




Application Accreditation of Contractor Businesses

- Please select the category/level you wish to apply for and complete only that section.
- To achieve the specified level it is essential to tick all sections acknowledging that you have the required criteria.
- Please send the requested documentation with your application.
- The following is completed on behalf of your business – yourself, the staff and the sub-contractors you use.

Contractors	Criteria
<p>Member Not Yet Accredited</p>	<ul style="list-style-type: none"> • You will retain current membership • You agree to adhere to the Terms and Conditions of ATFA membership, including the code of conduct and ethics <p>Please note From 1 July 2015, businesses that have not applied for accreditation will be rated with the words Not Yet Accredited.</p>
<p>Level 1</p> 	<ul style="list-style-type: none"> • You agree to maintain current membership • You agree to adhere to the Terms and Conditions of ATFA membership, including the code of conduct and ethics • Your business has operated for a minimum of 3 years • You use approved written quotes, contracts and warranties • You will cooperate with ATFA inspectors within 2 working days of the request <p>Please send the following with your application</p> <ul style="list-style-type: none"> • Copy of your quote, contract and warranty • ATFA may seek proof of business registration commencement
<p>Level 2</p> 	<ul style="list-style-type: none"> • Your business must be current ATFA members and will comply with the requirements of this level • You agree to adhere to the Terms and Conditions of ATFA membership, including the code of conduct and ethics • Your business has operated for a minimum 7 years or you hold a Cert III qualification in Flooring or Building (held by principal) • You use approved written quotes, contracts and warranties • You use QA job recording practices (as approved by ATFA) • You will cooperate with ATFA inspectors within 2 working days of the request • You and/or your staff will participate in at least one ATFA workshop every two years • You and/or your staff will participate in at least one ATFA webinar each year • You acknowledge that you are accredited only for the disciplines applied for (the description currently stated on the ATFA website) <p>Please send the following with your application</p> <ul style="list-style-type: none"> • Copy of your quote, contract and warranty • Copy of your qualifications if seeking this level based on qualification • Copies of your completed QA recording practices for at least 5 jobs and covering all of the disciplines stated on the ATFA website related to your description • Copy of your complaints register for the past 6 months including actions taken to resolve any complaints • Copies of certificates for courses/workshops completed • ATFA may seek proof of business registration commencement

Contractors	Criteria
<p>Level 3</p> 	<ul style="list-style-type: none"> Your business must be current ATFA members and will comply with the requirements of this level You agree to adhere to the Terms and Conditions of ATFA membership, including the code of conduct and ethics Your business has operated for minimum 12 years (or Cert III qualification in Flooring or Building held by principal + 5 years business operation) You use approved written quotes, contracts and warranties You use QA job recording practices (as approved by ATFA) You will activate an ATFA inspection upon request by another party and comply with ATFA inspectors within 2 working days of the request You will guarantee a quality assured outcome (a commercially acceptable floor) – and undertake remedial work until achieved (as deemed appropriate by an ATFA inspector, if called in) <i>(note this does not include making good the floor after external factors may have affected the floor, e.g. building leaks, that are outside your responsibilities in providing the floor).</i> You can demonstrate a high level of workmanship through photos, references, owner contacts and applicable QA records You and/or your staff will participate in at least one ATFA workshop every two years You and/or your staff will participate in at least one ATFA webinar each year You and/or a staff member responsible for overseeing the quality of work have completed the New Techniques Program and Assessing Timber Floors Workshop prior to applying for this level You acknowledge that you are accredited only for the disciplines applied for (the description currently stated on the ATFA website) You agree to an initial compliance audit and five yearly renewal upgrade, \$1100 once every 5 years You agree to a mid-term desk review audit \$440 <p>Please send the following with your application:</p> <ul style="list-style-type: none"> Copy of your quote, contract and warranty Copy of your qualifications if seeking this level based on qualification Copies of your completed QA recording practices for at least 10 jobs and covering all of the disciplines stated on the ATFA website related to your description Photos of the top five jobs you have done in the past two years along with contact details of the owners and references from three of these jobs. Also for each of these five jobs, the completed QA records must be submitted Copy of your complaints register for the past 6 months including actions taken to resolve the complaint Contact details for two property owners who in the past two years you have resolved their complaints to their satisfaction. ATFA may seek proof of business registration commencement

Failure to comply with the level achieved will be reassessed in accordance with the reassessment policy.

*Fellow, Honoured Member and Life Member will continue to be recognised.

<p>Member agreement</p> <p>I _____ (name) of _____ (business name) agree to abide by the compulsory criteria set for the level of accreditation to which I attain.</p> <p>Signed _____ Dated _____</p>	<p style="text-align: center;">Office Use Only</p> <p>Level attained _____</p> <p>Date: _____</p> <p>Criteria signed _____</p> <p>SSC approval _____</p>
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