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| **Approval Type** | **VEDN Requirements** | **What you need to do** | **Required documents/evidence and links to VEDN forms** |
| **Interim Approval** - Interim approval is valid for up to 3 months to enable work to continue during the assessment process. | **1- A completed Application form** | You need to submit a completed application form ***(VEDN Civil Application).*** | [VEDN Civil Application](http://www.vesi.com.au/site/DefaultSite/filesystem/documents/VEDN%20Civil%20Application%20V13.doc) |
| **2. Have or implementing a suitable Integrated Management System (IMS) to manage the civil works.** | You must have or had purchased a management system and be in the process of having your management system audited by a VEDN Recognised Systems Auditor. | ***Statement from your auditor detailing their timeframe for completing the management system audit*** |
| **3 - Have a sufficient number of trained personnel to perform, check and supervise the work** | You must have a sufficient number of personnel that have completed the VEDN Module 1 training to ensure that all VEDN civil works performed unddr are either performed or directly supervised **At All Times** by a trained person.  Also for each person nominated as a worksite civil auditor must also have completed VEDN modules 1 and 4 | ***Copies of module 1 training certificate or cards - people carrying out the civil work and module 1 & 4 - nominated worksite civil auditors or the name of your proposed worksite civil auditor/s.*** |
| **Pre-Qualification** - Pre Qualification is valid for 12 months and is to allow time for the you to have your management system audited in the field. | **1- A completed Application form** | If not already submitted, you need to submit a completed application form ***(VEDN Civil Application).*** | [VEDN Civil Application](http://www.vesi.com.au/site/DefaultSite/filesystem/documents/VEDN%20Civil%20Application%20V13.doc) |
| **2. Have a suitable Integrated Management System (IMS) to manage the civil works.** | Your management system will have been audited in the office**(VEDN IMS requirements)** and certified by a VEDN Recognised Systems Auditor as meeting the VEDN requirements. | [VEDN IMS requirements](http://www.vesi.com.au/site/DefaultSite/filesystem/documents/IMS%20requirements%20V7.doc) |
| **3 - Have a sufficient number of trained personnel to perform, check and supervise the work** | You must have a sufficient number of personnel that have completed the VEDN Module 1 training to ensure that all VEDN civil works are either performed or directly supervised **At All Times** by a trained person.  A person nominated as a worksite civil auditor or the name of the worksite civil auditor that you plan to engage. Provide training evidence for VEDN modules 1 and 4 for your nominated auditors. | ***If not already submitted, copies of the training certificate or cards. Module 1 - people carrying out the work and module 1 & 4 - auditors or the name of your proposed worksite civil auditor/s.*** |
| **Accredited** - Accreditation is valid for 3 years ( Subject to an annual review) | **1- A completed Application form** | If not already submitted, you need to submit a completed application form ***(VEDN Civil Application).*** | [VEDN Civil Application](http://www.vesi.com.au/site/DefaultSite/filesystem/documents/VEDN%20Civil%20Application%20V13.doc) |
| **2. Have a suitable Integrated Management System (IMS) to manage the civil works.** | Your management system will have been audited in the office (VEDN IMS requirements),and in the **Field *(VEDN NW Special requirements),*** and certified by a VEDN Recognised Systems Auditor as meeting the VEDN requirements. | [VEDN IMS requirements](http://www.vesi.com.au/site/DefaultSite/filesystem/documents/IMS%20requirements%20V7.doc) |
| [VEDN NW Special Requirements](http://www.vesi.com.au/site/DefaultSite/filesystem/documents/VEDN%20Requirements%20V13p.doc) |
| **3 - Have a sufficient number of trained personnel to perform, check and supervise the work** | You must have a sufficient number of personnel that have completed the VEDN Module 1 training to ensure that all VEDN civil works are either performed or directly supervised **At All Times** by a trained person.  For each person nominated as a worksite civil auditor, please provide training evidence for VEDN modules 1 and 4 | ***If not already submitted, copies of the training certificate or cards. Module 1 - people carrying out the work and module 1 & 4 - auditors or the name of your worksite civil auditor/s.*** |
| **4 - Copy of the open trench audit** | You need to submit a copy of the open trench ***(Checklist Open Trench - Civil Audit)*** audit for the project that is being used for the field audit certificate of your management system | [Checklist Open Trench - Civil Audit](http://www.vesi.com.au/site/DefaultSite/filesystem/documents/Checklist%20Open%20Trench%20-%20Civil%20Audit%20V3.doc) |
| **Accredited -Annual review** | **2. Maintain your VEDN certified Integrated Management System (IMS) to manage the civil works.** | Your management system must be reviewed against the VEDN NW Special requirements and certified by a VEDN Recognised Systems Auditor as meeting the VEDN requirements. | VEDN NW Special Requirements |
| **4 - Provide a copy of an open trench audit** | You need to provide a copy of an open trench ***(Checklist Open Trench - Civil Audit)*** audit for a project that you have provided civil services for as evidence that you are following the field audit process as per your management system | [Checklist Open Trench - Civil Audit](http://www.vesi.com.au/site/DefaultSite/filesystem/documents/Checklist%20Open%20Trench%20-%20Civil%20Audit%20V3.doc) |
| **Re Accreditation -** 3 yearly Re Accreditation | **1- A completed Application form** | You need to submit a **new** completed application form ***(VEDN Civil Application).*** | [VEDN Civil Application](http://www.vesi.com.au/site/DefaultSite/filesystem/documents/VEDN%20Civil%20Application%20V13.doc) |
| **2. Have a suitable Integrated Management System (IMS) to manage the civil works.** | Your management system will have been audited in the office (VEDN IMS requirements),and in the **Field *(VEDN NW Special requirements),*** and certified by a VEDN Recognised Systems Auditor as meeting the VEDN requirements. | [VEDN IMS requirements](http://www.vesi.com.au/site/DefaultSite/filesystem/documents/IMS%20requirements%20V7.doc) |
| [VEDN NW Special Requirements](http://www.vesi.com.au/site/DefaultSite/filesystem/documents/VEDN%20Requirements%20V13p.doc) |
| **3 - Have a sufficient number of trained personnel to perform, check and supervise the work** | You must have a sufficient number of personnel that have completed the VEDN Module 1 training to ensure that all VEDN civil works are either performed or directly supervised **At All Times** by a trained person.  For each person nominated as a worksite civil auditor, please provide training evidence for VEDN modules 1 and 4 | ***Confirm training records are current Module 1 - people carrying out the work and module 1 & 4 - auditors or the name of your proposed worksite civil auditor/s.*** |
| **4 - Copy of an open trench audit** | You need to submit a copy of the open trench ***(Checklist Open Trench - Civil Audit)*** audit for the project that is being used for the field audit certificate of your management system. | [Checklist Open Trench - Civil Audit](http://www.vesi.com.au/site/DefaultSite/filesystem/documents/Checklist%20Open%20Trench%20-%20Civil%20Audit%20V3.doc) |