



Provider:

Date:

Training Provider Audit Checklist

Practising Licence Refresher Courses

Safe Working Practices and Testing Components

**Issued by N J J Sickels
Registrar
October 2007**

Safety Refresher Training Provider Audit Report

Training Provider:	Date: / /2007 Auditor: <i>Ken A Simpson</i> Signature:
EWRB approved person: Title: Contact Address: Phone: Mobile: Fax E-mail:	Physical address where training course/s are/will be conducted <hr style="border: 0.5px solid black;"/> Instructor's names, contact details and registration class held, if other than nominated EWLG approved person. (practicing license details)

Minimum criteria for Instructors delivering training courses on Safe Working Practices and Testing for safety.

- Must hold a New Zealand electrical registration that is at least to the level or a level higher than that being taught.
- Must qualify as a "Supervisor of Electrical Work" under the Electricity Act 1992 and also have had at least three years continuous post registration electrical industry experience.
- Must have the relevant electrical industry related experience, skill competencies and also knowledge of best industry practices.
- Must have current and up to date refresher training in 1st Aid, CPR, Safe Working Practices and Testing to ensure Safety.
- If any outside contract instructor is used for any reason to conduct a specific training course or courses – they must meet all the above listed criteria.

Special Note on 1st Aid and CPR Training:

1st Aid and CPR instructors delivering Safety Refresher Courses for electrical workers must hold a current instructor's certificate that has been issued by or that is recognized as being equivalent by either St Johns or Red Cross.

Training courses offered for registration classes and for other electrical workers: <input checked="" type="checkbox"/> tick denotes that course/s offered <input type="checkbox"/> means courses are not offered for that registration class or workers		Electricity Regulations, 4, 12, 13, 25, 26, 49	Practising Licence Course duration 3 hours
Inspectors, Electricians and Engineers Electrical Service Technicians Line Mechanics and Cable jointers Trades Persons Electrical Work Certificate holders (Plumbers / Gasfitters) Trainees and Provisional Licence holders/ or applicants or other Electrical workers		Schedule 5 Safe Working Practices, Testing to ensure safety components and-, The technical contents of problem areas currently identified by the Board.	EWRB Refresher Course document April 2007 sighted. Yes/No Course offered uses this EWRB document as reference base. Yes/No If No, detail
Audit Summary		Yes/No	Comments
1	EWRB minimum requirements have all been satisfied		
2	Further items have been identified to meet EWRB's minimum criteria		
3	Advise EWRB that minimum requirements for approval confirmation have been achieved		
4	Requires DBH Service Contract to be completed/signed by Provider and EWLG Manager/EWRB Registrar		
5	Provider has current DBH Service Contract but requires additional clause in Course Schedule for delivery of EWRB Safety Refresher Training.		
6	EWLG/EWRB initial approval or extension issued		

Audit Checklist Summary			Details
1	Can SWP and Testing course components be completed in 3 hours (and that this time does not include CPR & 1 st Aid components)	Yes/No	
2	Have all the instructors listed met the EWRB minimum criteria?		
3	Is the course venue suitable for this type of course?		
4	Does course offered include a written assessment or test questions to assess current competency levels?		Format used for written test questions or assessment and method of marking.
5	Do courses offered include practical testing exercises for assessing current competency?		How is this competency testing or assessment achieved?
6	Are course completion certificates issued to candidates? and,- Will the Board be notified of those candidate completions?		

7	Does Provider offer or work in conjunction with an approved CPR & 1 st Aid Trainer?		If Yes, enter CPR & 1 st Aid Trainer' s name and contact details in this column Is this CPR & 1 st Aid Trainer known to and recognized by the Board?
8	Course presentation / delivery method/s employed (circle those applicable)		Power point, OHP slides, videos, lecture, workshop sessions, or combination of the methods listed. Detail other method/s that are employed by Provider

Essential Course Content	Suggested Minimum Coverage	Specifically mentioning
Amendments to the Electricity Regulations 1997 are incorporated into course material delivered.	ER's 2, 37, 38, 39, 40, 41, 43A, 46, 69A, 69B and 69C	Electrically safe, the mandating of RCD's, and specific clauses in Sections 1 and 6 of AS/NZS3000:2000 including Amendments 1, 2, A & 3.
Testing for (Personal) Safety	Assume live until proved otherwise Test before touch, Prove – Test – Prove safety rule Special precautions when working on live equipment	Isolation procedures Proving Isolation Use of Danger Tags Avoid working on live equipment if possible

Supervision of trainees whilst carrying out prescribed electrical work	Employer's responsibilities Supervisor of Electrical Work responsibilities Trainee's responsibilities	EWRB concerns, reason for releasing the Supervision Procedures for Trainee Electricians 27 April 2007.
MEN system, MEN Switchboard, Function of MEN link, Earthing arrangements and requirements	Importance of earthing system, earthing lead and equipotential bonding requirements, earthing class I appliances	ER's 52(4), 84 and 86. Maximum acceptable test values in AS/NZS3000:2000 Low Voltage Installations and AS/NZS3760 Electrical Appliances.
RCD's as personal protective devices	Installation requirements, operation, and testing to NZS3019 and AS/NZS3760. Requirements for 30mA rated residual Type A RCD's that ensure tripping on a.c & pulsating d.c. leakage currents.	ER64, AS/NZS3000:2000 sub sections 2.5.2, & 6.3.3.6 & and also ER69A (3).
Prospective short circuit current	Relationship of low impedance to large current, Fault levels.	Risk of personal injuries, risk of explosion and fire.

Earth fault loop impedance and EFL paths	Earth fault loop testing Care when performing EFL instrument tests	Protective devices guidance Tables B4.1 and B5.1 of AS/NZS3000:2000 (impact of excessively long cable runs on earth impedance value and fault current level)
Hazard identification	Hazard being something that can harm or hurt you. Significant hazard, potential hazards, Eliminate, Isolate, Minimize and Controls, Importance of PPE	HSE Act, taking all practicable steps for both health as well as safety Infringements notices, fines
Testing for safety (installation requirements)	Low Voltage Installation testing, Visual, Earthing, Bonding, Insulation resistance, Polarity, Operation of RCD's, Fault loop impedance. In service testing of electrical appliance and equipment – frequency of inspections and testing	ER37 (3) Section 6 of AS/NZS3000:2000 ER 38 and AS/NZS3760,

Certification	COC use, complete within 1 day, copy to client within 20 working days, COV use. Testing and tagging of electrical equipment, Specifically requirements for construction sites and demolition sites (Safety Tags)	ER 39, 40, 41, 42, 43A & 69B AS/NZS3760, AS/NZS3012
Inspection	Work requiring inspection, Safety Checks for specific types of installations.	ER41, 42, 43A, 46 and relevant standards
Accident reporting, Accident trends	Electrical fires, Electric shock, electrical burns per accident investigations etc.	ER50, 51 ESS accident reports and statistics
Safe Working Practices	Key points of SWP, Precautions when working at height, Working in enclosed spaces, Working in trenches	Good housekeeping, correct use of PPE and specialized training before using specific items of PPE.
Issues highlighted by the Board in the ELECTRON publications	Problems areas as identified by the Board as prescribed in Schedule 5, (1)e, (2)e and (3)c.	Failure to test, prosecutions and disciplinary hearings, supervision concerns

Summary of EWRB Auditor's comments