

Provider listing WSC key person remove form



Listed Water Servicing Coordinators (WSCs) should only use this form to:

- remove a key person and their capabilities from their WSC accreditation certificate,
- remove access for a key person to e-Developer, and/or
- remove access for a key person to other Sydney Water systems.

The WSC company must ensure that they can, at all times, meet the accreditation criteria:

- to have a Designer and Verifier that meet the minimum D-W1 and D-S1 Design Accreditation categories (note - the Designer and Verifier cannot be the same person), and/or
- for S-W1 and S-S1 Site Accreditation categories (these can be covered by the same person).

WSC company details - *to be completed by the WSC key contact*

Company name:	
ABN:	
Key contact name:	
Contact number/s:	
Contact email:	
Company address:	

Leaving WSC key person details - *to be completed by the WSC key contact*

Name:	
Email:	
eDeveloper user ID (if applicable):	

Systems access removal

Did they have access to eDeveloper?

Yes No

If yes, please confirm no cases are assigned to them (this can be checked using the *Case List* menu option in eDeveloper) and confirm no cases are in their queue.

Did they have access to SWConnect?

If you need SWConnect access removed, please email developerconnections@sydneywater.com.au and include:

- your WSC company name
- the key person's full name, email address and phone number
- whether they were a FIFM Plan Coordinator (if applicable), and
- the date they left your WSC company.

Did they have access to Tap In?

Do you need their access to Tap in® removed?

Yes No

Did they have access to Sewer Service Diagrams (SSDs)?

Do you need their access to our [contractor portal](#) removed?

Yes No

I certify that this is a true and correct copy of the original, and have completed all required parts of the form and wish to submit it to providerservices@sydneywater.com.au.