



**INTERPRETIVE
GUIDELINES**

Asbestos Assessor Licensing Guide for Applicants

April 2016

These interpretive guidelines help people who want to become licensed asbestos assessors apply for an asbestos assessor licence from WorkSafe New Zealand.

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INTRODUCTION

This guide explains:

- > how the asbestos assessor licence system works
- > whether or not you need a licence
- > how to get a licence.

WHY YOU MIGHT NEED A LICENCE

The Health and Safety at Work (Asbestos) Regulations 2016 (Asbestos Regulations) set out the requirements for licensing asbestos assessor work.

From 4 April 2018, the following activities must be carried out by a person that holds an asbestos assessor licence:

- > air monitoring during Class A asbestos removal work
- > clearance inspections for Class A asbestos removal work
- > issuing clearance certificates for Class A asbestos removal work.

However, WorkSafe will accept applications for asbestos assessor licences from 4 April 2016 for people who want to apply and can provide evidence that they have the relevant qualifications and experience.

TERM OF THE LICENCE

An assessor licence expires five years from the date of issue unless it is cancelled earlier.

WHO MAY APPLY FOR AN ASBESTOS ASSESSOR LICENCE?

Only people who have the required experience and qualifications may apply for an asbestos assessor licence.

REQUIRED EXPERIENCE AND QUALIFICATIONS

You must demonstrate that you have the required experience and qualifications by submitting, with the application form, evidence that you have acquired, through training or experience, the knowledge and skills of relevant asbestos removal industry practice.

You must also provide either:

- > a copy of a training certificate for a training course specified by WorkSafe for asbestos assessor work (check WorkSafe's website for updates), or
- > evidence that you hold a tertiary qualification in occupational health and safety, occupational hygiene, science, or environmental health.

HOW TO COMPLETE THE APPLICATION FORM

This information will help you complete the *Application for Asbestos Assessor Licence* form.

If you have further questions about the application form, please contact WorkSafe on 0800 030 040, or email asbestos@worksafe.govt.nz.

For WorkSafe to accept your application, you must:

- > complete the form correctly, and
- > provide all supporting documentation, and
- > pay the prescribed fee.

Failure to do any of these things will delay your application. You will be asked to provide any missing information. If you do not do this within the given timeframe (at least 28 days) WorkSafe will treat your application as withdrawn.

Each application will be assessed on the details provided. However, WorkSafe may contact you for additional information.

You may apply by:

- > completing the PDF version of the form and emailing it to WorkSafe, or
- > printing the PDF version of the form, completing the required information, then scanning and emailing or posting the form and supporting documentation to WorkSafe.

APPLICANT DETAILS

Provide your details in the boxes provided. The applicant must be an individual person (not a business entity). The information must be for the person applying for the licence.

You must complete the title, first name, last name and email fields, and provide at least one contact phone number.

PHYSICAL ADDRESS

Provide your current address details by completing the level/unit number (if relevant), street number, street name, suburb (if relevant), town/city and postcode fields in the boxes provided.

The address provided must be a New Zealand address and cannot be a postal address (PO Box).

POSTAL ADDRESS

Only provide postal address details if the postal address is different to the physical address. Otherwise, tick 'Same as above' and leave the remaining boxes blank.

ADDITIONAL DOCUMENTS REQUIRED

You must provide the following documents to WorkSafe either electronically or in hard copy if submitting by post:

- > a recent head-and-shoulders passport-sized photo of you
- > evidence of your identity (eg a copy of the photo page of a current passport, copy of your drivers licence, or a copy of your firearms licence)
- > evidence of your knowledge and skills of relevant asbestos removal industry practice acquired through training and experience
- > a copy of your certificate from a relevant WorkSafe-specified course for asbestos assessor work, **OR** evidence that you hold a tertiary qualification in occupational health and safety, occupational hygiene, science or environmental health.

You must tick each item to indicate they are included with your application.

Photographs must:

- > be less than six months old
- > be full colour, on plain white photographic paper with no border
- > not have creases or tears
- > be taken against a plain cream or other light-coloured background
- > have a strong contrast between the image and background
- > not have shadows
- > not contain other objects or people
- > be a true image, not altered in any way
- > be clear and in focus
- > be head and shoulders only, with the head straight to the camera
- > make sure the maximum head size, including hair, is 75% of the photo
- > have eyes open, no red-eye, and not have reflection or glare from glasses
- > not have a head covering such as hats, unless for religious reasons
- > not have anything covering the face.

Complete the *Assessor Training, Experience and Qualifications Table* in this guide and submit it with your application to give WorkSafe a summary of your training and relevant asbestos removal industry experience.

EQUIVALENT LICENCE IN AUSTRALIA

Tick 'Yes' or 'No' to each question.

If 'Yes' is ticked for any of the questions in this section, enter the declaration to provide further details about the statement.

Having a licence suspended or cancelled, or having a conviction, does not automatically exclude you from holding an asbestos assessor licence.

DECLARATION

Tick each item to declare it correct. If the statement is not correct you must provide details about each conviction, finding of guilt, or enforceable undertaking.

You must also confirm your consent to WorkSafe making enquiries and exchanging information with work health and safety regulators in Australia (if the applicant is, or has been, based in Australia).

Enter your first and last name, and the date, in the space provided. This is considered to be an electronic signature that is reliable for the purpose of this application.

WHERE TO SEND YOUR APPLICATION

Send your completed application to WorkSafe by email or post.

Email: asbestos@worksafe.govt.nz

Put 'Asbestos Assessor Licence Application' and add your full (legal) name in the email subject line.

Post:

WorkSafe New Zealand
CAR Team
Asbestos Licensing
PO Box 165
Wellington

ASSESSOR TRAINING, EXPERIENCE AND QUALIFICATIONS

Provide a summary of your asbestos removal training, experience and qualifications to demonstrate your knowledge and skills of relevant asbestos removal industry practice. This will be considered with your application. Employers may be contacted for reference checks.

Make sure you:

- > state who you worked for
- > describe how you learned to do the work (air monitoring, clearance inspections etc), eg through on-the-job training in a lab, by doing an apprenticeship
- > describe the variety of assessor work you have done on different removal projects, eg flooring, roofing. It is important WorkSafe sees that you have applied different considerations and techniques
- > describe your survey work experience
- > describe your range of experience from small to large complex projects
- > describe how you did the work, including the methodology/process you followed and the different situations you experienced
- > demonstrate your understanding of asbestos issues and monitoring work, eg contamination, use of the Membrane Filter Method, monitoring inside and outside the enclosure, pump placements in a building.

ASSESSOR TRAINING, EXPERIENCE AND QUALIFICATIONS TABLE

Assessor applicant name _____ Years of experience in asbestos removal activities _____

EMPLOYMENT HISTORY

EMPLOYER NAME	CONTACT NUMBER	EMPLOYMENT DATES	SUMMARY OF WORK (Provide a detailed account of your on-the-job training and experience. Use the above prompts to make sure you have included all the required information)
1.			
2.			
3.			
4.			
5.			
6.			

Table 1: Employment history

TRAINING SUMMARY

If you have completed any specific training courses or gained any specific qualifications, enter the details below.

COURSE NAME	COURSE DATES	TRAINING PROVIDER	COURSE DESCRIPTION
1.			
2.			
3.			
4.			

Table 2: Training summary

THE LICENCE APPLICATION PROCESS

You must provide WorkSafe with enough information so it can decide whether or not you qualify for an asbestos assessor licence.

It is important that you work out exactly what you need to send. If you do not provide the correct information to WorkSafe, there could be a delay in processing your application.

For each asbestos assessor licence application, WorkSafe needs to:

- > check the application contains all the required information
- > process the fee
- > confirm the applicant criteria
- > check evidence (call referees etc)
- > notify the applicant about the decision.

MISSING THE TIMEFRAME

This process will be delayed if information is missing or if WorkSafe requires more information. In this case, you will be notified and given time to provide the information (at least 28 days).

If you miss the timeframe to supply missing or additional information and do not contact WorkSafe, it will treat your application as withdrawn.

You will need to begin the application process again, including repaying the fee.

You can contact WorkSafe and request a time extension to provide the information if you have a valid reason for not being able to supply the information in the specified time.

You will be notified if WorkSafe proposes to refuse to grant a licence. You will be given time to prepare and submit a submission (at least 28 days) to give WorkSafe additional information to reconsider your application.

You will be notified of WorkSafe's final decision.

If WorkSafe does not make a decision within 120 days after receiving the application or any requested additional information, WorkSafe is taken to have refused to grant the licence.

THE LICENCE APPLICATION DECISION

WorkSafe will make a decision whether to issue a licence based on the information and evidence you provide.

WorkSafe will either:

- > grant the licence, or
- > grant the licence with conditions attached, or
- > refuse to grant the licence.

WHEN THE LICENCE IS GRANTED

Within 14 days after WorkSafe has made the decision, you will receive a letter advising that your licence has been granted. Your licence name, number, type and licence expiry date will be included in the letter.

You will receive the licence document in the post as soon as it is ready. In the meantime, you can use the letter as an interim licence document.

WHEN THE LICENCE IS GRANTED WITH CONDITIONS ATTACHED

WorkSafe may impose any conditions it considers appropriate on an asbestos assessor licence. For example, it may require you to put control measures in place when carrying out work or activities under the licence.

Within 14 days after WorkSafe makes the decision, you will receive a letter that will include the reasons for the asbestos assessor licence being granted with conditions attached.

You are entitled to apply to WorkSafe for a review of the decision if your licence is granted with conditions.

IF WORKSAFE REFUSES TO GRANT A LICENCE

If WorkSafe decides to refuse your asbestos assessor licence application, it will notify you that it proposes to refuse to grant the licence.

You will receive a notification letter that will include WorkSafe's reasons for the proposed refusal.

You are entitled to make a submission to WorkSafe outlining why you believe the licence should be granted. The notification letter will provide details of the submission process and provide a due date for any submission you may want to make (at least 28 days).

After the submission period has ended, and within 14 days of making the decision, WorkSafe will advise you of its final decision.

HOW DOES WORKSAFE DECIDE WHETHER IT SHOULD GRANT A LICENCE?

WorkSafe must be satisfied that:

- > the application was made in accordance with the Asbestos Regulations
- > the applicant resides in New Zealand. If the applicant resides outside New Zealand, there must be circumstances that justify WorkSafe granting the licence
- > the applicant can ensure that asbestos assessor work that relates to the licence is carried out safely and competently
- > The applicant can ensure compliance with any conditions that apply to the licence (WorkSafe will assess the applicant's compliance with current and previous health and safety legislation and regulations in New Zealand or Australia. The applicant will have to show compliance with any previous licence held by the applicant in New Zealand or Australia.

WorkSafe must refuse to grant a licence if the applicant:

- > is disqualified under the law of an Australian State or Territory from holding an equivalent licence
- > has given false or misleading information in the application, or has failed to give information that should have been given.

REQUESTING A REVIEW OF THE DECISION

You are entitled to ask WorkSafe for a review of a licence decision.

The application should be made using the *Apply for a Review of a Licence Decision* form and must be submitted to WorkSafe within 28 days after the date that WorkSafe gave you written notice of the decision.

As an applicant you may apply for a review of any of the following decisions:

- > refusal to grant a licence
- > imposing a condition when granting or renewing a licence
- > refusal to renew a licence.

You need to state why you want the decision to be reviewed, and include any additional information that will support your application.

ASBESTOS ASSESSOR LICENCE REGISTER

WorkSafe keeps a register of all asbestos assessor licences on the WorkSafe website.

Information published in the asbestos assessor licence register includes:

- > the licence holder name
- > licence number
- > licence expiry date.

APPLICATION FEES AND PAYMENT

Applying for an asbestos assessor licence incurs a non-refundable fee listed below:

ITEM	FEE PAYABLE (INCL GST)	NOTES
Application for asbestos assessor licence	\$490.00	Licence valid for 5 years

Table 3: Fees and payment

HOW TO PAY

Preferred methods of payment are internet banking or over the counter at any Westpac branch.

When paying, enter 'asbestos' in the particulars, and enter the first 12 characters of the name that will be on the licence document (the first name and last name in the Applicant details section) as the reference. If you do not do this, your payment cannot be tracked and you may be asked to pay again.

Note: payments will not be accepted at WorkSafe offices.

You will be sent a GST receipt when your payment has been processed.

WorkSafe's account details are:

Account Name: WorkSafe New Zealand

Bank: Westpac Account 03-0251-0040445-000

HOW TO GET SUPPORT

For more information about asbestos and asbestos assessor licensing, go to:

[WorkSafe New Zealand's website](#)

[Health and Safety at Work \(Asbestos\) Regulations 2016](#)

Approved Code of Practice for the Management and Removal of Asbestos (check WorkSafe's website for updates)

Email: asbestos@worksafe.govt.nz

Phone: 0800 030 040

WHAT YOU NEED TO DO FROM 4 APRIL 2016

You are not required to have an asbestos assessor licence until April 2018. However, you may still apply for one and WorkSafe will accept your application and issue a licence if you meet the criteria from 4 April 2016.

DISCLAIMER

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