



info circular

NEWLY REGISTERED ELECTRICAL WORKERS

Congratulations on obtaining electrical registration under the Electricity Act 1992. This circular contains information that will be of assistance to you.

Registration Certificate

The Registration Certificate is a valuable document and should be kept in a safe place. The certificate is legally the property of the Board and in certain circumstances you may be asked to return it to the Board. The common reason for this request is if you upgrade your registration, e.g. electrical service technician to electrician or electrician to inspector.

If requested, please return the old certificate and practising licence card to EWRB, PO Box 10156, Wellington.

Change of Address

Regulation 8 directs that registered persons must notify the Board of any change of address.

For electrical workers travelling overseas, please let us know so that the Board's database can be flagged to ensure no information will be sent. When you return, contact us to update your details.

Simply phone 0800 66 1000 or email your name, date of birth, registration number and new contact details to info@ewr.govt.nz or fill out a NZ Post change of address card and send it to us as soon as possible. This ensures that you continue to receive mailouts from the Board and the information on the register is correct.

Practising Licence

Once your practising licence has been approved, your card will be posted to the address held on your database file within 10 working days.

Regulation 12 also requires that the licence be carried on the person when undertaking prescribed electrical work.

Your practising licence card should be shown to your client when you arrive on site. Your card is an assurance to your client that they are dealing with a professional who is registered with the Electrical Workers Registration Board and is legally allowed to carry out prescribed electrical work for reward. It is also an assurance that you

are up to date on current safety procedures and electrical standards.

All practising licences expire on 30 June and must be renewed annually. The fee is \$92.00 and a renewal pack will be mailed to you in May of each year.

Renewing Online

Why go online?

- It's fast and easy.
- You can renew your practising licence on the Internet when you want to – 24 hours a day, seven days a week.
- Instant notification that your licence has been renewed.
- You can update your contact details and safety training information at the same time.

What do I need?

- A file key.
- Up-to-date safety training, (Safe Working Practices, CPR, First Aid and Testing)
- A credit card for payment (Visa, Mastercard, Amex or Diners Club for).

How do I get a new file key?

- Simply phone 0800 66 1000 and tell our client advisors that you want a file key to renew your practising licence.
- You will be asked for your name and date of birth as confirmation of your identity.
- You will then be given a new file key which will allow you access to Online Services.
- Once you have access to your file you can change your file key to one that only you will know. Keep this in a safe place.

What else will I need?

- An internet connection. 56k is preferable but 33.6k is adequate.
- For optimum performance web browsing software Internet Explorer 5.5 or higher or Netscape Navigator 4.75 or an equivalent web browser capable of supporting frames and Java script.

I'm ready to renew my practising licence, what next?

- Start by visiting our Internet site at **www.ewr.govt.nz**.
- Select Electrical Workers Register – EW Services – Practising Licence Application in left hand menu.
- Enter your details into the search screen (less is more when using this searching system).
- Locate your name from the results list.
- Enter your file key and select continue.
- Check your contact details and safety training information – update if necessary.
- Tick the box to indicate that you require a practising licence and that you have undertaken prescribed electrical work since 1989.
- Pay by entering your credit card details into our secure server.
- Enter your details for your GST invoice. This invoice can be printed from the screen or you can choose to have it emailed to you.
- **WAIT** for the confirmation screen to conclude the transaction.

That's all you need to do.

Your practising licence card will be automatically posted to the latest address shown in your contact details screen.

Need Help?

Don't hesitate to call us

- Freephone during business hours: 0800 66 1000.
- Email: **info@ewr.govt.nz**.

Renewing by Post

Here are a few tips that will speed the progress of your practising licence renewal:

1. Make sure these courses are current:
 - Safe Working Practices
 - Testing
 - First Aid
 - CPR
2. If you **do not require** a practising licence, fill out Sections 2 and 10 and **return** the form. A freepost envelope is supplied.
3. If paying by cheque make to the Electrical Workers Registration Board (EWRB). Ensure your cheque is signed, dated and shows the correct amount.
4. If paying by credit card, we accept Visa, Mastercard, Amex or Diners Club. Make sure the credit card number and expiry date are correct. A signature is required in the payment section. Your bank requires this.

Safety Tuition Requirements

The electrical safety legislation requires electrical workers to have periodic safety tuition on safe working practices, testing, CPR and basic first aid.

Safety tuition is required to be not more than 24 months old at any point that the prescribed electrical work is undertaken, except for persons involved in the construction or maintenance of works.

For Electricians, Electrical Service Technicians and Inspectors – Refresher courses in safety training must be completed every 24 months (2 years). However Line Mechanics need to complete refresher courses in First Aid, Testing and Safe Working Practices every 14 months and refresher course in Cardio-pulmonary resuscitation (CPR) every 7 months.

No person may carry out or assist in carrying out, for the first time, work to which this regulation applies unless that person has satisfactorily completed tuition in the following subject-matter:

Safe working practices that are appropriate to the type of work being undertaken.

Testing to ensure safety before commencing the work, and to ensure safety during and after the completion of the work.

Basic first-aid

Cardio-Pulmonary Resuscitation

Holding a practising licence does not override the need for current safety coursework. Regulation 26 contains the specific detail on safe working practices, testing, CPR and first aid coursework directives for the various classes of electrical registration.

General

Electrical Workers Registration Board, the Electrical Workers Licensing Group, the Energy Safety – I'm confused – Who are they? What do they do?

The Electrical Workers Registration Board (EWRB) consists of seven members, resident throughout New Zealand, who have been appointed by the Minister of Energy.

Five members are registered under the Electricity Act 1992 and two are suitably qualified members of the public not entitled to be registered (lay people).

The principal role of the EWRB is governance. The EWRB provide input into the direction and implementation of electricity legislation.

The EWRB also provides for the following:

- Conducts examinations.
- Monitors training.
- Receives and approves registration of four classes of electrical and electronic workers.
- Issues provisional licences to those who meet requirements.
- Ensures registered people maintain an adequate level of competency.
- Exercises disciplinary powers.
- Institutes prosecution when necessary under the Electricity Act 1992.

The Electrical Workers Licensing Group (EWLG) is a business unit within the Department of Building and Housing and carries out the day-to-day administration of the above **on behalf of the Board**.

Whenever you use the 0800 number, write to PO Box 10156, Wellington, email, fax or call into our office, you are dealing with a highly trained employee of the EWLG.

Information on registration, licensing, training, certificates and examinations is available by contacting EWLG on freephone 0800 66 1000 or email info@ewr.govt.nz or visit website www.ewrb.govt.nz

Energy Safety (ES) is part of the Ministry of Consumer Affairs, an operating division of the Ministry of Economic Development. ES is the government agency that produce amendments to the Act and Regulations, develop electrical codes of practice and are responsible for interpretations.

ES is also the appropriate government agency to contact for:

- technical advice on specialised electrical installations such as hazardous areas, medical electrical areas, animal stunning equipment etc;
- advice on technical regulation compliance and;
- information on approvals of and the safety of electrical appliances.

ES can be contacted at:

- freephone 0508 377 463;
- free fax 0508 72 33 36;
- email info@energysafety.govt.nz;
- mail Energy Safety, PO Box 1473, Wellington.

To find out more about the Energy Safety visit their website at www.energysafety.govt.nz.

Electrical codes of practice, the Electrical Regulations 1997 plus amendments and the Electricity Act 1992 plus amendments can be viewed and downloaded for free from the ESS website. Click on Rules and Reports.

The EWLG Bookshop

Hard copies of all current electrical codes of practice, the Electricity Act 1992 and the Electricity Regulations 1997 (minus amendments) can be purchased from the EWLG bookshop. Simply go to www.ewr.govt.nz <<http://www.ewr.govt.nz>> and click on Bookshop – General Bookshop from the left hand menu.

Electricity Regulations 1997

On 1 January 2003 the Electricity Regulations Amendment 2002 came into force. The regulation amendments cover a wide range of subjects and their overall purpose is to:

- update and simplify the principal regulations;
- improved domestic and residential safety;
- minimise compliance costs for industry and individuals;
- align Australian and New Zealand wiring practices.

These amendments revoked some of the Electricity Regulations 1997 and replaced those revoked portions with AS/NZS3000 and several companion Standards.

For more detailed information on the Amendments see Electron January 2004. These can be viewed and downloaded for free at the Board's website www.ewrb.govt.nz, click on Publications.

Electricity Regulations Compilation 2003

The Electricity Regulations 1997, in their completely amended form has been published by the Board as "The Electricity Regulations Compilation 2003". The Compilation still requires the current Electrical Codes of Practice (34-60) plus the Standards that have replaced the deleted portions.

The Compilation is only available from:

Legislation Direct
PO Box 12418, Wellington
Ph 04 496 5225
Fax 04 495 2880
Email: ldorders@legislationdirect.co.nz

The Electricity Regulations 1997 plus amendments are available from any Bennetts Government Bookshop or visit www.ess.govt.nz to view and download for free.

Selected Standards

Selected standards are available online at: www.ewr.govt.nz for electrical workers practice licence holders and approved trainees.

These are also available from:

NZ Standards
Ph 0800 735 656 (0800standard)
Or +64 4 498 5991
Or visit their website at www.standards.co.nz to view all standards available.

The following are the companion standards that are required to enable AS/NZS3000 to function:

AS/NZS 3001
AS/NZS 4417.2
AS/NZS 3832
NZS 3019
NZS 3016
AS/NZS 3008.1.2
AS/NZS 3004.

Replaced ECP's	Standard Number
ECP 1, 2, 7, 14, 19, 25, 33	AS/NZS 3000
ECP 1	AS/NZS 3001
ECP 3	AS/NZS 4417.2
ECP 5	AS/NZS 3832
ECP 11	NZS 3019
ECP 21.2	AS/NZS 3016
ECP 28	AS/NZS 3008.1.2
ECP 29	AS/NZS 3004

AS/NZS 3003 Electro-medical areas, ECP 3;

AS/NZS 3832 Cold cathode discharge lighting, ECP 5;

AS/NZS 3014 Electric fences & AS/NZS 3016 Electric security fences, ECP 21.2;

AS/NZS 3017 Testing and inspection of installations;

AS/NZS 3018 Domestic installations (a reduced version of AS/NZS 3000 that covers the requirements of domestic installations only);

AS/NZS 4249 Film, video and television sites.

Electron

Electron is an information newsletter produced by the Board and distributed to all electrical workers with a current address in the database. The newsletters are produced at least eight times per year and contain information relevant to you. It is a useful document and many electrical workers keep their copies in a file for further reference.

Work that Registered Electrical Workers may undertake

The "prescribed electrical work" (PEW) that a registered electrical worker may carry out is dependent on the registration held.

In basic terms, PEW is work on electric lines, cables, conductors, equipment or electrical appliances that normally operate at a voltage exceeding 50 V ac or 120 V dc. More detail is outlined in Reg 17. See also definition of "low voltage" in Reg 2.

For the various classes of registered electrical workers the work they may carry out unsupervised, subject to any limits that may have been imposed by the Board follows:

Electrical Inspectors and Electricians

- May do any prescribed work. (Reg20)

Electrical Service Technicians

Are permitted to:

- Maintain electrical appliances.
- Maintain or replace fittings of works or electrical installations, other than the conductors of electrical installations.
- Connect or disconnect electrical appliances.
- Replace fuse links; and
- Construct, repair or replace flexible cord sets. (Reg18).

Line Mechanics

Are permitted to:

- Maintain and construct electric lines. (Note the definition of Electric Line in Reg2) (Reg19) See Regulations 18-23 for full details.

Competency Requirements

Electrical workers are required to be competent for the work they carry out. Where they are not competent to carry out particular electrical work they must work under the supervision of a person who is competent to do that work.

So if you have any doubts as to how to go about doing a particular job, you are required to obtain adequate advice. Battling your way through is not acceptable! See Regulation 25.

Regulations, Codes of Practice and Standards

Basically, the way these documents relate to each other and are used by electrical workers are:

Regulations (Electricity Regulations 1997) are formed under the authority of the Electricity Act 1992. The regulations are law and are mandatory.

The Regulations may cite other documents (electrical codes of practice or standards) as being either mandatory or as a means of compliance. In general regulations are written to require "outcomes" rather than specifying detailed design or construction requirements.

Electrical codes of practice are produced by industry and are a formal document approved by the relevant Minister of Parliament. They are generally cited by the regulations as "deemed to be compliance" documents because they normally only mention one of a number of methods

that could be used for the safe construction of works, electrical appliances or electrical installations. There are some exceptions cited as mandatory.

Standards are produced through a consensus process involving industry and the public. In many cases the documents are referred to the relevant Minister responsible for the subject covered by the standard. The documents can be cited by the Regulations as either mandatory or "deemed to be compliance".

Testing of prescribed electrical work

Testing is essential to ensure safety before work is started (for your protection) and when work has been completed (to ensure the safety of the installation and the installation user).

- All prescribed electrical work **MUST** be tested before reconnection.
- Where work involves the construction of an electrical installation testing to standard AS/NZS 3000, is required (Regulation 37(1)).
- For work involving the repair of electrical appliances testing to standard AS/NZS 3760, or an acceptable alternative Standard, is required prior to the appliance being returned to service (Regulation 38).
- This testing is a directive of the Regulations, however the Standard defining the required tests that the serviceperson may use is open to selection. Those tests are required whether prescribed electrical work on the appliance has been undertaken or not.
- In general the tests required are visual examination, insulation resistance, earth continuity and polarity. It is important to understand that undertaking these tests significantly protects the serviceperson from public liability claims. Ensure that you use them to protect yourself!

Certification of Prescribed Electrical Work

Certification is required for work carried out on electrical installations that involve the placing and positioning, or the replacing or repositioning, of conductors, including the fittings connected to those conductors.

This is done on a Certificate of Compliance.

A Certificate of Compliance must be provided to the owner/occupier within 20 working days after it has been issued. Certificates are issued at the completion of a job or when the worker can no longer complete the job eg due to lock out, termination of contract or employment.

Certificates of Compliance can be bought from most electrical wholesalers throughout New Zealand. eg Rexel, Ideal, Mastertrade etc.

For more information on Certificates of Compliance, phone 0800 66 1000 and ask for an information circular or go to www.e wrb.govt.nz or read Regulations 39 and 40.

Note: the definition of "electrical installation" in Regulation 2 and the Inspection requirements of Regulation 41.

Electrical Work Requiring Inspection

In addition to the testing and certification requirements mentioned above a small range of work involving the construction of an electrical installation, or work in hazardous or medical areas is also required to be inspected by a registered electrical inspector.

Following inspection the inspector will complete the appropriate section of the Certificate of Compliance. The work requiring inspection is listed in regulation 41.

Electrical Safety Certificates

These are available free of charge to electrical workers with a current practising licence. They come in books of 50 stickers. Phone 0800 66 1000 to have a supply posted to you. Make sure you have your registration number handy.

Electrical Safety Certificates are used to certify prescribed electrical work where the regulations do not require a Certificate of Compliance to be issued. For example:

- Repairs to an electrical appliance or
- The maintenance of an installation.

The use of electrical safety certificates is not mandatory, however the Board strongly recommends their use. The certificate is an assurance to your client that the appliance has been tested and is safe.

Supervision of Unregistered Persons

The law does not allow a newly registered person to supervise people who are unregistered, for the carrying out of prescribed electrical work.

A supervisor of electrical work must have been registered for a minimum period of 3 years.

For the definition of "supervision" and "supervisor" refer to Section 2 of the Electricity Act 1992 and to the Supervision Guidelines on the Boards website at www.e wrb.govt.nz

Information Guidelines IC21-02, 22-02, & 23-02 provide Employer, Supervisor and Worker guidance.

Disciplinary Matters

As a registered electrical worker the legislation under which you work does contain provisions for adjudication and, if appropriate, discipline, in the unlikely event that a complaint is made in regards to the compliance or safety of work carried out.

The complaints system is designed to be fair. Briefly, this is how the process works.

- Complaint laid with the Registrar.
- Registrar will refer the complaint to the Complaints Assessment Committee.
- Complaints Assessment Committee will hold a hearing to determine whether the complaint is justified.
- The Committee will make a decision and report to the Electrical Workers Registration Board.
- If the Committee recommends that the complaint should not be heard by the Board, the matter ends there.
- If the Committee recommends that the complaint should be heard by the Board, the Board will hold a disciplinary hearing.

A complaint will only progress if it is likely that a disciplinary offence has occurred, that is:

- The electrical work was done in an unsatisfactory, negligent or incompetent way.

- The work done did not meet the requirements of the appropriate regulations or standard.
- Unsafe fittings were installed.
- Unsafe work or fittings were concealed.
- Documents such as certificates of compliance were not given.
- Unqualified workers were allowed to do electrical work, or
- The worker was not qualified.

The complaints process does not cover things like overcharging or damage to property as these are not disciplinary offences.

Any person, whether registered or unregistered, may lay a complaint. Detail on complaints can be found in Part XI of the Electricity Act 1992.

The Compliance Programme

The EWRB's primary focus is electrical safety for all New Zealanders through the ongoing competency of electrical workers. One of the ways to measure the success of this goal is to look at work completed and recorded on a certificate of compliance. Or in the case of electrical service technicians and line mechanics, conducting an interview and questionnaire.

If you are chosen to participate in the compliance programme, you will be sent a letter formally requesting copies of certificates of compliance under Regulation 40(6), or advising that an inspector will contact you to conduct an interview.

Once the certificates are received, work will be chosen for inspection.

A letter will be sent to you advising that an inspector will be in contact inviting you to attend the inspection. A letter will also be sent to the property owner advising that an inspector will be in contact to arrange a suitable time for inspection.

Once completed, the inspector will send a report to the Compliance Coordinator, EWLG. A copy of this report will be forwarded to you for your information in due course.

Electrical Work found to be Hazardous

The regulations place an obligation on electrical workers to report instances where electrical equipment is found to be an "immediate danger to life and property".

The advice must be given to the owner or occupier of the property where the danger exists and to the "Secretary", C/- Energy Safety Service, Ministry of Consumer Affairs, PO Box 1473, Wellington or send by free fax to 0508 72 33 36.

This advice can also be sent by writing to:

The Secretary
C/- Electrical Workers Registration Board
PO Box 10156
Wellington.

The requirement to report is covered in Regulation 50.

Now that you have received electrical registration:

Please note that if you are carrying out prescribed electrical work for payment or reward you are required to uplift a practising licence, if you did not apply for your practising licence at the time of registration please do so immediately.



Safety • Competency