

Application for accreditation

Section 263 of the *Radiocommunications Act 1992*



Instructions for completion

Please read the attached notes before completing this form.

Print clearly. Illegible, unclear or incomplete applications may delay processing.

Applicants must complete all sections of this form and provide an Approved Deed of Indemnity

Note: A Deed of Indemnity is not required if the accreditation sought is for the purposes of work undertaken as a Commonwealth employee of an agency governed by the *Financial Management and Accountability Act 1997*.

Successful applicants will be given accreditation to issue both frequency assignment and interference impact certificates. Please select from the choices below if you do not want to be issued with accreditation for one of these:

Do not give me accreditation to issue frequency assignment certificates (subs 100(4A) of the *Radiocommunications Act 1992*).

Do not give me accreditation to issue interference impact certificates (subs 145(3) of the *Radiocommunications Act 1992*).

Application fee: \$476.00

Applicants will be sent a tax invoice for the application fee upon receipt of their completed application by the ACMA.

Send the completed form to:

Industry Partnerships Section
Operations Branch
Australian Communications and Media Authority
PO Box 13112, Law Courts
Melbourne VIC 8010

General enquiries:

Telephone: (03) 9963 6990
Facsimile: (03) 9963 6899
Email: accreditation@acma.gov.au

The information that must be provided on or with this form is being sought for the purpose of considering applications for accreditation under section 263 of the *Radiocommunications Act 1992*, and to enable the ACMA to perform a number of its spectrum management functions under section 9 of the *Australian Communications and Media Authority Act 2005*, in particular those under paragraphs 9(a), (b), (h) and (j). The ACMA may make the information provided in this application available to other Government agencies and departments in accordance with Part 7A of the *Australian Communications and Media Authority Act 2005*.

Any application provided to the ACMA may be released under the *Freedom of Information Act 1982*. The ACMA may also be required to release applications for other reasons, including for the purpose of parliamentary processes or where otherwise required by law.

Applicant's details

Name

SURNAME
GIVEN NAMES

Date of birth

Position

Organisation

Residential or business address

POSTCODE

Postal address (if different from residential or business address)

POSTCODE

Contact details

WORK ()
HOME ()
MOBILE
FACSIMILE ()

Email

Please add my contact details to the List of Accredited Persons on the ACMA's website.

Note: The list of Accredited Persons on the ACMA website is a public listing and allows people interested in using accreditation services to view your details.

Relevant educational qualifications in radiocommunications

Please attach a copy of relevant educational qualifications, along with a list of subjects studied.

Qualification

Educational institution

Significant component(s) relating to radiocommunications

Relevant work history

Please attach another page if more space is needed.

Notes for completion of application for accreditation

(For the purposes of section 263 of the *Radiocommunications Act 1992*)

1 - Relevant educational qualifications in radiocommunications

Applicants should tie their educational qualifications back to qualifications with significant radiocommunications aspects. For example, engineering studies that do not have significant radiocommunications subject matter would not be considered relevant educational qualifications.

2 - Relevant Work History

Applicants should list previously held position(s) in radiocommunications that are relevant to frequency assignment or interference assessment. For example, experience as a frequency assigner, a radiocommunications system designer or a radiocommunications site manager. The duration of each engagement should be provided, along with a description of the work or responsibilities of the position.

3 - Expected activity levels

It is important that Accredited Persons keep their technical skills and understanding of the ACMA's frequency assignment requirements up to date. This helps to ensure the standard of work performed by Accredited Persons remains high and error rates low, and is most effectively achieved through regular assignment activity. The ACMA annually reviews the activity of Accredited Persons and those who have not been performing frequency assignment tasks regularly may be asked to show why their accreditation should not be withdrawn.

4 – Requirements under the Accredited Persons Scheme

The [Radiocommunications \(Accreditation - Prescribed Certificates\) - Principles 2003](#) is the legal instrument which defines the principles that govern the accreditation process and specifies the matters for which accreditation may occur.

The ACMA currently accredits persons to issue two kinds of certificates:

- frequency assignment certificates (FACs) under subsection 100(4A) of the *Radiocommunications Act 1992*, relating to the operation of radiocommunications transmitters and receivers covered under apparatus licensing arrangements; and
- interference impact certificates (IICs) under subsection 145(3) of the *Radiocommunications Act 1992*, relating to the operation of radiocommunications transmitters in spectrum subject to spectrum licensing.

Accredited Persons should familiarise themselves with the requirements that govern the issue of FACs and IICs. These requirements are detailed in the [Radiocommunications \(Frequency Assignment Certificates\) Determination 2003](#) for the issue of FACs, and the [Radiocommunications \(subsection 145 \(3\) Certificates\) Determination 2012](#) for issue of IICs.

Resources available from the ACMA to assist Accredited Persons in their work

Items available free of charge:

- [Radiocommunications Act 1992](#);
- subordinate [regulatory instruments](#) relating to radiocommunications;
- an electronic copy of the [Australian Radiofrequency Spectrum Plan](#);
- [information papers](#), Radiocommunications Assignment and Licensing Instructions ([RALIs](#)), Frequency Assignment Practices ([FAPs](#)) and Business Operating Procedures ([BOPs](#)) relevant to frequency assignment;
- [band plans](#) and [spectrum embargoS](#) relevant to frequency assignment work;
- [technical frameworks](#) applicable to spectrum licensed bands;
- [business forms](#), including blank [FACs](#) and the '[Application to register a device\(s\) operated under a spectrum licence](#)' form (incorporating the IIC); and
- User [guidelineS](#) for the ACMA's online services for Accredited Persons software forms interface.

Items available for purchase:

- printed copy of the Australian Radiofrequency Spectrum Plan (contact the ACMA's [Radiocommunications Licensing and Telecommunications Deployment Section](#));
- [Radiocommunications Record of Licences \(RRL\) Database on CD-ROM](#) - unclassified spectrum access and licensing data, available for 'one-off' purchase or as a monthly subscription service with the option of a daily update service; and
- [Spectrum Licensing RadDEM and Datasets on CD-ROM](#) - contains the RadDEM Digital Elevation Model (of assistance in issuing IICs), roads and towns mobile lists, Spectrum Map GRID and software for calculating effective site height tables.

Note: In making frequency assignments, Accredited Persons are expected to use spectrum access data of a currency appropriate to the frequency band and geographic area of the assignment. Subscription to the ACMA's monthly [Radiocommunications Record of Licences \(RRL\) Database on CD-ROM](#) service (including daily update service) will ensure access to the latest data.

Accredited Persons are advised not to rely on the ACMA's [Online Register of Radiocommunications Licences \(RRL\)](#) for their frequency coordination work. The online register does not identify all services that might need to be considered in coordination, and provides limited querying and data manipulation capabilities. Accredited Persons should be aware that reliance on outdated or inappropriate data for frequency coordination may have implications for any claims made under professional indemnity insurance.