

September 2017

Becoming a test station

This guide is for persons conducting a business or undertaking (PCBU) who seek authorisation as a test station under the Health and Safety at Work (Hazardous Substances) Regulations 2017.

It should be read in conjunction with WorkSafe New Zealand's:

- application for authorisation as a test station
- Authorisations: Regulatory Function Policy, 2017.

For additional information about the application process contact the Certifications, Approvals and Registration Team at: hsapplications@worksafe.govt.nz

Authorisation

The Health and Safety at Work (Hazardous Substances) Regulations 2017 (the regulations) require the inspection, testing and issuing of test reports for refillable cylinders to be undertaken by authorised test stations.

Test stations may apply to mark refillable cylinders and fire extinguishers in accordance with regulation 15.60.

Test stations are authorised by WorkSafe New Zealand under regulation 15.52.

To be authorised as a test station, WorkSafe must be satisfied that the person conducting a business or undertaking (PCBU) operates in New Zealand and conducts tests in accordance with specified industry standards as evidenced by:

- accreditation of the PCBU under NZS ISO/IEC17025:2005 or
- membership of a body recognised by WorkSafe.

International Accreditation New Zealand (IANZ) accredits bodies to NZS ISO/IEC17025:2005.

For the purposes of (ii), WorkSafe has recognised New Zealand Underwater Association (NZUA) as an accreditation body for accrediting test stations that will inspect and test SCUBA and breathing air cylinders (excluding non-composite cylinders).

An authorisation as a test station may be subject to any conditions that WorkSafe considers appropriate.

How to apply

The PCBU (generally the director, manager or owner of the test station) or a person authorised by the PCBU must submit a completed application form to WorkSafe. Only one application is required for each test station. Individual testers working at the test station do not need to apply. The test station application must include:

- a copy of the test station's current IANZ or NZUA accreditation
- the names of each signatory who works for the test station as a tester
- any limitations or exclusions to a signatory's scope of accreditation, where applicable.

A fee of \$369.00 (inc GST) applies to each application. An invoice will be emailed upon receipt of an application. On receipt of an invoice, payment should be made by internet banking to:

Westpac

Account name: WorkSafe NZ

Account number: 03 0251 0040445 00

Reference: Invoice number

An authorisation as a test station is granted for a period of no longer than five years.

A new application must be made when a test station seeks to change its functions of authorisation. This includes a change in:

- i. gas traffic
- ii. the type of cylinders tested or cylinder tests to be conducted
- iii. the physical location of the test station.

Completed applications should be sent to:

WorkSafe New Zealand
Certifications, Approvals and Registrations
PO Box 165
Wellington 6140

or **Email:** hsapplications@worksafe.govt.nz

Conditions of authorisation

An authorisation as a test station will be limited to the functions covered by the test station's IANZ or NZUA accreditation.

The test station's authorisation will include the following standard conditions:

1. The test station must maintain accreditation with its accreditation body for the duration of its authorisation.
2. The test station must remain at the physical address specified on the test station's document of authorisation for the authorisation to remain valid.
3. The test station's authorisation is granted for a period of up to five years.
4. Test stations must maintain records of periodic tests and test reports issued for the period of each cylinder's periodic inspection interval plus one year.
5. The test station must notify their industry association (either CTLA or NZUA) on a quarterly basis, of all cylinders that fail the periodic test for reasons relating to a cylinders design or manufacture. The test station must exercise best judgement based on their experience, when determining whether a cylinder has failed its periodic test due to a suspected design or manufacturing fault. Cylinders that fail due to wear and tear, or misuse are not required to be reported. Examples of the reasons for failure to be reported are:
 - cracks
 - MPE exceeded
 - damaged threads
 - bulge
 - exceed REE
 - illegal modification
 - corrosion at join or weld

- non-compliant markings, ie
 - no LAB/FERN/UN markings
 - non-approved specifications
 - no manufacturer's mark
 - no inspection agency mark
 - unreadable markings.

6. Every notification under Condition (5) must be made in a specified format and include the following:
 - LAB/UN/FERN number
 - design specification
 - date of test failure (must be specified in the DD-MM-YYYY format)
 - test station legal name
 - year of manufacture (must be specified in the MMM-YYYY format)
 - manufacturer
 - serial number
 - reason for cylinder failure (see Condition 5).
7. Only the signatories accredited by the accreditation body may sign test reports and documents of certification. Testing and inspection of cylinders must be undertaken by the signatory or by a competent person in accordance with systems or processes developed by the test station.
8. The test station must notify WorkSafe within 20 working days when a signatory is no longer:
 - i. working at the test station or
 - ii. accredited by the accreditation body.
9. The test station must notify WorkSafe within 20 working days when a new worker is accredited as a cylinder tester (signatory).