

# You must complete and sign a Telecommunications Cabling Advice (TCA1) form for every cabling job.

## You should:

- > complete all sections of the form;
- > print clearly using black ink; and
- > describe your work clearly (specify the type of work and location, for example, room, floor, section, department, building).

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

Make sure you provide a copy of the form must be provided to the customer or employer. If it is provided to your employer, he or she must pass a copy to the customer.

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

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

If you have copies of the TCA1 forms that mention an old version of the Wiring Rules, these must be amended. The certification statement on the form should read

**'I hereby certify that the cabling work described in this advice complies with the Wiring Rules (AS/ACIF S009:2006) or its replacement'.**

If you are using your own invoice or other business documentation this statement must be included. This can be done as an optional add-on with your electronic invoice record or added after printing using a rubber stamp.

acma industry

For more information on the TCA forms or cabling provider rules, contact the ACMA.

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## Jobs that do not require a TCA1 form are:

- > replacement of sockets, detectors (for fire and security alarms) or other minor cabling equipment for maintenance purposes;
- > running, transposing and removing jumpers on distribution frames;
- > marking, replacing and upgrading cabling records; and
- > all testing and transmission measurement activities.

You can complete a form for these jobs if you want. You still must be registered to do this work.

The requirements to use the TCA1 form are specified in the *Telecommunications Cabling Provider Rules 2000*. These rules are mandated under the *Telecommunications Act 1997*.

ACMA has introduced an optional addition to the current Telecommunications Cabling Advice Form (TCA1). The TCA2 form is designed for use by registered cabling providers to alert the customer or building manager to any non-compliant cabling installations that are outside the contracted scope of work. Cabling providers may choose to issue it with a quotation prior to undertaking work, or after completing a particular cabling job to advise the customer or building manager of other matters that may still require attention.

Both TCA forms are available on the ACMA website at [www.acma.gov.au](http://www.acma.gov.au) and go to Home >About ACMA: Forms & Online systems >Telecommunications: Telecommunications form



## Advice to cabling providers

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