



1st June 2017

Dear All Recognised Contractors (for CIAW – Option 2)

RE: IMPROVEMENTS TO THE OPTION 2 FINAL AUDIT PROCESS

As part of our ongoing commitment to Health and Safety and to address feedback received regarding the Final Audit Process, we carried out a Continuous Improvement Review and as a result we are introducing a number of improvements and simplifying the process.

These changes will be effective from 1st July 2017 and any new Final Audit Requests received on or after the 1st July 2017 will be subject to this new process. These changes are:

1. Final Audit Process – Changes to Excavations

Excavations will no longer be issued prior to the audit and will be issued by the Auditor on the day of the audit.

The number of excavations required will be based on the complexity of the construction and will be identified by the auditor during the desk top review of the drawings and will consider health and safety risk, future supply reliability and general workmanship.

The auditor may request additional excavation locations based on the assets including any issues identified on site during the audit.

The change to this process will reduce safety issues and the number of excavations required. Assets will no longer be exposed or susceptible to vandalism and/or inclement weather conditions. This will also reduce the need to have an excavator on multiple days as it will only be required on the day of the audit.

Criteria for the number of excavations:

Parameter	No of Parameters	Minimum Excavations Required
Kiosk/HV switch cabinet	5	5
HV assets (includes future conduits)	4	4
LV mains cable related assets	3	3
Cable Head Poles (HV/LV)	2	2
Project > 30 lots	1	1
Public Lighting project only		
Public Lighting projects only > 12 poles		

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2. Final Audit Process – Walk Away Policy

To provide clarity to the Option 2 Final Audit Process and to ensure a consistent approach we are introducing a Walk Away Policy that will contain the following:

1. When the on-site final audit accumulates 10 non-compliance points at any time during the audit it will be ceased and a re-audit will be required
2. Once this limit has been reached no further inspections will be carried out
3. The non-compliance points can either be:
 - a. -10 Major Non-Compliance
 - b. Combination of medium and/or minor non-compliances totalling 10 points
4. An Unapproved Audit Report will be issued detailing the non-compliances
5. A full re-audit will be required inclusive of new excavations (similar to an initial Final Audit)

3. Re – Audit Fee

During the Continuous Improvement Review of the Option 2 Final Network Audit Process we identified that there has been a system error and we have not sent any Re-Audit invoices for the last 18 months. As a gesture of good will we will only back date this to 1st January 2017 and you will soon receive these invoices.

Effective 1st July 2017 the re-audit fee will increase to \$1004.64 per audit.

As mentioned we are always looking to improve and simplify our processes both internally and externally and we will continue to review the Option 2 activities during the second half of 2017 with any additional changes being communicated throughout the year.

Should you have any queries please contact the Field Audit & Quality Team at fielddauditandquality@powercor.com.au

Yours sincerely

Jan Needham

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