

ADVOCACY

EMPLOYMENT

EVENTS

NEWS

TRAINING

ACAPMA

National Petroleum Contractors
Recognition Scheme (NPCRS)

Application Form



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:

- » Invoices the business for participation in the Scheme
- » 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:

- » 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 desktop safety and compliance audits

Options and Costs:

Please select from below

- \$33 | **Training Induction Only** - one-off registration for an individual to attend a single service station - individuals receive a certificate are not entered onto the NPCRS Directory and are not subject to audits. *\$33 includes GST and is a one-off payment that is not pro-rata.*
- \$55 | **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. *\$55 includes GST and expires end December each year, this payment is not pro-rata.*
- \$660 | **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. *\$660 includes GST and expires end December each year, this payment is pro-rata.*



Business Name and Contact Details

Name of Organisation/Company

ABN

ACN

Street address and suburb

State

Postcode

Postal address

State

Postcode

Contact Name

Contact Title

Contact Phone

Contact Mobile

Contact Email

Online Listing Details

Sales Contact Name

Sales Contact Phone

Sales Contact Email

States Business Operates In

Company Website

Customer Listing

Please nominate which service station sites you will be working on (i.e. 7-Eleven, Viva Energy, etc)

Brands

Please complete all pages and email to **recognition@acapma.com.au** along with Insurance Certificates of Currency. NPCRS Applications received will be processed within 5-7 days.

Please return completed forms, insurance documents and logos to:

ACAPMA: Suite 6, Level 12, 56 Berry Street, North Sydney NSW 2060 | **Phone:** 1300 160 270

Fax: 02 8078 0629 | **ABN:** 71 506 540 351 | **Email:** recognition@acapma.com.au



Business Operations

Please tick all that apply:

- | | | |
|--|---|---|
| <input type="checkbox"/> Site design services | <input type="checkbox"/> Refrigeration | <input type="checkbox"/> Line installation |
| <input type="checkbox"/> Planning services | <input type="checkbox"/> Lighting | <input type="checkbox"/> Line testing |
| <input type="checkbox"/> Project management services | <input type="checkbox"/> Cleaning | <input type="checkbox"/> POS systems |
| <input type="checkbox"/> Excavation | <input type="checkbox"/> Landscape services | <input type="checkbox"/> Security services |
| <input type="checkbox"/> Shop fit-out | <input type="checkbox"/> Tank installation | <input type="checkbox"/> Car wash services |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Tank maintenance | <input type="checkbox"/> Trucks supply |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Tank removal | <input type="checkbox"/> Trucks maintenance |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Pump installation | <input type="checkbox"/> Other (user specified) |
| <input type="checkbox"/> Air conditioning services | <input type="checkbox"/> Pump maintenance | |

Region of Operations

Please tick all that apply:

- | | | |
|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> NSW | <input type="checkbox"/> VIC | <input type="checkbox"/> TAS |
| <input type="checkbox"/> ACT | <input type="checkbox"/> SA | <input type="checkbox"/> NT |
| <input type="checkbox"/> QLD | <input type="checkbox"/> WA | |

Insurance Details

Copies of Certificates of Currency for each of the policies listed below will need to be supplied with this Application Form.

Policy Type	Public Liability	Professional Indemnity	Other
	\$20M required for most works \$10M required for NON FUEL cleaning and maintenance	Required for design, consultancy and project management works	
Policy Issued by:			
Policy Number:			
Expiry Date:			
Limit:			



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

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