

Guide for compliance certifier authorisation

INDIVIDUAL

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Te Kāwanatanga o Aotearoa
New Zealand Government

WORKSAFE
Mahi Haumarū Aotearoa

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This guide is to help individuals apply for a new authorisation, renew, or vary their authorisation as a compliance certifier under the Health and Safety at Work (Hazardous Substances) Regulations 2017.

It should be read in conjunction with:

- [Authorising Compliance Certifiers – Health and Safety at Work \(Hazardous Substances\) Regulations 2017 – Operational Policy](#)
- [Fit and Proper Person Assessment \(Health and Safety at Work \(Hazardous Substances\) Regulations 2017\) – Policy](#)
- [Fit and proper test – Technical guide](#)
- [Application for authorisation as a compliance certifier \(individual\) application forms \(new, renewal and variation\).](#)

You must include all required information in your application.

Information about the application process, and the criteria we use to assess an application, is given in this guide. More detail is also available on our website [worksafe.govt.nz](https://www.worksafe.govt.nz)

Using this application guide

The information in this guide is split into parts and sections, to make it easier to navigate.

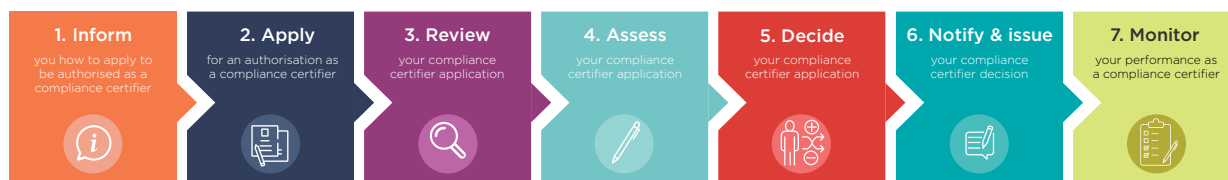
When the word ‘section’ is used, it refers to a section in the application form.
When the word ‘part’ is used, it refers to a part of this guidance document.

Need more information?

If you have questions about the application process and the type of information required to support your application, contact the Hazardous Substances Authorisation team at WorkSafe New Zealand: hsapplications@worksafe.govt.nz.

1. Authorisation

Each application for authorisation as a compliance certifier is assessed against specific criteria within the Health and Safety at Work (Hazardous Substances) Regulations 2017 (the Regulations). We follow a standard process which ensures we're making consistent decisions.



WorkSafe is responsible for determining whether an applicant is qualified to issue compliance certificates within the scope of the authorisation, and subject to any conditions imposed on it.

Before granting a compliance certifier authorisation, we must be satisfied that the requirements specified in regulations 6.5, 6.6, 6.7 and 6.8 (and 6.13 for a variation and 6.14 for a renewal) of the Regulations have been met.

The Regulations say that:

- applications must be in the form required by WorkSafe
- applications must be accompanied by the appropriate fee and supporting evidence
- applicants must demonstrate that they have the appropriate qualifications and practical experience in relation to hazardous substances and associated equipment, and be a fit and proper person
- WorkSafe must be satisfied that the applicant is likely to ensure that the functions of a compliance certifier are performed in an objective manner that promotes safety.

If granted, compliance certifiers are authorised for a period of up to five years, as specified by WorkSafe in the authorisation.

2. Types of applications

To apply for authorisation as a compliance certifier, you need to complete the relevant application form(s) and provide the information required by the Regulations. All documentation must be submitted to WorkSafe for consideration.

There are three types of applications for authorisation as a compliance certifier:

A new compliance certifier

A new compliance certifier is a person who:

- has not previously been authorised as a compliance certifier by WorkSafe (under the Regulations) or
- is currently authorised as a compliance certifier but has not applied to renew their authorisation at least 20 working days before the date on which it ends, and wants to continue to be authorised as a compliance certifier, or
- has previously been authorised as a compliance certifier whose has re-applied.

A renewing compliance certifier

A renewing compliance certifier is a person who is currently authorised by WorkSafe to issue compliance certificates and has applied to renew the authorisation at least 20 working days **before** it expires.

A variation of authorisation for a compliance certifier

This application is for already authorised compliance certifiers who wish to vary their scope and/or conditions of their authorisation. A variation can be requested by an applicant at any time during the term of their authorisation, including when they apply to renew their authorisation.

- A variation application may relate to:
 - compliance categories
 - classes and quantities of hazardous substances
 - lifecycles (for certified handlers)
 - industry types (for class 1 certified handlers)
 - the conditions of a current authorisation.
- If a variation application is for additional compliance categories to be added to your current authorisation, we will require additional evidence demonstrating that you are qualified for the compliance categories applied for before a decision can be made on your application.

3. Filling in your application form (Individual)

There are three compliance certifier application forms – one for new applicants, one to renew an authorisation, and one to vary an authorisation.

These are available on the WorkSafe website: worksafe.govt.nz

Complete the relevant *Application for authorisation as compliance certifier (Individual)* form(s), if you are an individual applying to become a compliance certifier, or to renew or vary the scope or conditions of your current authorisation as a compliance certifier.

Note: If you are applying for a renewal AND variation to your scope of authorisation, you will need to complete a separate application form for the renewal and the variation, however only one fit and proper form is required.

The application form(s) must be completed by following these instructions.

Applicant details (Section 1)

Complete this section and provide your;

- Full legal name
- Business name
- Business address
- Contact details

This information will be used to register your application and if an authorisation is granted, some of your details will be included on the Register of compliance certifiers (regulation 6.12) that is published on the WorkSafe website.

Application fee (Section 2)

See [4. Fees](#) for more information.

Scope of authorisation (Section 3 for new and variations only)

Each authorisation will specify the scope - this means it will clearly describe the compliance categories being authorised and may be made subject to conditions. Conditions outline any restrictions or limitations associated with your authorisation.

Once authorised, you may also apply to vary the scope of an authorisation or a condition of an authorisation (regulation 6.13).

The compliance categories available for authorisation are summarised in [Appendix 1](#)

For applications for authorisation as a new compliance certifier and for applications to vary your scope with a new category, ensure you:

- select the categories in the application form that you can demonstrate you are qualified for
- specify substances, life cycles, sector or industry specific type of work, and quantities that are relevant to your current level of expertise based on the evidence you provide.

For variations only, you'll also need to explain the reason(s) for seeking a variation, such as new clients, and provide evidence which demonstrates that you are qualified to be authorised for the varied scope.

Overall knowledge and experience with hazardous substances and associated equipment (Section 3 for renewals; Section 4 for new and variations)

(Refer to regulation 6.6)

To be qualified for authorisation, the Regulations requires that the applicant has specified knowledge and experience. We require evidence that demonstrates you have the specified knowledge and experience for the authorisation that you have applied for.

Select the options applicable to the evidence you will provide with your application and submit the evidence that you are qualified for, along with your complete application form(s)

Evidence to demonstrate you are qualified for the authorisation being sought, may include:

EVIDENCE	EXAMPLE(S)
Work history	A current CV
Professional/industry/academic qualifications	- A tertiary qualification in a relevant subject - API 633 - EEMUA 159 - Growsafe - Skills Consulting Group courses - Any other relevant workshops
Evidence of any additional qualifications	- Industry training and/or relevant workshops attended over the period of your authorisation (renewal applications only) - Certified handler certificate - Approved filler certificate
Membership of a relevant professional body	- Engineering New Zealand - Hazardous Substances Professional NZ (HSPNZ) - New Zealand Institute of Hazardous Substance Management (NZIHSM)
Certification assessments completed as a competent person	If you have been working with a compliance certifier and undertaken assessments as a competent person, you can submit the documentation you recorded to demonstrate compliance with the regulations for each compliance category applied for.
Mock assessments of hazardous substances and/or associated equipment (new and variation applications)	If you have undertaken a mock assessment, you can submit the evidence to demonstrate what regulatory requirements you recorded and considered that would lead to issuing a compliance certificate. You will need to submit mock assessments for each compliance category you have applied for.
Assessment templates	These are the assessment templates you will use if authorised, which demonstrate the regulatory elements you will consider to issue a certificate. You will need to submit an assessment template for each compliance category you have applied for.

EVIDENCE	EXAMPLE(S)
Tracking records	Relevant for the compliance categories applied for.
Spray diary	Specifically for certified handlers for agrichemicals
Standard operating procedure (SOP) for delivering on-site certification covering equipment, procedures, systems, handling, testing, inspection	Relevant to demonstrate your systems and processes to meet record keeping requirements. If available, you can provide accreditation relevant to a quality assurance standard, such as ISO 9001 or ISO 17020.
Any additional evidence to support your knowledge and experience for the authorisation scope applied for	

You are required to demonstrate knowledge of the Health and Safety at Work (Hazardous Substances—Information and Process Requirements for Compliance Certifiers) Performance Standard 2019. The following evidence must also be included:

- management of your complaints process – such as complaints register
- management of conflicts of interest – such as a policy or management plan.

Refer to [Appendix 4: application checklist](#) for more information about submitting a completed application.

Knowledge of hazardous substances, adverse effects, gases under pressure and exposure standards (Section 4 for renewals; Section 5 for new and variations)

(Refer to regulation 6.6 (1) (a)(i), (ii), (iii) and (vii) and 6.6(2))

To be qualified for authorisation as a compliance certifier, you must be able to demonstrate that you have knowledge relevant to the authorisation you've applied for, including:

- hazard classifications and adverse effects of hazardous substances
- hazards and risks associated with gases under pressure (if applicable); and
- any prescribed exposure standards relating to any hazardous substances that you wish to issue compliance certificates for.

Describe your knowledge of hazardous substances, their classifications, adverse effects, gases under pressure (if applicable), and any related prescribed exposure standards. Reference the relevant evidence you provided as part of *Overall knowledge and experience with hazardous substance and associated equipment*.

Refer to evidence listed under [Overall knowledge and experience with hazardous substances and associated equipment](#) and [Appendix 4: application checklist](#) for more information about submitting a completed application.

Knowledge of the Act, functions and duties, regulations, safe work instruments and performance standards (Section 5 for renewals; Section 6 for new and variations)

(Refer to regulation 6.6 (1)(a)(iv), (v), (vii) and (viii) and 6.6(2))

To be qualified for authorisation as a compliance certifier, you must demonstrate your knowledge of:

- the functions and duties of a compliance certifier under the Regulations
- the purpose of the Health and Safety at Work Act 2015 (the Act), relevant duties and liabilities under the Act
- relevant requirements of the Regulations and any safe work instruments
- any applicable performance standards.

Complete the Health and Safety at Work Act and functions and duties of the compliance certifier questionnaire found on the WorkSafe website: worksafe.govt.nz

It is not necessary to complete the questionnaire again if you have previously demonstrated your knowledge of the Act, functions and duties of a compliance certifier.

List all the relevant Safe Work Instruments to the scope of authorisation you have applied for and describe how you have incorporated these into the templates and evidence you have submitted under *Overall knowledge and experience with hazardous substances and associated equipment*.

Refer to evidence listed under Overall knowledge and experience with hazardous substances and associated equipment and Appendix 4: application checklist for more information about submitting a completed application.

Maintenance of compliance certifier expertise (Section 6 for renewals only)

(Refer to regulation 6.6 and 6.14(3))

Applicants for renewal are subject to the same regulations requiring you to be suitably qualified for authorisation by demonstrating necessary knowledge and experience. You will need to ensure you maintain your expertise, as regulatory requirements change and new hazardous substances are developed, or understanding of their risk changes.

Describe how you have maintained your expertise during the term of your authorisation, including changes to regulatory requirements in relation to the scope of compliance categories you are authorised for.

We will consider your expertise associated with compliance certification assessments under your current scope of authorisation. We will verify the number and type of certificates you have issued and entered in the WorkSafe register of compliance certificates and the number of notification of refusals you submit to WorkSafe.

Experience with equipment, procedures, systems, handling, testing, inspection (Section 7 for new and variation only)

(Refer to regulation 6.6(1)(b) to (f) and 6.6(3))

To be considered qualified as a compliance certifier, you must demonstrate you have:

- experience in the use of testing equipment or procedures required for the issue of compliance certificates
- experience in the use of commonly used operating equipment and systems (including personal protective equipment) that is necessary to meet any requirement of these regulations for which a compliance certificate is to be issued
- experience in operating systems or plant or equipment for which a compliance certificate may be required
- the appropriate practical experience in carrying out one or more of the following activities for the management of hazardous substances in a workplace:
 - (i) handling hazardous substances
 - (ii) testing or inspecting plant or equipment
 - (iii) testing or inspecting the design of plant or equipment
- experience under the supervision of an authorised compliance certifier for the types of plant, equipment, qualifications or situations for which a compliance certificate may be required.

Refer to evidence listed under [Overall knowledge and experience with hazardous substances and associated equipment](#) and [Appendix 4: application checklist](#) for more information about submitting a completed application.

Record keeping (Section 7 for renewals, Section 8 for new and variations)

(Refer to regulation 6.6(1)(a)(viii) and 6.43(2)(c))

As part of being considered for authorisation as a compliance certifier, you need to demonstrate knowledge of any applicable performance standards.

For example, you might choose to demonstrate your knowledge of the [Health and Safety at Work \(Hazardous Substances—Information and Process Requirements for Compliance Certifiers\) Performance Standard 2019](#) by describing your processes for the compliance certification process and maintaining (electronic and hard copy) records relevant to the issue of compliance certificates.

Even if you are a new applicant, you will still need to demonstrate an understanding of the relevant performance standards. You will need to show you have systems and processes in place to comply with these standards if an authorisation is granted.

Describe your systems and processes that you use or will be using for maintaining records relevant to the issuance of compliance certificates. Provide evidence of the procedures you follow.

Refer to the WorkSafe webpage [worksafe.govt.nz](https://www.worksafe.govt.nz) for more information about performance standards.

Fit and proper person assessment (Section 8 for renewals; Section 9 for new and variations)

(Refer to regulation 6.7 and 6.8(2)(c))

Before granting an application for authorisation, we must be satisfied that you are a fit and proper person.

The *fit and proper assessment* form is available on the WorkSafe website: worksafe.govt.nz

This form must be included with your application for authorisation as a compliance certifier. This form is required for all types of applications (new, renewal or variation) submitted to WorkSafe.

When we determine whether an individual is a fit and proper person, we take into account:

- your criminal history
- any pending criminal proceedings against you
- any protection order against you under the Family Violence Act 2018
- any court order against you that is or may be relevant to the application
- any matters disclosed to WorkSafe by the New Zealand Police in relation to the application, including any objection to the grant of authorisation
- any other relevant matters.

If you are applying for a renewal and variation to your scope of authorisation, you will need to complete both application forms. However, only one fit and proper assessment form is required. Ensure you have also completed the consent and statutory declaration on page 3 of the form.

NB: The New Zealand Police will only accept a signed consent within the last three months.

Complete all the fields included in the *fit and proper assessment form* and provide evidence of identification.

Evidence of identification

You need to provide a primary and secondary identity document (ID), one of which must be photographic. This helps us to confirm your identity.

We will accept certified copies of the following documents as long as they are certified by a Justice of the Peace, Barrister or Solicitor of the High Court of New Zealand, Notary Public or Deputy Registrar at a court.

PRIMARY ID	SECONDARY ID
- NZ or Australian Passport - Overseas Passport with New Zealand Immigration Visa/Permit - NZ Firearms (Dealers) Licence - NZ Birth Certificate - NZ Citizenship Certificate	- NZ Photo Driver's Licence - International Driver's Licence - Kiwi Access Card (formerly known as NZ 18+ Card) - Student Identity Cards - Employment Identity Cards - Community Services Card - NZ Electoral Roll Confirmation of Enrolment Letter - Utility Accounts/Other

If your name has changed, evidence of a name change must be provided, such as a certified copy of a marriage certificate or statutory declaration with the inclusion of a birth certificate.

Evaluation process

Information on the fit and proper person evaluation process can be found in the *Fit and Proper Person Assessment (Health and Safety at Work (Hazardous Substances) Regulations 2017 Policy* available on the WorkSafe webpage: worksafe.govt.nz

Refer to the Policy for details about the consideration given to an applicant's criminal history, behavioural history, and other matters where applicable.

Performing in an objective manner that promotes safety (Section 9 for renewals; Section 10 for new and variations)

(Refer to regulation 6.8(2)(d))

We must be satisfied that you are likely to ensure that the functions of a compliance certifier are performed in an objective manner that promotes safety before granting an authorisation.

You will need to provide information which shows **how** you will do this. For example, you may wish to explain how you will undertake your assessments in a sufficient level of detail to ensure the objectivity of your decision making when addressing the regulatory requirements to issue a certificate.

Applicant's signature (Section 10 for renewals; Section 11 for new and variations)

All application forms must be signed and dated before being submitted to WorkSafe.

Read the terms associated with the application, then sign and date your application form(s) in writing (or using an electronic signature).

4. Fees

The fees relevant to applications for compliance certifier authorisations are prescribed in Schedule 2 of the Regulations as follows:

APPLICATION	FEE (INC GST)
Authorisation as new compliance certifier	\$830
Application to vary your scope or conditions of compliance certifier authorisation	\$583
Renewal of your compliance certifier authorisation	\$415
Combined application for renewal AND variation of your authorisation	\$998

Your application is not complete until the appropriate fee has been paid.

The application fees prescribed by the Regulations apply regardless of the term of the authorisation.

Payment method

Payment of all fees is required at the time of submitting your application. It can be paid for via bank transfer.

Overseas applicants are required to pay all associated bank fees in addition to the application fee(s).

Please include the following details in your payment:

Bill payee: WorkSafe NZ

Payment to: Westpac Account: 03-0251-0040445-00

Particulars: COMP CERT

Code: (If applicable, Your "Certifier TST number")

Reference: (Your business, company or applicant name)

5. Submitting your complete application

We need a complete application to determine whether you meet the criteria in the Regulations and to be granted an authorisation as a compliance certifier (regulation 6.8).

A complete application includes a completed application form, a paid fee and all supporting evidence required for WorkSafe to make a decision.

If you are applying to renew your current authorisation (regulation 6.14), you must submit a complete application to us at least 20 working days before the date the authorisation ends. If we cannot make a decision on your application before your current authorisation ends, then your current authorisation continues in force until a decision has been made on your application (regulation 6.14 (5)).

If we do not receive a complete application to renew your authorisation at least 20 working days before your current authorisation ends, your current authorisation will cease at the end of its term (regulation 6.9). You will need to apply for a new authorisation.

Use [Appendix 4: application checklist](#) for more information about submitting a complete application.

Send your completed application form and supporting evidence to hsapplications@worksafe.govt.nz

6. Reviewing your application

We'll confirm that we've received your application once you've submitted it.

Your application will then be reviewed, to make sure it's complete.

Refer to [Appendix 4: application checklist](#) for a list of what is required for a complete application.

We may request further information if there is any missing evidence in your application, or if the evidence is insufficient. If the requested information has not been received after 20 working days, your application will be filed and considered incomplete. You will need to reapply.

Sampling of your records

New applications must include the assessment templates you will use if your authorisation is granted.

For renewal and some variation applications, we will look at your audit/ compliance history to determine if we need to sample your records. If you have not had an audit within two years, or your corrective action plan from an audit has not been completed, it is likely that we will select a set of certificates that represents your current practice and the scope of your current authorisation to review.

We will ask you to provide documentation that demonstrates the factors you have considered when issuing the certificate(s). This could also include competent person(s) reports.

There is no pre-selection of certificates. However, if we are aware of an issue(s) that we think should be assessed in the authorisation process, then we may consider certificates relevant to the issue(s) instead of, or in addition to, any selected certificates.

7. Assessing your application

What we consider a ‘complete application’

An application is determined complete for processing once it’s been reviewed, and no further information is required.

At this stage, you will receive written confirmation your application will be assessed. We must consider an application within 20 working days after we receive it (regulation 6.5(3)). Refer to [8. Decide whether to grant an authorisation](#) for more information.

Requests for more information

In some instances, we may need to clarify the evidence you have submitted. If this is required, we’ll ask for more information. This may create delays in processing your application.

Any additional information must be provided within 20 working days from when we request it.

If we don’t receive the additional information within this timeframe, we will continue assessing your application based on the information we already hold. If WorkSafe is unable to make a decision on your application within 20 working days, we will notify you as soon as practicable and propose a time frame for when we will consider and make a decision on your application.

At this time, you will be asked to confirm in writing if you would like to appear and be heard in relation to your application for authorisation (regulation 6.5(2)). A response to this request will be required within 10 working days.

Proposed decision and opportunity to appear and be heard

If we are not satisfied that you meet one or more of the requirements of regulation 6.8(2), we may propose to refuse to grant some, or all, of your request for authorisation (regulations 6.8, 6.13 and/or 6.14).

In these circumstances, we will send you a letter outlining the reasons for the proposed decision. You will have the opportunity to appear and be heard in relation to your application, including providing additional information as to why the declined decision should not be upheld.

If you choose to appear and be heard, we must give you at least 10 working days’ notice of the hearing date, unless WorkSafe and you agree to a shorter period.

You can also make a submission in relation to your application before, during or instead of a meeting to be heard. The submission can be in writing, via a recording, or in person as part of a meeting to be heard. After you have been heard and no further information is required, we will make a final decision on your application within 20 working days.

8. Deciding whether to grant an authorisation

(Refer to regulation 6.8, 6.13 and/or 6.14)

Approval

WorkSafe must approve an application for authorisation, if it is satisfied of the matters set out in regulation 6.8(2) (for an individual).

If your application is approved, WorkSafe must notify you of:

- the authorisation and its scope
- any conditions to which the authorisation is subject to
- the term of the authorisation.

The scope of your authorisation will reflect your knowledge and experience, according to the evidence you provided to us.

The scope of authorisation may include (but is not limited to) reference to maximum quantity thresholds, specific hazardous substances classifications, specific industry types and/or equipment approved for certification.

If you are renewing your application and have failed to comply with performance standards, to a significant degree, we may refuse to grant the authorisation (regulation 6.14(4)(a) of the Regulations).

An application for renewal may be granted with a more limited scope than that applied for, if we are satisfied it is appropriate in the circumstances (regulation 6.14(4)(b)).

We will first make a proposed decision before refusing an application or grant an authorisation for a more limited scope than applied for (see [7. Assess your application](#)).

If we refuse an application, or grant an authorisation for a more limited scope than that applied for, we must notify you in writing of:

- the decision to grant an authorisation of more limited scope than that applied for
- the reasons for that decision
- your right of appeal to the District Court against the decision (regulation 6.8(8)(c)).

The term of authorisation may be granted for a period of up to five years.

Your authorisation as a compliance certifier takes effect from the date the decision is made.

If you are applying for a renewal of your authorisation, and a decision isn't reached within 20 days, your current authorisation continues in force until a decision is made.

Refusal

If a final decision is made to refuse your application (either in part or in whole), we will notify you of:

- the refusal
- the reasons for refusal
- your right to appeal to the District Court against the decision.

9. Authorised compliance certifiers

Registers

Register of compliance certifiers

(Refer to regulation 6.12)

If you are authorised as a compliance certifier, we must enter information about your authorisation on the public Register of compliance certifiers in accordance with regulation 6.12: <https://compliancecertifiers.worksafe.govt.nz/>

Register of compliance certificates

(Refer to regulation 6.26)

Compliance certifiers must ensure they enter information about the compliance certificates they issue in the *Register of compliance certificates* in accordance with regulation 6.26(2). This information must be entered within 15 working days after the certificate is issued (regulations 6.22(5) and 6.24(3)).

We will send you details to access the *Register of compliance certificates* and instructions on how to enter information.

You can also refer to the *Health and Safety at Work (Hazardous Substances – Information and Process Requirements for Compliance Certifiers) Performance Standard 2019* on the information and process requirements: [worksafe.govt.nz](https://www.worksafe.govt.nz)

Monitoring

(Refer to regulation 6.36 to 6.41)

We monitor your performance as an authorised compliance certifier to ensure you comply with the regulations and carry out your functions in an objective manner that promotes safety.

We will audit you **at least** every four years to verify you are working within the scope of your authorisation and your compliance with the Act, the Regulations, any applicable safe work instruments and performance standards.

For more information, visit www.worksafe.govt.nz

Appendices

IN THIS SECTION:

Appendix 1: Compliance categories

Appendix 2: Class 1 certified handlers –
industry types

Appendix 3: Class 6 certified handlers

Appendix 4: Application checklist

Appendix 1: Compliance categories

COMPLIANCE CATEGORY	REGULATION	DESCRIPTION
Approved fillers (cylinders, stationary tanks and tank wagons)	15.66	Certification of approved fillers (cylinders, stationary tanks and tank wagons)
CYLINDERS		
Cylinder design verification	15.13	Design verification of cylinders
Cylinder importation	15.16	Compliance certificate for imported cylinders
UNRTDG cylinder importation (Schedule 19)	15.3(3)	Compliance certificate for imported UNRTDG cylinders
Cylinder pre-commissioning	15.19	Issue of pre-commissioning certificate
LPG fittings	15.37	Compliance certificate for imported and manufactured fittings
CERTIFIED HANDLERS		
Refer to Appendix 2 and Appendix 3 for more information about the industry types available for authorisation		
Class 1 certified handlers	4.1 9.3	Compliance certificates for certified handlers Requirement for certain class 1 substances to be under personal control of certified handlers.
Class 6 certified handlers (Agrichemicals)	4.1 13.9	Compliance certificates for certified handlers Requirement for certain class 6 substances to be under personal control of certified handlers.
Class 6 certified handlers (Fumigants)	4.1 14.3	Compliance certificates for certified handlers Fumigants that must be under personal control of certified handler
Class 6 certified handlers (Vertebrate Toxic Agents)	4.1 13.9	Compliance certificates for certified handlers Requirement for certain class 6 substances to be under personal control of certified handlers
Class 6 certified handlers (Industrial Chemicals)	4.1 13.9	Compliance certificates for certified handlers Requirement for certain class 6 substances to be under personal control of certified handlers
CLASS 1		
Container (magazines) design	9.20(1)(b) 9.20(4)(b)	Design of magazines securing class 1 substances and certification that the magazine continues to meet the relevant design requirements

COMPLIANCE CATEGORY	REGULATION	DESCRIPTION
Container (readily movable containers) construction	9.20(2) 9.20(4)(b)	Container construction of readily movable containers securing class 1 substances and certification that the readily movable containers continue to meet the relevant design requirements
Detonation and deflagration in darkness	9.28(5)	Procedures for detonation or deflagration of class 1 substances in darkness
Blast over pressure and hazard	9.30(3)	The level of blast overpressure and fire hazard or minor projection hazard for detonation or deflagration of class 1 substances
Outdoor Pyrotechnic displays	9.36	Outdoor pyrotechnic displays involving firing of class 1 category G substances.
LOCATIONS		
Class 1 location	9.26	Compliance certificate for hazardous substance location where a class 1 substance is present
Classes 2.1.1, 2.1.2 or 3.1 location	10.34	Requirement to have compliance certificate if class 2.1.1, 2.1.2, or 3.1 substance present at hazardous substance location
Classes 3.2 or 4 location	10.36	Requirement to have compliance certificate if class 3.2 or 4 substance present at hazardous substance location
Classes 5.1.1 or 5.1.2 location	12.17	Requirement to have compliance certificate for hazardous substance location for class 5.1.1 or 5.1.2 substance
Class 5.2 location	12.42	Requirement to have compliance certificate for hazardous substance location for class 5.2 substance
Classes 6 or 8 location	13.38	Compliance certificate required for hazardous substance location for class 6 or 8 substance
TANK WAGONS AND TRANSPORTABLE CONTAINERS		
Design	16.31	Requirements for issue of design compliance certificates for tank wagons and transportable containers
Pre-commissioning	16.34	Requirements for issue of pre-commissioning compliance certificates for tank wagons
In-service	16.36	Requirements for issue and renewal of in-service compliance certificates for tank wagons

COMPLIANCE CATEGORY	REGULATION	DESCRIPTION
STATIONARY CONTAINER SYSTEMS		
Design, construction and installation of stationary tanks	17.91(2)(b)	Requirements for a compliance certificate for the design, construction and installation of stationary tanks
Installation of stationary container systems	17.91(2)(b)	Requirement for a compliance certificate for the installation of stationary container systems
Process containers	17.91(2)(e)	Requirement for a compliance certificate for stationary container systems that include a process container
Vapourisers	17.91(2)(f)	Requirement for a compliance certificate for stationary container systems that include a vapouriser
Burning of class 3.1 substance	17.91(2)(g)	Requirement for a compliance certificate for stationary container systems for burning class 3.1 substance
Burners	17.91(2)(g) and (h)	Requirement for a compliance certificate for stationary container systems that include a burner
Transfer point pipework	17.91(2)(i)	Requirement for a compliance certificate for stationary container systems that include transfer line
Transfer line between ship and stationary tank	17.91(2)(i)(iii)	- Requirement for a compliance certificate for stationary container system's pipework include transfer line between ship and stationary tank.
Repair, alteration and maintenance	17.91(2)(l)	Requirement for a compliance certificate for any repairs, alterations and maintenance of stationary container tank
Dispenser	17.91(2)(m)	Requirement for a compliance certificate for stationary container systems that include a dispenser
Compliance plan	Schedule 1 Clause 45 17.91	Issuance of a compliance certificate for existing stationary container systems with compliance plan Requirement for compliance certificate for stationary container systems
STATIONARY CONTAINER SYSTEMS: CERTIFICATION OF DESIGNS OR FABRICATORS		
Design	17.93(1)(a)	Certification of a design for a stationary tank or process container
Fabricator	17.93(1)(b)	Certification of a fabricator for a stationary tank or process container

Appendix 2: Class 1 certified handlers – industry types

INDUSTRY	DEFINITION
Construction	Any work in connection with the alteration, construction, erection, installation, renewal or repair of a building, structure or infrastructure. This includes rock stabilization work near roads or the maintenance of roads. This includes footing and trenching for the installation of power lines but excludes electrical supply and transmission. This excludes any work carried out underwater, on buoys, obstructions to navigation, on rafts, ships and wrecks (cf. underwater). This excludes any construction in any mine, quarry or tunnel (cf. underground mining, quarrying, tunnelling). This excludes demolition.
Demolition	The use of explosives for the destruction of a building (including multi-level buildings), structure or infrastructure. This excludes any work carried out underwater, on buoys, on obstructions to navigations, on rafts, ships and wrecks (cf. underwater).
Electrical Supply and Transmission	Use of explosives in electrical supply and transmission Examples of use in this area include welding, crimping or circuit breakers.
Explosives Detection	Explosives used to train animals or calibrate electronic and technical equipment for the detection of explosives. Certain parties are exempt from requiring a certified handler compliance certificate. Refer to the regulations.
Land Operations	The use of explosives for agricultural and conservation work, including activities such as fencing and track work. This excludes any work carried out underwater, on buoys, obstructions to navigation, on rafts, ships and wrecks (cf. underwater).
Mechanical/ Engineering Processes	Use of explosives in manufacturing. Explosives are used in an industrial context. Mechanical engineering processes can include explosive forming, explosive cutting and explosive welding.
Oil and gas industry	Use of explosives in the oil and gas industry, including underwater activities Seismic surveys are excluded from this industry type as they are dealt with separate.
Propellants	The production of an explosive article or material that normally functions by deflagration and is used for propulsion purposes. Propellants are used to propel a projectile or missile or to do other work through the rapid expansion of high pressure gas. The manufacture of ammunition falls under this category, where an explosive (commonly black powder, smokeless powders or pyrodex) is used to propel a projectile. This industry type excludes pyrotechnics.

INDUSTRY	DEFINITION
Pyrotechnics	Detonating or deflagrating explosives to produce some or all of the following effects for entertainment: - Heat - Light - Colour - Smoke - Sound - Throwing and Breaking Throwing and breaking would commonly occur under controlled circumstances, i.e. throwing a car upside down, creating a rocket simulation or tearing a building to pieces This industry type includes indoor pyrotechnic displays, outdoor pyrotechnic displays and special effects for film or television production or for public events such as air shows and spectacular occasions.

Appendix 3: Class 6 certified handlers

Fumigants

The following fumigants are available for the certification of handlers:

- 1,3-dichloropropene
- 1,3-dichloropropene & chloropicrin
- chloropicrin
- ethanedinitrile (EDN)
- hydrocyanic acid
- methyl bromide
- phosphine
- aluminium phosphide
- magnesium phosphide
- methyl iodide and chloropicrin

Vertebrate toxic agents (VTAs)

The following VTAs are available for the certification of handlers:

- 3-chloro-p-toluidine hydrochloride (DRC 1339)
- alpha-chloralose
- microencapsulated zinc phosphide (MZP)
- para-aminopropiophenone (PAPP)
- potassium cyanide
- sodium cyanide
- sodium fluoroacetate (1080)
- yellow phosphorus

Appendix 4: Application checklist

Use the checklist below to assist you with submitting a complete application:

	EVIDENCE	RELATED SECTION IN THE GUIDE
	Completed application form(s) NB: Complete both the renewal and variation application form if you are applying for both a renewal and a variation.	Filling in your application form
	Evidence to demonstrate you are qualified for each of the compliance categories you have applied for	Overall knowledge and experience with hazardous substances and associated equipment
	Completed statutory declaration – practical experience under supervision form	
	A completed questionnaire on your understanding of the function and duties of a compliance certifier and the purpose of the Health and Safety at Work Act 2015 (new applications only)	Knowledge of the Act, functions and duties, regulations, safe work instruments and performance standards
	Your evidence to show your processes for maintaining records relevant to the issuance of compliance certificates	Record keeping
	Fit and proper assessment form, including:  signed consent (on page 3)  signed and notarised statutory declaration (on page 3)  certified copy of your primary evidence of identity  certified copy of your secondary evidence of identity	Fit and proper person assessment
	Information to show you will ensure the functions of a compliance certifier are performed in an objective manner that promotes safety	Performing in objective manner that promotes safety)
	Your processes for management of complaints	Performing in objective manner that promotes safety)
	Your current Conflict of Interest Register	Performing in objective manner that promotes safety)

Make sure:

	Your applicant details are complete and correct
	Documentation is properly signed and/or notarised
	You have paid the appropriate application fee

Send your completed application form and supporting evidence to hsapplications@worksafe.govt.nz

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