



Requirements for EIC Contractors

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Revision Working Group

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1. Section 1: Introduction

1.1 Purpose

This document outlines the requirements for engaging suppliers and contractors, either as principal contractors or subcontractors, to provide low-voltage switchgear and control gear assemblies, as well as electrical installations for South East Water in Capital and Maintenance works.

The primary objective of this document is to ensure that the goods (i.e., *switchgear and control gear*) and services (*electrical installations*) supplied to South East Water are of the highest quality, comply with relevant Australian Standards, and meet South East Water's specific requirements.

All services, including installation works, must be carried out safely during construction. Additionally, the supplied goods must adhere to safety standards throughout the asset lifecycle, encompassing construction, maintenance, operation, and decommissioning.

The section 4 provides a recommended list of Registered Electrical Contractors (REC) and Switchboard Manufacturers, that have successfully delivered electrical assets and installations to South East Water in the past. While this does not guarantee future performance, it indicates that these companies have previously demonstrated an understanding of South East Water's standards and have delivered assets that met the required specifications.

1.2 Scope

The scope within this document is applicable to Electrical, Instrumentation and Control contractors including Switchboard manufacturers. The scope excludes RTU, SCADA programming contractors.

1.3 Reference documents

Table 1: Reference Documents

Document Number	Document Name
	Electricity Safety Act 1998
	Electricity Safety (General) Regulations 2019
	Electricity Safety (Registration and Licensing) Regulations 2020
	Professional Engineers Registration Act 2019
	Service and Installation Rules 2014 (S&IR-VIC)
	WorkSafe Victoria
	National Electrical Switchboard Manufacturers Association (NESMA)
	National Electrical and Communications Association (NECA)
AM 2714	SEW Electrical Standards
AM 2832	SEW Instrumentation and Control Standards
AM 2848	SEW Approved EIC Equipment List
AS 4801 2001	OHS Management Systems
AS/NZS 3000	Electrical Installations "Wiring Rules"
AS/NZS 61439	Low-voltage switchgear and controlgear assemblies
BS 1022	Procurement Standard Operating Procedure (SOP)
BS 1618	OHS Capability Assessment when Purchasing of Services
BS 1777	Contractor / Partner / Alliance Management
BS 2509	Occupational Health & Safety Purchasing of Goods Procedure
ISO 14001:2015	Environmental Management System
ISO 45001:2018	Occupational Health and Safety Management System
ISO 9001:2015	Quality Management System

1.4 Acronyms and Definitions

Table 2: Acronyms and Definitions

Term	Definition
Contractor	means person, organisation, their employees or a nominated representative, engaged to carry out work for South East Water in a contract for service arrangement. Different terminology may be used to identify contractors such as Industry Partners, Supplier, Service Provider, Principal or Independent contractors, External Contractors.
desirable	means something is preferred but not essential
EIC	Electrical, Instrumentation and Control
electrical installation work	means installation, alteration, repair or maintenance of an electrical installation, as per Electricity Safety Act 1998
electrical installations	means electrical equipment that is fixed or to be fixed in, on, under or over any land but does not include a part of a supply network— (a) of a railway; or (b) owned or operated by a major electricity company, as per Electricity Safety Act 1998
electrical work	means (a) electrical connection work; or (b) electrical equipment work; or (c) electrical inspection work; or (d) electrical installation work; or (e) electrical linework; as per Electricity Safety Act 1998
electrical worker	Means a person who carries out electrical work; as per Electricity Safety Act 1998
mandatory	means something is necessary and must be included
optional	means something is not required and you can choose to include it
Registered Electrical Contractor (REC)	means an electrical contractor registered under Part 2 of the Electricity Safety (Registration and Licensing) Regulations

2. Section 2: Specific Requirements

2.1 Registered Electrical Contractors (REC)

Under the provision of the “Electricity Safety Act 1998”, Energy Safe Victoria mandates that Registered Electrical Contractors (REC) operate in a safe and compliant manner. To become an REC, applicants must demonstrate sufficient experience, technical expertise, business acumen, and proven skills to carry out electrical installation work.

Energy Safe Victoria requires any individual or business engaged in electrical contracting, or offering such services, to be registered as an electrical contractor.

As a minimum, South East Water requires onsite contractors to maintain a **“Company” type REC registration**. This must align with the guidelines set by Energy Safe Victoria and include the following:

- **Company Structure:** The contractor must be an incorporated entity with at least one director.
- **Technical Supervisors:** The company must employ one or more technical supervisors who hold a current Victorian Electrician’s Licence (A Grade) and appropriate qualifications. The technical supervisor(s) must oversee and ensure the effective supervision of electrical installation work.
- **Business Supervisors:** The company must employ one or more business supervisors with appropriate qualifications to ensure the business is managed effectively.
- **Business Name Registration:** If required, the company must hold a business name registered with ASIC.
- **Public Registers and Search Tools:** Energy Safe Victoria provides access to public registers and search tools through its [ESVConnect](#) platform. These resources, based on live data, are available for both industry and community use.

Link: [ESVConnect](#)

Table 3: REC Requirements

Requirements	REC	Switchboard Manufacturer
“Company” Type REC registration	Mandatory	Optional
Victorian Electrician’s Licence (A Grade)	Mandatory	Optional

2.2 Construction Induction Training (White Card)

Personnel undertaking any onsite works must complete a construction induction training course through an approved Registered Training Organisation (RTO) and hold a valid Construction Induction Training Card (White Card) issued by WorkSafe Victoria.

Table 4: White Card Requirements

Requirements	REC	Switchboard Manufacturer
White Card	Mandatory	Optional

2.3 Compliance with Standards and Rules

The goods and services provided by the contractors to South East Water must comply with all relevant standards including but not limited to AS/NZS 61439 “Low-Voltage Switchgear and Controlgear Assemblies” and AS/NZS 3000 “Electrical Installations”.

As per Victorian Service & Installation Rules (VIC-S&IR-2014), registered electrical contractors, licensed electrical workers are required to act as “Customer Agent” to perform certain duties associated with the electrical installation on the premises, as defined in the Wiring Rules.

Both the electrical contractor and Switchboard manufacturers must comply to the requirements set out in the VIC-S&IR, in the scope of but not limited to, Supply Application, Connection & Disconnection, General Rules, Supply Types, Use and Protection, Connecting to the Low Voltage (LV) Network, Low Voltage Metering.

Table 5: Compliance to directly related Standards

Requirements	REC	Switchboard Manufacturer
AS/NZS 3000 “ <i>Electrical Installations</i> ”	Mandatory	Mandatory
AS/NZS 61439 “ <i>Low-Voltage Switchgear and Controlgear Assemblies</i> ”	Mandatory	Mandatory
Victorian Service & Installation Rules 2014	Mandatory	Mandatory

2.4 Industry Associations

South East Water encourages contractors, subcontractors, and switchboard manufacturers to actively participate in or hold accreditation with key industry associations to demonstrate a commitment to quality and industry standards.

The standard **AS/NZS 61439** is developed by the joint technical committee EL-060, with representatives from organizations such as Engineers Australia, NECA, and NESMA.

National Electrical Switchboard Manufacturers Association (NESMA)

NESMA represents the interests of the Electrical Switchboard Manufacturing industry in Australia. Its objectives include:

- Advancing the industry within Australia.

- Promoting the production of high-quality, well-designed switchboards for commercial and industrial use by its members.
- Encouraging ongoing research and development through collaboration with global organizations to enhance electrical power control, monitoring, and protection.

National Electrical and Communications Association (NECA)

NECA is the peak body representing electrical and communications contractors in Victoria. It plays a critical role in supporting contractors through advocacy, training, and promoting excellence in the electrotechnology industry.

South East Water highly recommends that contractors, subcontractors, and switchboard manufacturers maintain active membership or accreditation with relevant industry associations (e.g., NECA and NESMA). This helps ensure compliance with industry best practices, quality standards, and technical advancements, ultimately supporting the delivery of high-quality electrical infrastructure.

Table 6: Related Industry Associations

Requirements	REC	Switchboard Manufacturer
NESMA	Optional	Desirable
NECA	Desirable	Optional

2.5 Professional Engineering Services

Where applicable, any engineering service involving the application of engineering principles and data to design activities related to engineering is classified as a professional engineering service. Such services must comply with the requirements of the Professional Engineers Registration Act 2019.

2.6 Past Performance

The contractor, subcontractor, and/or switchboard manufacturer must demonstrate a proven track record of successfully delivering assets to South East Water, other water agencies in Victoria, or authorities with similar project requirements.

Upon request, they should provide details of relevant past projects, including scope, key challenges, and outcomes, along with client references to verify their performance and capability.

3. Section 3: OH&S, Quality, Environmental Management Systems

The Objective is to ensure that contractors operate under internationally recognized standards for Occupational Health and Safety, Quality, and Environmental Management, thereby guaranteeing compliance, continuous improvement, and the highest standards of performance.

As per the SEW document, BS 1777 Contractor / Partner / Alliance Management, SE Water requires that contractors operate a management system that satisfies ISO 9001, ISO14001 and ISO45001. Where this is not present, SE Water may evaluate the contractor's management system and/or activities to determine its ability to produce products and services to an adequate standard. This may entail as much as direct supervision or as little as acceptance of product/service on completion. General methods of control of quality of products/service include:

- Requiring performance reports
- Provision of Inspection & Test plans
- Auditing of management systems
- Surveillance/Auditing of activities
- Direct supervision

Table 7: Summary of OH&S, Quality and Environmental Requirements

Requirements	REC	Switchboard Manufacturer
OH&S Management System	Desirable	Desirable
Quality Management System	Desirable	Desirable
Environmental Management System	Desirable	Optional

3.1 Occupational Health and Safety Management System

Prior to commencing work for South East Water, all contractors must be evaluated for OH&S capabilities and systems. Contractors should not be engaged unless they can demonstrate they are able to meet their OHS legislative requirements and control the risks associated with the contracted work.

As per SEW document, BS 1618 OHS Capability Assessment when Purchasing of Services, for scope of work that is defined as "Construction works", the Tenderer/ Invitee must fully meet the mandatory evaluation criteria for Occupational Health and Safety Management as outlined in the Ministerial Directions for Public Construction Procurement in Victoria under the mandatory evaluation criteria for health and safety.

The contractors must have a Safety Management system aligned with one of the approved assurance systems below or have an approved assurance system:

- 'SafetyMap'
- AS 4801 2001: OHS Management Systems
- Civil Contractors Federation Management Code
- Australian Government Building and Construction WHS Accreditation Scheme
- ISO 45001 2018 Occupational health and safety management systems.

3.2 Quality Management System

Contractors shall maintain certification to ISO 9001:2015 certification (or equivalent) to demonstrate their capability to deliver consistent quality in their services and meet customer and regulatory requirements. This includes:

- Clear processes and accountability for quality assurance.
- Effective risk management and corrective actions for non-conformances.
- Emphasis on customer satisfaction and continuous improvement.

3.3 Environmental Management System

Contractors shall maintain certification to ISO 14001:2015 (or equivalent) to show their commitment to managing and reducing environmental impacts. This certification ensures:

- Effective identification and mitigation of environmental risks.
- Compliance with environmental laws and regulations.
- Promotion of sustainable practices, including resource conservation, pollution prevention, and waste reduction.

3.4 Certification Validity and Verification

Upon request, contractors must provide evidence of current ISO certifications, including valid certificates issued by accredited certification bodies.

Certifications must remain valid for the duration of the project, and any lapse in certification must be reported immediately to South East Water.

3.5 Subcontractor Compliance

As stated in section 4 of this document, during the indirect engagement with South East water, principal contractors must ensure that all subcontractors and suppliers of goods engaged on the project adhere to the principles of ISO 45001, ISO 9001, and ISO 14001. Where subcontractors do not hold ISO certifications, the contractor must ensure, and provide evidence that subcontractors operate under equivalent management systems.

4. Section 4: Engagement

4.1 Direct engagement with South East Water

In direct engagement, all prospective contractors must be assessed in accordance with BS 1022 Procurement Standard Operating Procedure (SOP), which includes evaluating their capabilities and management systems. Electrical contracting works fall under the category of "Construction Works."

The Procurement Thresholds and Value Risk Complexity Matrix applies to both Goods and Services and Construction Works.

4.2 Indirect engagement with South East water

Registered Electrical Contractors and Switchboard Manufacturers can be engaged indirectly as subcontractors through principal contractors within the current joint venture industry partnerships, namely **ABK-JV** and **BFHI-JV**.

4.3 Suggested Contractors List

This is not a prequalified panel arrangement. It is not mandatory to use the contractors listed; however, it is recommended to engage companies familiar with these standards to ensure the successful delivery of electrical infrastructure works for South East Water.

Information available in the suggested contractors' lists **are correct at the reviewed date** of this document.

Companies not included on the list but meet the requirements within this document and with a proven record of delivering assets to South East Water are encouraged to contact the South East Water EICC committee to express their interest in being listed.

4.4 Suggested - Registered Electrical Contractor (REC) List

Table 8: Suggested Registered Electrical Contractor (REC) List

Business Name	Contact Phone	ISO Certification	REC Reg No
Service Stream Maintenance Pty Ltd (Sew Contract)	Ash Patterson Ashley.Paterson@servicestream.com.au 0457 442 241, Gate 9, 150-180 Greens Rd Dandenong Sth, Vic	✓ Quality: 9001:2015 ✓ OH&S: 45001:2018 ✓ Enviro: 14001:2015	✓ REC-17531
Programmed Industrial Maintenance Pty Ltd (Sew Contract)	Kane Reeman Kane.Reeman@programmed.com.au 0418 591 491 1 New St Frankston, Vic	✓ Quality: 9001:2015 ✓ OH&S: 45001:2018 ✓ Enviro: 14001:2015	✓ REC-19073
CEI Services Pty Ltd	John MacKenzie John.mackenzie@ceiservices.com.au (03) 8777 0923 1C Industry Cct Kilsyth South, Vic	✓ Quality: 9001:2015 ✓ OH&S: 45001:2018 ✓ Enviro: 14001:2015	✓ REC-26033
Jonoco Pty. Ltd.	Noel McKay Noel@jonoco.com.au 03 9540 0311 8 Arctic Ct, Keysborough, Vic	✓ Quality: 9001:2015 ✓ OH&S: 45001:2018 ✓ Enviro: 14001:2015	✓ REC-12349
Topp Services Australia Pty Ltd	Danny Topp Accounts@toppservicesaus.com 0407 344 038 117a Humphries Road, Frankston South, Vic		✓ REC-14533
Aquatec Enviro	Harvey Seeley Hseeley@aquatecenviro.com.au 03 5823 4200, Company Aquatec 2 Provincial Crescent Shepparton, VIC	✓ Quality: 9001:2015 ✓ OH&S: 45001:2018 ✓ Enviro: 14001:2015	✓ REC-23581

4.5 Suggested - Switchgear & Controlgear (Switchboard) Manufacturers List

Table 9: Suggested Switchgear & Controlgear (Switchboard) Manufacturers List

Business Name	Contact Phone	ISO Certification	NESMA/ NECA / REC Reg No
CEi Services Pty Ltd	John MacKenzie John.mackenzie@ceiservices.com.au https://www.ceiservices.com.au/ 1C Industry Circuit, Kilsyth South VIC 3137, (03) 8777 0923	✓ Quality: 9001:2015 ✓ OH&S: 45001:2018 ✓ Enviro: 14001:2015	✓ NESMA
L&I Electrical	Brett Mathers brett.m@lielectrical.com.au , sales@lielectrical.com.au http:// www.switchboardmanufacturers.com.au 7 Industry Cct, Kilsyth South Vic 3137 (03) 8761 6661	✓ Quality: 9001:2015 ✓ OH&S: 45001:2018 ✓ Enviro: 14001:2015	✓ NESMA
SRS Power Pty Ltd	Sales@srspower.com.au http://www.srspower.com.au/ 12-20 Arkwright Drive, Dandenong South VIC 3175 (03) 8727 4500	✓ Quality: 9001:2015	✓ NESMA
Aquatec Enviro	Harvey Seeley Hseeley@aquatecenviro.com.au 03 5823 4200 Company Aquatec , 2 Provincial Crescent Shepparton, VIC	✓ Quality: 9001:2015 ✓ OH&S: 45001:2018 ✓ Enviro: 14001:2015	✓ REC-23581
Infinite Control Systems	Colin Ewart infinitecontrols@iprimus.com.au 03 8761 6847 Unit 1 12/26 Burgess Rd, Bayswater Nth VIC		
Metroid Electrical Engineering	Arun Meleppura arun.m@metroid.net.au Switchboard Manufacturers Metroid Electrical Engineering 03 5442 5444, 244 Woodward Road, Golden Square, VIC	✓ Quality: 9001:2015 ✓ OH&S: 45001:2018 ✓ Enviro: 14001:2015	✓ REC-22125