

ACIF - ASSISTING ORGANISATIONS IN MEETING THEIR CODE RESPONSIBILITIES

The purpose of this checklist is to assist Code Participants in assessing their internal compliance programs when signing up and complying with an ACIF Code. This information does not in any way limit the obligations of Code Signatories under the ACIF Code Administration and Compliance Scheme or particular Industry Codes to which the checklist applies.

COMPLIANCE CHECKLIST
ACIF C524:2004 EXTERNAL TELECOMMUNICATION CABLE
NETWORKS INDUSTRY CODE
GENERAL CHECKLIST

1. Is your organisation aware that by signing up to this code, you agree to abide by the ACIF Code Administration and Compliance Scheme?	Yes <input type="checkbox"/>
2. Does your organisation understand the requirements of the Code Administration and Compliance Scheme, including the potential for awarding a graduated scale of sanctions for breaches of Codes?	Yes <input type="checkbox"/>
3. Has your organisation had regard to the requirements under the Australian Standard AS 3806:1998 - Compliance Programs in implementing internal compliance systems as appropriate? For example: <ul style="list-style-type: none">• does the organisation have clear policies supporting its commitment to comply with this Code and how this will be carried out?• does the organisation have a system for identifying, recording and rectifying non-compliance with this Code?• does the organisation have a visible and accessible complaints handling system to record complaints from a variety of sources?• how often does the organisation review its compliance program to ensure its effectiveness? <p><i>(Further information regarding internal compliance programs is contained in ACIF's Code Administration and Compliance Operating Guidelines)</i></p>	Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/>

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NETWORKS INDUSTRY CODE

1. Is your organisation committed the highest standard for managing occupational health and safety matters? (see Section 6.8.1)	Yes <input type="checkbox"/>
2. Do all materials used for your Communication Network, including accessories and support structures meet appropriate and/or relevant industry benchmarks, thus ensuring safe operational performance under expected operational conditions? (see Section 7.2).	Yes <input type="checkbox"/>
3. Does your organisation's Communication Network's Electrical Environment meet the conditions as described in Section 7.3?	Yes <input type="checkbox"/>
4. Does the organisation's Communication Cables meet the safety clearances as described in Section 8.4?	Yes <input type="checkbox"/>
5. Do your organisation's underground constructions meet the conditions as described in Section 9?	Yes <input type="checkbox"/>
6. Does your organisation meet the earthing and electrical protection requirements as listed in Section 10?	Yes <input type="checkbox"/>
7. Does your organisation meet the maintenance of communication networks requirements in Section 11?	Yes <input type="checkbox"/>
8. Is your organisation committed to training (see Section 12)?	Yes <input type="checkbox"/>
9. Do your organisation's electrical work practices meet the conditions in Section 14?	Yes <input type="checkbox"/>
10. Do your organisation's optical fibre equipment work practices meet the conditions in Section 15?	Yes <input type="checkbox"/>

Further information on planning and implementing effective internal compliance programs can be obtained by calling ACIF on 02 9959 9111.