



Water Industry Operators Association of Australia

P.O. Box 6012  
Shepparton, Victoria 3632

## Victorian Water Industry Operator Certification Scheme APPLICATION FORM - Suitably Qualified Person

In accordance with the Victorian Framework for Water Treatment Operator Competencies – Best Practice Guidelines, water businesses are required to nominate one or more individuals to undertake the role of a “suitably qualified person”.

A suitably-qualified person is defined as someone who has sufficient relevant theoretical experience and/or at least three years operational experience in the unit process such that they are able to assess the competency of others.

As part of the WIOA Certification Scheme, the suitably-qualified person is required to:

- Act as the contact person for WIOA on matters relating to Certification of individuals
- Verify the operating experience within their water business of applicants, including dates of employment
- Endorse that the operator seeking certified status is suitably competent for certification

### Authorisation on behalf of the Water Business

To be completed by the Operations Manager (or equivalent) from the employing Water Business.

**Water Business Name** \_\_\_\_\_

**Operations Manager Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date Month Year

### Suitably Qualified Person Information

**First Name** \_\_\_\_\_

**Surname** \_\_\_\_\_

**Sex**  Male  Female

**Work Address** Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

**Phone Number** Work \_\_\_\_\_

Mobile \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date Month Year

### Privacy

Information collected by the Water Industry Operators Association of Australia as part of applying for or maintaining certification will be used for the purposes of general certification administration, identification, communication, state and national reporting, program monitoring and evaluation. Information will be held securely and disposed of securely when no longer needed. Details of an individual's current certification status will be provided to Victorian Water businesses by official request. You may access or correct a suitably qualified persons details by contacting the Water Industry Operator Certification team on (03) 5821 6744.