# CLOCS-A

**Construction Logistics and Community Safety – Australia**

## CLOCS-A Auditor Application Process

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The route to becoming a CLOCS-A Auditor is outlined in the following Table A. For an existing auditor applying to become a CLOCS-A auditor you will need to have:

- Existing auditor qualifications
- A level of Heavy Vehicle knowledge,
- A construction safety white card, and to
- Pass the CLOCS-A auditor exam.

A new auditor will need to undertake a set of competency units, which are available through many TAFE and RTO providers. They will have completed applicable elements, numbered 1 or 2, to 5, in Table A.

Lead auditor qualifications will be recognized and are recognized by default if the applicant is Trucksafe and/or NHVAS certified. NHVAS and Trucksafe auditors are also exempt from undertaking the HVIA truck recognition short course.

Existing non transport qualified auditors will need to undertake the HVIA Truck 101 short course.
All potential auditors will hold a Construction Safety White Card (Prepare to Work Safely in the Construction Industry) 'CPCWHS1001'.

All CLOCS-A auditor applicants must undertake the CLOCS-A auditor exam.

Auditors will also hold an appropriate level of Professional Indemnity and public liability insurance.

Upon passing the CLOCS-A auditor exam you can be recognized as a CLOCS-A auditor after the initial annual auditor registration fee that will then be invoiced.

**Table A: Experience and qualifications required when applying to be a CLOCS-A Auditor**

| CLOCS-A Auditor Qualifications | | Comment |
|---|---|---|
| **1. New to auditing Units/Programs required:** | • PSPREG043: Undertake compliance audits (elective) or<br>• BSBAUD511: Initiate quality audits<br>• BSBAUD513: Report on quality audits | *(Duration 4-5 days)* |
| **2. Lead Auditor Units/Programs** | • BSBSS00128 Lead Quality Audits (skill set) or equivalent (A potential pathway but not compulsory) | *Full skill set will take longer approx. 30 days. Other programs can be much shorter* |
| 3. For a current **Non-transport** Auditor | Existing auditor from, as examples: ISO, WHS, Environmental, HACCP etc backgrounds but not transport:<br><br>• Requirement: Applicant undertakes HVIA 101. a short heavy Vehicle familiarisation program https://hvia.asn.au/jobs-skills/hvia-training-heavy-vehicles-101/<br>• Plus, the Construction Safety White Card is compulsory: Competency unit **CPCWHS1001** | *Auditor from various non-transport backgrounds requires Heavy Truck knowledge and the construction safety white card* |
| 4. Lead Auditor Qualification | Requires or equivalent to:<br><br>• Unit: BSBSS00128: (Lead auditor skill set OR Equivalent) or being<br>• NHVAS certified (is HVIA 101 exempt) or<br>• Trucksafe certified (is HVIA 101 exempt) and<br>• **Construction Safety White Card** is compulsory "Prepare to work safely in the construction industry" Competency Unit **CPCWHS1001** | *Prior auditor modules 'may' be considered as acceptable or equivalent to audit qualifications Codes of practice can also be considered in an applicant's experience such as AMCAS (Master Code Auditing Service – CoR Safe) Other modal safety qualifications can be considered* |
| 5. Prior Industry / auditor experience | Minimum 2-3 years' experience in the heavy vehicle / construction industry / or in non- transport or construction audit fields | *Prior experience as an industry operator* |
| 6. Framework Knowledge | Undertake and pass the CLOCS-A auditor exam | *Post Exam: The auditor will undertake at least two audits on 'applicant clients' per year to remain current* |
| 7. Further 'training entity' auditor professional skills* | • Administratively savvy and organised,<br>• Can follow a report paper trail<br>• Is report writing and spreadsheet competent<br>• Is a good communicator and listener<br>• Has a high standard of personal integrity<br>• Is professional and fair at all times (not too friendly)<br>• Keeps abreast with industry developments that are relevant to potential auditors<br>• Exhibits common sense and attention to detail | *The auditor needs business and personal skills. As well the auditor stays abreast with industry developments.*<br><br>*The CLOCS-A body will send out notification updates* |
| 8. Re assessment as a training entity auditor | To maintain the approved status as an entity auditor the auditor will be required to be 'audit active' and undertake appropriate refresher training. | *This would require undertaking a refresher online module for re-certification every five years* |

*Source: Industry Training Specialist (Pers Comm),* NRSPP (2017)*

# Procedures for potential and existing CLOCS-A Auditors

1. To become a CLOCS-A auditor, you will need to submit a CLOCS-A application citing your business details, qualifications, certificates, and experience as an auditor at https://clocsa.qlbs.com.au/signup
2. Please add any extra certificates or experience that you believe will also add value to your application.
3. Your application to CLOCS-A will automatically be forwarded to the Auditor certification committee.
4. The application will require an 'audit application fee'.
5. An assessment will be enabled for you to complete
6. Upon a successful assessment (minimum passing score of 85%) through the audit application process, the prospective will be required to pay the registration fee.
7. When this registration fee is paid, a CLOCS-A auditor registration card will be supplied to the new approved auditor.
8. Auditors will be offered initial audits in areas of their preference that potentially minimizes their travel costs.
9. Companies do not choose their CLOCS-A auditor, but a CLOCS-A auditor will be allocated to them.
10. The CLOCS-A nominated auditor will receive the company's details
11. The CLOCS-A auditor will liaise with the company contact officer to exchange the initial data exchange.
12. Entry audit fees are set by CLOCS-A, excluding travel and related expenses.
13. The company audit as it progresses is recorded on the CLOCS-A audit platform
14. On completing the company audit, the auditor will sign off the audit on the CLOCS-A platform
15. After the audit is complete CLOCS-A will notify the company of the successful audit outcome.
16. The auditor will invoice CLOCS-A for payment for that completed audit.
17. Travel will be invoices directly to the client company. Receipts will be required for travel and incidental expenses.


**Notes:**

- An auditor can lose their CLOCS-A auditor registration for non-professional behaviour that violates the CLOCS-A Code of Conduct. There is a process to do this in the Code.
- An auditor will be assigned to a site (depot) for the entry and future re-accreditation audits. Generally, with special exceptions, an auditor will be assigned to the same client company twice only.
- A CLOCS-A auditor will be issued a personalized auditor registration card.
- The registration card should be carried when at site/depot and should only be used by the registered auditor
- It is incumbent for a CLOCS-A auditors to advise of any changes to their contact and business details.

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