

## **SA Water Infrastructure Network CONSULTANT ACCREDITATION SYSTEM**

This Consultant Accreditation System covers only consultants submitting design drawings for proposed new sewer networks and relates primarily to land development projects.

The Accreditation System is designed to encourage consultancy firms and individuals to develop and maintain expertise in the area of sewer infrastructure design.

The system will be based on a 3 tier (level) rating system as follows:

**Level 1** This is the top level and consultancy firms on this level will be expected to provide sewer infrastructure design drawings which only require a technical audit to confirm that the scheme meets all sewer network requirements. For this level SA Water staff will conduct a 10% compliance audit of each submission.

Continued submission of acceptable design drawings will be required to retain Level 1 status

Submission of one unacceptable set of scheme drawings will result in a drop to Level 2 status.

**Level 2** This is a transition level and design drawings will be subject to a minor design review and a technical audit to confirm that the scheme meets all sewer network requirements. For this level SA Water staff will conduct the review.

For individual consultant's first submission, 1 acceptable set of scheme drawings will be required for progression to Level 1 status. Consultants dropping from level 1 will require the submission of 3 consecutive acceptable scheme drawings for progression back to Level 1 status. (see below).

Submission of one unacceptable set of scheme drawings while at Level 2 will result in a drop to Level 3 status

**Level 3** This is the lowest level and the checking will incorporate a full design review of all aspects of the project. SA Water will arrange for a specialist review to be carried out on the submitted design drawings. The drawings will also be subject to a final Level 1 type audit to confirm compliance with the overall infrastructure requirements. The cost of this full review and audit will be borne by the developer / consultant and will be included as part of the Level 3 submission fee.

Submission of 3 consecutive sets of scheme drawings, acceptable to SA Water, will be required for progression to Level 2 status (see below).

### **Submission Fee Structure**

SA Water has established a three tiered level of fees commensurate with the amount of checking required. The fee structure for the 3 Levels will be based on the actual cost of the checking and/or audit.

## **Movement between levels**

Progression between levels will be based on the acceptability of sewer infrastructure designs presented for review (See pages A3 and A4 –Consultant Accreditation Flow Charts).

All consultancy firms will initially be granted Level 2 status and if the first set of design drawings submitted is of an acceptable standard the consultancy firm will be granted automatic progression to Level 1 status. Conversely, submission of one unacceptable set of design drawings will mean automatic relegation to Level 3 status.

Once a consultancy firm has achieved Level 1 status they will remain at this level for as long as they continue to submit acceptable infrastructure design drawings.

If a consultancy firm with Level 1 status submits one unacceptable set of design drawings they will revert to Level 2 status.

The submission of another unacceptable set of design drawings while at Level 2 status (before regaining Level 1 status) will result in automatic relegation to Level 3 status.

Consultancy firms dropping to Level 2 status will require 3 consecutive acceptable submissions under Level 2 conditions for elevation back to Level 1 status.

Consultancy firms at Level 3 status will require 3 consecutive acceptable submissions under Level 3 conditions for elevation to a higher status level. Progression will be to Level 2 and the consultancy will be treated as a new start ie one acceptable submission will result in progression to Level 1 status.

## **Assessment Process**

The review process carried out by all assessors will be based on assessment against a set list of criteria. Each item on the list of criteria will have an assigned point rating based on the importance of each individual aspect. During the assessment, the reviewer will identify and list errors and deficiencies and if the total number of points exceeds an acceptable limit (with an allowance for the size of allotment) the design drawings will be deemed unacceptable.

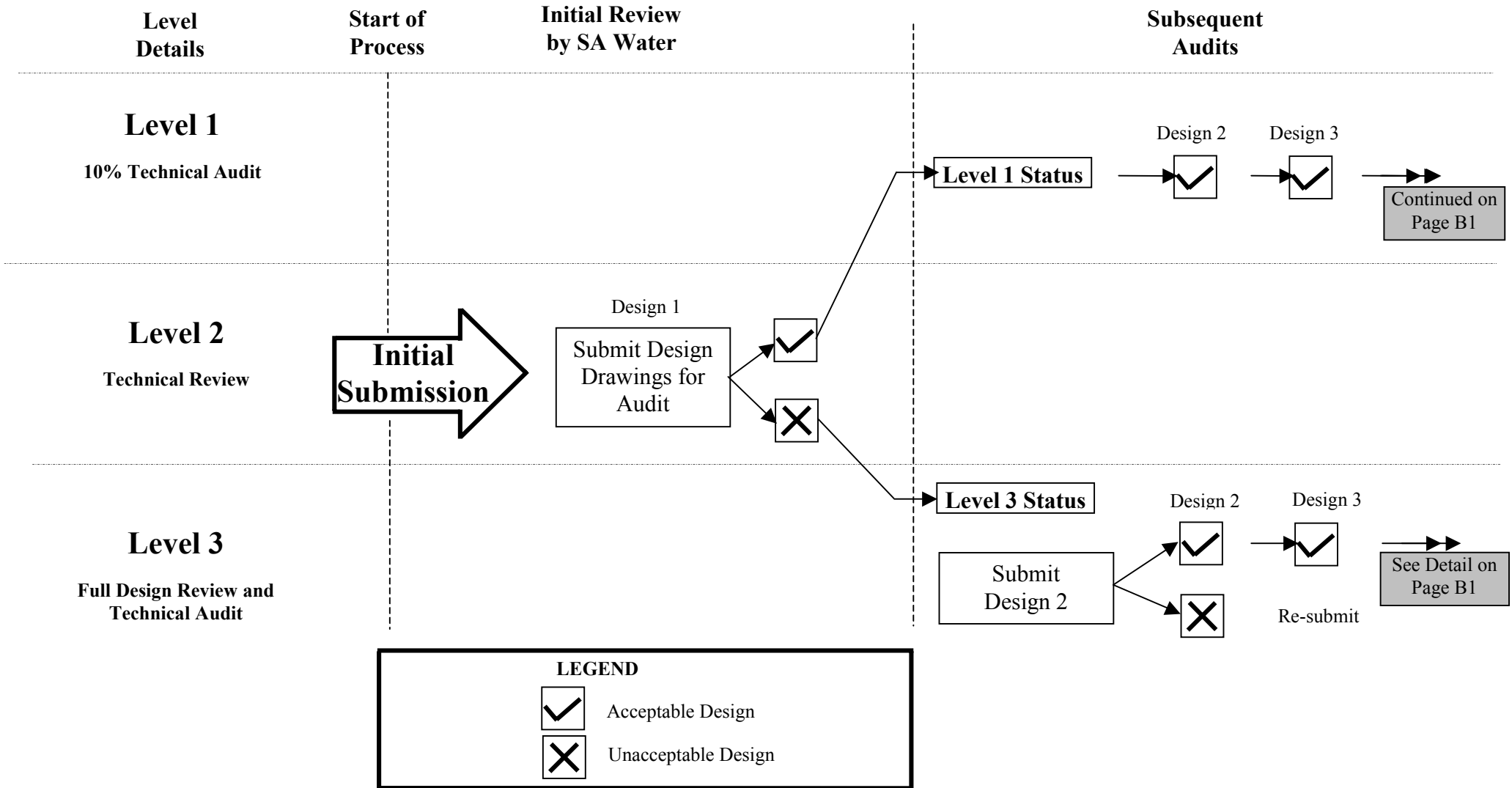
## **Appeal Process**

The accreditation scheme will include an appeal process, where, if a consultancy firm believes they are being treated unfairly they can request a review by an independent panel of specialists nominated by a stakeholder group (to be established). This reassessment will be conducted at the consultancy firm's cost, but if their appeal is subsequently upheld, SA Water will reimburse the consultancy firm for the cost of the reassessment.

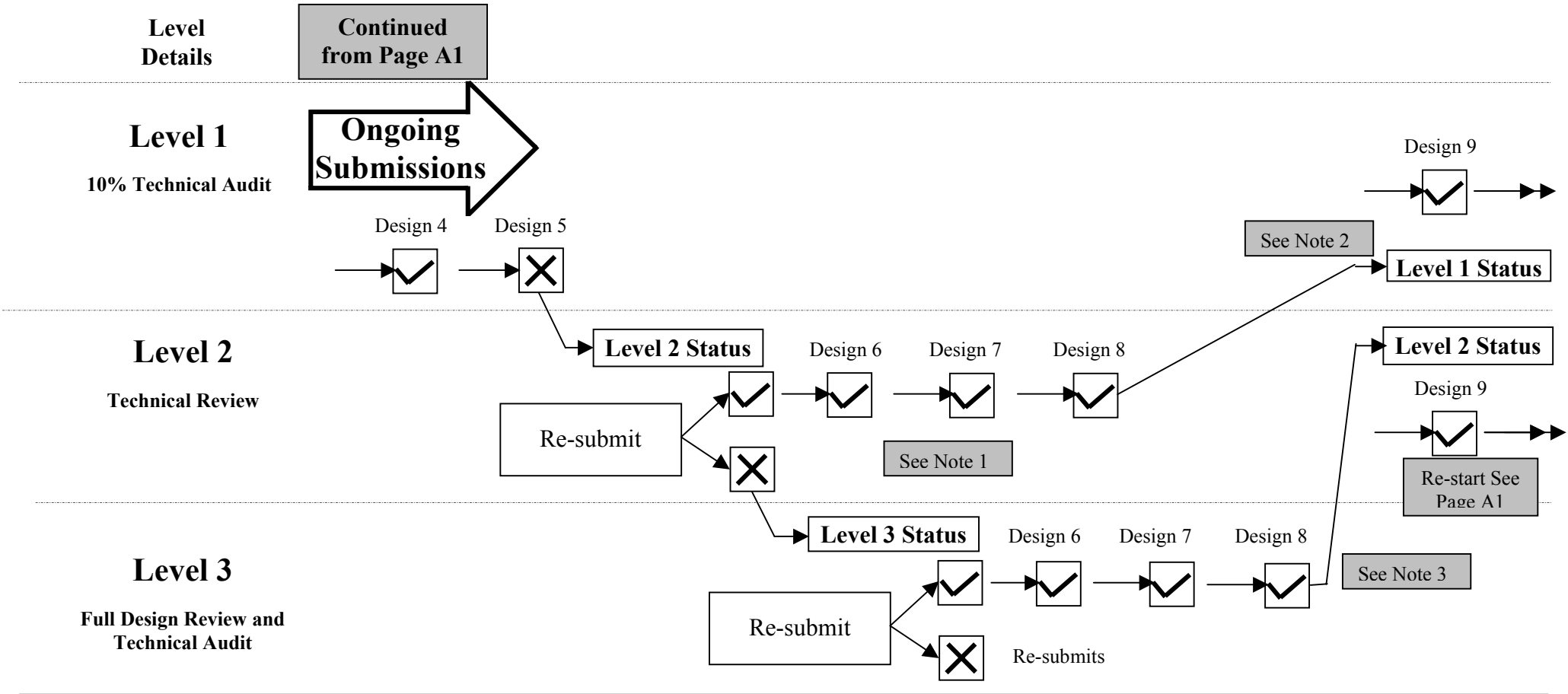
## **Attachments**

Appendix A	Flow Chart for Initial Submission
Appendix B	Elevation and Relegation Process

**CONSULTANT ACCREDITATION SCHEME  
FLOW CHART FOR INITIAL SUBMISSION**



**CONSULTANT ACCREDITATION SCHEME  
ELEVATION AND RELEGATION PROCESS**



**NOTES**

1. At Level 2 Status an unacceptable submission at Design 6, 7 or 8 will result in relegation to Level 3 Status.
2. At Levels 2 Status, it will require 3 consecutive acceptable submissions for elevation to Level 1 Status.
3. At Levels 3 Status, it will require 3 consecutive acceptable submissions for elevation to Level 2 Status and to restart the process.

**LEGEND**

- Acceptable Design
- Unacceptable Design