

Supplier Accreditation Program Preparation Checklist



Section 1 - Regulatory Compliance

- 1.1: You comply with regulatory requirements as to possessing the necessary licenses and permits for your business Yes No N/A

Section 2 - Business Plan

- 2.1: Your business plan has been reviewed and is current Yes No N/A

Section 3 - Risk Management

- 3.1: Evidence (at a minimum) of a basic systematic & periodic risk assessment of the workplace has been carried out Yes No N/A
- 3.2: Emergency Evacuation plan is in place Yes No N/A
- 3.3: Incidents and/or injuries are reported and documented Yes No N/A
- 3.4: WHS policy is in place stating commitment to a providing a safe and healthy workplace for all workers and customers Yes No N/A
- 3.5: A plan is in place to cope with broader risks that may affect the business owner's livelihood Yes No N/A
- 3.6: Formal documented warranty policy and procedure are in place Yes No N/A
- 3.7: Formal written contracts with manufacturers and suppliers are in place Yes No N/A
- 3.8: Policy exists regarding credit management and taking on new customers Yes No N/A
- 3.8: A minimum of \$10 million public liability cover is held Yes No N/A

Section 4 - HR Management

- 4.1: An induction program is in place for new employees and a record is kept on their staff files Yes No N/A
- 4.2: Documented plan for the management, rostering and training of employees is in place Yes No N/A
- 4.3: Job descriptions have been created for permanent positions and staff understand their responsibilities and what is expected of them Yes No N/A
- 4.4: All staff files are kept confidential Yes No N/A
- 4.5: Encouragement is provided to staff to pursue further industry courses and evidence is kept of staff training both in-house and formal Yes No N/A
- 4.6: Regular employee communications conducted with all staff related to responsibilities and expected outcomes. Yes No N/A
- 4.7: Evidence of equal opportunity and anti-discrimination practices and appropriate disciplinary procedures are in place Yes No N/A
- 4.8: Business practices are in place to deal with workplace bullying Yes No N/A
- 4.9: Business practices adhere to the Fair Work and Unfair Dismissal Laws Yes No N/A
- 4.10: All employees are appropriately registered and/or licensed as per your state or federal regulations Yes No N/A

Section 5 - Sale of Product

- 5.1: Collection and storing of customer personal data is in accordance with the [Privacy Act](#) Yes No N/A
- 5.2: Privacy obligations are displayed on website and sales documentation Yes No N/A
- 5.3: Taking customer orders and special requests have a documented procedure Yes No N/A
- 5.4: You understand your obligations in relation to Australian Consumer Laws Yes No N/A
- 5.5: After-sales service commitments are clearly stated and documented to the customer Yes No N/A

5.6: Customer complaint handling procedure such as the timely response and recording of customer complaints and resolution outcomes are evident Yes No N/A

5.7: You have an undertaking that product supplied to market is compliant to Australian Standards. Yes No N/A

Section 6 - Business Statements

6.1: Any advertising or promotion displays a true reflection of your business products and services Yes No N/A

6.2: A policy is in place regarding suppliers and the payment of supplier invoices Yes No N/A

6.3: You abide to the National Employment Standards including remunerating all employees to at least the minimum rate provided by law or that relating to any applicable Award Yes No N/A

6.4: Statutory obligations regarding employment taxation, payroll tax, superannuation, workers compensation, and business taxation (BAS) are met in the mandated timeframes required Yes No N/A

6.5: You agree that no director, manager or other executive employee has been convicted of an indictable offence or an offence involving dishonesty within the last five years Yes No N/A

6.6: You agree that no director or executive employee is currently an undischarged bankrupt Yes No N/A

6.7: You agree that your organisation is not a 'declared organisation' within the meaning of the *Criminal Organisations Control Act 2010 (Vic)* or equivalent legislation in other jurisdictions Yes No N/A

6.8: You agree to adhere to the Accreditation Licence including the display of the "Accreditation Key" logo in an appropriate manner and does not misrepresent the "Accreditation Key" in any way which is contrary to the Accreditation Licence Agreement Yes No N/A

Section 7 - Additional Desirable Business Practices (Not Mandatory)

7.1: You are a member of your state association and contribute to the National Marketing and Advocacy Fund Yes No N/A

7.2: All staff have qualifications to a minimum of Certificate II Yes No N/A

7.3: A documented employee recruitment procedure is in place to ensure suitable persons are employed. Yes No N/A

7.4: Regular performance assessments are conducted with all permanent staff. Yes No N/A

7.5: A comprehensive plan is in place to effectively market your business and should be included as part of your business plan documents Yes No N/A

7.6: Standard operating procedures for the monthly reconciliation of your bank accounts and other key financial accounts are in place Yes No N/A

7.7: The workplace has an assigned WHS officer who regular conducts workplace hazard inspections Yes No N/A

7.8: You carry debtor insurance Yes No N/A