

## QAF Quality Auditor Application – Checklist

1. Before applying, it is **recommended** that applicants read the:
  - Guidance note – Application to be approved as a Conformity Assessment Body on the Department’s Quality Auditor list (**Please note:** this document contains the Application Appendices referenced below)
  - Quality Principles Quality Auditor Deed
  - Quality Assurance Framework Guidance for Conformity Assessment Bodies
2. Have you completed **Appendix A: Quality Principles Quality Auditor Application**?
  - Have you entered in Contact Officer details?
  - Have to entered in all Quality Auditor details?
  - Have you entered in your Eligibility?
  - Have you read the condition of ongoing participation?
  - Have you provided a State of commitment of **how** your organisation will work with the Department?
  - Have you provided any conflict of interest?
  - Have you confirmed the Declaration and the contact details been filled in and signed?
3. Have you completed **Appendix B: Quality Principles Quality Auditor Deed Particulars**?
  - Have you updated the sections highlighted <<Fin\_V\_Legal\_Contracting\_Name>> in the document and footer sections to reflect your details pages 1-3? Please remove the highlighting once completed
  - Have you updated your organisation legal name and address e.g. <<ABCD Auditing Ltd >> of << physical address >> (the **Conformity Assessment Body** or **CAB**) on page 2?
  - Have all appropriate parties signed Appendix B: Quality Principles Quality Auditor Deed Particulars?
  - Please strike through **execution blocks** not relevant to your organisation on pages 5- 22.
4. Have you completed **Appendix C: Quality Principles Quality Auditor Deed**?
  - Have you read the Deed?
  - Have you entered your organisation’s legal name, ABN/ACN/ARBN and business address into the Parties section of the Deed (page 4) been filled in?
  - Have you filled in Schedule 1 – Deed and CAB details (page 27)?
  - Have you added in the details of any subcontractors<sup>1</sup> (if relevant) into the table?
5. Have you completed **Appendix D: Schedule 1 – Deed and CAB Details to the Deed**?
  - Have you completed Item 1 - CAB Contact Person details (page 1)?
  - Have you competed Item 2 – Subcontractors (if relevant)?
6. Once you have completed Appendices A, B, C & D.
  - Email all three completed documents to the ESQAF inbox [ESQAF@dewr.gov.au](mailto:ESQAF@dewr.gov.au)

<sup>1</sup> Refer to the Deed definition of a subcontractor

**OR**

- Send the completed **Appendix A** to the ESQAF inbox [ESQAF@dewr.gov.au](mailto:ESQAF@dewr.gov.au) and posted the completed **Appendix B** and **C** to the Department at the following address  
Attention: Director - Quality Assurance Framework Team  
Department of Employment and Workplace Relations  
Location Code: C12MR6  
GPO Box 9828  
CANBERRA ACT 2601

**Note:** Where Appendix B and C are posted to the Department, please advise the Department of this when you submit your application.