

December 2022

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 the following WorkSafe New Zealand documents or policies:

- *Application for authorisation as a test station*
- *Authorisations: Operational Policy, 2022*
- *Authorising Test Stations, Recognised Inspection Agencies and Cylinder Matching, 2017.*

For additional information about the application process contact: 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 are authorised by WorkSafe New Zealand under regulation 15.52 of the regulations.

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:

- the PCBU's accreditation under NZS ISO/IEC17025:2018 or
- the PCBU's membership of a body recognised by WorkSafe.

International Accreditation New Zealand (IANZ) accredits bodies to NZS ISO/IEC17025:2018.

For the purposes of (ii), WorkSafe has recognised New Zealand Underwater Association (NZUA) as an accreditation body for accrediting test stations that inspect and test self-contained underwater breathing apparatus (SCUBA), self-contained breathing apparatus (SCBA), breathing gas storage (BGS) and breathing gas cylinders (excluding 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 to WorkSafe. 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.

A fee of \$369.00 (inc GST) applies to each application. An invoice will be emailed upon receipt of a complete application.

Only one application is required for each test station. However, if a PCBU operates at multiple physical locations, each location is required to submit a separate application and hold a separate authorisation.

Applications should be emailed to: hsapplications@worksafe.govt.nz

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

A new application must be made when a test station seeks to vary the functions or conditions of its 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.

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 standard conditions, which will be set out in the Notice of Test Station Authorisation document upon authorisation.

Public register of test stations

WorkSafe is required to maintain a public register of authorised test stations (regulation 17.53).

The register is available on the WorkSafe website: worksafe.govt.nz