

Application for authorisation as compliance certifier (individual)

Form 1: New application for authorisation

Complete this form if you are applying as an individual to become a compliance certifier under Regulation 6.5 of the Health and Safety at Work (Hazardous Substances) Regulations 2017. Complete all sections of this form.

Submit this form to: hsapplications@worksafe.govt.nz

1. Applicant details

Name

First name(s):
Middle name:
Last name:
Other name(s) used:
Reasons for other name(s):
Company name: (if applicable)
New Zealand Business Number (NZBN):
Trading name: (if applicable)

Address

Postal address:
Physical address: <input type="radio"/> Same as postal address
Mobile phone:
Home phone:
Work phone:

Personal email:
Work email:
Company website:

2. Application fee

New compliance certifier application: **\$830 (GST inclusive)**
Refer to www.legislation.govt.nz

PAYMENT

- Internet banking**
Bill payee: WorkSafe NZ
Payment to: Westpac Account: 03-0251-0040445-00
Particulars: COMP CERT
Code: [if applicable, your Certifier TST number]
Reference: [your Business/Company/Applicant name]

3. Scope of authorisation

Select the scope for which you are applying to issue compliance certificates for under the Health and Safety at Work (Hazardous Substances) Regulations 2017. This scope must be based on your relevant knowledge and practical experience and should be supported with associated evidence to support your application.

Approved fillers

- Cylinders – r.15.66: (specify gases as per associated experience)
- Stationary tanks – r.15.66: (specify gases as per associated experience)
- Tank wagons – r.15.66: (specify gases as per associated experience)

Cylinders

- Cylinder design verification – r.15.13
- Cylinder importation – r.15.16
- UNRTDG cylinder importation (Schedule 19) – r.15.3(3)
- Cylinder pre-commissioning – r.15.19
- LPG fittings – r.15.37

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Certified handlers

Class 1 – r.4.1, 9.3

LIFE CYCLES

manufacture use storage transport disposal

Select the following sector or industry specific type of work for which you have the relevant experience:

- construction works
- demolition
- electrical supply and transmission work
- explosives detection work
- land operations
- mechanical and engineering processes
- national security activities and operations
- oil and gas industry work
- pyrotechnical work
- quarrying
- research
- seismic surveys and exploration
- snow avalanche control
- surface mining
- tunnelling
- underground mining – coal
- underground mining – metalliferous
- underwater work
- manufacture of industry specific class 1 substances (for example Avalauncher Projectiles, ANFO): (specify)

Class 6 (Agrichemicals) – r.4.1, 13.9

LIFE CYCLES

manufacture use storage transport disposal

Class 6 (Fumigants) – r.4.1, 14.3

LIFE CYCLES

manufacture use storage transport disposal

Select the fumigants for which you have the relevant experience in handling:

- 1,3-dichloropropene
- 1,3-dichloropropene & chloropicrin
- chloropicrin
- ethanedinitrile (EDN)
- hydrocyanic acid
- methyl bromide
- phosphine
- aluminium phosphide
- magnesium phosphide
- methyl iodide and chloropicrin
- other: (specify)

Class 6 (Vertebrate Toxic Agents) – r.4.1, 13.9

LIFE CYCLES

manufacture use storage transport disposal

Select the VTAs for which you have the relevant experience in handling:

- 3-chloro-p-toluidine hydrochloride (DRC 1339)
- alpha-chloralose
- microencapsulated zinc phosphide (MZP)
- para-aminopropiophenone (PAPP)
- potassium cyanide
- sodium cyanide
- sodium fluoroacetate (1080)
- yellow phosphorus
- other: (specify)

Class 6 (Industrial Chemicals) – r.4.1, 13.9

LIFE CYCLES

manufacture use storage transport disposal

Class 1

- Class 1 container design (magazines) – r.9.20(1)(b), (4)(b)
- Class 1 container construction (readily moveable containers) – r.9.20(2), (4)(b)
- Detonation and deflagration in darkness – r.9.28(5)
- Blast over pressure and hazard – r.9.30(3)
- Outdoor pyrotechnic displays – r.9.36

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Locations

Class 1 – r.9.26

Select the following sector or industry specific type of work based on your experience:

- construction work
- demolition
- electrical supply and transmission work
- explosives detection work
- land operations
- mechanical and engineering processes
- national security activities and operations
- oil and gas industry work
- pyrotechnical work
- quarrying
- research
- seismic surveys and exploration
- snow avalanche control
- surface mining
- tunnelling
- underground mining – coal
- underground mining – metalliferous
- underwater work
- other: (specify)

Class 2.1.1 – r.10.34

Select relevant categories and specify associated quantities based on experience:

- Permanent gases
- Liquefiable gases
- Cylinders:
 - 1,000 kg/m³
 - 5,000kg/m³
 - 10,000 kg/m³ or more
- Pressure vessels:
 - 2,000L
 - 6,000L
 - 12,000L or more

Class 2.1.2 – r.10.34 (specify relevant quantities based on experience)

- not more than 10,000L
- not more than 100,000L
- more than 100,000 L

Class 3.1 – r.10.34

Select relevant categories and specify associated quantities based on experience:

- storage in closed packages in cabinets
- storage of packages in a separate building or external storage area to a maximum aggregate quantity of
- storage in closed packages with a maximum aggregate quantity of in a store in a building
- locations containing stationary container systems, tank wagons, or transportable containers holding up to a maximum aggregate quantity of
- storage in retail shops as per Regulations 11.32 and 11.33, Health and Safety at Work (Hazardous Substances) Regulations 2017
- use up to a maximum aggregate quantity of:
 - 450L
 - 3,000L
 - 10,000L or more
- paint mixing rooms compliant with AS/NZS4114

Classes 3.2 or 4 – r.10.36

Specify relevant quantities for class 3.2 or 4:

Classes 5.1.1 or 5.1.2 – r.12.17

Select relevant categories and specify associated quantities based on experience:

Class 5.1.1 liquids in:

- packages:
 - 3,500L
 - 12,000L
 - 50,000L or more
- intermediate bulk containers/transportable containers:
 - 3,500L
 - 12,000L
 - 50,000L or more
- stationary tanks/process containers:
 - 3,500L
 - 12,000L
 - 50,000L or more

Class 5.1.1 solids in:

- packages:
 - 3,500kg
 - 12,000kg
 - 50,000kg or more
- intermediate bulk containers/transportable containers:
 - 3,500kg
 - 12,000kg
 - 50,000kg or more
- storage and use of ammonium nitrate and ammonium nitrate mixtures for the manufacture of class 1.1D (explosive) substances:
 - 3,500kg
 - 12,000kg
 - 50,000kg or more

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Class 5.1.2 gases

Non-permanent gases in:

- cylinders:
 - 1,000kg/L
 - 12,000kg/L
 - 35,000kg/L or more
- containers greater than 500L:
 - 1,000kg/L
 - 12,000kg/L
 - 35,000kg/L or more
- stationary tanks/process containers:
 - 1,000kg/L
 - 12,000kg/L
 - 35,000kg/L or more

Permanent gases in:

- cylinders:
 - 750m³
 - 5,000m³
 - 12,500m³ or more
- containers greater than 500L:
 - 750m³
 - 5,000m³
 - 12,500m³ or more
- stationary tanks/process containers:
 - 750m³
 - 5,000m³
 - 12,500m³ or more

Class 5.2 - r.12.42 (specify relevant quantities)

- 250kg
- 2,000kg
- more than 2,000kg

Classes 6 or 8 - r.13.38

Tank wagons and transportable containers

- Design - r.16.31
- Pre-commissioning - r.16.34
- In-service - r.16.36

Stationary container systems

Select relevant categories and specify associated quantities based on experience:

- Stationary tank design, construction, installation - r.17.91(2)(b)
- New above ground installations - r.17.91(2):
 - up to 60,000L
 - 120,000L
 - 250,000L
 - 1,000,000L or more
- New below ground installation - r.17.91(2):
 - up to 60,000L
 - more than 60,000L
- Existing above ground installations - r.17.91(2):
 - up to 60,000L
 - 120,000L
 - 250,000L
 - 1,000,000L or more
- Existing below ground installations - r.17.91(2):
 - up to 60,000L
 - more than 60,000L
- Process containers - r.17.91(2)(e)
- Vapourisers - r.17.91(2)(f)
- Burning of class 3.1 substances - r.17.91(2)(g)

- Burners - r.17.91(2)(g) & (h)
- Transfer point pipework - r.17.91(2)(i)
- Transfer line between ship and stationary tank r.17.91(2)(i)(iii)
- Repair, alteration and maintenance - r.17.91(2)(l)
 - up to 250,000L
 - more than 250,000L
- Dispensers - r.17.91(2)(m)
- Compliance plans - Schedule 1, clause 45, r.17.91
- Stationary tank/process container design under r.17.93(1)(a)
- Stationary tank/process container fabricator under r.17.93(1)(b)
- Other: (specify certification type as per the Health and Safety at Work (Hazardous Substances) Regulations 2017 and associated conditions)

4. Overall knowledge and experience with hazardous substances and associated equipment (Refer to reg 6.6(1)(a))

Provide evidence of the following documentation to demonstrate qualifications relevant to the substances and equipment being sought for authorisation:

- work history (for example a current curriculum vitae)
- academic qualifications
- certification assessments completed as a competent person
- mock assessments of hazardous substances and/or associated equipment for scope applied for
- assessment templates
- standard operating procedure (SOP) for delivering onsite certification covering equipment, procedures, systems, handling, testing, inspection
- accreditation to relevant quality assurance standard (for example ISO 9001, ISO 17020)
- tracking records for relevant hazardous substances
- spray diary for agrichemicals
- industry training and/or workshops
- certified handler certificates/approved filler certificates
- professional/industry qualifications (for example API 653, EEMUA 159, GrowSafe, HASANZ)
- membership of a professional body (for example Engineering New Zealand)
- other: (specify)

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5. Knowledge of hazardous substances, adverse effects, gases under pressure and exposure standards

(Refer to reg 6.6(1)(a)(i), (ii), (iii) &(vii) and 6.6(2))

Briefly describe your knowledge of hazardous substances, associated classifications and adverse effects. Reference relevant documentation requested under 4. *Overall knowledge and experience with hazardous substances and associated equipment* or provide additional evidence that demonstrates your knowledge:

Briefly describe your knowledge of gases under pressure. Reference relevant documentation requested under 4. *Overall knowledge and experience with hazardous substances and associated equipment*.

Briefly describe your knowledge of any prescribed exposure standards relating to any hazardous substances. Reference relevant documentation requested under 4. *Overall knowledge and experience with hazardous substances and associated equipment*.

6. Knowledge of the Act, functions and duties, regulations, safe work instruments, and performance standards

(Refer to reg 6.6(1)(a)(iv), (v), (vii) & (viii) and 6.6(2))

Complete the questionnaire available on the WorkSafe New Zealand webpage to demonstrate relevant knowledge of the Act, functions and duties of a compliance certifier.

Completed and submitted

List all Safe Work Instruments (SWIs) relevant to the scope of authorisation being applied for: (if applicable)

Briefly describe how these SWIs are incorporated into your assessment templates and provide evidence as per section 4. *Overall knowledge and experience with hazardous substances and associated equipment*:

List all relevant performance standards relevant to the scope of authorisation being applied for:

Briefly describe how these performance standards are incorporated into your assessment templates and provide evidence as per section 4. *Overall knowledge and experience with hazardous substances and associated equipment*:

7. Experience with equipment, procedures, systems, handling, testing, inspection

(Refer to reg 6.6(1)(b) to (f) and 6.6(3))

Briefly describe your experience with the following matters for the scope applied for. Reference evidence demonstrating your experience and provide relevant documentation under section 4. *Overall knowledge and experience with hazardous substances and associated equipment*

Use of testing equipment or procedures: (operations, calibration, record keeping)

Use of operating equipment and systems: (including personal protective equipment)

Handling hazardous substances:

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Testing or inspecting plant or equipment:

Testing or inspecting the design of plant or equipment:

Operating systems or plant or equipment for compliance certification:

If necessary, complete *Statutory declaration – practical experience under supervision* for evidence of practical experience under supervision of a compliance certifier or someone with relevant knowledge and experience under the Health and Safety at Work (Hazardous Substances) Regulations 2017. This form is available on the WorkSafe website at worksafe.govt.nz

Completed and submitted

8. Record keeping

(Refer to reg 6.6(1)(a)(viii) and 6.43(2)(c))

Briefly explain how your systems and processes meet the requirements of the relevant performance standards. Reference relevant documentation requested under 4. *Overall knowledge and experience with hazardous substances and associated equipment.*

9. Fit and proper person assessment

(Refer to reg 6.7 and 6.8(2)(c))

Every applicant for compliance certifier authorisation must be assessed to determine whether the applicant is a fit and proper person to perform the functions of a compliance certifier.

The form is available on the WorkSafe website at worksafe.govt.nz

Have you completed the *Fit and proper assessment form*: Yes No

Have you signed the consent for the New Zealand Police to release your personal information within the last three months: Yes No

Have you included a certified copy of your primary and secondary identification? Yes No

10. Performing in objective manner that promotes safety (Refer to reg 6.8(2)(d))

Briefly describe how you will ensure that the functions of a compliance certifier are performed in an objective manner that promotes safety.

Reference and provide evidence demonstrating how you will address and manage impartiality, confidentiality, privacy, quality systems, complaints, notification requirements and ensure your certification work meets the requirements of the Regulations.

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11. Applicant's signature

Declaration

I declare that the information provided in this application is, to the best of my knowledge, true and accurate.

I understand that the information I have provided on this form and on any accompanying document, or information which is obtained from other sources, is my personal information. It is collected for the purpose of assisting WorkSafe to determine my identity and eligibility for authorisation as compliance certifier in accordance with the Health and Safety at Work (Hazardous Substances) Regulations 2017.

I acknowledge that any personal information will be processed and held by WorkSafe and that under the Privacy Act 2020 I am entitled to access this personal information and to ask for correction should that be necessary.

I understand that an authorisation as compliance certifier can be suspended or cancelled if in applying for authorisation I provided false or misleading information (or for the other reasons specified in regulation 6.15 and 6.20 of the Health and Safety at Work (Hazardous Substances) Regulations 2017) and I can, by law, be fined if I have provided false or misleading information.

I understand that the provision of false or misleading information may constitute an offence and may result in my application being declined.

Disclosure of personal information

I authorise WorkSafe to disclose my personal information to:

- any person, including government agencies such as the NZ Police, for the purpose of granting, varying, suspending or cancelling the authorisation which may be issued to me
- any Inspector as defined by section 163 of the Health and Safety at Work Act 2015 for the purpose of administering the provisions of the Health and Safety at Work Act 2015 or its regulations, and
- any government agency whose legislation requires that the personal information WorkSafe holds is released to them.

Signature:

Full legal name:

Date: DD / MM / YEAR

Important

WorkSafe is responsible for authorising compliance certifiers under Part 6 of the HSW (Hazardous Substances) Regulations 2017. In approving a compliance certifier, WorkSafe must be satisfied that the applicant meets the requirements specified under Part 6, Regulations 6.3, 6.5, 6.6, 6.7 and 6.8. This relates to the applicant:

- meeting the requirements for application for authorisation
- holding the appropriate qualifications
- being a fit and proper person
- performing the functions of a compliance certifier in an objective manner that promotes safety
- managing any conflict of interest that may arise.

This form has to be completed and supported with additional information to meet the requirements of the regulations.