This form is for organisations that supply, or seek to supply, engineering services to Transport for NSW (TfNSW). The purpose of this form is to assist organisations in evaluating their need for Authorised Engineering Organisation (AEO) status, and their ability to apply for assessment.

This form is not an application for AEO assessment. To make an application, the TfNSW and the organisation meet to understand each other and to confirm how to proceed to the next stage, including scope, evidence, and process.

To complete the form firstly enter the name of the organisation in the "Organisation" cell and the name and title of the person preparing the form in the 'Prepared by' cell. Complete the form by ticking the most applicable check boxes for each area. If all or most of the boxes in column three are ticked it is likely that the organisation needs to apply to become an AEO. If any of the boxes in column five are ticked it is unlikely that the organisation needs to become an AEO.

Your assigned TfNSW Authorisation Facilitator can assist in completing the form, confirming results and resolving uncertainties.

| Organisation |  |
| --- | --- |
| Prepared by |  |

| Area | Description | Tick if  applicable | Description | Tick if  applicable |
| --- | --- | --- | --- | --- |
| Scope of services | The scope of the organisation's service offering is of an engineering nature, includes applying engineering principles and has the potential to introduce operational risk to the TfNSW Transport Network. |  | The scope of the organisation's service offering is not of an engineering nature, does not require engineering principles application, and does not have the potential to introduce operational risk to the TfNSW Transport Network. |  |
| Making decisions including those related to reliability, availability, maintainability and safety (RAMS) | The organisation's service or product offering normally requires it to make engineering decisions or interpret service requirements that may have an impact on transport assets over the asset life cycle.  *Note – this may include development of RAMS data or information.*  *This includes the service requirements requisition and interpretation, decisions during the service execution and delivery.* |  | The organisation's service or product offering normally does not require it to make engineering decisions, or interpret service requirements that may have an impact on the transport assets over the asset life cycle. |  |
| Service assurance | The organisation is able to provide full assurance using its own systems, processes, specialist qualifications and skills that it typically uses in industry practice.  *Note – this needs to include specialist assurance of products or services that the organisation delivers.* |  | The organisation normally works for a client that provides the full assurance including specialist assurance for the full or essential part of the organisation's services.  OR  The organisation's service offering capability is fully regulated by legislation, licensing or certification schemes.  OR  The organisation's service or product acceptance verification and validation do not normally require specialist skills and qualifications.  *Note – this may be because it is a recognised industry practice that this is typically done by the client (managing contractor for example) who understands the service requirements* |  |
| Documented systems and processes | The organisation has systems, processes, or plans that demonstrate how its services are delivered and assured. These may be documented on a case-by-case (project or service) basis, or at the organisational level.  The documentation of the organisation's systems is scaled dependent on the complexity of its scope of services and in accordance with industry best practice.  *Note - TfNSW does not authorise organisations based on the experience of individuals without supporting documentation.* |  | The organisation does not have its systems and processes, or plans documented for the services it delivers and assures.  *Note - this may be because the organisation exclusively relies on its customer's systems and processes (where the client is already an AEO), or because it is not best industry practice for the scope and nature of the organisation's services.*  *This usually applies to individuals who are operating as ’sole traders’ that can be employed under individual contracts to perform a service* |  |
| Relevance of experience and systems | The organisation is able to provide objective evidence of successful service delivery and assurance using its own documented process or plan.  *Note – evidence needs to be relevant and direct or transferable from other industries.*  *Experience from other industries is acceptable if it is reasonable and normal industry practice.* |  | The organisation is not able to provide objective evidence (direct or transferable from other industries) of service delivery and assurance utilising its own systems.  The organisation may not be expected to adjust and scale its systems to deliver the services. |  |