PRACTITIONER GUIDE TO THE REGULATORY CHANGES FOR CERTIFICATION OF PRESCRIBED ELECTRICAL WORK

The **certification of installation prescribed electrical work (PEW)** is changing from 1 July 2013. This is the result of amendments to the Electricity (Safety) Regulations 2010 published in September 2012.

All work that begins from 1 July 2013 will need to comply with the Electricity (Safety) Amendment Regulations 2012. Work that began before 1 July 2013 may be **certified** under the previous regime.

Why is the certification regime for installation PEW changing?

The changes are aimed at providing flexibility to improve business effectiveness and efficiency in certification.

The new regime also explicitly recognises both the work and the product of the work, i.e. the resulting installation, and is expected to lead to safer outcomes for consumers.

The changes also clarify the roles and accountabilities for designs and manufacturer's instructions.

What are the key changes from 1 July 2013?

- Certification will cover all installation PEW, including maintenance, repairs and replacements and other work previously exempted from certification.
- Formalised risk-based categories for PEW have been introduced: low-risk, high-risk and general work. All installation PEW, excepting that carried out by homeowners, will fall into one of these categories, which determine the certification and verification requirements.
- Introduction of the Electricity and Gas High-risk Database for recording the key details of high-risk work.
- The Certificate of Compliance (CoC) will no longer need to be purchased from the EWRB after 1 July 2013. Instead, businesses can design their own certificates (CoC and ESC) or use a format designed by an industry organisation.
- Certification following connection verifying "safe to use" is required and referred to as an Electrical Safety Certificate (ESC).
- The CoC and ESC may be incorporated into one document or provided separately. The required information (as defined in the Regulations) need only appear once if the certificates are combined.
- The Authentication Mark must be displayed on all certificates to show they are legitimate and genuine documents.
- Records of Inspection (RoI) have been introduced to formalise the independent verification role of inspection.
- Certificates can be issued in either hard copy or electronic form (i.e. by email).
- Records of certificates must be retained by practitioners in hard copy or electronic storage for seven years.

What do I need to do to prepare for the changes?

- Be familiar with the updated regulatory requirements and Amendments, and be able to apply them in your work and in running your business.
- Be familiar with the electrical safety certification requirements.
- Develop your own certificates or obtain them from an industry organisation, including the Certificate of Compliance and Electrical Safety Certificate or combined certificate.
- Electrical inspectors need to familiarise themselves with changes and requirements for the Record of Inspection (RoI).
- Ensure business systems are up to date for issuing certificates to customers, and for retaining copies of these and other relevant information.
- Ensure your contact details, including email address, are up to date on your EWRB Profile.

Ministry of Business, Innovation & Employment

CERTIFICATION REQUIREMENTS

From 1 July 2013, PEW, from design through to certification, can be shown as the following steps:

Step	Documentation
Design and Installation	• Installation Standard (principally AS/NZS 3000) • Manufacturer's Instructions • Certified Design
Verification	• Certificate of Compliance (CoC) • Record of Inspection (RoI) • High-risk work entered on the Electricity and Gas High-risk Database
Connection	• Electrical Safety Certificate (ESC)

Note:

- Reconnecting an existing installation upon which no PEW has been done is subject to related but separate regulatory provisions.
- Maintenance, repairs and replacements only require an ESC following completion.

CERTIFIED DESIGNS AND MANUFACTURER'S INSTRUCTIONS

From 1 July 2013 there is formal recognition of the roles of certified designs and manufacturer's instructions. This is to clarify the accountability of everyone involved in the safety of completed work.

Certified Designs

It is anticipated that most work will be done in accordance with prescriptive means of compliance in AS/NZS 3000 - the Wiring Rules.

If installation PEW is subject to a certified design, the designer must certify the design is compliant and safe. The electrical practitioner who installs, tests or connects the resulting installation is entitled, if acting in good faith, to rely on the certified design. There is no obligation to accept a certified design if the installer does not have confidence that it will achieve compliance and safety.

The recognition of certified designs in regulation means that someone other than the certifier of the work takes responsibility and liability that the design is compliant and will achieve safe outcomes.

A certified design can be a separate document or, if the design is done by the certifier, be incorporated into the certification for the installation. A certified design for installation PEW must:

- Identify the location of the installation
- Identify the Standards (if any) with which the installation PEW will comply
- Be signed and dated by the person who completed the design.

RISK CATEGORIES

From 1 July 2013, the existing categories of installation work have been converted into three formalised risk-based categories – low-risk, high-risk and general work.

Low-risk work is PEW that was exempt from certification prior to 1 July 2013. It comprises all maintenance or replacement PEW. Issuing a CoC for low-risk PEW is optional but an ESC is mandatory on completion of low-risk work.

High-risk is all construction PEW (i.e. not maintenance or replacement) that includes any of the following:

- Mains work.
- An extra-low or low voltage installation that does not comply with Part 2 of the Wiring Rules (AS/NZS 3000).
- An installation that operates, or will operate, at high voltage (other than high voltage discharge lighting).
- A mains parallel generation system.
- A photovoltaic system.
- An installation that is, or will be, located in a hazardous area.
- An installation located in a mine.
- An installation that is, or is intended, for use with electrical medical devices.
- Animal stunning or meat conditioning appliances.

General work is work that is neither high-risk nor low-risk.

For more information on the risk categories, refer to the Electricity (Safety) Amendment Regulations 2012.

Manufacturer's instructions

Manufacturers and importers (suppliers) of appliances and fittings are responsible for ensuring that any instructions, if followed for installation, testing, maintenance or connecting, will result in a compliant and safe installation. This applies to instructions that are for New Zealand or apply generally.

Electrical practitioners are entitled, if acting in good faith, to rely on applicable manufacturer's instructions for the safety and compliance of work done in accordance with those instructions.

Risk categories determine certification requirements

Certification requirement	Low-risk work	General work	High-risk work
Certificate of Compliance (CoC)	Optional	Required	Required
Record of Inspection (RoI)	Not required	Not required	Required
Electrical Safety Certificate (ESC)	Required	Required	Required
Entry on Electricity and Gas High-risk Database (by electrical inspector)	Not required	Not required	Required

CERTIFICATES

Certificate of Compliance (CoC)

The role of the Certificate of Compliance (CoC) will continue. Its purpose is to certify the compliance of work prior to connection. Installation PEW is not considered complete until a CoC is issued.

The CoC, or CoCs if more than one practitioner is involved, provides technical information and confirms that work is compliant and lawful.

For low-risk work the CoC is optional.

The CoC is issued by the person who did the work or supervised the work, and who is authorised to certify that category of PEW.

From 1 July 2013, practitioners and businesses can design their own certificates or use a format from an industry organisation. The CoC and Electrical Safety Certificate (ESC) can be incorporated together or with other business documents, such as invoices.

The Electricity (Safety) Amendment Regulations 2012 specify the details the CoC must contain.

Record of Inspection (RoI)

An electrical inspector who carries out an inspection of high-risk PEW prior to connection, must prepare a signed and dated Record of Inspection (RoI).

The purpose of the RoI is to verify and confirm that work on an installation (or part of an installation) has been done in accordance with the Regulations and when enlivened, will be electrically safe.

Electrical Safety Certificate (ESC)

An Electrical Safety Certificate (ESC) is required to be issued after connection of any installation (or part installation) to the electricity supply.

It verifies that the completed installation, as connected, is compliant and "safe to use".

For low-risk work only the ESC is required. For general and high-risk work, the ESC can be added to the CoC, or it can be a separate document.

The person doing or supervising connection to the electricity supply is responsible for issuing the ESC and must be satisfied that the installation, or part installation, is safe and complies with the Regulations. The definition of connection, for the purposes of the ESC, is defined in the Regulations.

If the work done is an addition or alteration, the person responsible must be satisfied that the work has not adversely affected any other part of the installation.

The Electricity (Safety) Amendment Regulations 2012 specify the details the ESC must contain and clarifies that the ESC can be incorporated with the CoC.

The Authentication Mark

The Authentication Mark must be displayed on CoCs and ESCs to show they are legitimate documents.

If the CoC and ESC are incorporated into one document, the Mark and required information need only appear once.

The Authentication Mark is available for downloading at www.energysafety.govt.nz.

Issuing and Retaining Certificates

What information must consumers receive and when?

A copy of the CoC and ESC must be issued to the person who contracted the work. If the person who contracted the work is not readily available, certificates must be provided to the occupier or owner of the premises where the work was carried out.

The certificates can be sent by email and stored electronically. However, a paper-based version is fine if that suits the business better.

ESCs must be issued as soon as practicable after the installation is connected, but no later than 20 working days from connection.

Who else gets a copy of the certification?

If requested, a copy of the CoC must be sent within 10 working days and the ESC within seven working days, to organisations and individuals listed in the Amendment Regulations.

What records have to be retained, and why?

Practitioners must keep a copy of certification documents for at least seven years, either in hard copy or electronically.

Supporting documentation, such as manufacturer's instructions and certified designs, must also be retained or a reference to where this can be obtained electronically (such as on a website), must be provided.

These records enable owners or operators of the installation, regulatory agencies and other interested parties to be satisfied that the compliance and safety of the work and the installation has been verified.

A checklist to assist with designing your own CoCs and ESCs can be found at www.energysafety.govt.nz.

ELECTRICITY AND GAS HIGH-RISK DATABASE

From 1 July 2013 an online Electricity and Gas High-risk Database of installation PEW and gasfitting classified as "high-risk" will be available at www.energysafety.govt.nz.

Electrical inspectors will be responsible for entering details of that high-risk installation PEW on the database within 20 days of issuing the RoI. The information will be based on key details already required for the CoC.

The new database does not record all the information required for certification, nor does it provide the ability to generate certificates.

The database will be publicly available to search for information that has been entered about high-risk installation PEW at a particular location.

What will the Electricity and Gas High-risk Database be used for?

The database will provide public access to key information about where work classified as high-risk is done and by whom.

It will assist the EWRB and Energy Safety to focus resources on the areas that have the potential for the greatest improvement in safety outcomes and, in doing so, assist with auditing completed work and monitoring professional competency and safety.

How do Electrical Inspectors register and access the Electricity and Gas High-risk Database?

Electrical inspectors responsible for entering details into the database will be notified how to register and access the database. It is expected that electrical inspectors will be able to register to use the database prior to 1 July 2013.

The database home-page will have a link to set-up a igovt logon / RealMe login, which is needed to access the database. For those who do not already have an igovt logon / RealMe login, this can easily be done as part of the database registration process.

As part of registration, electrical inspectors will be able to set-up their profile and enter the details of anyone they wish to delegate authority to, to enter information into the database on their behalf. Delegates will be required to have their own igovt logon / RealMe login to access the database.

A "how to" users guide will be available on the Energy Safety website once the database is available. The Energy Safety contact centre freephone (0508 377 463) will also be available to assist with questions on registering, accessing and entering information into the database.

Check and update your contact details, including an email address, on your EWRB profile. This will assist with notifications about the Electricity and Gas High-risk Database, including streamlining access to the database and the initial registration process.

MORE INFORMATION

View the Electricity (Safety) Amendment Regulations 2012 at www.legislation.govt.nz.

Keep informed of updates, view more information and an online video about the certification changes at:

Energy Safety (Ministry of Business, Innovation & Employment)
www.energysafety.govt.nz
Phone: 0508 377 463

Electrical Workers Registration Board
www.ewrb.govt.nz

Published: 1st edition (May 2013)

Ministry of Business, Innovation & Employment

New Zealand Government

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