

Advice to cablers

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

You should:

- complete all sections of the form;
- print legibly in black ink; and
- describe your work clearly (specify the type of work and where it is located, 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 to your customer or employer. If it is provided to your employer, he or she must pass a copy to the customer.

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

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

If you have TCA 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)’.

Jobs that do not require a TCA form are:

- replacement of sockets, detectors (for fire and security alarms) or other minor cabling products (excluding cable) 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 TCA form are specified in the *Telecommunications Cabling Provider Rules 2000*. These rules are mandated under the *Telecommunications Act 1997*.

The TCA form is available on the ACMA website at www.acma.gov.au and go to Home > For licensees & industry: Service & technical requirements > Telecommunications: Cabling requirements > TCA forms.

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

Website www.acma.gov.au
Email ccat@acma.gov.au
Telephone (03) 9963 6800



Australian Government
Australian Communications
and Media Authority

Australia's regulator for broadcasting, the internet,
radiocommunications and telecommunications

www.acma.gov.au

Telecommunications Cabling Advice

TCA

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

• cabler details to include contact and registration information

• copies of this form to be held by the cabler, customer and employer

Telecommunications Cabling Advice (TCA)

Copies: 1. Customer 2. Cabler 3. Employer (if applicable)



Australian Government
Australian Communications
and Media Authority
10/17/04/1/06

Registered cabling provider

Name
SURNAME Smith
GIVEN NAMES John T
Business address
1 High Street
Bluevale POSTCODE 9|9|9|9

Contact details

BUSINESS PHONE (0 0) 5 5 5 5 5555
MOBILE (OPTIONAL) 0 4 X X 1 1 1 4 1 1
Registration number
M 7 6 5 3 4
Name of Registrar
X REGISTRAR

• to be completed only if not self employed

Employer (if applicable)

Name of company
X X CABLING COMPANY
Address
4 The Avenue
Bluevale POSTCODE 9|9|9|9

Contact details

PHONE (0 0) 5 5 5 5 6675
FAX (0 0) 5 5 5 5 1411

Description of work

Description of work (INCLUDING ANY SUPERVISION)

PROVIDE COMMANDER BN512 SYSTEM
FOR MARKETING SECTION ON 12TH FLOOR
ADMINISTRATION BUILDING

• description of work to include details like building, floor, department, section, room etc

Customer details

Name
 Citizen
Address
2 Skyview Crescent
POSTCODE 8|8|8|8

Certification

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

Contact details
PHONE (0 0) 1 2 3 4 4 5 6 6
FAX (0 0) 1 2 3 4 4 5 7 7
Customer signature (IF POSSIBLE)
Date
0 1 | 1 2 | 0 6

Signature
John Smith
Date
0 1 | 1 2 | 0 6
PRINT NAME
John Smith

• if an alternative form is used, this statement must be included on that form.

• address where cabling was installed

• contact numbers where customer can be reached during business hours