

ENVIRONMENTAL RISK MANAGEMENT AUTHORITY  
 NGĀ KAIWHAKATŪPATO WHAKARARU TĀIAO



## Application for approval as a

# Periodic Tester

**Under section 83 of the  
 Hazardous Substances and New Organisms Act 1996**

<b>1.</b>	<b>Personal Information</b>
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Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

e-mail: \_\_\_\_\_

**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 *Guide to Becoming a Test Certifier* and to the paper *Hazardous Substances (Compressed Gases) Regulations – Periodic Testing*. These documents may either be downloaded from our website or obtained from ERMA New Zealand.

### Application Information

This application form is to be used by an applicant seeking to be a **Periodic Tester** to:

- Issue Test Certificates as prescribed in Part 7 of the Hazardous Substances (Compressed Gases) Regulations 2004 and its subsequent amendments.
- Issue Test Certificates for clearance of imported cylinders where that cylinder has been granted a waiver under regulation 21 of the Hazardous Substances (Compressed Gases) Regulations 2004 and its subsequent amendments

Reference should also be made to Schedule 3 of New Zealand Gazette Notice 35 and its subsequent amendments.

The information to be provided 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 provided you will be requested to supply additional information.



<b>3.</b>	<b>Scope of Approval</b>	
<ul style="list-style-type: none"> <li>○ Please state the specific requirements that you are applying to be a test certifier for</li> <li>○ Any limitations on the type of test certificates to be issued should be clearly specified</li> <li>○ (<i><b>Not applicable</b> 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.</i>)</li> <li>○ See comments in Section 4.3 in the <i>Guide to Becoming a Test Certifier</i>.</li> <li>○ Test Certificate and Approved Handler Specifications are available on our website or from ERMA New Zealand.</li> </ul>		
<i>Please specify the scope of the approval you are seeking here:</i>		
<b>Item</b>	<b>Description</b>	<b>Yes/No.</b>
1)	Issue Test Certificates as prescribed in Part 7 of the Hazardous Substances (Compressed Gases) Regulations 2004 and its subsequent amendments.	
2)	Approval to be confined to SCUBA cylinders <i>Answer <b>yes</b> if certified by New Zealand Underwater</i>	
3)	Approval for industrial gasses. Approvals to be consistent with the Schedule to Certificate of Accreditation – Cylinders and other Pressure Vessels <i>Enter <b>yes</b> if accredited by IANZ.</i>	
4)	Issue a Test Certificate for clearance of imported cylinders under regulation 19 of the Hazardous Substances (Compressed Gases) Regulations 2004 and its subsequent amendments but only where that cylinder has been granted a waiver under regulation 21.	
<b>4. Experience</b>		
<ul style="list-style-type: none"> <li>○ To allow the Authority to approve you as a test certifier you must have either— <ul style="list-style-type: none"> <li>▪ a minimum of 2 years practical experience of actively undertaking testing, inspection, enforcement, or handling duties in respect of—</li> </ul> </li> <li>○ substances or equipment regulated under the HSNO Act 1996; or</li> <li>○ the operation of systems or equipment for which you may issue test certificates;</li> <li>○ <b>OR</b> <ul style="list-style-type: none"> <li>▪ a minimum period of 3 months of practical experience under the supervision of a test certifier.</li> </ul> </li> <li>○ Describe your experience below and attach evidence.</li> <li>○ See comments in Section 4.4 in the <i>Guide to Becoming a Test Certifier</i></li> </ul>		
<i>Describe experience here:</i>		
1)		

<b>5.</b>	<b>Knowledge of the Act and Regulations</b>	
<p>Before being appointed as a test certifier, you must know and be able to describe your obligations and liabilities under the Act, including—</p> <ul style="list-style-type: none"> <li>○ the purpose and principles of the Act; and</li> <li>○ the offence and defence provisions of the Act; and</li> <li>○ the penalties and liabilities imposed by the Act; and</li> <li>○ the effect of a compliance order; and</li> <li>○ the provisions applicable to test certificates.</li> </ul> <p>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 <i>you should provide a written record signed by a person who has trained or assessed you and describing the method of assessment of your knowledge, and the results of that assessment.</i></p> <p>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.</p> <p>See comments in Section 4.5 in the <i>Guide to Becoming a Test Certifier</i></p>		
<i>Describe knowledge of Act and Regulations:</i>		
<b>Item</b>	<b>Description</b>	<b>Yes/No.</b>
1)	Written confirmation is attached that confirms you have attended a course of study organised by the Cylinder Testing Laboratory Association or New Zealand Underwater that includes an acknowledgement that you have attended the course , an indication of the method of assessment and confirmation that you have an understand the course material	

<b>6.</b>	<b>Hazardous Substance Knowledge</b>	
<p>In order for the Authority to approve you as a test certifier you must know and are able to describe:</p> <ul style="list-style-type: none"> <li>○ the hazard classifications of any hazardous substances in relation to which you will issue test certificates:</li> <li>○ the adverse effects that could be caused by each substance</li> <li>○ the controls that are imposed under the Act on those substances</li> <li>○ <i>(Not applicable - any codes of practice relating to any hazardous substances for which you will issue test certificates)</i></li> </ul> <p>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 and describing the method of assessment of your knowledge, and the results of that assessment.</p> <p>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.</p> <p>See comments in Section 4.6 in the <i>Guide to Becoming a Test Certifier</i></p>		
<p><i>Describe your hazardous substance knowledge here:</i></p> <p><i>It will be sufficient to provide an IANZ Certificate of Accreditation or New Zealand Underwater Certificate together with the documents required by section 5</i></p>		
<b>Item</b>	<b>Description</b>	<b>Yes/No.</b>
1)	<p>Approval to be confined to SCUBA cylinders</p> <p><i>Answer <b>yes</b> if certified by New Zealand Underwater and document attached</i></p>	
2)	<p>Approval for industrial gasses. Approvals to be consistent with the Schedule to Certificate of Accreditation – Cylinders and other Pressure Vessels</p> <p><i>Enter <b>yes</b> if accredited by IANZ.</i></p>	

<b>7.</b>	<b>Knowledge of operating equipment and systems</b>	
<p>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, the commonly used 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</p> <p>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 and describing the method of assessment of your knowledge, and the results of that assessment.</p> <p>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.</p> <p>See comments in Section 4.7 in the <i>Guide to Becoming a Test Certifier</i></p>		
<p><i>Describe your knowledge of operating equipment and systems here:</i></p> <p><i>It will be sufficient to provide an IANZ Certificate of Accreditation or New Zealand Underwater Certificate together with the documents required by section 5 and 6</i></p>		
<b>Item</b>	<b>Description</b>	<b>Yes/No.</b>
1)	<i>Answer yes if certified by New Zealand Underwater</i>	
2)	<i>Enter yes if accredited by IANZ.</i>	
<b>8.</b>	<b>Issuing test certificates for equipment</b>	
<p>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.</p> <p>In respect to test certificates for equipment you need to show you know how to assess whether the controls applied by the Authority are being complied with.</p> <p>You should provide a written record signed by a person who has trained or assessed you and describing the method of assessment of your knowledge and practical skills, and the results of that assessment.</p> <p>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.</p> <p>See comments in Section 4.8 in the <i>Guide to Becoming a Test Certifier</i></p>		
<p><i>Describe your knowledge of the testing equipment and procedures here:</i></p> <p><i>It will be sufficient to provide an IANZ Certificate of Accreditation or New Zealand Underwater Certificate together with the documents required by section 5 and 6</i></p>		
<b>Item</b>	<b>Description</b>	<b>Yes/No.</b>
1)	<i>Answer yes if certified by New Zealand Underwater</i>	
2)	<i>Enter yes if accredited by IANZ.</i>	

<b>9.</b>	<b>Handler Assessment Expertise</b>	
<i>Not Applicable as not seeking an Approval for Approved Handlers</i>		
<b>10.</b>	<b>Maintenance of test certifier expertise</b>	
<p>As a Test Certifier it is important that you maintain your knowledge and skills in relation to</p> <ul style="list-style-type: none"> <li>○ the hazardous substance(s) you are approved for</li> <li>○ any changes to the Act or Regulations, controls and codes of practice.</li> <li>○ assessment expertise</li> </ul> <p>Please state your evidence that demonstrates that you have a system in place to ensure that you will maintain your knowledge and skills</p> <p>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.</p> <p>See comments in Section 4.10 in the <i>Guide to Becoming a Test Certifier</i></p>		
<i>Describe how you will meet the maintenance of expertise requirements here:</i>		
1)	<p><i>Indicate the frequency with which you will be assessed by either IANZ or New Zealand Underwater (NZU)</i></p> <p><i>Any other relevant information?</i></p>	<p>_____ Years</p> <p>By _____</p>
<b>11.</b>	<b>Record Keeping System</b>	
<p>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.</p> <p>Please provide evidence that your record keeping system meets the above requirements:</p> <p>See comments in Section 4.11 in the <i>Guide to Becoming a Test Certifier</i></p>		
<p><i>Please describe your record-keeping system:</i></p> <p><i>It will be sufficient to provide an IANZ Certificate of Accreditation or New Zealand Underwater Certificate together with the documents required by section 5 and 6</i></p>		
1)	<i>Answer yes if certified by New Zealand Underwater</i>	
2)	<i>Enter yes if accredited by IANZ.</i>	

<b>12.</b>	<b>Insurance</b>	
<p>The Authority requires that Test Certifier applicants have in place Professional Indemnity insurance as one of the conditions of Test Certifier approval (s.84 (5)(b)). The Authority has set out the minimum specifications that any Professional Indemnity insurance cover must meet but stresses that these are minimum requirements only and it is up to individual Test Certifiers to determine the extent and nature of the cover that best suits their own circumstances.</p> <p>Please provide evidence that insurance cover meets the Authority's requirements.</p> <p>See comments in Section 4.12 in the <i>Guide to Becoming a Test Certifier</i></p>		
<i>Please describe your insurance arrangements here</i>		
<b>Item</b>	<b>Description</b>	<b>Yes/No.</b>
1)	<i>A Certificate of Insurance attached. Otherwise detail insurance cover</i>	
<b>13.</b>	<b>Attendance at Consideration</b>	
<p>It will not normally be necessary for you to attend the consideration of your application, but you have the right to do so.</p> <p>Please indicate if you wish to be present at the consideration meeting. It is likely that the consideration meeting will be held by teleconferencing.</p> <p>See comments in Section 5.4 in the <i>Guide to Becoming a Test Certifier</i></p>		
<b>Item</b>	<b>Description</b>	<b>Yes/No.</b>
1)	I wish to attend the consideration meeting	
<b>14.</b>	<b>Fees (GST included)</b>	
<p>Application Fee per application i.e. per Periodic Tester or per Testing Laboratory/Station providing all Periodic Testers are included in the one application \$112.50</p> <p>Renewal of existing approval per periodic Tester \$112.50</p>		
<b>Fee</b>	<b>Amount \$</b>	<b>Enclosed</b>
Application Fee	\$112.50	
Renewal Fee	\$112.50	

# CHECKLIST

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_