



*Approved Contractor And Installer Program*  
*“ACAI Program”*

**Contractor Engagement Details**  
**&**  
**Application Form**

## Preface

The sub-contractor schedule of rates will be emailed separately to this form. The schedule of rates is a private document and not for public viewing. This is because some rates will vary for some sub-contractors based on their qualifications and skill set. If you have not received the current schedule of rates, please email [info@dciindustries.com.au](mailto:info@dciindustries.com.au) to request it. Please supply your name, your business name, business address and ABN in the email.

This document serves as the framework and minimum requirements for a 'business to business' contract between DCI Industries and the business listed in section 5 of the document.

Under a 'business to business' contract, you do have the right to negotiate the details of the contract, however, please note that DCI Industries has no obligation to accept any such changes.

Issue of the job pack.

Once you are an 'approved contractor' with DCI Industries, each job that you are offered will be sent to you by way of 'DCI Industries job pack'. A job pack is an email with attached PDF's that are issued to each sub-contractor for each job engagement will be considered part of this 'business to business' contract as it will contain 'site specific' requirements that can not be listed in this document.

All directives, line items and tasks put forward in the job pack must be adhered to unless they are unreasonable or unlawful.

As an approved sub-contractor;

- You will be added to DCI Industries approved installers list ready for jobs in your area.
- Your business along with a photo of you and/or your team will be listed on DCI Industries 'Approved Contractors' page on the DCI Industries website.
- You will be offered jobs, for which you are qualified, within your specified service area. If a job is outside of your standard service area, then the job may still be offered but there will be no expectation for you to accept the job.
- You will be expected to take on the minimum number of jobs per month that you specify in this application (if that many jobs become available in your area) and have no more than a 4 week lead time to begin the job after you are contacted by DCI Industries.
- When you receive a job pack from DCI Industries, you will need to reply with a booking date which will be communicated to the customer and you will be expected to be on site between 7 and 8am on the booking day to begin the work.
- The job pack will indicate the time period in which the job is to be completed (eg, 4 days). These times are very generous because we want to ensure that we under promise and over deliver to the customer.
- DCI Industries will conduct post project inspections to ensure that all work has been completed correctly, safely and is compliant. These inspections may occur up to 12 months after the completion of your work.
- If an installation or parts of an installation that you have completed is found to be non-compliant by DCI Industries or by any other authorised agent such as a Clean Energy Regulator auditor or state electrical inspection, you will have to comply with the defecting agencies time periods for rectification of any issues. If the issues are identified by DCI Industries, you will have 4 weeks to return to the job and correct the identified issues.
- If non-compliant work is not rectified within the specified time period, DCI Industries will engage another contractor to make the required repairs and the cost of those repairs and any administration time incurred by DCI Industries will be invoiced to you or deducted from your final invoice. Please understand that this process is in place to ensure that our customers receive quality installations and to deter sub-standard installers from applying.

## SECTION 1

### General Framework for Sub-Contractor Engagement

1. Completion of works
  - A. For any job to be considered complete, the following conditions must be met. Invoices will not be processed for payment until DCI Industries has received or confirmed the following:
    1. All items listed in the job pack must be complete
    2. You must complete the DCI Industries sign off forms that are applicable to your job. Depending on your job, you may need to complete more than one. These forms are available on the DCI Industries website [www.dciindustries.com.au](http://www.dciindustries.com.au) or we can email you a PDF version that you can print off. An email or SMS of the completed form/s is sufficient. Email is preferred.

3. Submission of your electrical certificate to the relevant state authorities and a copy to DCI Industries and the customer. This is generally a requirement of the sign off document checklist but in the event that the work you are undertaking does not require an electrical certificate, you will need to make a specific note of that in the sign off form.
  4. Customer sign off. This is a function of the online sign off forms or there will be a place on the PDF versions where the customer must sign off to confirm that they are satisfied with the job and that the work is 100% complete.
  5. Once a job is completed, DCI Industries will pay the sub-contractors invoice within 7 days of the completion date.
  6. The completion date is the date on which all required information and work as stated in points 1.A.1 - 1.A.4 (above) has been completed and submitted to DCI Industries.
2. Non-payment of contractor invoices
    - A. If a contractor issues an invoice to DCI Industries for a completed job, but prior to payment of the invoice, DCI Industries finds non-compliant or incomplete work, the payment of the invoice will be suspended until such time as all work has been completed.
      1. All work is the specified as 'all work listed in the job pack plus any variations that have been agreed to'.
    - B. If DCI Industries finds non-compliant work or work practices during a job, DCI Industries reserves the right to pause all aspects of the project including payment on invoices until the specified issues are resolved. (this may be things like finding solar installers not using fall protection systems while installing a solar PV array).
  3. Termination of sub-contractor's contract with DCI Industries
    - A. Any work conducted by the sub-contractor which is dangerous where the risk of serious injury or death is more than low, is grounds for termination of any contract immediately.
    - B. Any breach of this sub-contracting engagement contract, or any standard's compliance breach (Australian Standards, CEC requirements and/or electrical service rules) will result in a 3 step process. First will be a informal or verbal warning. Second will be a formal written warning. Third will be termination of contract.
  4. Sub-contractor liability
    - A. The sub-contractor is liable for:
      1. Any damage caused directly or indirectly by the sub-contractor to materials that are supplied by DCI Industries for the sub-contractor to install during the course of the project. Eg, water ingress into an electrical item that then causes a fault and damages the equipment, or, dropping a light fitting and cracking the cover.
      2. Any damage caused directly or indirectly to the customers property during the course of their engagement with DCI Industries on any project. Eg, incorrectly stacking materials where they fall and break a window, or a ladder falls and damages a vehicle.
      3. The correct or incorrect use of all safety equipment.
      4. The correct or incorrect use of SWMS, JSA's and toolbox talks.

## SECTION 2

### Specific Details for Solar Installations

#### 1.1 Minimum installation and installer requirements.

##### A. The supply of equipment:

##### 1. DCI Industries to supply:

- a. Solar panels
- b. Framing system
- c. Inverter/s
- d. Batteries
- e. Battery fuses or isolators and battery cabling including lugs or terminals.
- f. DC isolators and weather covers
- g. Detailed job pack with roof top layout, wiring diagram, inverter location, DC isolator locations, and any specific installation instructions.

##### 2. Sub-Contractor to supply:

The sub-contractor must supply the following materials for each “standard installation” as required. See section 3 for what a standard installation is. Any installation which falls outside a standard installation will have additional add on chargeable items to cover the increase in both labour and materials incurred by the sub-contractor. All standard pricing codes plus any additional line item codes will be listed in your job pack.

- a. Solar DC conduit and conduit accessories including glands, multi-hole gland inserts, glues and saddles.
- b. 4mm and 6mm Solar DC cable and 4mm earth cabling as required. Up to 2 x 20m DC cable lengths and 1 x 20m earth length.
- c. AC cabling (inverter to switchboard up to 5m in length and up to 6mm cable size)
- d. Circuit breakers. (Switchgear must be Hager, ABB or Clipsal)
- e. Genuine MC4 connectors (non-genuine MC4's may compromise inverter and panel warranties)
- f. Decktites for all roof penetrations
- g. All other materials required to complete the installation of the system in a compliant manner. This would be items such as silicone, screws, saddles, cable ties, conduit glue, solar HD conduit, cable glands and multi-hole inserts, conduit accessories, etc.
- h. All equipment must be approved products under the relevant Australian Standards.

##### B. General installation expectations and requirements.

1. All work is to be as symmetrical as possible, level and neat.
  - a. Saddles evenly spaced
  - b. Inverter level and with sufficient clearances as per the installation instructions.
  - c. Solar panels installed with the same distance from the panels at each end to the end of the roof area (centre of the roof area, not pushed to one end unless it is for a shading reason that has not been picked up during the design process. Such changes must be discussed with DCI Industries prior to installing such changes.)
  - d. Solar panel clamp zones level with the panels (not running up or down hill as you look along the panels)

2. All workers to present neat and tidy each day for work.
  1. Clean uniform at the start of each work day (work shirts will be supplied after 2 successful installations have been completed by the sub-contractor)
  2. Facial hair to be neat or clean shaven.
  3. Hair to be neat
3. Please carry a clean pair of shoes for any work that you may have to undertake inside the customers home. Do not walk into a customers home in dirty work boots. A clean pair of slip on work boots would be a recommended option.
4. Use a drop sheet for all work around switchboards, inverters and all internal work. This will aid in a speedy clean up and care of the customers home.
5. All equipment must be installed according to the manufacturers specifications.
6. All IP rated equipment MUST have their IP rating maintained. Most products will specify how this is to be achieved in the installation documents. If you are unsure, please contact DCI Industries.
7. As the installer, you are responsible to undertake all work in a safe and professional manner as would be expected of a skilled, qualified electrical trades person.
8. If you cause any damage to a customers property, you will be required to repair or replace it and if required, you will cover such repairs under your own insurance. This includes any damage that you cause to any of the equipment supplied by DCI Industries for the installation that you are engaged in (such as breaking a panel or damaging an inverter)
9. As the installer, you are responsible to ensure that you and your team are working to your SWMS and within all relevant electrical service rules, electrical and solar standards, and Safe Work (your state)'s guidelines.
10. If additional work is required to complete the installation of the system and DCI Industries has not specified the additional work in the job pack, you must call Simon at DCI Industries to gain approval to undertake the additional works prior to undertaking them. This may be where a system requires the panels to be installed in two separate locations on the roof because the panel layout did not physically fit on the roof as per the supplied roof layout in the job pack. You would need to install a split array to rectify this issue but you need to contact DCI Industries to discuss this before proceeding.

C. Inverter installation

1. Inverters are to be installed according to the site plan issued to you by DCI Industries. Any changes to the installation location or other details must be confirmed with DCI Industries prior to undertaking such changes.
2. Inverters must never be installed on north or west facing external walls where they will be subjected to direct sunlight.
3. Exposed DC cables at the inverter must be less than 100mm.
4. Inverters must be installed between 500mm and 2000mm above the ground unless specified differently in your job details as given to you by DCI Industries.
5. All work is to be neat, tidy and level.

D. Solar panel installation

1. Keep panels as symmetrical as possible to the roof area. Keep as close as possible to the roof layout given in the job pack.
2. Make sure there is a minimum of 10mm gap between solar panels on all sides. Typically this would mean spacing rows of panels by 10mm.
3. Never walk on a panel

4. Never lean on a panel or rest tools on panels.
5. Always ensure that panels are secured at 4 points with an approved product, such as a mid or end clamp, prior to leaving the work area or packing up for the day. Never leave the roof with panels unsecured.

E. DC cabling

1. Where ever the DC conduit ends and is in any of the below states, IP rated glands and multi-hole inserts must be used.
  - a. Where the conduit and cable enters/exits the ceiling space to the outside of the roof
  - b. Where the conduit and cable enters/exits an inverter or isolator
2. All MC4 terminations must be crimped with a purpose designed MC4 crimper tool to ensure correct terminations and reduce the risk of hot joins.

F. DC isolators

1. Ensure that cable glands and multi-hole inserts are used for ever cable entry/exit of a DC isolator.
2. Ensure that the bottom of the isolator cover is clear from the roof by at least 20mm.
3. Ensure that there is no cable exposed to any direct UV from the sun

G. Order of process

- Sales team undertakes a site inspection and completes a concept design and quote which is only given to DCI Industries and not to the customer.
- DCI Industries reviews the design and quote
- DCI Industries makes contact with the most relevant 'approved installer' to undertake the installation. If the first installer can not under take the installation, the next installer on the list (in order of location and accreditation) will be contacted.
- DCI Industries will email the job pack to the installer
- The installer reviews the job pack and accepts the job
- DCI Industries will confirm an installation date that suites both the customer and the installer.
- DCI Industries will arrange for all 'DCI Industries supplied equipment' to be on site prior to the installation date'
- The installer will make contact with the customer the day prior to the installation to confirm their arrival.
- The installer will complete the installation as per the job pack and system design
- The installer will complete the commissioning document and issue the electrical certificate.
- The installer will invoice DCI Industries for the line items listed in the job pack plus any approved variations.
- Once the job is deemed complete, invoices will be paid within 7 days.

H. Expected 'on site' order of process

1. Park on the street or just inside the driveway and introduce yourself to the customer before parking your vehicle and unloading tools and equipment. Confirm with the customer where they would like you to park.
2. Explain your work plan with the customer. Confirm your site map and equipment plan with the customer to ensure that the equipment is the correct equipment for their job and the location of

the equipment is correct. This is for the panel layout, inverter location and any other equipment that is to be installed.

3. Complete your risk assessment for the site prior to the commencement of any work.
4. Complete your JSA for the site prior to the commencement of any work.
5. Ensure you have the customer's wi-fi information for the commissioning of the system monitoring before you begin. Ensure that you have strong signal strength at the inverter location before beginning.
6. Complete the installation.
7. Complete the commissioning of the system
  - a. DCI Industries commissioning document to be completed and returned to DCI Industries with all relevant photos. The online form will tell you what testing information, site photos and compliance documents are required.
  - b. STC information as noted on the commissioning document
  - c. The handover document will be issued to the customer by DCI Industries.

## 1.2 Definition of a “standard installation”

A standard installation is listed below. Any building parameters that fall outside of the “standard installation” will have an add on price allocation in the pricing schedule to account for the additional labour and/or materials that will be required to complete the work.

### Standard installation

- A residential home, shed or similar building with a colourbond or similar roof which is fixed down with roofing screws.
- at least one roof aspect must be single story for access to the roof. It must be easy access from the access point to the installation area of the roof without the need for steps, ladders or other access equipment so that access is safe to carry materials from the access point to the work area. The access point is where the installer makes access onto the roof. Typically this would be where the extension ladder is attached to the roof.
- Both pole mount and ground mount installations would be considered standard access for the purpose of installing the panels. There would be additional add on cost relating to the assembly of either of these types of mounting systems.
- The cable path from the roof area to the inverter location must not exceed 5m vertically. This excludes cabling from a second story roof, down both floors to main switchboard location.
- The inverter is to be located within 2m of the main switchboard and within line of site without a physical barrier between the two locations.
- The solar panels are all grouped in the one area on a single roof face.
- The work vehicle can be parked within 15m of the roof access point for the loading and unloading of materials and tools.
- Roof pitch under 20 degrees.



## SECTION 3

### Specific Details for Electrical Installations

General staff expectations and requirements.

1. All work is to be as symmetrical as possible, level and neat.
  - A. Example:
    - a. Saddles evenly spaced
    - b. down lights spaced correctly and in a straight line. Use a string line or laser line to get all lights straight.
    - c. Power points and light switches to be level and either match the existing points or if it is a new installation, ensure that all points are the same height. Eg, in a new home all power points may be 300mm and all light switches at 1200mm.
2. All workers to present neat and tidy.
  - A. Clean uniform at the start of each work day (work shirts will be supplied after 2 successful installations have been completed by the sub-contractor)
  - B. Facial hair to be neat or clean shaven.
  - C. Hair to be neat
3. Please carry a clean pair of shoes for any work that you may have to undertake inside the customers home. Do not walk into a customers home in dirty work boots. A clean pair of slip on work boots would be a recommended option.
4. Use a drop sheet for all work around switchboards, inverters and all internal work. This will aid in a speedy clean up and care of the customers home.
5. All equipment must be installed according to the manufacturers specifications.
6. All IP rated equipment MUST have their IP rating maintained. Most products will specify how this is to be achieved in the installation documents. If you are unsure, please contact DCI Industries.
7. As a qualified trades person, you are responsible to undertake all work in a safe and professional manner as would be expected of a skilled and qualified electrical trades person.
8. If you cause any damage to a customers property, you will be required to repair or replace it and if required, you will cover such repairs under your own insurance. This includes any damage that you cause to any of the equipment supplied by DCI Industries for the installation that you are engaged in (such as breaking a panel or damaging an inverter)
9. As an electrician or electrical business, you are responsible to ensure that you and your team are working to your SWMS and within all relevant electrical service rules, Australian electrical standards, and Safe Work (your state)'s guidelines.
10. If additional work is required to complete a project and DCI Industries has not specified the additional work in the job pack, you must call Simon at DCI Industries to gain approval to undertake the additional works prior to undertaking them. Any unapproved alterations, changes, additions or deletions that have not been approved by DCI Industries may not be paid for. This decision will be at the discretion of DCI Industries but under this contract, DCI Industries would not be required to make payment for any work that DCI Industries had not approved prior to the work being undertaken.

## SECTION 4

### Financial agreement

Your final invoice will be equal to the total allowance specified on your job pack plus any approved add on's or variations.

Allow up to 24 hours for DCI Industries to confirm that the job is complete which includes all required documentation and photos.

Once the completion of a job has been confirmed, your invoice will be approved for payment. Invoices will be paid within 7 days of approval.

DCI Industries agrees to pay the sub-contractor in accordance with the line items listed in the job pack that the sub-contractor accepted plus any additional costs that have been agreed to.

If you have not been sent the current schedule of rates, please email [info@dcindustries.com.au](mailto:info@dcindustries.com.au) and request it. Please ensure you do this before completing this application as the schedule of rates will make up the financial remuneration aspect of this contract.

Please complete Section 5 on the next 2 pages.

Make a copy of section 5 for your own records and return the completed original to:

DCI Industries  
PO Box 451  
Mallacoota  
VIC 3892

## SECTION 5

### Sub-Contractor Business Details

Legal name of sub-contractor business		
ABN		
Business owner/director name		
Business phone		
Business email		
Business address		
How far are you willing to travel from your business address as part of your normal business activities.		
How far are you willing to travel from your business address if charging for vehicle travel as per the sub-contractor rates?		
Minimum number of jobs you would accept from DCI Industries each month?  <small>This is not a guarantee that DCI Industries will offer you any specific number of jobs per month. This is how many jobs you will agree to take on under this agreement per month if that volume of work is offered to you. You can alter this later.</small>	Solar	Electrical

#### Documentation required.

1. A photo of yourself (business owner) or preferably of you and your team. This would be used on DCI Industries website to show that you are an approved installer. This allows customers to see that you are approved to work with DCI Industries and removes the risk of fraudulent work being undertaken under our business name.
2. A copy of your current electrical licence
3. a copy of your public liability insurance certificate of currency
4. a copy of your CEC accreditation (if applicable)
5. A copy of your SWMS for DCI Industries to review. If you do not have current SWMS then you can request a blank template from DCI Industries and you can create your own.
6. Any other trade licences, accreditations or tickets such as, working at heights, asbestos awareness, EWP, confined space, etc.

NOTES: (please write “nil” if you do not want to add any information here)



**DCI Industries**  
**Sub-contractor agreement**

**SUB-CONTRACTOR DECLARATION**

I \_\_\_\_\_ hold the position of \_\_\_\_\_ with the above mentioned business and I have the authority to make this declaration.

This business to business contract is valid for 12 months from the date of signing in Section 5 of this document.

I agree to take on solar installations and/or electrical work in accordance with this document as offered by DCI Industries.

I agree that I am a sub-contractor to DCI Industries for any work that DCI Industries engages me/my business for.

I declare that I hold a current public liability insurance policy for my business with a minimum cover of \$5.0 Million.

I agree that all customers that I engage with through DCI Industries and any referral work from any of those customer remains the property of DCI Industries and that I will not in any way interfere with DCI Industries business undertakings with the customer in a way that may cause DCI Industries to lose business from the customer or any of their potential referrals.

I agree that while I am undertaking any work as a sub-contractor under this agreement, I am perceived to be operating as an employee of DCI Industries and I will conduct myself and my business dealings in such a way that, where possible, it will increase and not diminish DCI Industries business opportunities.

I agree that I will not disclose any financial information regarding my engagement with DCI Industries to anyone without the express written consent of DCI Industries.

I agree that I will not engage in any activity, business or private that would directly affect DCI Industries reputation or cause any kind of financial loss

I agree that any information that I am entrusted with by DCI Industries, including customer information, business dealings, business contacts, or similar is private and not to be disclosed to anyone without the express written consent of DCI Industries.

I declare that all information provided in this agreement is true and correct.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_