



APPROVED HANDLER TEST CERTIFICATE RENEWAL AND UPGRADE

This form is to be completed by the test certifier when assessing an applicant for a renewal and upgrade of an Approved Handler Test Certificate. Refer to the **Guidelines** at the end of this form. ERMA New Zealand recommends that you complete this form, attach a copy of the original test certificate, and retain for your records. Do not send the completed form to ERMA New Zealand.

DO NOT use this form for a renewal-only of the applicant’s original test certificate.
 Use form ER-AF-HS-13-1 02/09 (Approved Handler Test Certificate Renewal) for renewals.

PART 1 - INFORMATION FROM THE APPLICANT’S ORIGINAL TEST CERTIFICATE

APPLICANT’S FULL NAME: _____

ORIGINAL TEST CERTIFICATE NUMBER: _____

EXPIRY DATE OF ORIGINAL TEST CERTIFICATE: _____

NAME OF ORIGINAL TEST CERTIFIER: _____

SUBSTANCES / CLASSES LISTED ON ORIGINAL CERTIFICATE (see **Guidelines Note 1**)

LIFECYCLE PHASE(S) LISTED ON ORIGINAL CERTIFICATE (see **Guidelines Note 2**)

| | | | |
|----------------------|--------------------------|--------------------------------|--------------------------|
| Manufacturing | <input type="checkbox"/> | Disposal | <input type="checkbox"/> |
| Use in Manufacturing | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Use | <input type="checkbox"/> | If Other, please specify _____ | |
| Transport | <input type="checkbox"/> | _____ | |
| Storage | <input type="checkbox"/> | _____ | |

SPECIAL CONDITIONS ON ORIGINAL CERTIFICATE (see **Guidelines Note 3**)

PART 2 - ASSESSMENT FOR APPROVED HANDLER TEST CERTIFICATE RENEWAL

Has the applicant demonstrated knowledge of changes, if any, to:

The HSNO legislation relevant to approved handlers and to the substance/classes listed on the original certificate?

Yes No

Describe how you assessed the applicant's knowledge of changes:

Any ERMA-approved Code of Practice in use by the applicant's industry?

Yes No

Describe how you assessed the applicant's knowledge of changes:

Work practices in the applicant's industry relevant to handling the substances/classes for which the applicant is seeking a renewal?

Yes No

Describe how you assessed the applicant's knowledge of changes:

PART 3 – INFORMATION ON APPROVED HANDLER TEST CERTIFICATE UPGRADE

Complete the relevant section(s) below if the applicant is seeking:

- certification for additional substances/hazard classes, and/or
- certification for additional lifecycle phase(s) on existing substances, and/or
- to remove or amend any special condition(s) imposed on the current certificate.

1. SUBSTANCES/GROUP OF SUBSTANCES

If applicable, list the additional substance/group of substances and the hazard class of the substance(s) for which the applicant is seeking certification. (see **Guidelines Note 4**)

Substance/Group of Substances

Hazard Class

2. LIFECYCLE PHASES

List the substance/group of substances in the appropriate space below. For an existing substance/group of substances on the applicant’s test certificate complete A. If the substance/group of substances is new, complete B. Tick the lifecycle phase(s) for which the applicant is seeking certification. (see **Guidelines note 5**)

A. Existing Substance/Group of Substances_____

Additional lifecycle phases sought by the applicant:

- | | | | |
|----------------------|--------------------------|----------|--------------------------|
| Manufacturing | <input type="checkbox"/> | Disposal | <input type="checkbox"/> |
| Use in Manufacturing | <input type="checkbox"/> | Use | <input type="checkbox"/> |
| Transport | <input type="checkbox"/> | Storage | <input type="checkbox"/> |

B. New Substance/Group of Substances_____

- | | | | |
|----------------------|--------------------------|----------|--------------------------|
| Manufacturing | <input type="checkbox"/> | Disposal | <input type="checkbox"/> |
| Use in Manufacturing | <input type="checkbox"/> | Use | <input type="checkbox"/> |
| Transport | <input type="checkbox"/> | Storage | <input type="checkbox"/> |

3. SPECIAL CONDITIONS

Describe change(s) to any special conditions on the original test certificate sought by the applicant. (see **Guidelines Note 6**)

PART 4 - ASSESSMENT OF THE APPLICANT'S QUALIFICATIONS FOR APPROVED HANDLER TEST CERTIFICATE UPGRADE

Complete the relevant sections below if the applicant is seeking:

- certification for additional substances/hazard classes, and/or
- certification for additional lifecycle phase(s) on existing substances, and/or
- to remove or to amend any special condition(s) imposed on the current certificate.

ASSESSMENT: If applicable, has the applicant demonstrated knowledge of the matters in items 1 – 4 and provided evidence of practical work experience, including knowledge of operating equipment, in item 5?

1. SUBSTANCES

HSNO (Personnel Qualification) Regulations 2001, regulations 5(1)(b), 5(1)(h), 5(1)(i).

Adverse effects of substance(s)?

Yes No

Precautions required to prevent injury to a person or damage to the environment?

Yes No

Procedure to adopt in case of an emergency involving the substance(s)?

Yes No

Describe how you assessed the applicant's knowledge of the above matters:

2. CONTROLS ON SUBSTANCES

HSNO (Personnel Qualification) Regulations, regulations 2001 5(1)(a), 5(1)(c), 5(1)(e).

Hazard classifications of substance(s)?

Yes No

Controls on substance(s)?

Yes No

Regulations that apply to substances(s)?

Yes No

Describe how you assessed the applicant's knowledge of the above matters:

3. CONDITIONS OF TEST CERTIFICATE

HSNO (Personnel Qualification) Regulations 2001, regulation 5(1)(f).

Is the applicant aware of any conditions of his/her test certificate?

Yes No

Describe how you assessed the applicant's knowledge of the above matter:

4. CODES OF PRACTICE

HSNO (Personnel Qualification) Regulations 2001, regulation 5(1)(g).

Is the applicant aware of and familiar with any ERMA-approved Codes of Practice required by regulation to be complied with?

Yes No

Describe how you assessed the applicant's knowledge of the above matter:

5. PRACTICAL COMPETENCY (see **Guidelines Note 7**)

HSNO (Personnel Qualification) Regulations 2001, regulations (2), (3)(a).

Has the applicant provided evidence of his/her practical work experience including knowledge of operating equipment?

Yes No

Describe how you assessed the applicant on the above matters:

PART 5 - ISSUING TEST CERTIFIER INFORMATION AND TEST CERTIFICATE INFORMATION

ISSUING TEST CERTIFIER NAME
(see Guidelines Note 8)

TEST CERTIFIER NUMBER
(see Guidelines Note 9)

NEW TEST CERTIFICATE NUMBER
(see Guidelines Note 10)

DATE NEW TEST CERTIFICATE ISSUED
(see Guidelines Note 11)

ISSUING TEST CERTIFIER SIGNATURE

DATE

GUIDELINES FOR COMPLETING FORM ER-AF-HS-14-1 02/09

This form should be completed by test certifiers when assessing an applicant's qualifications for **renewing and upgrading** an Approved Handler Test Certificate. **DO NOT** use this form for a renewal-only of the applicant's original test certificate. Use form ER-AF-HS-13-1 02/09 (Approved Handler Test Certificate Renewal) for renewals

Some applicants may wish to "upgrade" their original test certificate by removing or altering one or more special conditions on their certificate and/or adding substances/classes, or lifecycle phases to the new certificate. If so, the applicant must be fully assessed on those matters. Whenever possible, ERMA New Zealand encourages test certifiers to assess an applicant's qualifications for a renewal and upgrade concurrently.

ERMA New Zealand recommends that test certifiers complete and retain this form as part of the test certificate renewal process. Although test certifiers do not need to provide ERMA New Zealand a copy of the completed form, information recorded on the form will be audited by ERMA New Zealand in the future.

Part 1

Part 1 requires information from the applicant's original test certificate. If you have a copy of the applicant's test certificate, attach it instead of completing Part 1. If you do complete Part 1, the following notes provide guidance.

Note 1: List the substances/classes exactly as they appear on the original test certificate.

Note 2: Tick the lifecycle phases shown on the original certificate. If lifecycle phases other than those indicated by boxes appear on the original certificate, tick the "Other" box and list them in the space provided.

Note 3: List the Special Conditions exactly as they appear on the original test certificate. There is no need to list the two Conditions that are common to all approved handler test certificates, namely, "This certificate must be produced at the request of an enforcement officer appointed under the HSNO Act 1996" and, "Unless surrendered or revoked beforehand, this certificate shall remain in force until the (expiry date) and may be renewed thereafter by an authorised test certifier".

Part 2

This part is to be completed when assessing whether or not the applicant meets the qualifications for an Approved Handler Test Certificate renewal. You **must describe how you assessed** the applicant's knowledge of changes to the HSNO legislation, to any ERMA-approved codes of practice, and to work practices. This section must be comprehensive and will be audited by ERMA New Zealand in the future.

Part 3

Part 3 requires information about the nature of the upgrade to the original test certificate being sought by the applicant. Complete those sections that are applicable.

Note 4: Complete this section if the applicant is seeking certification for additional substances. List the additional substance and the hazard class. For example: if the applicant already has certification for petrol but wishes to add LPG, write “LPG 2.1.1A”. Do not list product names or trade names.

Note 5:

A. If the applicant is seeking certification for additional lifecycle phase(s) of a substance which appears on the original test certificate, list the substance and tick the appropriate box(es) to indicate the additional lifecycle phase(s) sought by the applicant.

B. If the applicant is seeking to be certified for a new substance(s), list the substance(s) and tick the appropriate box to indicate the lifecycle phase(s) sought by the applicant.

Note 6: Some applicants may wish to have a Special Condition on their original test certificate amended or removed. If so, describe the nature of the requested change.

Part 4

Part 4 is to be completed when assessing whether or not the applicant meets the qualifications for an upgraded Approved Handler Test Certificate. You should assess the applicant only on the knowledge and competencies that are relevant to the upgrade request. You must describe **how you assessed** the applicant’s knowledge and competency. This section must be comprehensive and will be audited by ERMA New Zealand in the future. Retain hard-copy evidence of all upgrade assessment material provided to you by the applicant

Part 4 does not apply if the applicant is seeking only a renewal of an existing test certificate.

Note 7: This assessment is applicable if the applicant is seeking certification for a new type of substance. This assessment is also applicable to those seeking to amend or remove a special condition on the original test certificate where the special condition was imposed due to the applicant’s work experience or knowledge of operating equipment at the time the original certificate was issued.

Part 5

Part 5 requires your details and information about the new Approved Handler Test Certificate.

Note 8: Provide **your** name.

Note 9: Provide **your** test certifier number.

Note 10: The new certificate must incorporate the renewal and upgrade into a single certificate. Provide the new test certificate number. Do not **re-assign the number on the original test certificate**. The new certificate must have a new, unique number.

Note 11: Provide the date of issue for the new test certificate. This should be the day after the date on which the original certificate expires, not the date the new certificate is issued.

Remember to sign and date the form.