

ENVIRONMENTAL RISK MANAGEMENT AUTHORITY
 NGĀ KAIWHAKATŪPATO WHAKARARU TAIAO



FORM (TC1)

Application for approval as a

TEST CERTIFIER

under section 83 of the
Hazardous Substances and New Organisms Act 1996

Applicant:

Office use only

Application Code: Date received: ___/___/___

ERMA NZ Contact: _____ Initial Fees Paid: \$

Application Version No:

Application Form for Approval as Test Certifier under section 83

Under s.84 of the Hazardous Substances and New Organisms Act 1996 (the HSNO Act), the Environmental Risk Management Authority (the Authority) may approve test certifiers to issue test certificates under the HSNO Act.

Before you fill in this application form, you may find it helpful to consult the *User Guide to Becoming a Test Certifier*. This Guide can either be downloaded from our website or obtained from ERMA New Zealand's Information Services Coordinator ph 04 916 2624.

Application Information

The application information covers the following areas:

- Personal information
- Type of test certifier application
- Scope of approval being applied for
- Experience
- Knowledge of the Act and Regulations
- Hazardous substance knowledge
- Knowledge of operating equipment and procedures
- Knowledge of testing equipment and procedures
- Assessment expertise
- Maintenance of test certifier expertise
- Record keeping
- Insurance
- Fees

This application process requires you to provide sufficient evidence to demonstrate that you meet the statutory requirements for approving a test certifier. If you are unable to provide any of the required information you should state why. Where, in the opinion of ERMA New Zealand, insufficient evidence is produced you will be requested to provide additional information.

1. Personal information

Name

Address

Phone

Fax

Email

2. Type of application

Please indicate whether this application is for

- a new approval as a test certifier; or
- a renewal of an existing approval. If this is the case you need to indicate whether you want to apply to have changes made to the scope of your approval. Any proposed changes must be accompanied by supporting documentation; or
- the reinstatement of a lapsed approval. If this is the case, the reasons why the approval lapsed should be provided.

Please indicate the nature of the application by answering the following questions.

1. Is this application for a new approval? Yes/No

If you answered yes please go to section 3 of the application form.

2. Is this a renewal of an existing approval and you do not wish to make any changes to the scope of the approval? Yes/No

If you answered yes then please proceed to section 10

3. Is this a renewal of an existing approval and you do wish to make changes to the scope of the approval? Yes/No

If you answered yes then please proceed to section 3 and indicate the changes requested. Documentation supporting your proposed changes must be supplied.

4. Is this an application to reinstate a lapsed approval? Yes/No

If you answered yes then please provide the reasons why the approval lapsed here and then complete the rest of the form.

3. Scope of approval

Please state the specific requirements that you are applying to be a test certifier for.

Any limitations on the type of test certificates to be issued should be clearly specified.

For approved handlers this should refer to the substances or type of substances and the phases of the lifecycle that you will issue approved handler test certificates for.

See comments in section 4.3 in the *User Guide to Becoming a Test Certifier*.

Test Certificate and Approved Handler Specifications are available on our website or from ERMA New Zealand.

Please specify the scope of the approval you are seeking here:

4. Experience

In order for the Authority to approve you as a test certifier you must have either:

- (a) a minimum of two years practical experience of actively undertaking testing, inspection, enforcement, or handling duties for:
 - (i) substances or equipment regulated under the HSNO Act 1996 or
 - (ii) the operation of systems or equipment for which you may issue test certificates

OR

- (b) a minimum period of three months of practical experience under the supervision of a test certifier.

Describe your experience below and attach evidence.

See comments in Section 4.4 in the *User Guide to Becoming a Test Certifier*

Describe experience here:

5. Knowledge of the Act and Regulations

Before being appointed as a test certifier, you must know and be able to describe your obligations and liabilities under the Act, including:

- the purpose and principles of the Act
- the offence and defence provisions of the Act
- the penalties and liabilities imposed by the Act
- the effect of a compliance order, and
- the provisions applicable to test certificates.

This knowledge may be demonstrated by previous qualifications, competence in relevant unit standards, completion of a training course or through previous work history. To demonstrate that you have the required knowledge and skills you should provide a written record signed by a person who has trained or assessed you describing the method of assessment of your knowledge, and the results of that assessment.

Please describe below your knowledge of these matters and how it was attained and attach copies of information, (qualifications, training certificates, certificates of attendance) that supports your application.

See comments in Section 4.5 in the *User Guide to Becoming a Test Certifier*.

Describe knowledge of Act and Regulations:

6. Hazardous substance knowledge

In order for the Authority to approve you as a test certifier you know and are able to describe:

- the hazard classifications of any hazardous substances you will issue test certificates for
- the adverse effects that could be caused by each substance
- the controls that are imposed under the Act on those substances
- any codes of practice relating to any hazardous substances you will issue test certificates for.

This knowledge may be demonstrated by previous qualifications, competence in relevant unit standards, completion of a training course or through previous work history. To demonstrate that you have the required knowledge you should provide a written record signed by a person who has trained or assessed you, describing the method of assessment of your knowledge, and the results of that assessment.

Please describe below your knowledge of these matters and how it was attained and attach copies of information, (qualifications, training certificates, certificates of attendance) that supports your application.

See comments in Section 4.6 in the *User Guide to Becoming a Test Certifier*.

Describe your hazardous substance knowledge here:

7. Knowledge of operating equipment and systems

In order for the Authority to approve you as a test certifier you must demonstrate that you have the knowledge of, and skills to use, common operating equipment and systems (including protective clothing and equipment) that is necessary to meet any requirement for which a test certificate is to be issued.

This knowledge and skills may be demonstrated by previous qualifications, competence in relevant unit standards, completion of a training course or through previous work history. To demonstrate that you have the required knowledge and skills you should provide a written record signed by a person who has trained or assessed you, describing the method of assessment of your knowledge, and the results of that assessment.

Please describe below your knowledge of these matters and how it was attained and attach copies of information, (qualifications, training certificates, certificates of attendance) that supports your application.

See comments in Section 4.7 in the *User Guide to Becoming a Test Certifier*.

Describe your knowledge of operating equipment and systems here:

8. Issuing test certificates for locations, equipment, procedures, fireworks

In order for the Authority to approve you as a test certifier you must demonstrate that you have the knowledge of, and skills required to use, the testing equipment and procedures required to issue test certificates.

In respect to test certificates for locations, equipment, procedures, and fireworks you need to show you know how to assess whether the controls applied by the Authority are being complied with.

You should provide a written record signed by a person who has trained or assessed you, describing the method of assessment of your knowledge and practical skills, and the results of that assessment.

Please describe below your knowledge of these matters and how it was attained and attach copies of information, (qualifications, training certificates, certificates of attendance) that supports your application.

See comments in Section 4.8 in the *User Guide to Becoming a Test Certifier*.

Describe your knowledge of the testing equipment and procedures here:

9. Handler assessment expertise

In order for the Authority to approve you as a test certifier of handlers you must demonstrate that you have the skills required to assess an adult in the workplace.

Please state your evidence that demonstrates that you meet the above requirements. You should provide a written record signed by a person who has trained or assessed you, describing the method of assessment of your knowledge and practical skills, and the results of that assessment.

Please describe below your knowledge of these matters and how it was attained and attach copies of information, (qualifications, training certificates, certificates of attendance) that supports your application.

See comments in Section 4.9 in the *User Guide to Becoming a Test Certifier*.

Describe your knowledge of assessment procedures here:

10. Maintenance of test certifier expertise

As a Test Certifier it is important that you maintain your knowledge and skills in relation to:

- the hazardous substance(s) you are approved for
- any changes to the Act or Regulations, controls and codes of practice
- assessment expertise.

Please state your evidence that demonstrates that you have a system in place to ensure that you will maintain your knowledge and skills.

If you are applying for continuation or renewal of an approval in respect of the same requirements, state any additional qualifications you have acquired since your last application.

See comments in Section 4.10 in the *User Guide to Becoming a Test Certifier*.

Describe how you will meet the maintenance of expertise requirements here:

11. Record keeping system

In order for the Authority to approve you as a test certifier you must demonstrate that you have in place an electronic record keeping system that meets ERMA requirements.

Please provide evidence that your record keeping system meets the above requirements.

See comments in Section 4.11 in the *User Guide to Becoming a Test Certifier*.

Please describe your record-keeping system:

12. Insurance

The Authority strongly recommends that test certifier applicants have in place professional liability insurance. The Authority has set out the minimum specifications for such professional indemnity insurance cover must meet but stresses that these are recommended minimum specifications only and it is up to individual test certifiers to determine the extent and nature of the cover that best suits their own circumstances.

Please describe the insurance cover you have or intend to have in place (be specific).

See comments in Section 4.12 in the *User Guide to Becoming a Test Certifier*.

Please describe your insurance arrangements here:

13. Attendance at consideration

It will not normally be necessary for you to attend the consideration of your application, but you have the right to do so.

Please indicate if you wish to be present at the consideration meeting. It is likely that the consideration meeting will be held by teleconferencing.

See comments in Section 5.4 in the *User Guide to Becoming a Test Certifier*.

- No, I do not wish to attend the consideration meeting
- Yes, I wish to attend the consideration meeting

14. Fees

For information on the current fees you should refer to the latest ERMA New Zealand Fees and Charges Schedule.

Choose the appropriate fee and enter the amount enclosed.

Fee	Amount	Enclosed
Application Fee		
Application Fee plus maintenance fee for next 4 years		
Renewal for 5 years		
Reinstatement of a lapsed approval		
Reinstatement of a lapsed approval plus maintenance fees for next 4 years		

CHECKLIST

All sections filled out	Yes
Appendices enclosed	Yes
Fees enclosed	Yes
Application signed and dated	Yes

Signed

Date