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ACAPMA

National Petroleum Contractors Recognition Scheme (NPCRS)

Application Form

ACAPMA
The Voice of Downstream Petroleum

ACAPMA
Australasian Convenience and Petroleum Marketers Association

NPCRS Overview

The ACAPMA National Petroleum Contractor Recognition Scheme is a voluntary industry contractor pre-qualification system that provides insurance and credit testing, commitment to standards and access to customised mandatory induction training and audits.

Eligibility:

» All contractors and service providers whose works take them to retail service station sites in Australia

On application to the NPCRS, contractors provide:

» Undertakings to have, maintain and use safety management systems

» Undertakings to ensure all staff and subcontractors are remunerated according to the law

» Undertakings to ensure that all staff who travel to site complete the ACAPMA NPCRS Course

» Copies of certificates of currency for Workers Compensation and Public Liability insurance ($20M). Professional Indemnity Insurance ($10M) is also required for any business that is undertaking works that include the provision of advice such as design, construction or project management

When processing the application ACAPMA:

» Verifies all of the provisions, and undertakes a non invasive credit check to verify financial viability

» Establishes training administrator access for the business, so that they can create users for each of the site staff and have them complete the training

Once the business has placed at least one person through the training course ACAPMA then:

» Creates an online listing for the business in the ACAPMA NPCRS Directory, so that all fuel site operators can see that the business is recognised by the Scheme

» Issues the business with an ACAPMA NPCRS Recognition Certificate and the capacity to utilise NPCRS Recognised Contractor logos in their promotional material

» Conducts random desktop safety and compliance audits

Please complete all pages and email to communications@acapma.com.au along with Insurance Certificates of Currency.

NPCRS Applicationsreceived will beprocessed within 5-7 days.

Please return completed forms, insurance documents and logos to:

ACAPMA: Suite 9, 214 Bay Street, Brighton, VIC, 3186 | Phone: 1300 160 270 Fax: 02 8078 0629 | ABN: 71 506 540 351 | Email: communications@acapma.com.au

Business Name and Contact Details

Name of Organisation/Company

ABN

ACN

Street address and suburb

State

Postcode

Postal address

State

Postcode

Contact Name

Contact Email

Contact Phone

Contact Mobile

Payment Details

This form may be considered a tax invoice when completed. ABN: 71 506 540 351. A copy of the of paid invoice and a receipt will be sent on processing of payment.

ACAPMA NPCRS Registration runs on a calendar year basis and will be invoiced in December for the coming year.

☐ **$66 | MICRO NPCRS - Small Trade Business -** registration for up to 4 users - the business receives a certificate and is entered onto the NPCRS Directory, but is not subject to audits.
$66 includes GST and expires end December each year, this payment is not pro-rata.

☐ **$770 | NPCRS-** unlimited registration for all staff within the business - the business receives a certificate, is entered onto the NPCRS directory, and is subject to audits.
$770 includes GST and expires end December each year, this payment is pro-rata.

VISA MasterCard Diners AMEX EFT Cheque

Credit card transactions incur a 1.4% fee for Visa and MasterCard and 2% for AMEX and Diners.

Name on Card

Card Number

CVV

Expiry Date /

Signature

Date / /

Business Operations

Please tick all that apply:

- ☐ Site design services
- ☐ Planning services
- ☐ Project management services
- ☐ Excavation
- ☐ Shop fit-out
- ☐ Kitchen
- ☐ Electrical
- ☐ Plumbing
- ☐ Air conditioning services
- ☐ Refrigeration
- ☐ Lighting
- ☐ Cleaning
- ☐ Landscape services
- ☐ Tank installation
- ☐ Tank maintenance
- ☐ Tank removal
- ☐ Pump installation
- ☐ Pump maintenance
- ☐ Line installation
- ☐ Line testing
- ☐ POS systems
- ☐ Security services
- ☐ Car wash services
- ☐ Trucks supply
- ☐ Trucks maintenance
- ☐ Signage
- ☐ Environmental Services

Region of Operations

Please tick all that apply:

- ☐ NSW
- ☐ ACT
- ☐ QLD
- ☐ VIC
- ☐ SA
- ☐ WA
- ☐ NT
- ☐ TAS
- ☐ NATION WIDE

Insurance Details

A copy of current Certificate of Currency for Public Liability Insurance ($20M) is required to be submitted with this Application Form.

Where the business is providing advice, such as design, construction or project management a copy of a current Certificate of Currency for Professional Indemnity ($10M) is required to be submitted with this Application Form.

As part of the audits businesses further insurance certificates, including Workers Compensation, may be requested.

Online Listing Details

Sales Contact Name

Sales Contact Phone

Sales Contact Email

States Business Operates In

Company Website

Commitments and Undertakings

The undersigned, as a duly appointed representative of the business, makes the following commitments and undertakings:

Employment

The business commits to the appropriate engagement of employees and contractors and undertakes to ensure compliance with State and Federal laws and regulations as they apply to the employment and engagement of worker, including appropriate remuneration.

Safety

The business commits to the establishment and utilisation of appropriate Risk Assessments, Safety Controls and Management Systems. The extent and nature of such systems will be dependent on the actual works conducted but will include as a minimum: Safe Work Method Statements, Risk Assessment protocols that include empowering onsite staff to cease or delay works when safety concerns arise and Near Miss and Incident Reporting.

Training

The business commits to the training of ALL site workers in the appropriate ACAPMA Working on Fuel Sites online course and that all site workers will carry with them proof of completion of this training while onsite.

Insurance

The business commits to holding current insurances in Public Liability. Professional Indemnity and Building and Construction Insurances may also be required depending on the nature of the works. The business commits to providing proof of current insurances to ACAPMA on request.

Audits

The business commits to complying with random desktop and/or worksite audits. Audits are with notice.

The business understands that Recognition may be revoked on the grounds of failure to adhere to any of these commitments.

Contact Name

Contact Title

Signature

Date

☐☐ / ☐☐ / ☐☐☐☐