

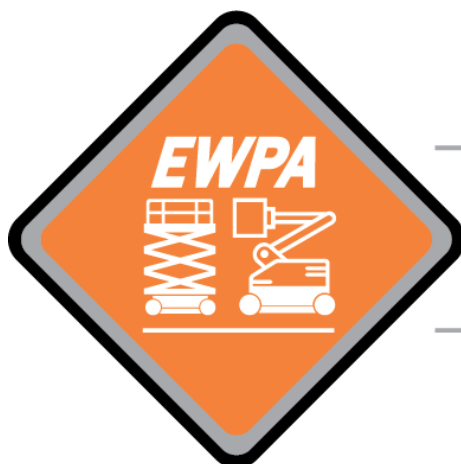


ELEVATING WORK PLATFORM
ASSOCIATION OF NEW ZEALAND

EWPA ACCREDITATION

Registered Inspector Program

Organisation | Inspection | Follow up



**REGISTERED
INSPECTOR**

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1 References

1.1 Mobile Elevating Work Platform Best Practice Guidelines 2014 (MEWP BPG)

Written and maintained by WorkSafe NZ, 2014 version (including clarification notice 29 August 2017). While this guidance has not been updated to reflect current work health and safety legislation (the Health and Safety at Work Act 2015 and regulations), it still contains relevant information and practices to keep workers and others healthy and safe.

1.2 Health and Safety at work Act 2015 (HSWA)

New Zealand workplace legislation. This is the overarching and controlling document when conducting work.

1.3 Australia/New Zealand Standard AS/NZS1418:10

The objective of this Standard is to address the requirements for mobile elevating work platforms (MEWPs) in general and, in addition, those intended for specific applications such as use near live electrical conductors, or operation in orchards where specific design requirements are necessary to address the risks associated with the intended use. Additional requirements are also specified for portable MEWPs.

AS/NZS1418:10 dictates the standards requirements for MEWP's entering the New Zealand market. The standard focuses on the design, stability, safety and testing on MEWP's.

1.4 Australian Standard AS2550:10

AS 2550.10 establishes the required practices for the safe use of mobile elevating work platforms, herein referred to as MEWPs, including safe systems of work, management, planning, selection, operation and maintenance and selection of operators and auxiliary personnel. This document is our main point of reference for inspections conducted by Registered Inspectors.

2 Introduction

2.1 Accreditation at a Glance

The Elevating Work Platform Association of New Zealand Inc. (EWPA) provides an Accreditation Program for Inspectors of Mobile Elevating Work Platforms in New Zealand, collectively known as “The Registered Inspector Program.”

These Guidelines are specific to EWPA Registered Inspector Program Accreditation.

The EWPA Registered Inspector Program Accreditation provides an industry training and accreditation framework for individuals working in the Elevating Work Platform Industry and conducting periodic inspections of MEWP's.

The benchmark minimum knowledge and competency standards have been aligned to the standards referred to in section 1.

Only competent persons with the relevant qualifications, knowledge, skills and experience are considered for accreditation.

The pages that follow provide detailed guidelines for gaining and maintaining Registered Inspector Programme Accreditation.

2.2 About the EWPA Registered Inspector Program

The purpose of the Registered Inspector Program is to provide an increased level of safety, inspection and education standard for individuals working in maintaining and inspecting of MEWPs.

By seeking to accredit individual inspectors, EWPA, on behalf of its Member Organisations, seeks to cultivate a disciplined, risk-aware, and knowledgeable marketplace.

The accreditation of MEWP Inspectors by EWPA involves two key phases. These are:

1. The initial level of education, training and experience required to fulfill a role within the MEWP environment (i.e., gaining accreditation); and
2. The on-going development and extension of an individual's knowledge, skills, and experience through undertaking Continuing Education and regular scheduled auditing (i.e., maintaining accreditation).

2.3 Definitions

Elevating Work Platform Association of New Zealand Incorporated (EWPA) - The primary objective of the EWPA is to promote best and safest practices for the use and maintenance of Elevating Work Platforms. We fulfill this objective by advocating for consistently high standards of MEWP related training, and in areas of maintenance and certification.

The peak body for all things' MEWP, the one voice of many MEWP related companies who seek safety, quality, professionalism, and integrity in the market.

Registered Inspector Program (RIP) - The EWPA Registered Inspector Program is a national initiative whereby potential inspectors are formally assessed, verified, and moderated to ensure they possess the level of knowledge, skills and experience required to undertake 6-monthly inspections of Mobile Elevating Work Platforms as stated in MEWP BPG.

The Standard (AS2550.10) & New Zealand EWP Best Practice Guidelines for MEWP state that only a Competent Person can conduct 6-monthly and/or major inspection.

The RIP provides a means for a PCBU to determine the competency of an inspector.

Registered Inspector (RI) – A competent person for conducting inspection and maintenance on a MEWP, who has acquired, through education, training, qualification or experience or a combination of these, the knowledge, skills and experience enabling that person to perform the task required and as that referenced in AS2550.10, 1.4.2.1 and 1.4.2.3. A RI must be familiar with the MEWP (its controls, functionality and operating limits) and be able to verify if it is functioning safely and correctly.

An RI can conduct inspections and manage remedial work, allowing a MEWP to be certified for the next period of service life.

Mobile Elevating Work Platform (MEWP) – MEWP are where the height of a work platform can be adjusted by powered scissor mechanisms, telescoping boom or tower, articulation, or any combination of these. They can be vehicle-mounted, self-propelled, towed or moved by hand and used to access work above or below ground level. The definition also applies to work platforms temporarily or permanently attached to truck hoists.

Registered Inspector Auditor (RIA) – An auditor with knowledge, skills and experience, that is Competent to audit the processes of the RIP and its accredited Inspectors. A RIA shall be appointed by the board of EWPA and is deemed to meet the criteria of the RIP.

Competency Assessment Committee (CAC) – A committee made up of EWPA Board appointed people who the board believes hold the credentials to assess and accredit competency to an RI. The committee will carry an odd number of members for all sittings, with suspension and admittance to the committee based on actual or potential conflict of interest of an applicant as perceived by the EWPA CEO. The committee will always have at least one EWPA board member on. An invitation may be extended to a WorkSafe NZ representative.

Person Conducting Business or Undertaking (PCBU) – As defined in the Health and Safety at Work Act 2016 and amendments. This includes employers of RI. A RI requires the support/promotion and sponsoring onto the RIP by their employer.

Registered Inspector Accreditation Number (RIAN) – The Accreditation number is only issued by the EWPA at first acceptance into the RIP for an inspector. This Accreditation number will be attributed to the person for life. Each number is unique to the person and there is no hierarchical substance or attribute to the number provided.

Desktop Audit (DA) – The review by an RIA of a sample of a RI work on two randomly selected completed inspections. The RIA will look for completeness and adherence to the RIP standards and record keeping requirements of the RIP.

Inspection Audit (IA) – The Inspection audit is the process of the RIA observing the actions for adherence to the RIP standards and record keeping requirements.

Continuing Education (CE) – is undertaken to ensure registered Inspectors remain up to date with the latest knowledge, research, and skills to deliver safe and effective MEWP inspections for MEWP's the RI is likely to inspect.

Registered Inspector Portal – The portal is a program for inspectors to load, review history and manage MEWP's and inspections. See section 3.10.

Safety Critical Item – As per the BPG a component is safety critical if its failure would risk the health and safety of people using or near the MEWP. A competent person should identify the critical components using the definition in AS2550.10. Critical components may include, but are not limited to, the following:

- A. Structural members, e.g. boom sections, scissor mechanisms, and the chassis.
- B. Hydraulic components, e.g. load holding valves and system relief valves.
- C. Mechanical components, e.g. slew bearings, pivot pins and bushings, wire ropes, sprockets, and sheaves.
- D. Safety devices and interlocks.
- E. Controls and emergency stops.
- F. Braking systems.
- G. Platform levelling systems.
- H. Platform, handrails and gate.
- I. Emergency retrieval system.
- J. Other components whose maintenance records indicate repeated failures.

Machine Register Website (MRW) – The Machine register website is a publicly available site linked off the EWPA main website. It provides a register of machines in the country and current plus historic (since machine was first registered on the platform) inspections carried out by Registered Inspectors.

OEM (Original Equipment Manufacturer) - an organization that makes equipment from component parts either built by them or sourced from other organizations. An OEM may have their own business unit in New Zealand or may appoint a third-party business unit to be their representative. OEM/OEM appointed representative employees who inspect, service and certify MEWPs are recommended to be part of the RIP but is not mandatory. If not part of the RIP the BPG says they should be able to demonstrate the same, or higher, levels of competency and may only inspect their own brand. This does not apply to any contractor working for the OEM/NZ Representative

2.4 Competency of Operation

An RI is expected as part of the prerequisite of application and accreditation to the RIP, hold and maintain competency in operation of the MEWP's the RI wishes to inspect.

Definition from Worksafe Best Practice Guidelines – Mobile Elevating Work Platforms, August 2014:

For the purpose of operating a MEWP, a competent person is a person who has achieved and demonstrated competency in the safe use of a particular type of MEWP.

One means of demonstrating competency is through completing nationally recognized MEWPs NZQA unit standards or an equivalent or higher qualification. Any course must cover the requirements of AS2550.10: Cranes, Hoists and Winches – Safe Use – Mobile Elevating Work Platforms and course providers should be able to offer evidence of this. Competency should also be assessed through supervision during the use of the equipment.

The current recommended NZQA unit standards for MEWPs are:

Unit Standard 23966	Describe Types of Elevating Work Platforms (EWPs) and Legislative Requirements for Their Use. (Note: this unit standard is a prerequisite for unit standards 23960 through 23964)
Unit Standard 23960	Assess the Worksite, Prepare and Operate a Scissor Lift Elevating Work Platform.
Unit Standard 23961	Assess the Worksite, Prepare and Operate a Truck Mounted Elevating Work Platform.
Unit Standard 23962	Assess the Worksite, Prepare and Operate a Self-Propelled Boom Lift Elevating Work Platform.
Unit Standard 23963	Assess the Worksite, Prepare and Operate a Trailer Mounted Elevating Work Platform.
Unit Standard 23964	Assess the Worksite, Prepare and Operate a Vertical Lift Elevating Work Platform.
Unit Standard 23229	Use Safety Harness System when Working at Height.

As directed in the BPG, refresher training and confirmation of competent operation should be completed every three years.

2.5 Who should use this Guide?

This guide is designed for use by all involved in the ownership, hire, servicing, inspection, and maintenance of MEWP's.

For Inspecting professionals, this guide provides all the information required to meet the requirements of the RIP.

2.6 EWPA's Responsibilities

It is EWPA's responsibility to:

- Organise, maintain, and manage the RIP, applicants, accreditation and audits.
- Ensure that audits are performed to a consistently high standard and cost-effectively so that the Program is not an undue burden on inspection companies, ownership or operation.
- Take follow up action where RI fail to meet the required standard, depending on the nature of the failure, follow up action may include supporting the member to improve, undertaking repeat inspections, and/or taking punitive action.

2.7 RI Responsibilities

It is the responsibility of each RI to:

- Conduct inspections as a minimum to the level described in this guide. This includes training, record keeping, and health and safety standards described.
- Co-operate with EWPA in arranging audits, which will often be at short notice.
- Co-operate with the RIA during the audit and treat the RIA courteously.
- Take follow-up action as required by the RIA.
- Seek all continuing education opportunities including OEM training for equipment the RI is likely to inspect.

2.8 RIA Responsibilities

It is the RIA responsibility to:

- To uphold the Integrity of the RIP to the prescribed level.
- To provide unbiased audits of RI Inspections and provide valued added critiquing of work performed.
- To provide feedback and support to the RI after an inspection, assist in seeking continued improvement.

2.9 CAC Responsibilities

It is the CAC responsibility to:

- To uphold the Integrity of the RIP to the prescribed level.
- To provide unbiased assessment and accreditation of RIs to the RIP.
- To determine remedial actions required of an RI where the RI has failed to meet minimum standards of the RIP.

3 Application and Accreditation

3.1 Who may apply?

For the purposes of EWPA RIP Accreditation, an individual is eligible to apply for accreditation if the individual works in New Zealand, in the MEWP industry and is an employee of an EWPA member at the time.

3.2 Who may not apply?

Individuals who are not suitably qualified with proven and verifiable experience in the EWP industry.

3.3 Prerequisite

To seek accreditation to the RIP, an applicant needs to meet a minimum standard in skills, experience, and qualifications. These are:

- Be a current member of the EWPA or be an employee of a current member company of the EWPA.
- Minimum 2 year working experience in the Repairs and Maintenance of MEWP's
- A Plant and equipment technician and/or Relevant trade qualification showing knowledge, skills and experience for example, Automotive engineering, auto electrical or Hydraulics.
- Have exceptional knowledge of the standards and Best Practice Guidelines relating to MEWP's (tested)
- Documented and recent history of Manufacturer Training courses attended
- Evidence of 5x 6 Monthly Inspections conducted in last 3 months (Under supervision of a Competent Person)
- Any other records of Training that may be relevant
- Pass Level 1 EWPA Theory Exam
- Referee/Sponsor statement from your employer, confirming their commitment to the Programme and the applicant.
- Referee statement from an industry professional (OEM senior manager or another supervising/current RI)
- A recently completed and past eye examination (vision certificate)
- Hold and maintain NZQA unit standards for operation in relevant MEWPS being inspected. It is recommended that the RI holds a Silvercard™ Competent Operator card.

3.4 Recognition of significant market experience (Grandfathering)

The EWPA acknowledges that many MEWP inspectors in New Zealand have significant knowledge having worked in and around MEWPs for many years.

The EWPA will consider Applications for Accreditation from EWPA members with an exemption from trade qualification prerequisites provided that person has worked in the New Zealand MEWP industry for a continuous period of 10 years or more.

Applicants through the Grandfathering system are to follow the same application process and will require significant evidence of support for the application to allow the CAC to determine if accreditation is applicable and/or warrantable.

3.5 Application

All persons seeking RI accreditation must fill out the application form appendix A4. The form must be completed in its entirety with all the required evidence as requested on the checklist with the application form.

- The full application is submitted via electronic means (no printed applications accepted) to the EWPA Office.
- Email address to send application to is office@ewpa.org.nz.
- Application will be assessed by the EWPA office for completeness and eligibility.

3.6 Entry Examination

All applicants will, once passing completeness and eligibility assessment, receive a personalised link to access the RI accreditation entry Examination.

The examination contains questions which are designed to evaluate the knowledge of the applicant on the requirements of the RIP and references outlined in section 1.

The examination is a 100% achieved pass rate. If an applicant fails at any attempt to achieve the 100% pass rate, they must contact the EWPA office to request a new personalised link. The provision of this link may attract an extra charge. The failure on the examination creates an improvement notice which is attached to the applicant's application and is taken into account when the applicant is reviewed by the CAC.

A failure on the second or subsequent examination will have the application suspended and forwarded to the CAC to review and decide on appropriate actions.

3.7 Accreditation Categories

All applications, will apply, to be accredited to inspect different categories of MEWPS
These categories as follows:

CATEGORY	DESCRIPTION OF MEWP
1	Vertical lifts and scissor lifts, indoor and outdoor machines
2	Boom type - Articulated, Telescopic, Cherry pickers, Spiders - with or without stabilisers or outriggers
3	Vehicle mounted boom - Trucks, Utes

Man cages, mast climbers and other personnel lifts are not considered part of the RIP.

3.8 Competency Accreditation Committee (CAC)

All applications will be presented to the CAC for review, acceptance, reject, hold over, add conditions, restrict, or suspend.

CAC members and Applicants are not allowed to communicate directly with each other in respect to the application. The flow of information is always to be through the EWPA office.

Where a perceived or actual conflict of issue with any applicant and a CAC member, the CAC member is not to assess, consult or influence the decision of the CAC for that applicant. Example being the employee of an CAC member.

The CAC members have access to all current applications and will form personal decisions on each of the applications.

The CAC will meet once a month at a suitable time for a quorum and meets the requirements of the CAC as described in definitions of this document.

All applications are reviewed, and accreditation voting will be carried out confidentially.

The decisions reached by the CAC are final and no collusion or challenging will be entered into. Any decisions reached by the CAC previously will be taken into account on a new application. The onus is on the applicant to make certain they meet the requirements of the accreditation programme.

A CAC member that has a question or requires more information on an applicant, is to raise this at the CAC meeting and seek a suitable answer inside the CAC. If the CAC cannot answer the question or requirement, a vote on whether the applicant is held over until a suitable response can be gained from the applicant or the application is processed as it stands is to take place.

Any application that is held over will be passed back the EWPA office to deal with. The EWPA office will communicate with the applicant and request further information as asked of by the CAC.

3.9 Accreditation Acceptance

Upon acceptance of accreditation from the CAC, the RI will receive a letter confirming accreditation, a certificate of accreditation and an accreditation number.

The RI will receive an email with a link to sign up to the Registered Inspectors portal. The RI is required to sign into the portal as soon as possible and familiarise themselves with its use.

3.10 Accreditation connected to Employer

An RI only holds accreditation whilst in the employment of the sponsoring employer business.

The EWPA is focussed on a healthy industry and is supportive of new RI's entering the marketplace. The programme promotes growth and personal development of Inspectors and does not condone the poaching or the practice of targeting (and taking) Inspectors of direct competitors.

Should the RI decide to change employers, their accreditation will be suspended, and a new full application will be required under the sponsorship of the new employer.

In all cases, the employer, being the PCBU is wholly responsible for the actions and inactions of their employees under the HSWA. The employer must provide confidence to the EWPA that the RI is competent at all times whilst holding accreditation.

The employer is required to provide procedures, processes and documentation to support the RI in meeting the obligations of the RIP and the BPG.

Further, the employer should actively support the RI in continuing education and personal development opportunities that add tangible value to the RI and the quality of the inspections conducted.

See annex 10.5 for example Employer sponsorship letter.

3.11 Registered Inspector Accreditation Number

As an inspector is accredited to the RIP, an accreditation number will be allocated to the RI.

The RI Accreditation number is to be used including the inspector's signature on all inspections.

In the EWPA MEWP Safety Check and Routine Maintenance Logbook, section 2 and 3, the RI is to input their accreditation number in the "Qualifications" line.

All active RI's will be included on a publicly searched database on the EWPA website. All active RI's will be displayed with contact details and their accreditation validity.

Any RI that has accreditation expired or suspended, will not be readily displayed but can be searched for and will be listed as expired.

3.12 Registered Inspector Portal

The RI portal is a database of inspections and machines that have been inspected by the Inspector.

The portal will provide an inspection number each time an inspection is loaded against the machine.

The inspection number assists in searching and validating the inspection is current and the RI is accredited.

The EWPA will request documentation supporting an inspection from this list for the purposes of the desktop audit requirements as detailed in this document.

4 Continuing Education (CE)

4.1 Overview

Continuing Education (CE) is undertaken to ensure registered Inspectors remain up to date with the latest knowledge, research, and skills to deliver safe and effective MEWP inspections.

By maintaining and improving the competence of RI, CE is a valuable tool that assists the EWPA with their commitment to protect the health and safety of all users of MEWP's.

Ongoing education is measured by a system of credits called CE points. A RI must earn 10 CE points per registration year by completing courses provided by recognised CE providers.

A registration year is 1 April to 31 March.

4.2 CE Credit/Deficit

Deficit – A RI may carry forward a shortfall of up to 5 CE points in any one registration year. The RI must earn sufficient CE points to cover the deficit and current points required in the next registration year. Failing to do so will result in being referred to the CAC for determination of remedial work or being struck off.

When a RI first registers, there is no requirement to earn any CE points until 1 April of the following year. Points are though, allocated for initial education qualifications completed (see below for more information).

Credit – CE point credits are valid for two re-registration periods (current re-registration and the next registration year). So, a RI who has earned 20 CE points during their current registration year (and didn't have any shortfall in the prior registration year), will have earned sufficient CE Points (10 points) which will be carried forward to the next registration year.

4.3 How to earn CE points

There is a wide range of CE-earning activities available to ensure that you choose the best mix of activities to meet your personal development goals. These could vary depending on your training and development needs, job type, stage of career and business circumstances. For example, if you are a MEWP technician, doing OEM training sessions could be a suitable activity. Or, if you have a goal to develop your technology skills, a professional development course on Electronics may be more useful. Whatever professional development you choose to carry out, it will often relate to areas covered in RIP.

Please note: Completing a first aid course doesn't earn CE points as first aid is required for health and safety purposes and doesn't add to the specific knowledge and skill to deliver Inspections. Test and tag training for example does.

4.4 Courses and points scored

CE points are allocated for the completion of courses/training sessions. Following is a list of ways to earn points. This is not an exhaustive list as there will be many different courses/training sessions.

COURSE/TRAINING	CE POINTS ALLOCATED
TOTAL POINTS REQUIRED PER REGISTRATION YEAR	10 points
Successful RIP application and acceptance	8 points (one off allocation)
Desktop Audit score > 12	4 points
Desktop Audit score >9, <12	1 point
Inspection Audit > 50	4 points
Inspection audit >39, < 50	1 point
Completion of OEM/Distributor training session	1 point per contact hr
Silvercard™ Competent Operator new training (not incl. those held on application)	1 point per Unit Std credit
Silvercard™ Competent Operator Refresher training	6 points
Any training related to inspection principles per contact hr (does not incl. time for assessment.)	1 point per contact hr
Welding, Metallurgy (incl. crack testing) training/refresher course	6 points
Hydraulics training/refresher course	6 points
Electrical training/refresher course	6 points

Other courses/training and CE maybe accepted, and points awarded – at the sole discretion of the CAC, where the applied course/training or CE is offered and available to all RI. This may include safety alerts and technical papers supplied by OEM/Manufacturers.

All records of CE should be held by the Employing PCBU and be made available as part of any audit when asked for.

The employing PCBU is wholly responsible for the verification of attendance and completion of any training conducted by the RI for the purposes of attaining CE points.

5 Inspections

5.1 Overview

Following AS2550:10 (and amendments), 6.3 Inspection: Inspections shall be carried out frequently enough to enable the MEWP to be kept in a safe and satisfactory condition. Inspections shall be carried out in accordance with manufacturer's instructions and this document. All such work shall be recorded.

The MEWP BPG calls for multiple inspections at different periods over the life of a MEWP. These inspections are detailed in Section 5 of the MEWP BPG.

A RI is accredited to perform inspection on different types of MEWP's.

For the purposes of the RIP, the focus is on 6-monthly Inspections.

Addition of Enhanced periodic inspections and Major Inspections to the RIP is anticipated as part of the growth and improvement process of the programme.

5.2 Inspection

The checklist under 6.3.3 in AS2550.10 is considered the minimum standard that a RI will use for conducting a 6-monthly inspection. In all cases, the minimum requirements in AS2550.10 (and amendments) should be met. Where conflict is perceived between the standard and the RIP checklist, the Inspector is to follow the standard firstly, then the RIP checklist.

Attention of the perceived conflict should be raised via email to the EWPA office at the RI's earliest opportunity.

The example checklists are included in the appendices and are a guide only for the RI, manufacturers instructions should be followed at all times in conjunction with AS2550.10.

Inspections are to be conducted at 6-monthly intervals. Where necessary, to provide for orderly inspection programming, an extension of not more than 14 days is acceptable as per AS2550.10. Where possible, the inspection should occur prior to the expiry of the certification.

The RI should hold all inspection records and make them available for auditing for a minimum period of one year.

6 Measuring and Auditing of Registered Inspectors

6.1 Overview

The RIP is to be held in high regard and hold high level of credibility in the marketplace for providing safe and detailed inspections of MEWP's.

It is good practice to be measured against known standards and understand if you meet these standards or need to put improvement actions in place to lift to the standard of your performance.

The EWPA and the RIP is there for RIs to provide them the support, education and structure required to perform at the high levels required of the RIP.

Measuring and auditing will be a joint exercise, whereby the RI will regularly check they are performing to the standards. This will include self-assessment and an assessment on a structured periodic basis by a Registered Inspector Auditor.

The RIA, conducting the audits, are not focused on the technical aspects of the MEWP under inspection however are there to inspect the knowledge, skills and behaviour of the RI.

- RI's Knowledge – e.g. MEWP BPG, AS2550:10, AS/NZ1418:10, HSWA, safety testing of a MEWP, tools required
- RI's Skills – e.g. understanding of manufacturer's recommendations, perform tests required, prepare and maintain accurate records, communication of findings
- RI's Behaviour – e.g. safety culture consciousness, work ethics, commitment to industry values, systematic process of checking equipment, adaptability, adherence to codes of conduct

6.2 A Critical Friend?

The role of an EWPA Registered Inspector Auditor (RIA) is to be a "critical friend" to Registered Inspectors (RI) – pointing out areas that need improvement and helping RI to make those improvements. RIA is not there just to try and make people's lives difficult.

6.3 Why Audit the inspector?

A robust inspection is central to the credibility of the Association and its programs and to its key marketing message. Accreditation allows members to use that credibility in their own marketing to help win business against others. Pointing out areas that need improvement and helping RI to make those improvements is the core function of auditing.

EWPA promotes its members as being among the best MEWP companies in the country, promoting and supporting best and safe practices in the use and maintenance of EWPs.

The message for end users is that choosing a EWPA NZ member reduces the risk of problems with their MEWP. EWPA NZ marketing and PR activity promoting this message is designed to help members win business in a competitive marketplace.

Furthermore, an EWPA Member accredited as a RI, is considered the "best of the best." An EWPA RI is trained, measured, and audited to very high standards, providing safety and security to users.

Clearly, to deliver that message we need to be more than just a Trade Association that anyone can join by filling in a form and paying a subscription fee. That is where the Registered Inspector program comes in.

7 Organising Audits

7.1 Audit Type & Frequency

RIP accreditation requires three types of reported Audits:

- Desktop Audit (DA) – Where an RI submits two completed inspections c/w all available evidence to EWPA for desktop auditing.
- Inspection Audit (IA) – Where the RIA observes and interacts with the RI whilst conducting an Inspection.
- Every RI must complete (as a minimum) the following inspections
 - Year 1 Upon sign up – IA (including DA of required documentation and examination)
 - Year 2 DA
 - Year 3 DA + IA
 - Year 4 Repeat year 2
 - Year 5 Repeat year 3
 - Year 6 onwards, continue auditing sequence as above from year 2.

7.2 Organising the Desktop Audit

A DA is to be conducted every year on an RI.

The EWPA will contact the RI and ask for records and all supporting evidence of two (2) recent 6-monthly inspections conducted by the RI, to be sent to the EWPA office.

An RIA will be assigned the task of conducting the DA of the records provided, using the form under 10.2.

7.3 Organising the IA Visit

The IA is to form a view whether the information presented in the inspection of a machine category by the RI meets the requirements and process as outlined in the RIP, taken as a whole, this reflects the RI's capability of inspection at that given time and date for that category.

The EWPA office will contact the RI/employing PCBU to initiate the planning of the IA for the category of machine being audited. When that contact is received, the RI is required to co-ordinate an inspection that matches the RIA visit. EWPA appreciates that this can be difficult to arrange at short notice during normal working week when everyone is busy. However, this co-operation from the RI is vital to ensure the cost- effectiveness and quality of auditing being actioned.

If a RI/employing PCBU fails to provide a machine that matches the category the RIA can witness being inspected, the RI's accreditation for that category will be suspended until a future date and time are to be organised for the RIA to return (at the cost of the RI) to audit the inspection.

8 Conducting Audits

8.1 Audit Process

Audits are conducted by examining several areas of competence, assigning a score against each and recording the results on an inspection form. The score will be recorded as one of:

- 0 – Not achieved
- 1 – Achieved
- Not Applicable

Following the Audit, a copy of the report will be sent to the RI and employing PCBU.

During an audit, non-safety critical items not achieved will be flagged for improvement actions and documented on the report, however safety critical items will result in an immediate fail and subsequent report will be recorded against the RI.

8.2 Desktop Audit

A DA is where an RI submits two completed inspections c/w all available evidence to EWPA for desktop auditing.

The assigned RIA will review the inspections and mark accordingly and provide a report on their findings. The results of a DA are recorded against the RI. Areas of auditing will be:

Area	Immediate Action Needed (0)	Meets Requirements (1)	Not Applicable
Paperwork – version control	Not using an inspection checklist	Inspection checklist used	
Paperwork – Completeness	No paperwork provided	All paperwork is fully compliant, full of information and supporting evidence	
Inspection	No inspection evidence is provided	Inspection evidence provides full history and current state of machine and leaves no doubt in mind as to condition of machine	
Certificate issuance	Certificate should not have been issued for machine as safety checks were incomplete or not enough evidence.	Machine fully compliant and issue of certificate matches requirements and improvement/ future preventative maintenance schedule proposed	
Record Keeping	No records kept	Records kept electronically at RI Business and made available to owners of machines for future reference. Reminder set for next inspection and evidence of contact with owner of inspection schedule	

Total possible score = 10 total (2 machines). Minimum required to hold accreditation = 10

All improvement action items are to be remedied as soon as practicable by the RI and re-submitted. Where improvement action item does not pose a safety concern, remedy can be at the next inspection for that machine and submitted. If a safety concern is raised as part of the improvement action item, RI is to arrange with owner the removal of the machine from service until remedy is completed and re-submitted to the Auditor.

8.3 Inspection Audit

The results of an IA are recorded on the RIP IA Checklist (10.1).

All Sections and items marked with an asterisk requires a 100% pass. A fail on any of these items is an audit fail.

A minimum of 85% is required for all other items. Those items that failed, creates an improvement action item, remedy is to be at the next inspection for that machine and submitted.

9 After the Inspection

9.1 Results and Score Notification

Following the Audit, a copy of the report will be sent to the RI and employing PCBU.

During an audit, non-safety critical items not achieved will be flagged for improvement actions and documented on the report, however safety critical items will result in an immediate fail and subsequent report will be recorded against the RI.

The RI can challenge the findings by writing to the CAC via the EWPA CEO within 10 days of the RIA report being published.

Where no challenge or improvement actions are required, the RI will receive an updated certificate of accreditation, and the EWPA NZ RIP web page will be updated.

9.2 Improvement Actions Needed

If a score of zero is given against any of the items examined in the audit, the RI is required to take urgent and immediate improvement action to resolve the issue(s) to the satisfaction of the CAC. All improvement actions are to be submitted via the EWPA office.

9.3 Failure to Comply with Action Items

Failure by the RI to co-operate with the EWPA in resolving these item(s) in an urgent and timely manner will result in a recommendation to CAC to suspend the full accreditation of the RI.

9.4 Two Strike Rule

If satisfactory action is taken and then, in a subsequent audit, the RI is given a score of zero against the same item(s), a recommendation to CAC to remove accreditation from the RI will be made, irrespective of whether the issue is resolved.

9.5 Disciplinary Action

Where disciplinary action is required, a meeting will be held with the RI following which a recommendation for action will be made to the CAC. The CAC's decision shall be final.

The meeting will be attended by:

- EWPA CEO
- A CAC member responsible for the Inspection Process.
- The employing PCBU
- The RI is welcome to include a colleague/support/ representative.

If the member fails to attend the meeting, or fails to co-operate, a recommendation for action will be made to the CAC without a meeting being held.

The CAC will take into account all evidence provided in the meeting to form a decision. This decision and ruling may include increased supervision, restricted use of accreditation or expulsion from the RIP.

Incidences which may instigate disciplinary action may include but is not limited to:

- Failure to comply with the RIP
- Not meeting the code of ethics of the EWPA
- Gross negligence
- Prosecution by WorkSafe NZ
- The use of your RIAN for an inspection by a non-RIP accredited person
- Suspension of accreditation under sections 9.3 and 9.4

10 Annex A – Forms and Checklist

Registered Inspector Application Form