

December 2010 Evidence guide for TMR Prequalified Contractors and Consultants

This evidence guide is a guide only. Other pieces of evidence may be appropriate so please contact us to confirm suitability. The Traffic Management Registration Unit will provide feedback to companies who send their **draft** applications and evidence by email to tmcregistration@tmr.qld.gov.au.

All certificates provided must be certified by a Justice of the Peace or Commissioner of Declarations.

Element	Acceptable Evidence
Occupational Health and Safety	Copy of JAS-ANZ accredited 3rd party certification to Australian Standard AS/NZS 4801-2001 OR Copy of your approval letter from the TMR Prequalification of Contractors and Consultants.
Quality	Copy of JAS-ANZ accredited 3rd party certification to ISO 9001-2008 OR Certification through the Civil Contractors Federation Management system OR Certification through the Department of Transport and Main Roads' 2nd party certification process to ISO 9001-2008 OR Copy of your approval letter from the TMR Prequalification of Contractors and Consultants.
Financial Stability	Copy of BSA license OR Copy of your approval letter from the TMR Prequalification of Contractors and Consultants.
Industrial Relations	Fully complete the checklist within the application form. No evidence of Industrial Relations documents or policies needs to be included in your application. We will verify the suitability of this documentation when the desktop compliance assessments occur during 2011 and onwards.
Personnel – Staff Training Ratios	Provide a list of key personnel and a CV for each of these key personnel (Company Directors, Critical Project Managers etc). This only includes traffic controllers if they hold a significant and diverse amount of experience and their loss would impact the business's ability to deliver work (Section 8 of the application form). Provide a list of all licensed traffic controllers and any other employees who hold traffic management training at levels 1-4 (Section 9a of the application form). You may attach a separate list of traffic controllers if you have existing records, however if you use your own records please ensure all information requested in Section 9a is covered. Please ensure you provide the total company headcount (number of people) and the traffic controller headcount to allow us to determine the appropriate ratios for your company.
Experience	Copy of a Traffic Management Plan. Complete Section 7 of the application form, the projects do not need to be TMR projects. Please ensure referee contact information is provided.