

# Electricity and Gas High-risk Database User Guide

Version 1.3

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## 1. About this User Guide

### Purpose

The purpose of this guide is to explain how an Electrical Inspector and Certifying Gasfitter can use the Electricity and Gas High-risk Database.

### Audience

This user guide is intended for:

- Electrical Inspectors
- Electrical Workers, e.g. Electricians
- Certifying Gasfitters
- Delegated Authorities (e.g. an Office or Administration Manager)

## Glossary of Terms

The following table outlines terms used in this User Guide.

<b>Term</b>	<b>Description</b>
Activation code	A computer generated code to link your RealMe login with the Electricity and Gas High-risk Database. You copy and paste the link to register and use the Database.
Delegated Authority	User who has been granted authority by a Practitioner to work with their high-risk records, e.g. create and edit records.
EGHRD	Electricity and Gas High-Risk Database
EWRB	Electrical Workers Registration Board
Hyperlink	A link to another web page, document or graphic you can follow automatically. Hyperlinks are usually underlined and/or display in a bold or different colour from other text in a document, email or web page. When you hover your mouse over a hyperlink the pointer changes to a pointing finger. You click the hyperlink to go directly to the link.
RealMe Login	The RealMe login service allows you to use the same logon to access various government online services.
PGDB	Plumbers, Gasfitters and Drainlayers Board
Practitioner	Certifying Gasfitter, Electrical Inspector or Electrical Worker

## 2. Support

Visit our website <https://worksafe.govt.nz/topic-and-industry/energy-safety/electricity-and-gas-high-risk-database/eghr-user-guide/> for more information.

If you require any clarification contact us during business hours - Monday to Friday, 8:30am to 5:00pm (except public holidays) - on free-phone 0800 030 040.

### 3. [Apply to Register and Access the High-risk Database](#)

Electrical Inspectors, Certifying Gasfitters and Electrical Workers are able to apply to register.

You must complete the **Gas or Electrical Practitioner Application** in order for WorkSafe to confirm your registration details are correct before you can use the Electricity and Gas High-risk Database.

#### Steps

1. From the Electricity and Gas High-risk Database homepage, select **Apply to be an Electrical or Gas Practitioner** (<https://portal.worksafe.govt.nz/eghrd/>).

Home / Welcome to the Electricity and Gas High-risk Database

## Welcome to the Electricity and Gas High-risk Database

The Gas (Safety & Measurement) Regulations and the Electricity (Safety) Regulations require that most gas and electrical work is only carried out by authorised persons and that the work is certified. Certain classes of gasfitting and prescribed electrical work are defined as "high risk". Details of the certificate of compliance for gasfitting and details of the record of inspection for PEW must be recorded on this website. These requirements have been in place since 1 July 2013.

These records are not the certification for the work but a selection of some of the information that was recorded in the certification. The website provides public access to key information about work classified as high risk. It assists Energy Safety and the worker registration boards to focus resources on areas that have the potential for the greatest improvement in safety outcomes, as well as the auditing of completed work, and the monitoring of professional competency and safety.

<p><b>Search the Electricity and Gas High-risk Database</b></p> <p><a href="#">Click here →</a></p>	<p><b>Apply to be an Electrical or Gas Practitioner</b></p> <p><a href="#">Click here →</a></p>	<p><b>Login to the Electricity and Gas High-risk Database</b></p> <p><a href="#">Click here →</a></p>
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2. Enter your personal details.

**Personal Details**

1 Personal Information	<p><b>Given Name *</b></p> <input type="text"/>	<p><b>Primary Number *</b></p> <input type="text"/>
2 Company Details	<p><b>Last Name *</b></p> <input type="text"/>	<p><b>Secondary Number</b></p> <input type="text"/>
3 Confirmation	<p><b>Email Address *</b></p> <input type="text"/>	
	<p><b>Confirm Email Address</b></p> <input type="text"/>	

3. Enter select your Gas and/or Electrical roles.

**Note:** If you are registered with a Gas and Electrical role, you can apply for both at the same time, e.g. Certifying Gasfitter and Electrical Inspector.

4. Enter the registration details for your selected roles.

**Gas Roles**

Certifying Gasfitter

**Registration Number \***

Registration number must be entered as a numeric value only. Please omit any characters, spaces and the first leading zero, e.g. 2348.

Gas Employer License Holder

Gas Exemption Holder

**Electrical Roles**

Electrical Inspector

**EW ID Number \***

EW ID numbers are mandatory and must start with EW and there must be no space between EW and the number, e.g. EW056432.

**Registration Class \***

**Registration Number \***

Registration number must be entered as a numeric value only. Please omit any characters, spaces and the first leading zero, e.g. 2348.

5. Click **Next**.



6. Enter your Company's details if this is applicable.

**Note:** This information is not mandatory.

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">1 Personal Information ✓</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #0070c0; color: white; margin-bottom: 5px;">2 Company Details</div> <div style="border: 1px solid #ccc; padding: 5px;">3 Confirmation</div>	<p><b>Company Details</b></p> <p><b>Legal Name</b></p> <input type="text"/>	<p><b>Postal Address</b></p> <p><b>Address Search</b></p> <p>Start typing the address you are looking for in the address search below. You can enter part of the street, suburb and/or city name, and the address results will narrow.</p> <input type="text"/>
	<p><b>Trading Name</b></p> <input type="text"/>	<p><b>Street 1</b></p> <input type="text"/>
	<p><b>NZBN</b></p> <input type="text"/>	<p><b>Street 2</b></p> <input type="text"/>
	<p><b>Primary Number</b></p> <input type="text"/>	<p><b>Suburb</b></p> <input type="text"/>
	<p><b>Secondary Number</b></p> <input type="text"/>	

7. Click **Next**.



8. Read the Terms and Conditions and Privacy Policy

9. Accept both the **Terms and Conditions** and **Privacy Policy**.

I have read and agree to the [Terms and Conditions](#)

I have read and agree to the [Privacy Policy](#)

10. Enter the code from the image.



[Generate a new image](#)

[Play the audio code](#)

Enter the code from the image

11. Click **Submit**.

**SUBMIT**

**Result:** Your application will be sent to Energy Safety to review.

12. If your application is approved you will receive an email invitation, see [Accept Your Invitation](#).

**Note:** It takes up to **2 working days** to approve applications providing all of the information is correct.

## 4. Accept Your Invitation

You will receive an invitation to the Electricity and Gas High-risk database if your application has been approved, or if a Practitioner has granted you Delegated Authority to record their work on their behalf.

### Steps

1. Open your email.
2. Copy the entire **URL** and **Activation** code contained in the email.

Please **copy** the entire **URL** and **Activation code** below and paste it into your web browser to complete the registration.

<https://dev.portal.worksafe.govt.nz/register?invitation=X22KmtGPel11-SYkcef8Bg-iCQ9hrXhFIGQ4RL1xGt4pHjpxTnHVYWmu0roWV1sGju8yVWicoNqjmuDxfQ4fph5Mh5Kvm7qxG4GFjCqNV6-DzPcUPFVHWPU78ISGmraAS-Or6eqrtvHsuCoHRKW3AK3O54qnXDJG5BnFxbWxs->

You will then be prompted to sign in using your [RealMe login](#). You can create a [RealMe login](#) when you are completing your EGHDR registration if you do not have one.

**Please note:** Your invitation is only valid for 30 days and can only use it once.

3. Paste this into your web browser and click **Enter**.

**Result:** The following web page will display.

4. Click **Register**.

**Result:** The following web page will display.

5. Click **Login**.

**Result:** The following web page will display.

## 6. If you:

- a. have an existing RealMe Login, go to **step 7**.
- b. do not have RealMe Login, see [Create a RealMe Login](#).

7. Enter **your RealMe Login Username and Password**.8. Click **Login**.

**Result:** You will be navigated to your Profile screen.

### My Profile

9. You will now need to complete your registration, see [Complete My Registration](#).

## 5. [Create a RealMe Login](#)

You need a RealMe login account to access the Electricity and Gas High-risk Database. RealMe is designed to protect your privacy and is a service used by many New Zealand businesses and government departments.

The RealMe login service allows you to use the same login details to access all participating government service providers' online services. This saves you from having to remember multiple login details for different services.

### Steps

1. Click **CREATE YOUR REALME LOGIN**.

#### Login with RealMe

You've been redirected here so you can log in with RealMe



[Forgot Username](#) or [Forgot Password?](#)

#### Create a RealMe login

To access this service you need a RealMe login.

You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.

2. Set up your RealMe account by:

- providing your email address
- providing a username
- providing a password
- choosing 3 security questions and providing answers
- proving you're a human — enter the characters you see in the picture.

**Note:** The three security questions and answers for each will be used if you need to reset your password online.



### Set up your account

#### Contact details

Please enter an email address.



Minimum 4 characters

- Accept the Terms of use and select Continue.

### Terms of use

I accept the [RealMe terms of use](#)

**CONTINUE**

CANCEL

- Accept the Terms of use and select Continue.

**Result:** You will be navigated to your Profile screen.

### My Profile

 ddd Hill

My Profile

My Organisation

Manage Contacts

Manage Declarations

**Security**

Set password

Manage external authentication

**Alert!**

Please read and accept both the Terms and Conditions and Privacy Policy and then save your profile. You will not be able to complete any portal tasks until this is complete.

### Personal Information

**Details**

<b>Given Name *</b>	<b>Primary Number</b>
<input type="text" value="Harry"/>	<input type="text" value="021713456"/>
<b>Family Name *</b>	<b>Secondary Number</b>
<input type="text" value="Win"/>	<input type="text"/>
<b>E-mail *</b>	
<input type="text" value="hitiv29098@invq.com"/>	

**Declaration**

I have read and agree to the [Terms and Conditions](#)

I have read and agree to the [Privacy Policy](#)

**SAVE PROFILE**

- You will now need to complete your registration, see [Complete My Registration](#).

## 6. Complete Your Registration

You need to review the Terms and Conditions and Privacy Policy before you can access the Electricity and Gas High-risk Database.

You can also update your personal details at the same time.

### Steps

1. You can update the your personal details if needed:
  - Given Name
  - Family Name
  - Primary Number
  - Secondary Number
  - Email.

### Personal Information

#### Details

Given Name \*

Primary Number

Family Name \*

Secondary Number

E-mail \*

2. Read the **Terms and Conditions** and **Privacy Policy**
3. Accept both the **Terms and Conditions** and **Privacy Policy**.
4. Click **Save Profile**.

### Declaration

- I have read and agree to the [Terms and Conditions](#)
- I have read and agree to the [Privacy Policy](#)

**SAVE PROFILE**

5. You can now access Electricity and Gas High-risk Database, see:

- [Create or update High Risk Installation records](#)
- [Create or update Periodic Assessment records](#)
- [Help for Creating, Updating or Viewing Records](#)
- [Manage Delegations](#)
- [Manage Your Details & Notifications](#)
- [Perform Public Searches.](#)

## 7. Create or Update High Risk Installation Records

Electrical Inspector or Certifying Gasfitters or their Delegated Authorities must record high-risk work records in the Electricity and Gas High-risk Database within 20 working days of:

- being inspected, for electricity work, or
- issuing a Certificate of Compliance for gas work.

Once added, the records can be edited, if required.

Before you begin you must be registered to access the Electricity and Gas High-risk Database. To do this, please see [Apply to Register and Access the High-risk Database](#).

### If you are a Delegate

If you have been granted a delegate authority by a Practitioner, you can create and edit records on behalf of your Practitioner.

Your Practitioners' records will display in the **Manage High-Risk Installations** screen.

If you are a Practitioner and a Delegate or if you have delegated authority for more than one Practitioner, you will need to select the correct Practitioner in the **Responsible Person** dropdown field when you create or edit a record.

#### Responsible Person

##### Responsible Person \*

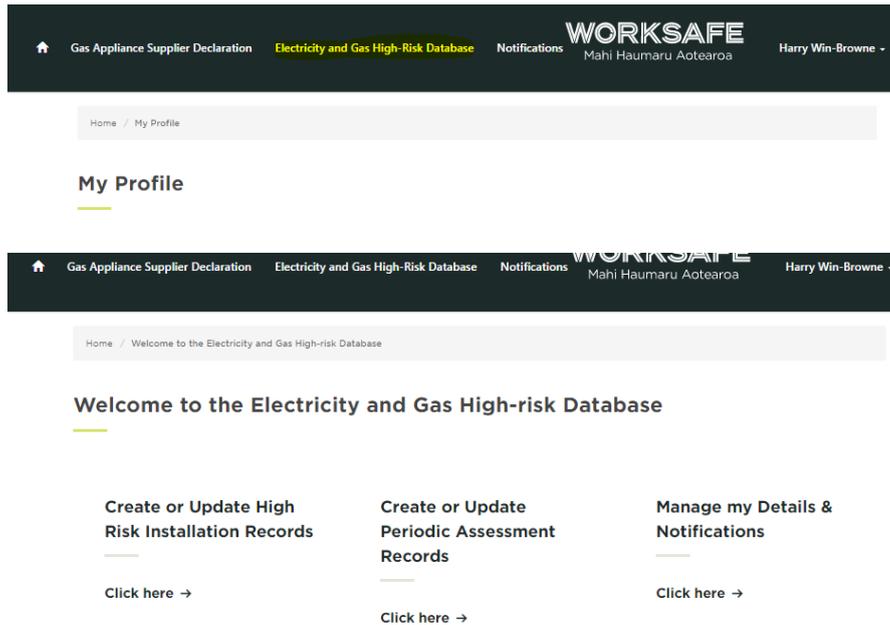
This is the named individual of the relevant registration number responsible for completing the entry on the database. Note that in the case of Exemption Holders and Employer Licence Holders, this might not be the certifying inspector involved in the High-risk work.

Andy Wilson Win	▼
Alex Win	
Andy Wilson Win	

### Steps

1. From your My Profile screen:
  - a. Select the **Manage Installations** link, or

- b. Select the **Electricity and Gas High-Risk Database** link and then the **Create or Update High Risk Installation Records** link



2. You can create or update records from your **Manage High-Risk Installations** screen.

**Note:**

- All records you are responsible for will display in the **Manage High-Risk Installations screen**.
- If you are a Delegate, all records your Practitioners' are responsible for will display as well.

**Manage High-Risk Installations**

The following fields are enabled to be searched for via the **Keyword Search**: Installation ID, Address and Responsible Person.

To search on partial text, please use the wildcard (\*) symbol.

CREATE GAS INSTALLATION
CREATE ELECTRICAL INSTALLATION

**INSTALLATION TYPE**

Gas

Electricity

**ADDRESS TYPE**

Physical Installation Address

Relocatable Installation (Boat, Caravan etc)

Installation ID	Installation Type	Address	Work Certification Date	Responsible Person	Latest Version ↓
HRR-000001312P7X	Gas	83 Awarua Street, Ngaio, Wellington 6035	29/06/2020	Harry Win-Browne	17/07/2020 09:15
HRR-000001308T4P	Gas	18 Gillespie Street, North East Valley	08/06/2020	Harry Win-Browne	29/06/2020 15:47

3. To create a record, click **Create Gas Installation** or **Create Electrical Installation**.

4. To edit a record, search for the record:

- a. in the **Keyword Search** field, you can search by 'Installation ID', 'Installation Type', 'Address', 'Responsible Person', or
- b. filter the records in your list.

5. When you have found the record to edit, select the **Installation ID** hyperlink.

Installation ID	Installation Type	Address	Certification Date	Responsible Person	Latest Version ↓
HRR-000001312P7X	Gas	83 Awarua Street, Ngaio, Wellington 6035	29/06/2020	Harry Win-Browne	17/07/2020 09:15

6. Click **Edit**.

Home / Manage High-Risk Inst... / HRR-000001312P7X

## HRR-000001312P7X - High-Risk Gas Installation

[BACK](#)

[PRINT](#)

[EDIT](#)

### Installation Details

**Installation ID**

HRR-000001312P7X

**Version**

2

---

## 8. Create or Update Periodic Assessment Records

Electrical Inspector or Electrical Workers or their Delegated Authorities can record periodic assessment records in the Electricity and Gas High-risk Database. Once added, the records can be edited, if required

Before you begin you must be registered to access the Electricity and Gas High-risk Database. To do this, please see [Apply to Register and Access the High-risk Database](#).

### If you are a Delegate

If you have been granted a delegate authority by a Practitioner, you can create and edit records on behalf of your Practitioner.

Your Practitioners' records will display in the **Manage Periodic Assessments** screen.

If you are a Practitioner and a Delegate or if you have delegated authority for more than one Practitioner, you will need to select the correct Practitioner in the **Responsible Person** dropdown field when you create or edit a record.

#### Responsible Person

##### Responsible Person \*

This is the named individual of the relevant registration number responsible for completing the entry on the database. Note that in the case of Exemption Holders and Employer Licence Holders, this might not be the certifying inspector involved in the High-risk work.

Andy Wilson Win	▼
Alex Win	
Andy Wilson Win	

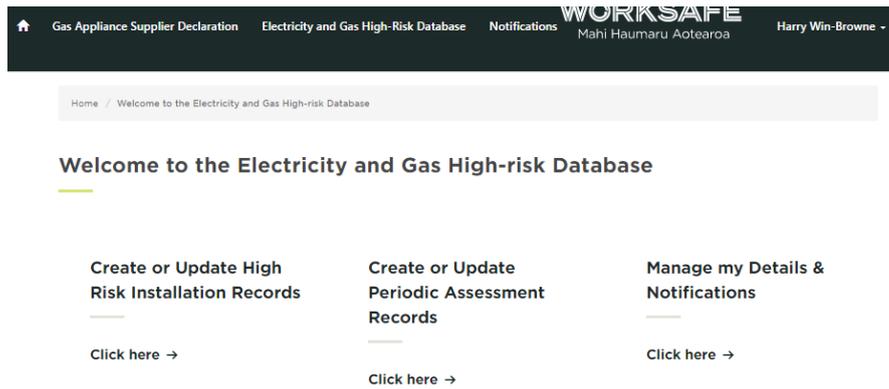
### Steps

1. From your My Profile screen:
  - a. Select the **Manage Periodic Assessments** link, or

The screenshot shows the 'My Profile' page. On the left sidebar, the 'Manage Periodic Assessments' link is highlighted in yellow. The main content area shows 'Personal Information' with fields for 'Given Name' (Harry), 'Primary Number' (0211448599), 'Family Name' (Win-Browne), and 'Secondary Number'.

- b. Select the **Electricity and Gas High-Risk Database** link and then the **Create or Update Periodic Assessment Records** link

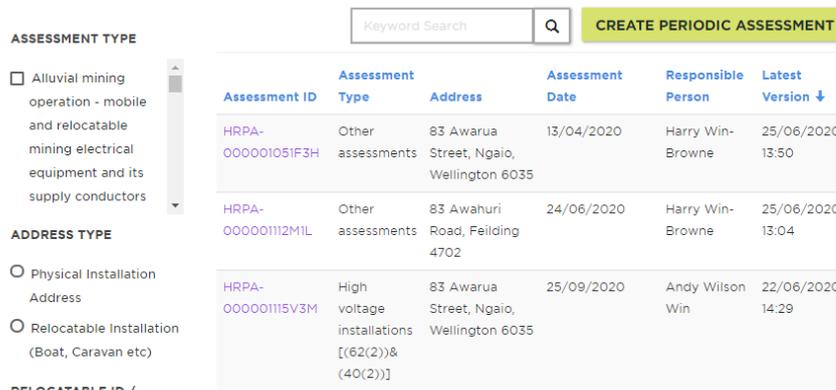
The screenshot shows the 'My Profile' page with the 'Electricity and Gas High-Risk Database' link highlighted in yellow in the top navigation bar.



2. You can create or update records from your **Manage High-Risk Installations** screen.

**Note:**

- All records you are responsible for will display in the **Manage High-Risk Installations screen**.
- If you are a Delegate, all records your Practitioners' are responsible for will display as well.



3. To create a record, click **Periodic Assessment**.

4. To edit a record, search for the record:

- in the **Keyword Search** field, you can search by 'Assessment ID', 'Assessment Type', 'Address', 'Responsible Person', or
- filter the records in your list.

5. When you have found the record to edit, select the **Assessment ID** hyperlink.

Assessment ID	Assessment Type	Address	Assessment Date	Responsible Person	Latest Version ↓
<a href="#">HRPA-000001051F3H</a>	Other assessments	83 Awarua Street, Ngaio, Wellington 6035	13/04/2020	Harry Win-Browne	25/06/2020 13:50

6. Click **Edit**.

Home / Manage High-Risk Inst... / HRR-000001312P7X

### HRR-000001312P7X - High-Risk Gas Installation

[BACK](#) [PRINT](#) [EDIT](#)

#### Installation Details

Installation ID	Version
HRR-000001312P7X	2

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## 9. [Help for Creating, Updating or Viewing Records](#)

This section provides you help for the following when you are creating, editing or viewing High-Risk Installations/Periodic Assessment records:

1. Selecting the Responsible Person if you are a Delegate
2. Selecting the physical address
3. Viewing record's versions
4. Printing records

### If you are a Delegate

If you have been granted a delegate authority by a Practitioner, you can create and edit records on behalf of your Practitioner.

Your Practitioners' records will display in the **Manage High-Risk Installations** screen.

If you are a Practitioner and a Delegate or if you have delegate authority for more than one Practitioner, you will need to select the correct Practitioner in the **Responsible Person** dropdown field when you create or edit a record.

#### Responsible Person

##### Responsible Person \*

This is the named individual of the relevant registration number responsible for completing the entry on the database. Note that in the case of Exemption Holders and Employer Licence Holders, this might not be the certifying inspector involved in the High-risk work.

Andy Wilson Win	▼
Alex Win	
Andy Wilson Win	

### Physical Addresses

Start typing the address you are looking for in the address search below. You can enter part of the street, suburb and/or city name, and the address results will narrow, e.g.

#### Search \*

**123 State Highway 30, Lake Rotoma 3074**

Get [AddressFinder](#) for free

**Street 1 \***

**Town/City \***

**Street 2**

**Postal Code**

**Suburb**

If the address cannot be found, you can then enter the address in the fields below.

Street 1 \*

Town/City \*

Street 2

Postal Code

Suburb

## Viewing Record Versions

A new version of a record is created every time it is edited. When are viewing a record, you need to scroll down to the bottom of the record and you will see the History table.

If there is only 1 version, you will see the following.

### Installation History

Version	Address Type	Address	Work Certification Date	Responsible Person	Created On	Created By
---------	--------------	---------	-------------------------	--------------------	------------	------------

There are no records to display.

If there is more than 1 version, you will see the following table. To open a version you need to click on the **Version Number** hyperlink, e.g. '1'.

### Installation History

Version	Address Type	Address	Work Certification Date	Responsible Person	Created On	Created By
<a href="#">1</a>	Physical Installation Address	83 Awarua Street, Ngaio, Wellington 6035	29/06/2020	Harry Win-Browne	17/07/2020	Harry Win-Browne

## Printing Records

You can print your records. When are viewing a record, click **Print**.

Home / Manage High-Risk Inst... / HRR-000001312P7X

### HRR-000001312P7X - High-Risk Gas Installation




### Installation Details

Installation ID

Version

To reduce the number of pages that will be printed, select **More settings**.

Print 1 sheet of paper

Destination FollowMe-South on wi

Pages All

Copies 1

Layout Portrait

Color Color

More settings

Change the printing scale, e.g. 50%.

More settings

Paper size A4 (210 x 297mm)

Pages per sheet 1

Margins Default

Quality 600 dpi

Scale Custom

50

Two-sided  Print on both sides

Flip on long edge

## 10. Manage Delegations

Electrical Inspectors or Electrical Workers or Certifying Gasfitters can authorise another person to create and edit their records (e.g. the administrator for your company or office manager). There is no limit to the number of delegates that can be added and the same delegate can be authorised by more than one Electrical Inspector or Electrical Worker Certifying Gasfitter.

When a Delegated Authority adds or updates a high-risk work record on your behalf, you will receive an email notification. You can select whether you would like to receive emails, or if you would like to suspend the notifications. To do this, please see [Manage Your Details and Notifications](#).

### Note:

If you select to receive the email notifications again, you will not receive any notification emails for records that were created or edited during the time period that you suspended the notifications.

### Steps –Add a Delegate

1. From your My Profile screen:
  - a. Select the **Delegates** link, or

The screenshot shows the WORKSAFE user interface. At the top, there is a navigation bar with links for 'Gas Appliance Supplier Declaration', 'Electricity and Gas High-Risk Database', 'Notifications', and the user's name 'Harry Win-Browne'. Below this is a breadcrumb trail 'Home / My Profile'. The main heading is 'My Profile'. On the left, there is a sidebar menu with options: 'My Profile', 'Delegates' (highlighted in yellow), 'Delegated For', 'Manage Installations', and 'Manage Periodic Assessments'. On the right, the 'Personal Information' section is visible, containing a 'Details' sub-section with input fields for 'Given Name \*' (Harry), 'Primary Number \*' (0211448599), 'Family Name \*' (Win-Browne), 'Secondary Number', and 'E-mail \*' (hitiv29098@inval.com).

- b. Select the **Electricity and Gas High-Risk Database** link and then the **Manage Delegations** link

This screenshot is similar to the previous one, but the 'Electricity and Gas High-Risk Database' link in the top navigation bar is highlighted in yellow. The rest of the page content, including the sidebar and personal information fields, remains the same.

Home / Welcome to the Electricity and Gas High-risk Database

## Welcome to the Electricity and Gas High-risk Database

**Create or Update High Risk Installation Records**

[Click here →](#)

**Create or Update Periodic Assessment Records**

[Click here →](#)

**Manage my Details & Notifications**

[Click here →](#)

**Manage Delegations**

[Click here →](#)

- To authorise another person to create and edit your records, click **ADD Delegate Authorities**

By adding a delegated authority, you are authorising someone else to create and update high-risk work records or periodic assessment records on your behalf.

If you create a delegate user, they will be emailed an activation code which they must enter to complete the registration process. You can revoke a delegated authority at any time.

**ADD**

Full Name ↑	Email	Portal Access	Date	Granted
-------------	-------	---------------	------	---------

- Enter the person’s First Name, Last Name and Email and click **ADD DELEGATE**.

Home / My Profile / Delegate Authorities / Add Delegate Authority

### Add Delegate Authority

The delegate authority will be invited to sign up to the portal if they are not a known contact of WorkSafe. They will not be allowed to act on your behalf until they complete the invitation process.

**First Name \***

**Last Name \***

**Email \***

**ADD DELEGATE**

- If the details exactly match a current user, they will be added as your delegate.
- If the details do not exactly match a current user, the system will send the person an invitation to access the Electricity and Gas High-risk Database.
- The person’s details will display in the list below.

## Delegate Authorities



Harry Win-Browne

- My Profile
- Delegates
- Delegated For
- Manage Installations
- Manage Periodic Assessments

By adding a delegated authority, you are authorising someone else to create and update high-risk work records or periodic assessment records on your behalf.

If you create a delegate user, they will be emailed an activation code which they must enter to complete the registration process. You can revoke a delegated authority at any time.

[ADD](#)

Full Name ↑	Email	Portal Access	Date Granted
Irene Win	andrew.win@worksafe.govt.nz	Yes	18/06/2020 14:22

### Steps –Add a Delegate

- To revoke a delegate, click the drop down **arrow** and select **Revoke**.

Full Name ↑	Email	Portal Access	Date Granted
Irene Win	andrew.win@worksafe.govt.nz	Yes	18/06/2020 14:22

View

Revoke

- Click **CONFIRM**.

#### Revoke Access

This action will revoke Delegate Authority access on your behalf.  
Are you sure you wish to continue?

CONFIRM

CANCEL

- The person’s delegate access is revoked and they are removed from your list.

Home / My Profile / Delegate Authorities

## Delegate Authorities



Harry Win-Browne

- My Profile
- Delegates
- Delegated For
- Manage Installations
- Manage Periodic Assessments

By adding a delegated authority, you are authorising someone else to create and update high-risk work records or periodic assessment records on your behalf.

If you create a delegate user, they will be emailed an activation code which they must enter to complete the registration process. You can revoke a delegated authority at any time.

[ADD](#)

Full Name ↑	Email	Portal Access	Date Granted
There are no records to display.			

## 11. Manage Your Details and Notifications

Use this procedure to update your details and your notification settings when required.

When a Delegated Authority adds or updates a high-risk work record on your behalf, you will receive an email notification. You can select whether you would like to receive emails, or if you would like to suspend the notifications.

### Note:

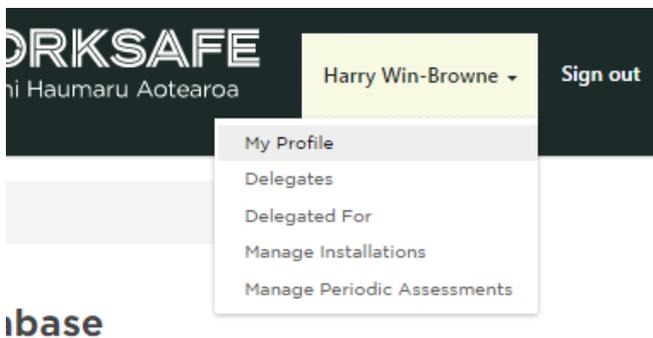
If you select to receive the email notifications again, you will not receive any notification emails for records that were created or edited during the time period that you suspended the notifications.

### Steps

1. Select **your name** in the menu.



2. Select the **My Profile** link.



ibase

3. You can update the your personal details if needed:

- Given Name
- Family Name
- Primary Number
- Secondary Number
- Email.

Home / My Profile

### My Profile



Harry Win-Browne

- My Profile
- Delegates
- Delegated For
- Manage Installations
- Manage Periodic Assessments

Security

#### Personal Information

**Details**

<b>Given Name *</b>	<input type="text" value="Harry"/>	<b>Primary Number *</b>	<input type="text" value="0211448599"/>
<b>Family Name *</b>	<input type="text" value="Win-Browne"/>	<b>Secondary Number</b>	<input type="text"/>
<b>E-mail *</b>	<input type="text" value="hitiv29098@invcl.com"/>		

4. If you are an **Electrical Inspector** or **Electrical Worker**, you can edit your **registration number** and/or **registration class**.

## Roles

### Gas Roles

Certifying Gasfitter

#### Registration Number

SSSSS

#### Date Added

11/06/2020

Gas Employer License Holder

Gas Exemption Holder

### Electrical Roles

Electrical Inspector

Electrical Worker

#### EW ID Number

34343434

#### Registration Class \*

Electrical Installer

#### Registration Number \*

2232332

#### Date Added

25/06/2020

Electrical Employer License Holder

Electrical Exemption Holder

5. If you want to disable your email notifications, select **Disabled**.

**Note:**

If you select to receive the email notifications again, you will not receive any notification emails for records that were created or edited during the time period that you suspended the notifications.

**Notifications**

Whenever a delegated authority creates or updates a record on your behalf, you will be notified via email. Select whether you would like to receive emails, or if you would like to suspend the notifications.

**Note:**

If you select to receive the email notifications again, you will not receive any notification emails for records that were created or edited during the time period that you suspended the notifications.

**Email Notifications**

Disabled  Enabled

## 12. Perform Public Searches

The public can perform a search for records of all high-risk work performed at an address or relocatable address (e.g. vehicle, caravan, boat).

Practitioners cannot perform the public search if they are logged into Electricity and Gas High-risk Database. You will need to sign-out first.

From the search results you can:

- View and/or print a record.
- View and/or print a previous version of a record, if available.

### Steps

1. From the Electricity and Gas High-risk Database homepage, select **Search the Electricity and Gas High-risk Database** (<https://portal.worksafe.govt.nz/eghrd/>).

Home / Welcome to the Electricity and Gas High-risk Database

### Welcome to the Electricity and Gas High-risk Database

The Gas (Safety & Measurement) Regulations and the Electricity (Safety) Regulations require that most gas and electrical work is only carried out by authorised persons and that the work is certified. Certain classes of gasfitting and prescribed electrical work are defined as "high risk". Details of the certificate of compliance for gasfitting and details of the record of inspection for PEW must be recorded on this website. These requirements have been in place since 1 July 2013.

These records are not the certification for the work but a selection of some of the information that was recorded in the certification. The website provides public access to key information about work classified as high risk. It assists Energy Safety and the worker registration boards to focus resources on areas that have the potential for the greatest improvement in safety outcomes, as well as the auditing of completed work, and the monitoring of professional competency and safety.

**Search the Electricity and Gas High-risk Database**  
Click here →

**Apply to be an Electrical or Gas Practitioner**  
Click here →

**Login to the Electricity and Gas High-risk Database**  
Click here →

2. To search for a **Physical Installation Address**:

- Select the **Physical Installation Address** radio button option.
- Start typing the address in the **Address** field. As you type, suggested addresses display. Select the address you require from the list.

Address Search \*

83 Awarua Street, Ngaio, Welli

83 Awarua Street, Ngaio, Wellington 6035

Get AddressFinder for free

[Edit Address](#)

CLEAR

SEARCH

- If you find the address, click **SEARCH**
- If the address you entered doesn't display, check your spelling is correct and re-enter.

- If the address is not listed, 'No addresses were found' will display

### Physical Address

To search the database, start typing the address you are looking for in the address search below. You can enter part of the street, suburb and/or city name, and the address results will narrow.

If the address cannot be found, you can perform a manual search by selecting 'Edit Address'. Your manual search will need to exactly match what was entered in the record.

#### Address Search \*

[Edit Address](#)

- Select the **Edit Address** link and enter the address in the form and click **SEARCH**.

#### Address Search \*

Street 1

Town/City

Street 2

Postal Code

Suburb

[Edit Address](#)

### 3. To search for a **Relocatable Address**:

- Select the **Relocatable Address** radio button option.
- Select the **Relocatable Address Type** from the drop down menu.
- Select the **Relocatable Identifier Type** from the drop down menu.
- Enter the unique identifier (e.g. registration number) or description in the **Relocatable ID / Description** field.
- Click **SEARCH**.

#### Address

##### Select Address Type

- Physical Installation Address  
 Relocatable Installation (Boat, Carav  
 etc)

##### Relocatable Address

A 'relocatable installation' refers to a location where high-risk work has been carried out where there is no fixed street address.

##### Relocatable Installation Type \*

##### Relocatable Identifier Type \*

Select the type of relocatable identifier appropriate to the relocatable installation type.

##### Relocatable ID / Description \*

Enter the relevant unique identifier (such as registration number) or description.

CLEAR

SEARCH

### 7. If your search finds record(s), select the **Record ID** hyperlink to view the record.

SEARCHING FOR:

2 Fencible Place Otahuhu Auckland 1062

Record ID	Record Type	Address	Work Certification	
			Date / Assessment Date	Responsible Person
<a href="#">5228155</a>	Electricity Installation	2 Fencible Place, Otahuhu, Auckland 1062	29/07/2020	Parmeswan Padayachi

1 record(s) found.

## Viewing Record Versions

A new version of a record is created every time it is edited. When are viewing a record, you need to scroll down to the bottom of the record and you will see the History table.

If there is only 1 version, you will see the following.

## Installation History

**Version**   **Address Type**   **Address**   **Work Certification Date**   **Responsible Person**   **Created On**   **Created By**

There are no records to display.

If there is more than 1 version, you will see the following table. To open a version you need to click on the **Version Number** hyperlink, e.g. '1'.

### Installation History

Version	Address Type	Address	Work Certification Date	Responsible Person	Created On	Created By
1	Physical Installation Address	83 Awarua Street, Ngaio, Wellington 6035	29/06/2020	Harry Win-Browne	17/07/2020	Harry Win-Browne

## Printing Records

You can print your records. When are viewing a record, click **Print**.

Home / Manage High-Risk Inst... / HRR-000001312P7X

### HRR-000001312P7X - High-Risk Gas Installation

BACK

PRINT

EDIT

### Installation Details

Installation ID

HRR-000001312P7X

Version

2

To reduce the number of pages that will be printed, select **More settings**.

Print 1 sheet of paper

Destination FollowMe-South on wi

Pages All

Copies 1

Layout Portrait

Color Color

**More settings**

Change the printing scale, e.g. 50%.

More settings ^

Paper size A4 (210 x 297mm) v

Pages per sheet 1 v

Margins Default v

Quality 600 dpi v

Scale Custom v

50

Two-sided  Print on both sides

Flip on long edge v