

Changes to the Telecommunications Cabling Advice (TCA1) form

The Australian Communications and Media Authority (ACMA) has recently updated the Telecommunications Cabling Advice form, commonly referred to as the TCA1 form. ACMA has produced a supplementary form called a TCA2 which may be attached to the TCA1 form to alert customers or building owners of any non-compliant cable installations that they may not be aware of.

What is the TCA1 form?

The TCA1 form is a written advice to the customer or building manager on completion of a cabling job. It provides details of the cabling work undertaken, together with the cabler's registration details and a signed declaration that the cabling work is compliant with the *Australian Standard AS/ACIF S009:2006 (Wiring Rules)*.

However, cabling often encounter pre-existing (legacy) cabling in roof spaces and other concealed locations that is not compliant with the Wiring Rules. Cabling are concerned that the customer or building owner may not be aware that these pre-existing cabling installations could pose a safety hazard or may affect performance.

The TCA2 form is intended for use as an optional attachment to the TCA1, to alert customers and building owners of outstanding cabling issues that requires their attention.

TCA1 and TCA2 forms can be downloaded from the following ACMA website:

www.acma.gov.au/WEB/STANDARD/pc=PC_2459#forms

More information on TCA1 forms can be found here:

www.acma.gov.au/webwr/telcomm/cabling/cabling_brochure/tca_brochure-form.pdf

Advice to Cabling

Remember! Cabling must fill in and sign a TCA1 form on completion of each cabling job.

When filling out the form, you should describe their work clearly (specifying the type of work and location, for example, room, floor, section, department, building).

A copy of the form must be provided to the customer and your employer (if applicable).

You must keep all copies of your TCA1 forms for at least 12 months and these must be made available to ACMA inspectors or cabling auditors on request.

You can make arrangements with your employer (if applicable) to keep your TCA1 forms on your behalf but, ultimately, you are responsible for them.

To avoid additional paperwork, you can incorporate the information on the TCA1 form into an existing invoice or other business documentation.

Further information and advice on cabling regulation is available from ACMA:

- Website: www.acma.gov.au/WEB/STANDARD//pc=PC_300153
- Phone: 1300 850 115 or
- Email: ccat@acma.gov.au

Please note: this document is intended as a guide only and should not be relied on as legal advice or regarded as a substitute for legal advice in individual cases.

Telecommunications cabling advice (TCA1)

Instructions for completion

Copies required for customer, cabler and employer (if applicable)

Requirements
A registered cabling provider must complete this form after each cabling job (except for certain exemptions). Cablers must retain a copy of this form for at least 12 months and pass a copy to the customer and/or employer.
Print clearly. Illegible, unclear or incomplete application forms may delay processing.
Where proposed works may be compromised by existing cabling, a TCA2 form should be completed.

Enquiries
For advice on completing this form, please go to ACMA's website at www.acma.gov.au (go to For licensees & industry: Service & technical requirements > Telecommunications - Cabling requirements > TCA forms > How to complete TCA forms).
Technical enquiries about cabling should be directed to:
Email: cablingenquiries@acma.gov.au
Tel: 1300 850 115

Registered cabling provider

Name
SURNAME SMITH
GIVEN NAMES John
Address 1 High Street
Bluesdale

Employer (if applicable)

Name of company ACME Cabi
Contact details
PHONE 01 5555
MOBILE 0411 57

Description of work

Provide install

Contact details
PHONE 01 5555 6675
MOBILE 0411 555 667
Registration number
M 76534
Name of registrant
John Smith

Telecommunications cabling advice (TCA2)

This form is an optional addition to the TCA1 Telecommunications Cabling Advice form. It may be used by registered cablers to alert the customer or building manager of any non-compliant cable installations that are outside the contracted scope of work.

- Pre works advice
 Post works advice

Outstanding matters

While undertaking the contracted cabling work, the following issues have been identified with the pre-existing cable installation, which may require your attention:

<input checked="" type="checkbox"/> Inadequate separation of communications and electrical cabling	<input checked="" type="checkbox"/> Urgent safety hazard <input type="checkbox"/> Attention required – non-urgent <input type="checkbox"/> Long term – low safety risk
<input type="checkbox"/> Inappropriate or inadequate support provided to cables	<input type="checkbox"/> Urgent safety hazard <input type="checkbox"/> Attention required – non-urgent <input type="checkbox"/> Long term – low safety risk
<input checked="" type="checkbox"/> Cables not secured or fixed	<input type="checkbox"/> Urgent safety hazard <input checked="" type="checkbox"/> Attention required – non-urgent <input type="checkbox"/> Long term – low safety risk
<input type="checkbox"/> Non-compliant cabling product used	<input type="checkbox"/> Urgent safety hazard <input type="checkbox"/> Attention required – non-urgent <input type="checkbox"/> Long term – low safety risk
<input type="checkbox"/> Non-compliant customer equipment installed	<input type="checkbox"/> Urgent safety hazard <input type="checkbox"/> Attention required – non-urgent <input type="checkbox"/> Long term – low safety risk
<input type="checkbox"/> Non-compliant earthing	<input type="checkbox"/> Urgent safety hazard <input type="checkbox"/> Attention required – non-urgent <input type="checkbox"/> Long term – low safety risk
<input type="checkbox"/> Wrong colour conduit used	<input type="checkbox"/> Urgent safety hazard <input type="checkbox"/> Attention required – non-urgent <input type="checkbox"/> Long term – low safety risk
<input type="checkbox"/> Records are missing or out of date	<input type="checkbox"/> Urgent safety hazard <input type="checkbox"/> Attention required – non-urgent <input type="checkbox"/> Long term – low safety risk
<input type="checkbox"/> Pre-existing cables are worn or frayed	<input type="checkbox"/> Urgent safety hazard <input type="checkbox"/> Attention required – non-urgent <input type="checkbox"/> Long term – low safety risk
<input type="checkbox"/> Pre-existing cabling is not compliant (other)	<input type="checkbox"/> Urgent safety hazard <input type="checkbox"/> Attention required – non-urgent <input type="checkbox"/> Long term – low safety risk