

Application for an Approved Filler Test Certificate Renewal

This form is to be completed by the test certifier when assessing an applicant for a renewal of an approved filler test certificate. Refer to the Guidelines at the end of this form. We recommend that you complete this form, attach a copy of the original test certificate, and retain for your records.

Only use this form if you are renewing an applicant's test certificate. If the applicant is upgrading their certificate use the Approved Filler Test Certificate Renewal and Upgrade form.

Part 1: Information from the Applicant's Original Test Certificate

Applicant's Full Name:

Name of Original Test Certifier

Original Test Certificate Number:

Expiry Date of Original Test Certificate

Gas Forms as Listed on Original Certificate (see Guidelines Note 1)

Substances and Classes as Listed on Original Certificate (see Guidelines Note 2)

Types of Containers as Listed on Original Certificate (see Guidelines Note 3)

Special Conditions as Listed on Original Certificate (see Guidelines Note 4)

Part 2: Assessment for Approved Filler Test Certificate Renewal

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

<p>1. The HSNO legislation relevant to approved fillers and to the gas forms, classes of gases and types of containers listed on the original certificate?</p> <p>Describe how you assessed the applicant's knowledge of changes:</p>	Yes	No
<p>2. Any HSNO Code of Practice in use by the applicant's industry?</p> <p>Describe how you assessed the applicant's knowledge of changes:</p>	Yes	No
<p>3. Work practices in the applicant's industry relevant to handling the gases for which the applicant is seeking a renewal?</p> <p>Describe how you assessed the applicant's knowledge of changes:</p>	Yes	No

Part 3

Issuing test certifier name (see Guidelines Note 5):

Test certifier number (see Guidelines Note 6):

Renewal Test Certificate number (see Guidelines Note 7):

Date Renewal Test Certificate issued (see Guidelines Note 8):

Issuing test certifier signature

Date

Guidelines for completing this form

This form should be completed by test certifiers when assessing an applicant's qualifications for renewing an approved filler test certificate. We recommend that test certifiers complete and retain this form as part of the test certificate renewal process. Although test certifiers do not need to provide us with a copy of the completed form, information recorded on the form may be audited by WorkSafe New Zealand in the future.

Do not use this form if 'upgrading' an applicant's original test certificate. An upgrade involves removing or altering one or more special conditions on their certificate and/or adding gas forms, substances, classes, types of containers. Use the Approved Filler Test Certificate Renewal and Upgrade form when upgrading a certificate.

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 filling out Part 1. If you do complete Part 1, the following notes provide guidance.

- Note 1:** List the gas form(s) exactly as they appear on the original test certificate.
- Note 2:** List the substances and classes exactly as they appear on the original test certificate.
- Note 3:** List the type(s) of container(s) exactly as they appear on the original test certificate.
- Note 4:** List the "Special Conditions" exactly as they appear on the original test certificate. There is no need to list the "Conditions" that are common to all approved filler 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 filler test certificate renewal. You must describe how you assessed the applicant's knowledge of changes to the HSNO legislation, to any HSNO codes of practice in use in the applicant's industry, and to work practices. This section must be comprehensive and may be audited by WorkSafe New Zealand in the future.

Part 3

Part 3 requires your details and information about the renewed approved filler test certificate.

- Note 5:** Provide your name, not that of the test certifier who issued the original test certificate.
- Note 6:** Provide your test certifier number.
- Note 7:** Provide the renewal test certificate number. Do not re-assign the number on the original test certificate. The renewal certificate must have a new, unique number.
- Note 8:** Provide the date of issue for the renewal test certificate. This should be the day after the date on which the original certificate expires, not the date the renewal certificate is issued.

Remember to sign and date, and retain the form.