

Test Certifier Application Process

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WORKSAFE
NEW ZEALAND | MAORI: KAUPAPA

**EVERYONE
WHO GOES
TO WORK
COMES
HOME
HEALTHY
AND SAFE**

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1 year) withdrawn including 9 TC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

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

We can work together to achieve this!

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