



Department of Local Government,
Industry Regulation and Safety
Dangerous Goods Safety

Guide

Approval of consultants to assess and endorse dangerous goods applications

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Introduction

The Department of Local Government, Industry Regulation and Safety (the department) has developed this guide to outline the process for becoming an accredited dangerous goods consultant (consultant) in Western Australia. It explains the requirements for approval by the Chief Dangerous Goods Officer (Chief Officer) and outlines the standards that must be met to maintain accreditation.

Consultants are appointed by the Chief Officer to assess and certify licence applications for dangerous goods licences. In performing this role, they are endorsed to provide independent, professional assessment of licence proposals and supporting information.

Consultants also have a duty to provide their clients with accurate, professional advice that supports the safe and compliant management of dangerous goods.

Responsibility for preparing and implementing a dangerous goods risk assessment rests with site operator. The role of the accredited consultant is to review the risk assessment and certify that it demonstrates compliance with legislative requirements and approved guidance.

Background

Consultants are initially appointed provisionally, and their certified work is reviewed by a Dangerous Goods Officer to confirm compliance. Once satisfactory performance is demonstrated, full accreditation may be granted, enabling their certified applications to be fast-tracked without additional assessment (see Figure 1).

An individual approved by the Chief Officer (for example, a consultant) may certify licence applications under the following regulations:

- r. 26(3) of the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 (or r. 29(4B) for licence amendments);
- r. 157(8) of the Dangerous Goods Safety (Explosives) Regulations 2007; or
- r. 30(5) of the Dangerous Goods Safety (Security Sensitive Ammonium Nitrate) Regulations 2007.

Accreditation applies to specific individuals, not companies, and is therefore not transferable to another person within an organisation.

Licence applications certified by consultants do not attract an assessment fee.

The department fast-tracks the following licence types when certified by a consultant:

- dangerous goods site licence
- explosives storage licence – surface (aboveground) storage only
- security sensitive ammonium nitrate (SSAN) storage licence.

Some consultant-endorsed applications may still require departmental review before a licence is issued. These include, but are not limited to applications for:

- explosives and SSAN storage in underground mines
- explosives and SSAN manufacturing facilities
- any dangerous goods, explosives and SSAN storage at State Explosives Reserves
- explosives transport licences
- applications involving new, complex or emerging technologies where there is limited operational or regulatory precedent.

Scope

This guide does not prescribe how consultants must undertake their assessments. Accredited consultants are expected to apply their professional judgement, knowledge and experience to assess licence proposals against applicable legislative requirements and published guidance.

Certification of a licence application represents the consultant's professional opinion, formed through appropriate review of the proposal and supporting information.

1 Applying for accreditation

1.1 Application

A person applying for approval as a consultant must submit:

1. Application form, signed and completed by the applicant.
2. Signed [*Accredited consultant's charter*](#) form.
3. Certified copy of evidence of relevant degree in science or engineering from an Australian institution or equivalent; this may be waived for applicants seeking Class 1 (explosives) accreditation only, provided the applicant can demonstrate they:
 - possess sound knowledge of explosives and their properties; and
 - have a good understanding and relevant experience on how explosives are safely stored and handled.
4. Written confirmation the applicant is a resident of, and operates in, Australia.
5. A copy of the consultant's procedure for the review and certification of licence proposals, including a flowchart of how the review and certification process will operate.
6. Details of training and experience relevant to the class(es) or division(s) of dangerous goods for which accreditation is being sought, such as:
 - contributions to the preparation of industry codes or standards relating to the storage and handling of dangerous goods
 - examples of recently completed work (and the companies involved) that required the consultant to apply regulations and approved codes of practice relating to the storage and handling of dangerous goods.
7. Details of how the applicant will maintain dangerous goods knowledge such as attendance at DG forums, professional memberships, or relevant professional development training.
8. Details of records management for licence proposals (how assessment records will be kept for audit by Dangerous Goods Officers).
9. Draft compliance checklists for the relevant approved codes of practice (for example, Australian Standards AS1940, AS/NZS1596, AS2187); and
10. Confirmation that the consultant has access to current versions of the relevant publications, such as (but not limited to) regulations, Australian Standards and codes of practice.

1.2 Submission

Email the completed application form and supporting material for assessment to dgsb@lgirs.wa.gov.au.

1.3 Approval process

A Dangerous Goods Officer will assess the application and review the applicant's credentials, proposed procedures and supporting documentation. The applicant's qualifications and experience will be evaluated in relation to the specific classes or divisions of dangerous goods for which accreditation is requested.

Following this assessment, the applicant will be interviewed to confirm their knowledge and practical experience relevant to those specific classes or divisions.

If the applicant is considered suitable, the Chief Officer will grant provisional accreditation for two years. The consultant will receive a written notice, certificate of accreditation and a unique accreditation number.

The department publishes a public list of consultants recognised to assess and certify dangerous goods licence applications. Consultants may request not to be included on this publicly available list.

During the two-year provisional period, consultants must meet minimum submission requirements:

- Consultants accredited for non-explosives dangerous goods applications must certify a minimum of **five** compliant dangerous goods site licence applications.
- Consultants accredited for explosives or SSAN applications must certify a minimum of **three** explosives or SSAN licence applications.

All applications submitted by provisionally accredited consultants will be audited by Dangerous Goods Officers to ensure the consultant is performing to an acceptable standard. This means consistently preparing or certifying compliant licence applications (see Appendix 2-4). Compliance is assessed based on application quality, adherence to regulatory standards and responsiveness to departmental feedback.

Audits are not intended to replace the consultant's own quality assurance processes. Consultants must complete all necessary quality assurance or quality checks prior to submission.

The department will monitor consultant performance and initiate the upgrade to full accreditation once the consultant has demonstrated consistent compliance to an acceptable standard. If a consultant consistently certifies compliant licence applications with only minor non-conformances being identified, full accreditation may be granted for a period of up to five years.

Under certain circumstances, the Chief Officer may cancel provisional accreditation. For further information, see Section 1.6 *Cancellation of accreditation*.

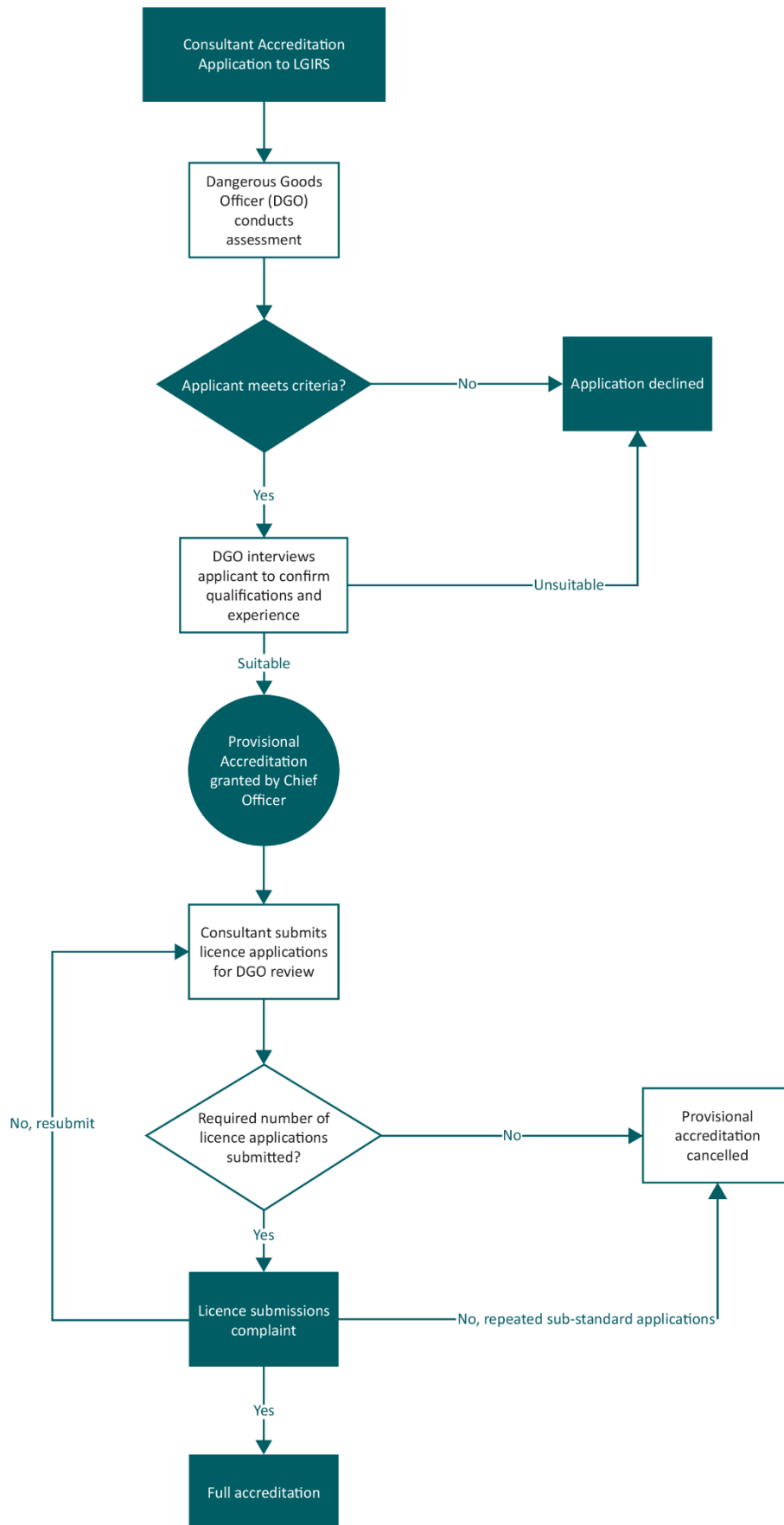


Figure 1 Accreditation approval process flowchart

2 Maintaining full accreditation status

The department will conduct random audits of applications certified by consultants. The purpose of these audits is to confirm consultants consistently prepare and review compliant licence applications and to provide feedback where improvements may be needed (see Appendices 2 to 4).

When a consultant does not meet the minimum number of certified applications, they are required to provide evidence of maintaining relevant dangerous goods experience.

2.1 Non explosives

Consultants accredited for non-explosives dangerous goods applications must:

1. provide a minimum of **five** examples of recent (within two years of the consultant's accreditation expiry date) dangerous goods site licence applications completed in Australia
2. provide details of other relevant dangerous goods safety work, such as:
 - process safety risk assessments
 - facilitation of HAZOP workshops
 - other comparable safety-related activities
3. regularly attend the department's Dangerous goods consultants forum to stay informed about regulatory updates and industry practices.

2.2 Class 1 or SSAN

Consultants accredited for Class 1 (explosives) or SSAN applications must provide:

1. a minimum of **three** examples of recent (within two years of the consultant's accreditation expiry date) explosives or SSAN licence applications completed in Australia
2. details of other relevant work related to explosives or SSAN storage.

2.3 Non-conformances

Where minor non-conformances are identified during the audit process, the consultant will receive written advice and is expected to correct future submissions to prevent recurrence.

Where major non-conformances are identified, the consultant will be notified in writing and invited to a face-to-face meeting with the department to:

1. review the identified non-conformances
2. agree on appropriate corrective actions
3. advise the consultant that their full accreditation status will be reverted to provisional for up to 12 months.

If full accreditation status is reverted, all relevant requirements for provisionally accredited consultants will apply, including the minimum number of applications required for the specific type of licences.

2.4 Following review of non-conformances

After the review, one of two decisions may be made:

1. If the Chief Officer is satisfied that corrective actions have been implemented and non-conformance issues resolved, full accreditation will be reinstated.
2. If issues remain unresolved, the Chief Officer may cancel the consultant's accreditation.

2.5 Accreditation renewal

Consultants may apply for the renewal of their accreditation before the expiry date by submitting the [Application for renewal of consultant accreditation to assess and endorse dangerous goods proposals](#) form.

Failure to apply for renewal before the expiry date will lead to the cancellation of accreditation at the end of a grace period. The grace period allows a consultant's accreditation status to remain valid for up to three months following the official expiry date. During this period, the consultant may continue to submit endorsed applications and participate in relevant activities, provided all other accreditation conditions are met.

Consultants who miss the renewal deadline may reapply for accreditation later, however, they will be treated as a new applicant and must meet the full application requirements.

If the consultant has consistently met performance standards over the preceding five years, a recommendation will be made to the Chief Officer to approve the continuation of accreditation.

2.6 Amendment of accreditation and updating details

Accredited consultants must notify the department in writing of any changes to their contact details or business arrangements to maintain communication and facilitate updating the consultant's details.

Requests to amend the scope of accreditation (for example, adding or removing classes or divisions of dangerous goods) must be submitted in writing to the department and will be assessed having regard to the consultant's qualifications, experience and performance history. The Chief Officer may grant, vary or refuse an amendment and may apply conditions or provisional status where appropriate.

2.7 Cancellation of accreditation

Accreditation may be cancelled if the consultant:

- submits a written request to cancel their accreditation
- fails to submit a renewal application by the accreditation expiry date
- has not certified the required number of licence applications during the previous accreditation period and has not provided evidence of maintaining relevant dangerous goods experience
- fails to consistently certify compliant licence applications over the accreditation period—this includes significant misinterpretation of legislation or codes of practice.

If accreditation is cancelled, the Chief Officer will notify the consultant in writing, outlining the reasons for cancellation. The consultant will also be removed from the published list of accredited consultants.

A person whose accreditation has been cancelled due to operating below the acceptable standard cannot re-apply for accreditation for a period of 24 months from the date of the cancellation letter. After this period, they may apply as a new applicant. The application must include a letter to the Chief Officer outlining the reasons why reaccreditation should be considered, including the corrective measures put in place to prevent recurrence of non-conformances.

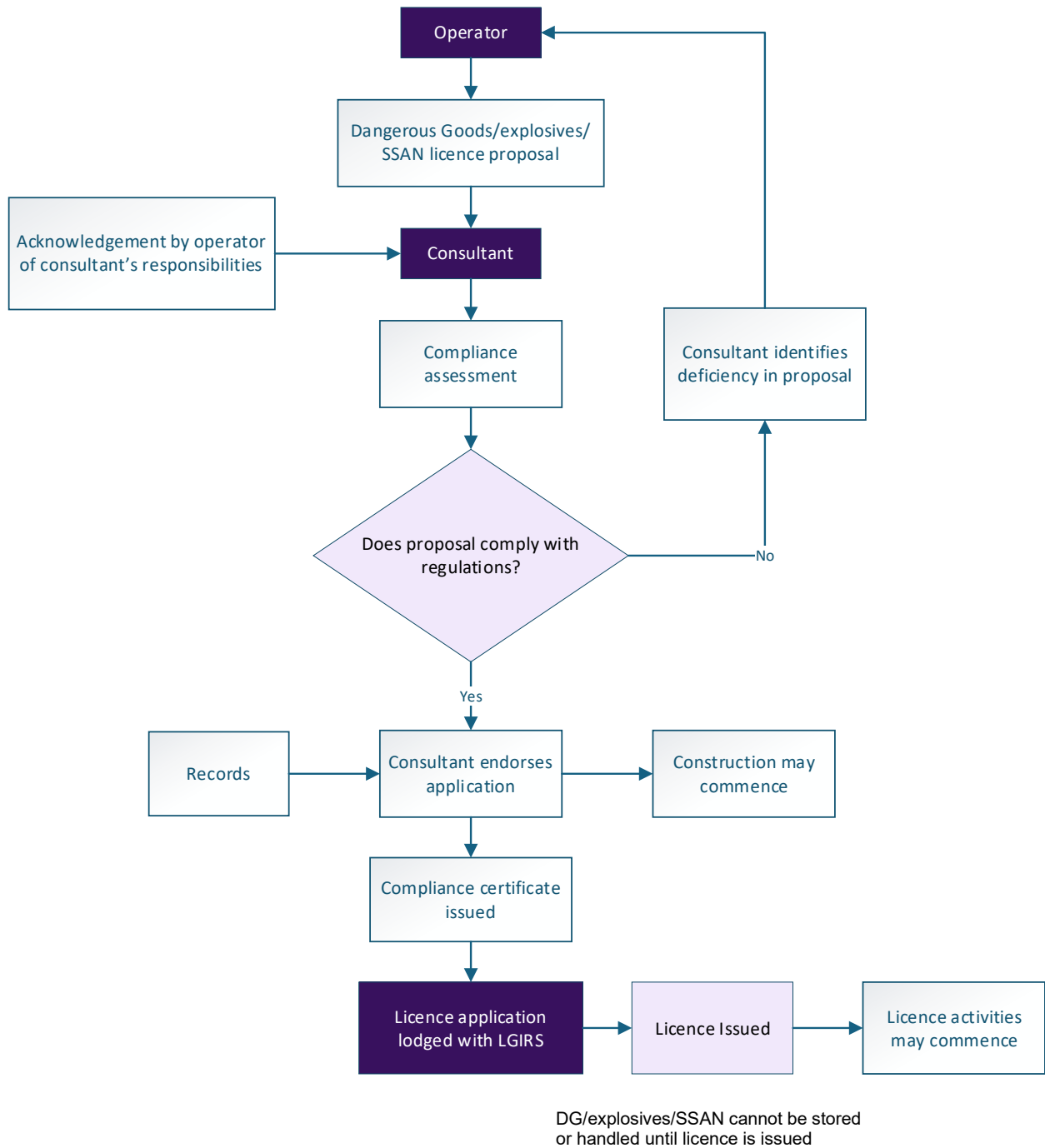
3 Updates and information

The department regularly hosts consultants' forums and distributes eCirculars to inform consultants of:

- updates to approved codes of practice and other guidance materials
- changes to legislation and regulatory requirements
- emerging new industries and best practices in the storage and handling of dangerous goods, explosives, and SSAN
- updates on annual inspection findings, key learnings from incidents and special projects focused on specific industries.

The *Dangerous Goods Safety Act 2004* and regulations are available from the Department of Justice at www.legislation.wa.gov.au, along with guideline material published on the [WorkSafe website](#), to assist with interpretation and compliance.

Appendix 1 Role of accredited consultant in the licence application process



Appendix 2 Compliant dangerous goods site licence applications

This appendix details the requirements for certifying compliant dangerous goods site licence applications.

Applicable legislation

- *Dangerous Goods Safety Act 2004*
- Dangerous Goods Safety (Storage and handling of Non-explosives) Regulations 2007

Dangerous goods site licence applications

A compliant application certified by a consultant must include:

1. A complete and accurate [Application for dangerous goods site licence form](#).
2. A covering letter outlining the proposed storage details.
3. A compliant draft manifest and site plan as per Schedule 3 of the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 (DGSH Regulations).
4. A location plan showing the location of the proposed dangerous goods storage or handling areas in relation to adjacent properties, roads, and other dangerous goods storage and handling facilities.
5. A dangerous goods risk assessment as per regulation 48 of the DGSH Regulations, which adequately demonstrates the minimisation of the risk from the proposed dangerous goods storage and handling activity to people, property and environment—see the [Risk assessment for dangerous goods: Guide](#) for more information.
6. A signed [Acknowledgement of accredited consultant's responsibilities form](#).
7. A signed [Accredited consultant's certificate – Dangerous goods site licence and licence amendment applications form](#) (regulation 26(3) and regulation 29(4B)).
8. Notification of critical quantity, where applicable, using the form, [Operator notification that critical quantity of Schedule 1 substances will be exceeded](#).
9. Additional supporting information, such as fire study, hazardous area assessment reports, photographs, drawings, equipment specifications etc.
10. Acknowledgement letter by site licensee, confirming their commitment to close out identified action items in their licence application(s).

Appendix 3 Compliant explosives surface storage licence applications

This appendix details the requirements for endorsing compliant explosives surface storage licence applications.

Applicable legislation

- *Dangerous Goods Safety Act 2004*
- Dangerous Goods Safety (Explosives) Regulations 2007

Explosives storage licence applications

A compliant application certified by a consultant must include:

1. A complete and accurate [Application for an explosives storage licence form](#).
2. A covering letter outlining the proposed storage details.
3. A site compound layout plan.
4. A location plan showing the location of the proposed explosives storage in relation to adjacent properties or facilities, roads and other dangerous goods storages.
5. Aerial image or drawing depicting PWA and PWB blast distances, marked with locations of mine infrastructure (e.g. offices, maintenance facilities, camp, portal).
6. Where applicable, a calculation of knock-on distance when the explosives store is within knock-on distance of ammonium nitrate stores.
7. A risk assessment which adequately demonstrates the minimisation of the risk from the proposed explosives storage and handling activity to people, property and environment.
8. Evidence of compliance with *AS 2187.1 - Explosives—Storage, transport and use* as required under the Dangerous Goods Safety (Explosives) Regulations 2007.
9. A written [explosives management plan](#) as per regulation 161 of the Dangerous Goods Safety (Explosives) Regulations 2007.
10. Colour photographs of the inside and outside of the magazine, including of any compliance plates.
11. A signed [Acknowledgement of accredited consultant's responsibilities form](#).
12. A signed [Accredited consultant's certificate – explosives licence applications](#) form (regulation 157(8)).
13. Notification of critical quantity, where applicable, using the form, [Operator notification that critical quantity of Schedule 1 substances will be exceeded](#).
14. Acknowledgement letter by site licensee, confirming their commitment to close out identified action items in their licence application(s).

Appendix 4 Compliant SSAN storage licence applications

This appendix details the requirements for submitting compliant SSAN storage licence applications.

Applicable legislation

- *Dangerous Goods Safety Act 2004*
- Dangerous Goods Safety (Security Sensitive Ammonium Nitrate) Regulations 2007
- Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007

SSAN storage licence applications

A compliant application certified by a consultant for the storage of SSAN should include:

1. A complete and accurate [Application for a security sensitive ammonium nitrate \(SSAN\) storage licence form](#).
2. A covering letter outlining the proposed storage details.
3. A copy of the security plan for SSAN storage as per regulation 31 of Dangerous Goods Safety (Security Sensitive Ammonium Nitrate) Regulations 2007.
4. A location plan showing the location of the proposed SSAN storage in relation to adjacent properties, roads and other dangerous goods storages.
5. A site compound layout plan.
6. A signed [Acknowledgement of accredited consultant's responsibilities form](#).
7. A signed [Accredited consultant's certificate – SSAN site licence and licence amendment applications](#) form (Regulation 30(5)).
8. Notification of critical quantity, where applicable, using the form, [Operator notification that critical quantity of Schedule 1 substances will be exceeded](#).
9. Acknowledgement letter by site licensee, confirming their commitment to close out identified action items in their licence application(s).

SSAN products are classified as Division 5.1 dangerous goods, and therefore the requirements of the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 apply.

If a consultant is not accredited under the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007, their SSAN accreditation permits them to conduct Division 5.1 SSAN related assessments only.

As such, Appendix 2 may apply to SSAN storage, depending on the quantity stored on site.

Note: If SSAN storage is part of an explosives storage licence application, the security aspect for SSAN storage can be incorporated in the explosives management plan.