**Labour Relations and Industry Development Division**

WESTERN AUSTRALIAN

INNOVATION DEVELOPMENT SCHEMES

**INDUSTRY FACILITATION & SUPPORT PROGRAM (IFSP)**

**Australian Steel Institute (ASI), Steelwork Compliance Australia Certification**

**National Structural Steelwork Compliance Scheme (NSSCS) Round**

**User Guide**

**Application Form v1.0**

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**INTRODUCTION**

This is a guide for completing the IFSP – **Australian Steel Institute (ASI), Steelwork Compliance Australia Certification National Structural Steelwork Compliance Scheme (NSSCS) Round** ApplicationForm v1.0.

Please note that this guide does not cover every aspect of the application form, just those which have been of issue in previous rounds of the IFSP.

Applicants are strongly encouraged to discuss their project proposal with the Industry Participation Branch prior to submitting an application.

**ELIGIBILITY CRITERIA/SELF-ASSESSMENT CHECKLIST**

Applicants are strongly encouraged to complete the *Eligibility Criteria/Self-Assessment Checklist* before progressing with their application. If you are unsure about any of the questions, please contact Andrew Griggs - Phone: 08 6552 9323.

**PART A APPLICANT DETAILS**

**1. Name and business registration**

The applicant is to provide its full legal name and the address of its headquarters.

Add the contact details if they are different from the headquarters’ address.

Provide details of a contact person with whom the application can be discussed.

If the application was completed by someone who is not an employee of the applicant, their details must be provided.

The applicant must be a legally established entity for at least three (3) years (such as a sole proprietor, partnership or corporation).

A person who is a legal representative of the applicant must sign the application. The signatory and the contact person do not have to be the same person.

**2. Applicant’s business profile and operations**

Please give a concise description of the applicant including:

* a brief background of the applicant’s business;
* the products and/or services provided;
* whether there is a formal business plan in place;
* major business risks;
* future plans;
* management structure;
* staffing levels; and
* any other information that will provide a clear picture of the applicant’s business.

**3. The competitive market place the applicant operates in**

Describe the market place the applicant operates in.

Give examples of the competition the applicant faces in the market, both locally (within Western Australia/Australia) and internationally. Describe any competitive advantage your business has.

Provide a list of major customers and their contribution to your annual turnover.

**4. Applicant’s financials**

The applicant is to provide turnover, net profit before tax and equity information for the last three financial years. Also please provide a full copy of the most recent financial statements.

**PART B ACTIVITY DETAILS**

**1. Activity costs**

The applicant must provide separate quotations for Stage 1 and Stage 2 of the AS/NZS5131 certification process from Steel Compliance Australia (SCA). Contact details for SCA are

Alan Nightingale

Manager, Steelwork Compliance Australia

[alann@scacompliance.com.au](mailto:alann@scacompliance.com.au)

0422 870005

[www.scacompliance.com.au](http://www.scacompliance.com.au)

**2. Activity duration**

The applicant must provide the planned completion date.

This is the approximate date that all costs will be expended for the activities to be undertaken.

**PART C EVALUATION CRITERIA**

**1. Need and Impact**

Please give a description of the barriers and issues faced by your business and how you see certification to AS/NZS5131 will positively impact on your business.

**2. Capability and Capacity**

Describe the applicant’s capability and capacity to maintain AS/NZS5131 certification.

With regard to capability, the applicant must outline the relevant experience and qualifications of either staff member(s).

With regard to capacity (i.e. company resources), the applicant must explain two things. Firstly, the capacity to work with the SCA consultant throughout the certification process and secondly, the applicant’s capacity to maintain certification.

**3. Financial Viability and Risk**

Demonstrating current financial viability, the financial impact from the assistance being sought and a reasonable risk profile is critical to an applicant’s success.