



ATFA Approved Contractor System Application and Agreement

ATFA has learned from the accreditation system which has been operating for over three years now, and now includes a new level which retains the features of the existing accreditation system and adds a further degree of excellence providing a more regulatory outlook.

Current 7 Tier System (individual based, unchanged)

Level 8 - ATFA Professional Contractor (for the primary business owner), \$1100.00 fee (fully reassessed every 3 years)

Requirements – to have a relevant Certificate III qualification plus:

- Pass 2 site visits of recent live projects to be checked by the ATFA Examiner, having met industry recognised quality and compliance levels;
- ATFA will instigate a survey of at least 15 of the applicant's clients to ascertain the level of satisfaction and accuracy with work completed;
- Obtain 200 points upon application and maintain at least 150 points per year after that;
- Successful completion of both the Advanced Timber Technology and the Advanced Coatings workshops;
- Successful completion of US Schools to at least Intermediate level;
- Abide by the ATFA checklist for installation, sand and finish, maintaining records of all jobs;
- Procedures and policies to ensure all staff of the business uphold the quality service of the authorised organisation;
- Uphold a guarantee system to fix any irregularity and/or immediately commission an ATFA inspection to determine the problem – subsequently agreeing to the outcomes of that inspection;
- Provide a minimum of two years warranty on every project (warranty documentation provided);
- Keep a register of all complaints and how those complaints were dealt with;
- Provide any other supporting documentation;
- The member agrees to indemnify the ATFA; and
- Must uphold the member code of conduct as well as the terms and conditions of membership.

Applicant Initials:

This tier will be judged based on the ATFA licensing model, where a drivers license approach will be taken, based on one or more of:

1. Timber Flooring installation
2. Sand and Finish
3. Engineered Flooring installation
4. Laminate Floor installation
5. Parquetry installation, sand and finish
6. Cork installation, sand and finish
7. Bamboo installation

The classification(s) will be clearly stated on the member's accreditation card.

ATFA will conduct reviews against this criteria in each State at designated times to assess all applicants in each jurisdiction. David Hayward will be the examiner. In the case of the survey, he will work with the applicant to select 15 suitable clients to write to. The clients will be asked to complete a short survey and return it in a stamped self addressed envelope. They will be informed, should they not return the survey, that we will assume they are satisfied.

ATFA Professional Contractors will be promoted as having met these additional criteria on the ATFA website. This level of accreditation is not transferable. ATFA reserves the right to alter these criteria at any time. ATFA reserves the right to withdraw a member from this level at any time if it believes they are not continuing to abide by the criteria and/or the member code of conduct and ethics.

Indemnity

1. I acknowledge that by becoming an ATFA Approved Professional Contractor member there is no joint venture or partnership created between myself and ATFA and I do not obtain any proprietary interests in the assets of ATFA
2. I agree to inform ATFA of any legal proceedings commenced against me during my membership with ATFA and I acknowledge that ATFA may terminate my membership without notice in the event that judgment against me remains unsatisfied for 28 days or I am convicted of an offence subject to imprisonment.
3. I agree to indemnify ATFA from all claims, losses, costs and damages which are made against ATFA arising from my insolvency, breach of contract or negligence.

Approved Contractor Disclaimer

Acquisition of points in the Australian Timber Flooring Association Ltd. (ATFA) Accreditation system are obtained by demonstration of training completed, qualifications obtained, years of industry experience and contribution to the industry, while assessment to reach the status of 'approved

Applicant Initials:

professional contractor' is determined by client survey and onsite inspection. As such, the ATFA actively promotes its members and the achievement of accreditation points as well as approved professional contractor status, however, it (ATFA) bears no liability for work undertaken by a member, or for any claims, losses, costs and damages, insolvency, breach of contract or negligence resulting from work conducted by a member. As a result of being an ATFA member, an accredited member or an ATFA Approved Professional Contractor, there is no joint venture or partnership created between the member and the ATFA.

Application

Name of Applicant _____

Name of Business _____

Member Number _____

Address of Applicant _____

Phone _____ Email _____

I agree to uphold all requirements of this agreement (signed) _____
 Please also initial pages 1 and 2 and return the entire agreement.

What you need to provide with this application:

- Your accreditation form demonstrating 200 points.
- A copy of your relevant Certificate III qualification.
- A list of 30 of your clients and their email or postal details (email preferred).
- Have you completed the Advanced Timber Technology workshop? yes no
- Have you completed the Advanced Coatings Workshop? yes no
- Have you completed the US – Australian Installation and Finishing Schools (both Fundamentals and Intermediate Schools)? yes no
- Documentation which demonstrates how all of your staff uphold your quality service and workmanship levels.
- A template for your complaints register.
- A template checklist for your installation sand and finish projects.
- Other supporting documentation you believe relevant.
- Closer to the time of examination provide the details on two recent projects to be visited and the project checklists.

For Internal Use Only

Criteria:	Visit Date:	Outcome:
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