



This Bulletin is issued by the Victorian Electricity Distribution Networks (VEDN) to disseminate the latest information regarding VEDN processes for contractors undertaking civil works.

Management Systems Audits

Prequalification

Prequalification approval is valid for 12 months and requires the civil contractors to have their management system audited by an approved management system auditor using the check lists provided on the VEDN website. Within 12 months it is expected that civil contractors will have progressed to full Accreditation status.

To obtain full Accreditation the civil contractor must have their management system audited in the office and the field by a VEDN recognised management system auditor, and provide a copy of a recent completed open trench audit report.

Accreditation

Accreditation is valid for three years provided that an annual field audit of your management system (**VEDN NW Special Requirements**) and coinciding Worksite Auditor's Open Trench (Civil) audit are provided by the annual review date.

The following links are to the annual review audit forms:

[VEDN IMS requirements](#), [VEDN NW Special Requirements](#) & [Checklist Open Trench - Civil Audit](#)

Management Systems Audits

Re Accreditation

After three years you will need to apply for re accreditation. This will require a copy of your annual review documentation along with a new application form.

[VEDN Civil Application](#)

This process will enable the VEDN to check and update the accredited contractors' details.

Prequalification & Accreditation Document Requirements

A table has been added to the VEDN website to assist civil work contractors and their management system auditors in providing the correct Prequalification, Accreditation and Re Accreditation Documents.

[VEDN Civil Accreditation Process](#)

VEDN Training

The VEDN receives a number of calls from civil companies advising that it is difficult to find when VEDN training courses are being run. We advise civil companies to check Registered Training Organisation (RTO) websites or contact RTOs, not all RTOs display their training dates on their websites.

No Go Zone Regulations (NGZ)

WorkSafe requirements for NGZ have been in place for several years for the safety of people engaged in works near underground cables and overhead electrical lines.

Your Prequalification or Accreditation does not alter your obligation to comply with WorkSafe requirements. Any approach to underground cables or overhead electrical lines must not breach those measurements listed in the WorkSafe construction and utilities guidelines. Any breaches of these requirements will result in the works being suspended and the breach reported to the WorkSafe authority.

To avoid any such matters, please ensure that when working within the defined Spotter and or NGZ zone that the appropriate spotters, permits and control measures are in place before work is commenced.

[No Go Zones](#)

Worksite Audits Requirements

One of your obligations as an approved Prequalified or Accredited contractor is to ensure that inspections of underground electrical infrastructure are completed in accordance with the Networks inspection requirements. This means that an Open Trench -Civil Audit must be completed for all civil works activities.

- To receive VEDN Bulletins contact a VEDN committee member at:
<http://www.vesi.com.au/Committees/VEDN-Civil-Works/VEDN-About-Us.aspx>
- To undergo VEDN accreditation visit the VEDN website at:
<http://www.vesi.com.au/Committees/VEDN-Civil-Works.aspx>
- For network specific requirements, contact the appropriate network representative

