-qualified contractor, for a minimum period of four years during the previous six years. During the three year period, each of your nominated personnel must have worked ‘in the field’, hands-on as a traffic signal technician, in a full time capacity. Personnel who spend less than 80% of their time in the field, will not be considered. Please note that experience gained as an apprentice will not be considered.

**9.2) Nominated Personnel Qualification and Experience Summary**

Note that multiple copies of this page may need to be submitted in order for company to demonstrate that nominated employees meet the minimum experience requirements specified in the Eligibility Criteria. All the relevant works and projects need to be listed, their description, duration as well as the company that the employee worked for at the time.

**9.3) Nominated Employees**

Provide details of each nominated employee below. Nominated employees must be permanent, full-time employees of the company. Part time employees or sub-contractors will not be accepted. If there are any changes to the nominated employees, DTP must be notified immediately. Failure to do so may result in your application being rejected.

**a) Employee 1**

|  |  |
| --- | --- |
| **Name:** |  |

***i) Employee’s Relevant Training, Licences and Qualifications.***

Ensure that copies of all listed licences and qualifications are submitted with the application.

|  |  |  |
| --- | --- | --- |
| **Training, licences and qualifications** | **Copies provided** | **Complies Yes / No****(DTP use only)** |
| Electrical licence |  |  |
| Drivers licence |  |  |
| Controller training course certification |  |  |
|  |  |  |

***ii) Employee’s Work History***

[ ]  Resume attached.

Provide details of the nominated employee’s employment history including how long they have been with this company and who they were employed by previously. Include start and finish dates of previous employment and the position title of their previous employment. *(Additional rows can be added if required)*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYER** | **COMPANY NAME** | **Employment Dates**  | **Position Held** | **ReFEREE contact detail *(email and phone number)*** |
| **From** | **To** | **Total years** |
| Current Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |

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| **Details of referees contacted (DTP Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
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***iii) Employee’s Work Experience***

Provide details of the nominated employee’s traffic signal installation/maintenance experience. Include main roles, major projects worked on, etc.

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| --- |
| **WORK EXPERIENCE** |
| **COMPANY NAME** | **NAME OF THE PROJECT** | **DURATION WORKED *(start and completion date*)** | **DETAILED DESCRIPTION OF WORKS**  | **ReFEREE contact detail *(email and phone number)*** |
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| **Details of referees contacted (DTP Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
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**b) Employee 2**

|  |  |
| --- | --- |
| **Name:** |  |

***i) Employee’s Relevant Training, Licences and Qualifications.***

Ensure that copies of all listed licences and qualifications are submitted with the application.

|  |  |  |
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| **Training, licences and qualifications** | **Copies provided** | **Complies Yes / No****(DTP use only)** |
| Electrical licence |  |  |
| Drivers licence |  |  |
| Controller training course certification |  |  |
|  |  |  |

***ii) Employee’s Work History***

[ ]  Resume attached.

Provide details of the nominated employee’s employment history including how long they have been with this company and who they were employed by previously. Include start and finish dates of previous employment and the position title of their previous employment. *(Additional rows can be added if required)*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYER** | **COMPANY NAME** | **Employment Dates**  | **Position Held** | **ReFEREE contact detail *(email and phone number)*** |
| **From** | **To** | **Total years** |
| Current Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |

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| **Details of referees contacted (DTP Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
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***iii) Employee’s Work Experience***

Provide details of the nominated employee’s traffic signal installation/maintenance experience. Include main roles, major projects worked on, etc.

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| **WORK EXPERIENCE** |
| **COMPANY NAME** | **NAME OF THE PROJECT** | **DURATION WORKED *(start and completion date*)** | **DETAILED DESCRIPTION OF WORKS**  | **ReFEREE contact detail *(email and phone number)*** |
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| **Details of referees contacted (DTP Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
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**c) Employee 3**

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| --- | --- |
| **Name:** |  |

***i) Employee’s Relevant Training, Licences and Qualifications.***

Ensure that copies of all listed licences and qualifications are submitted with the application.

|  |  |  |
| --- | --- | --- |
| **Training, licences and qualifications** | **Copies provided** | **Complies Yes / No****(DTP use only)** |
| Electrical licence |  |  |
| Drivers licence |  |  |
| Controller training course certification |  |  |
|  |  |  |

***ii) Employee’s Work History***

[ ]  Resume attached.

Provide details of the nominated employee’s employment history including how long they have been with this company and who they were employed by previously. Include start and finish dates of previous employment and the position title of their previous employment. *(Additional rows can be added if required)*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYER** | **COMPANY NAME** | **Employment Dates**  | **Position Held** | **ReFEREE contact detail *(email and phone number)*** |
| **From** | **To** | **Total years** |
| Current Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |

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| **Details of referees contacted (DTP Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
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***iii) Employee’s Work Experience***

Provide details of the nominated employee’s traffic signal installation/maintenance experience. Include main roles, major projects worked on, etc.

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| **WORK EXPERIENCE** |
| **COMPANY NAME** | **NAME OF THE PROJECT** | **DURATION WORKED *(start and completion date*)** | **DETAILED DESCRIPTION OF WORKS**  | **ReFEREE contact detail *(email and phone number)*** |
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| **Details of referees contacted (DTP Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
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**d) Employee 4**

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| --- | --- |
| **Name:** |  |

***i) Employee’s Relevant Training, Licences and Qualifications.***

Ensure that copies of all listed licences and qualifications are submitted with the application.

|  |  |  |
| --- | --- | --- |
| **Training, licences and qualifications** | **Copies provided** | **Complies Yes / No****(DTP use only)** |
| Electrical licence |  |  |
| Drivers licence |  |  |
| Controller training course certification |  |  |
|  |  |  |

***ii) Employee’s Work History***

[ ]  Resume attached.

Provide details of the nominated employee’s employment history including how long they have been with this company and who they were employed by previously. Include start and finish dates of previous employment and the position title of their previous employment. *(Additional rows can be added if required)*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYER** | **COMPANY NAME** | **Employment Dates**  | **Position Held** | **ReFEREE contact detail *(email and phone number)*** |
| **From** | **To** | **Total years** |
| Current Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |

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| **Details of referees contacted (DTP Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
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***iii) Employee’s Work Experience***

Provide details of the nominated employee’s traffic signal installation/maintenance experience. Include main roles, major projects worked on, etc.

|  |
| --- |
| **WORK EXPERIENCE** |
| **COMPANY NAME** | **NAME OF THE PROJECT** | **DURATION WORKED *(start and completion date*)** | **DETAILED DESCRIPTION OF WORKS**  | **ReFEREE contact detail *(email and phone number)*** |
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| **Details of referees contacted (DTP Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
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**9.4) DoT review Summary**

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| --- |
| **Summary and Comments (DTP use only)** |
|  |
| Does the experience and qualifications of the employees comply with STS2 level? | Yes [ ]  No [ ]  |

**10) STS2 TRAFFIC SIGNAL MAINTENANCE - RURAL**

Are you applying for pre-qualification at the level of STS2 - Rural?

YES [ ]  (Complete this section)

NO [ ]  (Go to 11)

|  |  |  |
| --- | --- | --- |
| **TRAFFIC SIGNALS MAINTENANCE WORK TYPE** | **Relevant work undertaken** | **Complies Yes / No****(DTP use only)** |
| * Traffic Signals
 | Yes [ ]  No [ ]  |  |
| * Direct Driven Peripheral Elec. Signage
 | Yes [ ]  No [ ]  |  |
|  |  |  |
| **Number of Sites** | **Specific Eligibility Criteria** | **Complies** | **Complies Yes / No****(DTP use only)** |
| Up to 100 [ ]  | * Minimum of one permanent full time employee plus backup that are holders of an Electrician’s License.(Evidence that the staff are permanent such as payroll summary)
 | Yes [ ]  No [ ]  |  |
|  | * Minimum number of two suitable vehicles.
 | Yes [ ]  No [ ]  |  |
| 101-200 [ ]  | * Minimum of two permanent full time employees that are holders of an Electrician’s License.(Evidence that the staff are permanent such as payroll summary)
 | Yes [ ]  No [ ]  |  |
|  | * Minimum number of two suitable vehicles.
 | Yes [ ]  No [ ]  |  |
| over 200 [ ]  | * Minimum of four permanent full time employees that are holders of an Electrician’s License.(Evidence that the staff are permanent such as payroll summary)
 | Yes [ ]  No [ ]  |  |
|  | * Minimum number of four suitable vehicles.
 | Yes [ ]  No [ ]  |  |

**10.1) Personnel Experience and Qualifications**

You must provide evidence that the nominated personnel have relevant qualifications and experience in traffic signal maintenance works as described in **Traffic Management Services (Contractor) GROUP Categories and Levels Eligibility Criteria.** The criteria document can be found on the VicRoads website.

Relevant experience means that the nominated personnel have been employed as traffic signal technicians, with an STS2 pre-qualified contractor, for a minimum period of four years during the previous six years. During the four year period, each of your nominated personnel must have worked ‘in the field’, hands-on as a traffic signal technician, in a full time capacity. Each employee must demonstrate experience in routine and non-routine maintenance activities. This must include attendances during business hours and after hours, undertaking fault finding and fault rectification. Personnel who spend less than 80% of their time in the field, will not be considered. Please note that experience gained as an apprentice will not be considered.

**10.2) Nominated Personnel Qualification and Experience Summary**

Note that multiple copies of this page may need to be submitted in order for company to demonstrate that nominated employees meet the minimum experience requirements specified in the Eligibility Criteria. All the relevant works and projects need to be listed, their description, duration as well as the company that the employee worked for at the time.

**10.3) Nominated Employees**

Provide details of each nominated employee below. If there are any changes to the nominated employees, DTP must be notified immediately. Failure to do so may result in your application being rejected.

**a) Employee 1**

|  |  |
| --- | --- |
| **Name:** |  |

***i) Employee’s Relevant Training, Licences and Qualifications.***

Ensure that copies of all listed licences and qualifications are submitted with the application.

|  |  |  |
| --- | --- | --- |
| **Training, licences and qualifications** | **Copies provided** | **Complies Yes / No****(DTP use only)** |
| Electrical licence |  |  |
| Drivers licence |  |  |
| Controller training course certification |  |  |
|  |  |  |

***ii) Employee’s Work History***

[ ]  Resume attached.

Provide details of the nominated employee’s employment history including how long they have been with this company and who they were employed by previously. Include start and finish dates of previous employment and the position title of their previous employment. *(Additional rows can be added if required)*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYER** | **COMPANY NAME** | **Employment Dates**  | **Position Held** | **ReFEREE contact detail *(email and phone number)*** |
| **From** | **To** | **Total years** |
| Current Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |

|  |
| --- |
| **Details of referees contacted (DTP Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***iii) Employee’s Work Experience***

Provide details of the nominated employee’s traffic signal installation/maintenance experience. Include main roles, major projects worked on, etc.

|  |
| --- |
| **WORK EXPERIENCE** |
| **COMPANY NAME** | **NAME OF THE PROJECT** | **DURATION WORKED *(start and completion date*)** | **DETAILED DESCRIPTION OF WORKS**  | **ReFEREE contact detail *(email and phone number)*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Details of referees contacted (DTP Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**b) Employee 2**

|  |  |
| --- | --- |
| **Name:** |  |

***i) Employee’s Relevant Training, Licences and Qualifications.***

Ensure that copies of all listed licences and qualifications are submitted with the application.

|  |  |  |
| --- | --- | --- |
| **Training, licences and qualifications** | **Copies provided** | **Complies Yes / No****(DTP use only)** |
| Electrical licence |  |  |
| Drivers Licence |  |  |
| Controller training course certification |  |  |
|  |  |  |

***ii) Employee’s Work History***

[ ]  Resume attached.

Provide details of the nominated employee’s employment history including how long they have been with this company and who they were employed by previously. Include start and finish dates of previous employment and the position title of their previous employment. *(Additional rows can be added if required)*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYER** | **COMPANY NAME** | **Employment Dates**  | **Position Held** | **ReFEREE contact detail *(email and phone number)*** |
| **From** | **To** | **Total years** |
| Current Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |
| Previous Employer |  |  |  |  |  |  |

|  |
| --- |
| **Details of referees contacted (DTP Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***iii) Employee’s Work Experience***

Provide details of the nominated employee’s traffic signal installation/maintenance experience. Include main roles, major projects worked on, etc.

|  |
| --- |
| **WORK EXPERIENCE** |
| **COMPANY NAME** | **NAME OF THE PROJECT** | **DURATION WORKED *(start and completion date*)** | **DETAILED DESCRIPTION OF WORKS**  | **ReFEREE contact detail *(email and phone number)*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Details of referees contacted (DoT Use only)** |
| **Name** | **Comments** | **Complies Yes / No** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**10.4) DoT review Summary**

|  |
| --- |
| **Summary and Comments (DTP use only)** |
|  |
| Does the experience and qualifications of the employees comply with STS2 level? | Yes [ ]  No [ ]  |

**11) PLANT AND PREMISES ASSESSMENT**

For all pre-qualification levels applied for, the company shall provide plant and premises detailed below, as required. Vehicles must be directly relevant to the pre-qualification level being applied for.

* ***Existing applicants: -*** *please fill out and sign the declaration for Plant & Premises self-assessment checklist below (Please indicate how your company’s premises meet the criteria):*
* ***New applicants: -*** *site inspection may be conducted after reviewing your application on the checklist below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Criteria** | **Description of Facility at Company Premises** | **Complies Yes / No****(DTP use only)** |
| **1.** | Does the company maintain a secure, suitable size lockable depot in the works area for the purpose of storing goods and equipment relevant to the works? | *(Attach images in Appendix A)* |  |
| **2.** | Does the company maintain a manned office (staff of the company and not a third party) that is serviced during business hours for the purpose of receiving and relaying work instructions? |  |  |
| **3.** | Does the company have a secure storage facility, electronic and manufacturing factory or workshop with the capability to supply/maintain/repair on-road electronic devices including test facilities? | *(Attach images in Appendix A)* |  |
| **4.** | As nominated by the level, suitable vehicles that are equipped to readily undertake the works associated with the area of competency. Vehicle should be fitted with a minimum of:* Flashing yellow lights
* Safety cones
* First Aid Kit
* Fire extinguisher.

Evidence in form of picture and registration numbers needs to be provided in the application.(Excludes SOED) | *(Attach images in Appendix A)* |  |
| **5.** | Does the company maintain an after-hours communication system which enables direct communication between the company and/or field personnel and DTP (staff of the company and not a third party) for the purpose of receiving and relaying after hours work instructions? |  |  |

**12) COMPANY DECLARATION**

|  |  |
| --- | --- |
| Company name: |  |

Company Representative undertaking assessment.

|  |  |
| --- | --- |
| Name (print): |  |
| Signature: |  |
| Date of assessment: |  |

|  |
| --- |
| **Declaration – to be made by a director or chief executive** |

I declare that the particulars shown herein are true and correct in every detail:

|  |  |
| --- | --- |
| Name (print): |  |
| Signature: |  |
| Position in Company: |  |
| Date: |  |

**13) APPLICATION CHECKLIST**

This check list is provided as a guide to ensure that all required information and documentation has been provided or attached.

|  |  |  |
| --- | --- | --- |
| **Section** | **Information / Document required** | **Provided / Attached** |
| 1, 2, 3 and 4 | Applicant details completed |  |
| 5 | Company details completed |  |
| 6 | Management systems information completed |  |
| 7 | Details of Company work history provided |  |
| 8 or 9(as applicable) | Details of all nominated employees |  |
| Copies of all licences and relevant training and qualifications for each nominated employee* Electrical licence
* Drivers licence
* Controller training certification
* Other relevant qualifications
 |  |
| Work history for each nominated employee |  |
| Resume for each nominated employee |  |
| Work experience details for each nominated employee |  |
| 11 | Description and images of plant and premises |  |
| 12 | Company declaration completed |  |

**14) DTP ASSESSMENT SUMMARY**

**14.1) General summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Satisfactory** | **Comments** | **Complies** |
| Part A | Yes [ ]  No [ ]  |  | Yes [ ]  No [ ]  |
| Part B | Yes [ ]  No [ ]  |  | Yes [ ]  No [ ]  |
| Company | Yes [ ]  No [ ]  |  | Yes [ ]  No [ ]  |
| Personnel | Yes [ ]  No [ ]  |  | Yes [ ]  No [ ]  |
| Referee checks | Yes [ ]  No [ ]  |  | Yes [ ]  No [ ]  |
| Premises | Yes [ ]  No [ ]  |  | Yes [ ]  No [ ]  |

**14.2) Financial check**

|  |  |
| --- | --- |
| Financial check conducted | Yes [ ]  No [ ]  |
| Satisfactory | Yes [ ]  No [ ]  |
| Recommended maximum project value |  |

**14.3) Recommendation**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Date:** |  |
| **Application:** | [ ] New Contractor  |
|  | [ ] Existing Pre-qualified Contractor |

|  |
| --- |
| **Assessment Rating\*** |
| **Level** | **Applied For** | **Rating** | **Comments** |
| STS1 | Yes [ ]  No [ ]  |  |  |
| STS2 | Yes [ ]  No [ ]  |  |  |
|  |  |  |  |
| STS2(Rural only) | Yes [ ]  No [ ]  |  |  |

**\*Ratings Table**

|  |  |
| --- | --- |
| **Qualifies** | **Does Not Qualify** |
| **Very Good** | **Good** | **Conditional** | **Limited** | **Poor** | **Suspend** |
| 1 | 2 | 3 | 4 | 5 | 6 |

|  |  |
| --- | --- |
| **DTP Officer:** |  |
| **Date:** |  |
| **Business Area:** |  |
| **Section:** |  |

**14.4) Conditional pre-qualification - summary & recommendation**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **RECOMMENDED CONDITION** |
| 1 |  |  |
| 2 |  |  |

**Appendix A – Plant and Premises Images from Section 11**

(Images of your plant and premises to be attached here)