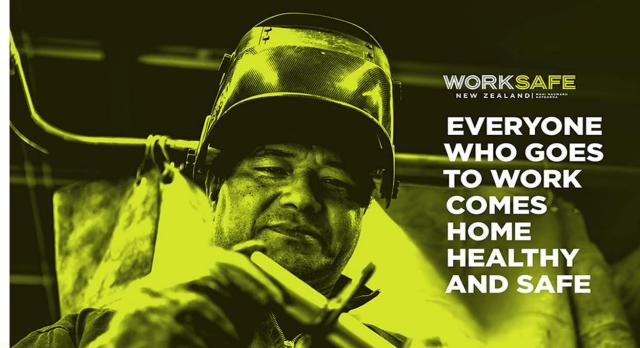
Test Certifier Application Process

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New Zealand Government

Applications received and processed

•50 Applications received from EPA on 1/09/2014

- 44 applications processed
 - 16 TC applications approved
 - 14 PT applications approved
 - 14 applications (>1 year) withdrawn including 9 TC
- 6 applications waiting for more information

•60 Applications received at WorkSafe

- 51 applications processed (as of 27/08/2015)
 - 19 TC applications approved
 - 32 PT applications approved



Processing time

- Backlog of EPA applications
 - Delays with reviewing process
 - 13 TC applications received 4 months before transfer
 - Several requests for additional information
 - 8 applications > 200 working days to collect all info and process since payment date
- WorkSafe applications
 - TC = 70% within 20 working days since "complete"
 - PT = 100% within 20 working days since "complete"



Application process

- At present, we are seeking additional information from applicants on a 1 on 1 basis once contacted.
 - We rely on 3rd party assessment
 - We rely on written evidence
 - We rely on interviews for new applicants
 - We rely on completion of renewal/extension questionnaire
- Overall, the information you provide us has to demonstrate your skills, experience and knowledge for the scope applied for.
 - "I have been a test certifier for the last 15 years and I know everything about HSNO"
 Not sufficient for an extension
 - "I have read the HSNO Act and all HSNO regulations"
 > Not sufficient for new applicant



Information required

- New and extension applications
 - 3rd party assessment
 - Personal training and qualifications,, attendance to industry workshops/conferences
 - HSNO knowledge and substances
 - Support letter/assessment from qualified referee(s)/test certifier willing to support your application
 - Written evidence
 - Log of sites, quantities, substances assessed if have been working with other test certifiers to extend skills
 - Log of cylinders assessed/tested including gas traffic



Information required

- Renewal applications
 - Questionnaire
 - Show us you can seek necessary information
 - Give us complete answers
 - Use your own words
 - Avoid copy and paste of Performance Standards
 - Records of test certificates
 - Test certificate issued
 - Evidence of assessment conducted
 - Evidence supporting assessment (photos, approved handler, emergency plan, site plan, signage)



Information required

- Renewal applications
 - Maintenance of expertise
 - Show us how you maintain your expertise
 - Test certificates issued
 - Involvement with compliance plan applications
 - Work conducted with other test certifiers
 - Attendance to conferences, meetings, workshops
 - Work conducted as a consultant



Evaluation of applications

- We report to the decision maker on:
 - Experience
 - Qualifications
 - Supervision under TC/TC work with
 - Knowledge of substances and equipment
 - Answers to renewal/extension questionnaire
 - Previous scope of approval
 - Interview outcome for new applicants

We do not use tick sheets!



Evaluation of applications

- We report to the decision maker on:
 - Audits results
 - Complaints/Investigation
 - Test certificates issued and records requested
 - Record keeping
 - Attendance to relevant workshops
 - Professional Indemnity Insurance

We do not use tick sheets!



Consistency of approval

- Reviewing all approval categories and limitations
 - Consistency and clarity
 - Limitations
 - Lifecycles
 - Wording + formatting
- Examples:
 - Locations where class 2 to 5 substances are present [Regulation 81 and 94 Hazardous Substances (Class 1 to 5 Controls) Regulations 2001
 - Stationary container systems (grouped)
 - clause 92
 - clause 94
 - clause 104



Consistency of approval

- The following limitations apply to all stationary container systems:
 - above ground tanks limitations
 - below ground tanks limitations
 - The approval does not include
 - **design**, **construction or fabrication** of stationary tanks [Hazardous Substances (Dangerous Goods and Scheduled Toxic Substances) Transfer Notice 2004 Schedule 8, clauses 92 and 94];
 - **vaporisers** [Hazardous Substances (Dangerous Goods and Scheduled Toxic Substances) Transfer Notice 2004 Schedule 8, clause 92(2)(e)];
 - **wharf lines** [Hazardous Substances (Dangerous Goods and Scheduled Toxic Substances) Transfer Notice 2004 Schedule 8, clause 92(2)(h)(iii)];
 - **repair, modification or relocation** of an above ground stationary tank [Hazardous Substances (Dangerous Goods and Scheduled Toxic Substances) Transfer Notice 2004 Schedule 8, clause 92(2)(k)].



Recommendations

- Prepare information well in advance
- Apply at least 20 working days before your approval expires
- Include information relevant to HSNO
- Notify us of your intention to apply
- Referees
 - Contact us to make sure they are adequate
 - Obtain a written statement to demonstrate their qualifications
- "If in doubt, call us! Don't make assumptions"
- Respond appropriately to
 - Audits results
 - Complaints
 - Information requests



Application Process

- Looking forward
 - We want to conduct:
 - Formal written assessments
 - Face to face interviews
 - On site assessments
 - More thorough audits
 - We want to become more professional
- *We can work together to achieve this!*

 We want to ensure that the approval process is rigorous and recognises you as experts in your own field



EVERYONE WHO GOES TO WORK COMES HOME HEALTHY AND SAFE



New Zealand Government