



PCCP Advisory Note 001

Due to recent influx of the applications for PCCP accreditation this advisory note provides an explanation to the general conditions for participation in PCCP program.

Applicants

All applicants must hold a valid ABN or ACN. Applications cannot be made in the name of a Trust, as a Trust is not a legal entity and cannot enter contracts. Where an applicant operates through a Trust, the contracting party must be the Trustee (with its own ABN or ACN). PCCP will verify that the Trustee is duly authorised to act in that capacity.

Applicants may be required to provide:

1. Confirmation of the Trustee's legal entity name and ABN/ACN;
2. Clarification of the ABN/ACN to be used for invoicing; and
3. If required, a copy of the trust deed to verify the Trustee's authority to contract and confirm that trust assets are available to meet contractual obligations.

If provision of a trust deed is refused on confidentiality grounds, PCCP may instead seek appropriate warranties in the Service Agreement to mitigate risk.

Key risks to be considered include:

- Trust assets may be insufficient at any given time to satisfy debts incurred by the Trustee; and
- Trust assets may not be available at all to meet the Trustee's debts.

Individual persons are not eligible to achieve PCCP accreditation.

Timeline

Applicants for PCCP certification are required to be able to provide evidence of meeting the requirements of the scheme rules at time of application. These include requirements related to:

- a. Ownership of reliable processing equipment for each Class applied in accordance with PCCP Scheme documents D-011, D-013, D-033 and D-051. In these documents, for avoidance of all doubt, requirements marked "M" or "Mandatory" require applicants to own the relevant testing and/or processing equipment referred to by the clause. Requirements marked "O" or "Optional" may be met through demonstration of competence of use of hired or borrowed equipment. Ownership, where relevant, must be able to be demonstrated through evidence such as procurement or ownership certificate and/or documentation.
- b. Certificates of calibration of testing equipment must be available from PCCP endorsed laboratories as per PCCP Document T-002.



- c. Evidence of an established and robust Quality System demonstrating a history of staff training and competence, and records related to the completion of jobs/projects for each of the PCCP Classes included in the application.
- d. References related to completed work covering all classes included in the application for accreditation. For example, if accreditation is being sought for Classes 20, 23 and 25, references covering all three classes must be submitted at time of application. References are required to be provided from independent and credible witnesses and will be checked by PCCP on receipt of the application.

Practically, to satisfy these and all other requirements for PCCP accreditation, it is anticipated that a period of 6 to 12 months will be required before sufficient evidence is available to support an application for PCCP accreditation.

Issuing authority

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