



# Work Place Clearance Group

*Work Clearance Training for Contractors*

---

## **TERMS OF USE OF WPCG ELECTRONIC FORM LICENCE**

This agreement sets out the terms and conditions under which the WPCG agrees to provide you with permission to convert the WPCG Clearance Form and Minor Work Control Checklists to an electronic format for use within your own systems.

1. Development Costs

Any development costs now and into the future to implement and maintain the WPCG Clearance and Minor Work Control Checklists in your own system are at your company's expense. As part of this agreement you will be required to keep the forms updated to latest versions.

2. Forms and Version Control

Your company must have an internal company process that ensures that all technicians are given access to the current version of the forms. You are required to provide this information upon application, and at any time during the term of the licence. Only the following forms may be converted under this agreement

- a. Work Clearance Form (v5 01/10/2021)
- b. Minor Ground Disturbance Checklist (v4 01/10/2021)
- c. Minor Work at Height Checklist (v3 01/10/2021)
- d. Minor Hot Work Checklist (v3 01/10/2021)

3. Content of the forms

The content of the forms may not be altered in any way and the Work Clearance Form may not be reproduced in hardcopy. Final approval will be provided once you have provided sufficient evidence eg access, copies or screen shots of the electronic forms in your system for verification. The WPCG from time to time may request additional evidence to confirm you are using the forms in their entirety and as agreed to in these terms and conditions.

4. Use of the forms

These forms may be used only in your own internal systems and by your employees. The licence is not transferable to subcontractors that you engage.

5. Annual Licence Fee

The annual licence fee is \$AU568incGST. An invoice for the licence fee will be generated on receipt of the following application. Should your application not be approved you will be provided with a full refund. If the application is approved there will be no refunds.

6. Annual Form Audit

When requested, your company will be required to provide annually three clearance forms and associated minimum control checklists for three different jobs completed by your technicians for auditing purposes.

7. Amendments to these terms and conditions

We reserve the right to amend these terms and conditions from time to time. Amendments will be effective immediately upon notification via e-mail from the WPCG. Your use of the service following such notification will represent an agreement by you to be bound by the terms and conditions as amended

**APPLICATION FOR USE OF ELECTRONIC WPCG FORM**

**Step 1: Complete the following information and return to [enquiries@wpcg.com.au](mailto:enquiries@wpcg.com.au)**

**Step 2: An invoice will be sent to you for the annual licence fee**

**Step 3: You will be sent a copy of the forms for you to convert to your system.**

**Step 4: Provide WPCG access, copies or screenshots of the electronic forms that your company have created for approval. You may not commence using the forms until written approval has been provided.**

**Step 5: Once written approval has been provided, you may distribute the electronic copies of the forms to personnel in your company. Your company name will be added to the approved to the WPCG website listing of electronic form licence holders: <https://wpcg.com.au/electronic-licence/>**

Date:	
Company Name:	
Company Contact Name:	
Company Contact Phone:	
Company Contact email:	
Reasons why you are seeking the licence rather than use the WPCG provided electronic form	
What device/s will you be using the form on	
What Format is the Electronic Form in (select applicable)	App <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PDF <input type="checkbox"/> Other:
Attach procedure or outline your company's internal processes to ensure that you comply with ensuring correct version control of the WPCG forms.	

I have read this agreement and agree to the terms and conditions

Name:	
Signature:	
Date:	
Contact Phone:	