

# Construction Supplier Register (CSR)

## Master Supplier Checklist

This master checklist consolidates the three key supplier tasks: New Application, Annual Review, and Expired Document Upload.

The Construction Supplier Register (CSR) is an open pre-qualification scheme for suppliers of construction works and construction services seeking to deliver Victorian Government construction projects.

## Before You Start

If you're a new applicant, please refer to sections 1 and 3.

If you're an existing supplier, please refer to sections 1 and 2.

This checklist is provided to help you prepare before submitting your application through the CSR Supplier Portal.

Please ensure all mandatory documents are downloaded, completed, signed, dated, and ready for upload prior to starting your application.

**Applications will be rejected if mandatory OHS criteria documentation, signed Deed Poll when applicable or completed referee reports x 2 are missing.**

## Section 1 - Master Checklist

Checklist Item	Requirement	Completed / Attached
Business details	Full ASIC Extract including Company Directors OR ABN Extract if sole trader/Partnership.	<input type="checkbox"/>
BPC registration	Current Company and individual director BPC registration relevant to the CSR category sought.	<input type="checkbox"/>
Relevant registrations/ and or qualifications and memberships	Building Practitioner Registration (BPC/BLA), where applicable Professional Engineers Registration (PE), where applicable, Including BPC building endorsement Architects Registration (ARBV), where applicable	<input type="checkbox"/>
Public Liability Insurance	Certificate of Currency for Public Liability Insurance (PL)	<input type="checkbox"/>
Professional Indemnity Insurance	Certificate of Currency for Professional Indemnity (PI)	<input type="checkbox"/>
"Construct only" letter - <b>Works suppliers Only</b>	"Construct only" declaration (works suppliers only, ASIC Director-signed), if PI insurance is not applicable. Refer to section 3 for suppliers that do not hold PI Insurance	<input type="checkbox"/>

Fair Jobs Code	Fair Jobs Code Pre-assessment Certificate (required if seeking a project limit for \$1 million and above) <a href="#">Apply for Fair Jobs Code Pre-assessment Certificate</a>	<input type="checkbox"/>
WorkCover	<ul style="list-style-type: none"> <li>- WorkCover Premium Notice <b>(Including Industry Rate)</b> Refer to Annex 1</li> <li>- WorkCover Certificate of Currency</li> </ul>	<input type="checkbox"/>
Financial Statements – <b>Works suppliers only</b>	Latest stand-alone finalised financial statements for the entity applying	<input type="checkbox"/>
Project History	CSR portal updated with completed construction projects, minimum three completed projects <b>per category</b>	<input type="checkbox"/>
Two Independent Referee checks	Two completed independent referee checks <a href="#">Referee Report Template.</a>	<input type="checkbox"/>
Signed CSR Deed Poll - Category-Specific Documents	<ul style="list-style-type: none"> <li>- <a href="#">Land Remediation Deed Poll</a></li> <li>- <a href="#">Engineering-related Deed Poll</a></li> <li>- <a href="#">Asbestos Inspection &amp; Hygiene Deed Poll</a></li> </ul>	<input type="checkbox"/>
OHS Eligibility Criteria	<p>ISO 45001:2018 certificate (to satisfy criteria 1-10) as well as providing Criteria 11 and 12</p> <p>OR</p> <p><b>ZIP folder</b> of evidence for OHS eligibility criteria 1 – 12</p> <p><a href="#">Detailed Guide on the mandatory OHS management criteria</a></p>	<input type="checkbox"/>
Agreement & Consent	Completed and signed Agreement & Consent Form (Director-signed) <a href="#">Agreement &amp; Consent Form template</a>	<input type="checkbox"/>
Low Value works suppliers	Low Value Works Financial standing form: <a href="#">Download the form</a>	<input type="checkbox"/>
Industrial Relations form	Complete the Industrial Relations management self-assessment if applicable. <a href="#">Download the self-assessment</a>	<input type="checkbox"/>

## Section 2 - Expired document upload/submitting documentation for Annual Review – Quick reference guide (Help and Support)

- [Click here to download guidance on updating expired certificates](#)
- [Click here to view video on Annual Review - Supplier - Update Project History](#)

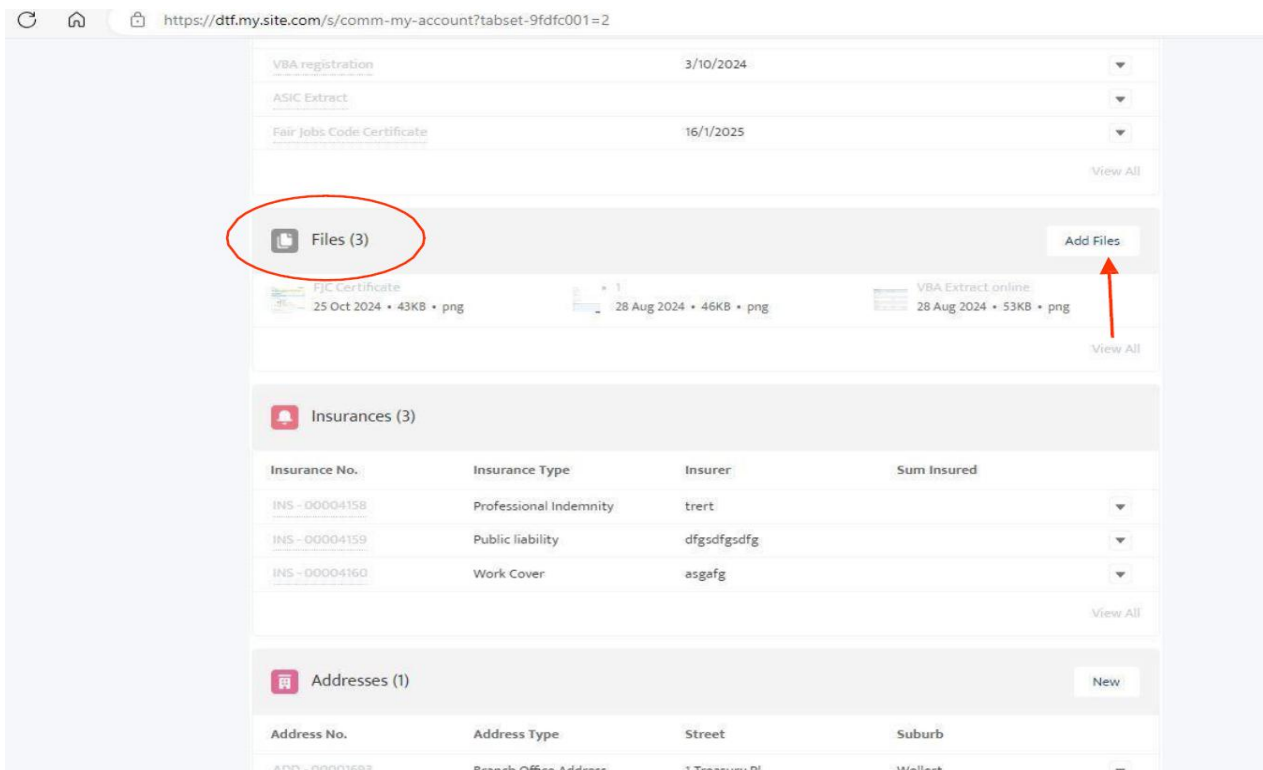
Upload supporting documentation/files – Login → My account details → RELATED tab → FILES section → Add files.

**Step 1:** Login → My account details → RELATED tab

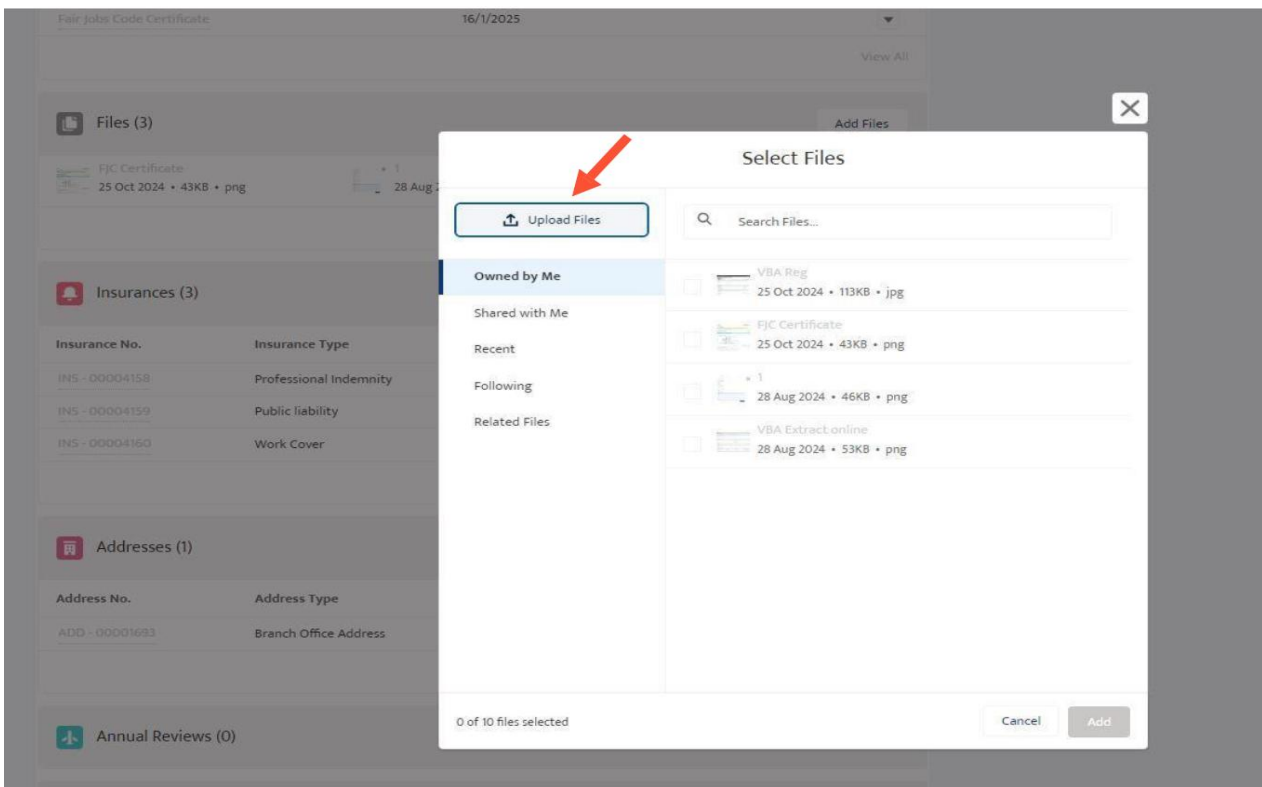
The screenshot shows the 'My account details' page for 'George Test Final Pty Ltd'. The 'RELATED' tab is active, displaying three sections: 'IR Non Compliances (0)', 'Account History (2)', and 'Contacts (1)'. The 'Account History' section contains a table with the following data:

Date	Field	User	Original Value	New Value
2/10/2024, 9:50 am	Phone	Sophie Gatti		03 7005 9447
23/7/2024, 11:30 am	Created.	CSR Portal Site Guest...		

**Step 2: Scroll down to FILES section → click “Add Files”**



**Step 3: Upload Files → that have been prepared and signed as per checklist provided**



## Section 3 - Sample Criterion 11 Declaration (OHS – Enforcement Activity)

### Template 1 OHS Criterion 11 - Declaration of no Enforcement Activity

To be provided on company letterhead.

To Construction Supplier Register

This letter confirms that [Supplier Legal Name] has had no relevant inspectorate or regulatory activity, notices, or prosecutions as defined under Criterion 11 of the CSR Occupational Health and Safety requirements.

**Signed:**  
**[Director Name]**  
**[Position]**  
**[Date]**

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### Template 2 OHS Criterion 11 - Declaration of Enforcement Activity

To Construction Supplier Register

This letter is provided in accordance with **Criterion 11** of the Construction Supplier Register (CSR) **Occupational Health and Safety (OHS) requirements**.

This letter confirms that **[Supplier Legal Name]** has been subject to the following **relevant inspectorate or regulatory activity** as defined under Criterion 11:

- **Regulatory authority:** [e.g. WorkSafe Victoria]
- **Type of activity:** [e.g. Improvement Notice, Prohibition Notice, Infringement Notice, prosecution]
- **Date(s) issued:** [DD/MM/YYYY]
- **Brief description of the matter:**  
[Short factual summary of the circumstances leading to the notice or action]

Where applicable, corrective actions taken by **[Supplier Legal Name]** include:

- [e.g. rectification of identified issues]
- [e.g. implementation of revised safety procedures]
- [e.g. completion of required training or audits]

**Signed:**  
**[Director Name]**  
**[Position]**  
**[Date]**

## OHS Criteria 11 definition

The supplier of Works' response to enforcement activity, where there has been enforcement activity within the past 24 months or issues raised by any WorkSafe Victoria, Environment Protection Authority, Energy Safe Victoria or other relevant inspectorate and/or HSR including:

- prohibition notices;
- improvement notices;
- written directions;
- provisional improvement notices issued by a HSR;
- activities relating to an incident notified to WorkSafe Victoria under Part 5 of the **Occupational Health and Safety Act 2004**; and
- any prosecution commenced by WorkSafe Victoria or completed, within the period.

**Where there has been enforcement activity, copies of relevant documents relating to the enforcement activity or issues raised including:**

- WorkSafe Victoria or WorkSafe Victoria Entry Reports and notices;
- notices from other relevant bodies;
- HSR provisional improvement notices;
- summonses and particulars of charges or other documents detailing alleged offences;
- documents relating to outcome of prosecution; and
- provide documents showing the action taken by the supplier of Works to correct deficiencies identified in the notices or proceedings.

### Template 3 “Construct only” letter

Dear Construction Supplier Register,

Subject: Construct Only

This letter serves to confirm that **[Supplier Legal Name]** is a “construct only” supplier and does not engage in any consulting or advisory services as part of our offerings. We do not hold Professional Indemnity (PI) insurance as we do not undertake any design responsibilities or enter into Design and Construct Contracts for government works in which we are engaged. Our scope of work is limited strictly to construction tasks under our engagement terms.

We trust this confirmation suffices for your requirements.

Thank you for your attention to this matter.

**Signed:**

**[Director Name]**

**[Position]**

**[Date]**

## Annex - 1

### Example of a WorkSafe insurance premium statement

Note: the example contains a cover letter from the Worksafe Victoria authorised agent. Statements are generally three to four pages. As part of the evidence, we require the full statement including the agents cover letter.



Authorised Agent of WorkSafe Victoria

Date of Issue		7 July 2018
Employer Number		1000669

000004 000 21-GBS  
APPLE ABNER LEGAL  
101 TEST STREET  
MELBOURNE VIC 3000

## WorkCover Insurance

Dear Employer

You are receiving these document(s) by post following failed attempts to deliver them to your registered email address. Email delivery could fail for a number of reasons including email filtering, your email address has changed, or the nominated email account is full or no longer operational.

#### What You Need To Do:

- Login to Online Employer Services via [www.worksafe.vic.gov.au/employer](http://www.worksafe.vic.gov.au/employer), select "Update my mail preferences" and confirm the email address is correct; or
- Contact us on the number above.

Yours faithfully,

000004 000 21-GBS  
APPLE ABNER LEGAL  
101 TEST STREET  
MELBOURNE VIC 3000

Date of Issue 7 July 2018  
Employer Number 1000669

 Online Employer Services

You can log in via:  
[www.worksafe.vic.gov.au/employer](http://www.worksafe.vic.gov.au/employer)  
Username: 1000669

## Three steps to renew your WorkCover Insurance

### 1 Step 1 - Check your remuneration<sup>^</sup> and select your payment option for 2018/19

#### OPTION A

##### Early Full Payment - 5% Discount

Amount Due	<b>\$19,315.99</b>
Tax Invoice incl. GST of \$1,756.00	
Due Date	<b>6 August 2018</b>

OR

#### OPTION B

##### Full Payment - 3% Discount

Amount Due	<b>\$19,722.64</b>
Tax Invoice incl. GST of \$1,792.97	
Due Date	<b>1 October 2018</b>

OR

#### OPTION C

##### Quarterly Instalment

Amount Due	<b>\$5,083.15</b>
Tax Invoice incl. GST of \$462.10	
Due Date	<b>1 October 2018</b>

<sup>^</sup>Your remuneration can be found on the enclosed Notice of Premium.

You can update your 2018/19 remuneration estimate by logging into Online Employer Services.  
Your claims excess buy-out for 2018/19 can also be set up, or changed, until 1 August 2018.

### 2 Step 2 - Pay your premium for 2018/19

Make a payment by logging in to Online Employer Services or by using one of the other Easy ways to pay.

### 3 Step 3 - Certify your remuneration for 2017/18

Certify your remuneration for 2017/18 by logging into Online Employer Services by 26 October 2018.

000000011.Q1/91000669/ANBE - RNLSTD

 WorkSafe Victoria is a trading name of the Victorian WorkCover Authority

Employer Number 1000669

## Your Transaction Details

The payment options shown on the previous page reflect the amount due for your 2018/19 premium, any adjustments and any other transactions that apply.

### Tax Invoice

Victorian Workcover Authority ABN: 90 296 467 627

This is a tax invoice for the Option A or Option B discounted amount as shown below when payment is made by the relevant due date. Otherwise it is a tax invoice for Option C, the Quarterly Instalment amount. The total GST for this tax invoice, including any adjustment to GST on earlier premiums, is shown on the previous page.

#### OPTION A

Early Full Payment - 5% Discount	GST	Total incl. GST
Annual Premium 18/19	\$1,848.42	\$20,332.62
Discount 5%	-\$92.42	-\$1,016.63
<b>Discounted Premium</b>	<b>\$1,756.00</b>	<b>\$19,315.99</b>

OR

#### OPTION B

Full Payment - 3% Discount	GST	Total incl. GST
Annual Premium 18/19	\$1,848.42	\$20,332.62
Discount 3%	-\$55.45	-\$609.98
<b>Discounted Premium</b>	<b>\$1,792.97</b>	<b>\$19,722.64</b>

OR

#### OPTION C

Quarterly Instalment	GST	Total incl. GST
Instalment Premium 18/19	\$462.10	\$5,083.15
<b>Quarterly Instalment</b>	<b>\$462.10</b>	<b>\$5,083.15</b>

AND

### Payments and Other Transactions (added to A or B)

Opening Balance	\$16,921.41
02 Aug 17 Payment Received	-\$16,921.41
<b>Total Other Transactions</b>	<b>\$0.00</b>



## How can you support an injured employee back to work?

As an employer, you need to know the return to work process and your obligations in the event you have an injured employee with a workers' compensation claim.

To find out more and how you can support an injured employee return to work, visit [gettingback.com.au](http://gettingback.com.au)



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