



ELEVATING WORK PLATFORM
ASSOCIATION OF NEW ZEALAND

EWPA ACCREDITATION

Registered Inspector Programme

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

The objective of this Standard is to provide uniform requirements and guidance for the safe use of MEWP's. The standard covers not only safe use of but also maintaining MEWP's and the requirements for inspections. 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 Programme for Inspectors of Mobile Elevating Work Platforms in New Zealand, collectively known as “The Registered Inspector Programme.”

These Guidelines are specific to EWPA Registered Inspector Programme Accreditation.

The EWPA Registered Inspector Programme 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.

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

2.2 About the EWPA Registered Inspector Programme

The purpose of the Registered Inspector Programme is to provide an increased level of safety, inspection and education standard for individuals working in Maintaining and inspecting of MEWPs for our Member Organisations.

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 Inspection professionals 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 expertise through undertaking Continuing Education (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 Programme (RIP) - The EWPA Registered Inspector Programme is a national initiative whereby potential inspectors are formally assessed, verified, and moderated to ensure they possess the level of experience and expertise required to undertake 6 month and/or major inspections of Mobile Elevating Work Platforms as stated in Australian Standard AS2550.10.

The Standard & New Zealand EWP Best Practice Guidelines for MEWP state that only a Competent Person can conduct 6 month and/or major inspections.

Registered Inspector (RI) – An MEWP Technician with experience, skills and qualifications that meet the criteria of the RIP. An RI can conduct inspections and manage remedial work allowing a MEWP to be certified for the next period of service life. This person is considered a Competent Person for the purpose of the Best Practice Guidelines.

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) – A member of the EWPA NZ with experience, skills and qualifications that meet the criteria of the EWPA NZ Board, is deemed to be Competent to audit the processes of the RIP and its accredited Inspectors.

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 a member as perceived by the EWPA CEO. The committee will always have at least one EWPA board member on. An invitation will be extended to a Worksafe representative and a CBIP representative. The decision if the position is taken up sits with the invitee.

Registered Inspector License Number (RILN) – The license number is only issued by the EWPA at first acceptance into the RIP for an inspector. This license 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.

Site and Inspection Audit (SIA) – The review by an RIA of a RI place of work. The RIA will look for adherence to the RIP standards and record keeping requirements of the RIP. The place of work will also be inspected to ascertain the RI works to high standards in all facets of business operations. Where multiple RIs are at the same workplace, the SIA can be attributed to all if they are due in that calendar year.

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.

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 purposes 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: People need to do this unit standard before 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.

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, training, CE, and audits.
- Ensure that audits are performed to a consistently high standard and cost-effectively so that the Programme is not an undue burden on 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, taking disciplinary action, or expelling the member from the RIP.

2.7 RI Responsibilities

It is the responsibility of each member 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.

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 mentor RI in seeking continued improvement through "Plan-Do-Check-Act" principles.

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 a EWPA member at the time.

3.2 Who may not apply?

Individuals are not eligible to apply for RIP Accreditation if they do not work for a EWPA member organisation.

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
- Relevant Trade Qualification in Heavy diesel, 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 all or part of the prerequisites provided that person has worked in the New Zealand MEWP industry for a continuous period of minimum 10 years.

Applicants through the Grandfathering system 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

A person seeking RI accreditation must fill out the application form appendix A4. Recognition of significant markets experience (Grandfathering) application is a section on this application.

- 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 link to entry training handbook. The applicant is to read and understand the contents of the handbook. The handbook will provide support for the entry examination.

The applicant will be sent a personalised link to access the RI accreditation entry Examination. This link will be sent no later than one week after the applicant after received the handbook.

The examination contains questions which are designed to evaluate the knowledge of the applicant.

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 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.

The CAC members will 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 discussed and voted on for accreditation. At no time will the spread of the vote or who on the committee voted which way be published.

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 with detail on what the CAC require. The EWPA office will communicate with the applicant and assist them where in their ability they can.

3.8 Accreditation Acceptance

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

3.9 Accreditation connected to Employer

An RI only holds accreditation whilst in the employment of the EWPA member organisation that sponsored the application of the Inspector.

The EWPA promotes growth in the industry and is supportive of new RI's entering the marketplace. The programme promotes growth and personal development of member employees and does not condone the poaching or the practice of targeting (and taking) the employees 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 chain of responsibility. The employer must provide confidence to the EWPA that the RI is competent at all times whilst holding accreditation.

3.10 Registered Inspector Number

As an inspector is registered on the RIP and has passed accreditation and approval from the CAC, a license number will be allocated to the RI.

The RI license 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 license 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 when their accreditation is valid for.

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

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 EWPA recognised CE providers (10 CE points is the equivalent of one week of education which includes an audit).

4.2 CE Credit/Deficit

Deficit – A RI may carry forward a shortfall of up to 5 CE points in any one registration year (1 April to 31 March). 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 their first re-registration. 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 re-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 years re-registration.

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. Health and Safety type training for example slinging and lifting 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 offered via the EWPA yearly. Furthermore, other training/course providers may apply to the EWPA to be authorised in allocating CE points for their offerings. This will be case by case basis and will be at the sole judgement of the EWPA board.

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
Site and Inspection Audit > 50	4 points
Site and Inspection audit >39, < 50	1 point
Completion of EWPA Endorsed 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 EWPA approved, related to inspection discipline training per contact hr (does not incl. assessment)- unit std or similar qualification outcome.	1 point per contact hr
EWPA Endorsed Welding, Metallurgy (incl. crack testing) training/refresher course	6 points
EWPA Endorsed Hydraulics training/refresher course	6 points
EWPA Endorsed Electrical training/refresher course	6 points
Attaining CBIP competency	2 points
Conducting (with proof) of 120 six monthly certifications in registration year and scoring 2 points in desktop or site audit in the same year	6 points
Health and Safety based training and attainment	2 points

Other courses/training and CE maybe accepted, and points awarded – at the sole discretion of the EWPA board, where the applied course/training or CE is offered and available to all RI.

All records of CE should be held by the Employer 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 – 2006 (and amendments), 6.4 Inspection: Inspections are conducted at a frequency to enable the MEWP to be kept in a safe and satisfactory condition.

Inspections shall be conducted in conformance with this standard, and instructions written in accordance with this standard (see clause 1.4). All such work shall be noted in the records.

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.

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 6-Monthly Inspection

The checklist under 10.3 is considered the minimum standard that a RI will use for conducting a 6-monthly inspection. In all cases, the minimum requirements in AS2550.10-2006 (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.

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.

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.

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 Inspect the inspector?

EWPA promotes its members as being among the best MEWP companies in the country. We explicitly state that we want only the best MEWP companies to join – those that "do things properly."

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 on 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 regime comes in. Only EWPA NZ members can apply to be an RI.

Members wanting to be an RI have to apply, train, pass an examination and audit before they can be accepted.

Existing RI's must submit two inspections each year for desktop auditing to ensure they are maintaining standards.

A robust inspection regime is central to the credibility of the Association and its programmes and to its key marketing message. Accreditation allows members to use that credibility in their own marketing to help win business against non-members.

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.
- Site and Inspection Audit (SIA) – Where the RIA observes and interacts with the RI whilst conducting an Inspection.
- Every RI must receive (as a minimum) the following inspections
 - Year 1 Upon sign up – SIA
 - Year 2 DA
 - Year 3 DA + SIA
 - 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 SIA Visit

For an SIA to be effective at detecting normal working practices, they need to be conducted at short notice. SIA will generally take the time of a MEWP inspection, document management review and RI interview.

For SIA to be cost-effective, the RIA must be able to visit multiple members when travelling to a particular area of the country.

To achieve these points, the RIA will plan its audits to concentrate each week on an area of the country. RIA will contact the RI in that area shortly before the RIA is due to travel or, in some cases, whilst the RIA is in the area. Contact will be made by telephone using the number that the RI have provided to EWPA for contact purposes.

When that contact is received, the RI are required to co-ordinate to do 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 member fails to provide a machine that the RIA can witness being inspected, a SIA will continue without the inspection and a future date and time are to be organised for the RIA to return (at the cost of the RI) to audit the inspection.

If a RI fails to provide an opportunity on a second successive occasion, the RI will be deemed to have failed the audit. A recommendation will be made to EWPA Board to begin disciplinary procedures against the member that could lead to de-registration and/or expulsion if not satisfactorily addressed.

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 - Immediate action required.
- 1 - Improvement recommended.
- 2 - Compliant.
- 3 - Best practice.

Following the Audit, a formal Audit report will be sent to the RI via email.

A range of follow up actions will ensue, depending on the results of the inspection, as defined in section 4.

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 auditor will review the inspections and mark accordingly and provide a report on their findings. The results of a DA are recorded on the RIP DA Form (10.2). Areas of auditing will be:

Area	Immediate Action Needed (0)	Improvement Recommended (1)	Compliant (2)	Best Practice (3)
Paperwork – version control	Not using the approved RIP inspection checklist	Incorrect approved RIP Inspection checklist version	Correct approved RIP Inspection checklist version	Correct approved RIP Inspection checklist version
Paperwork – Completeness	No paperwork provided	Paperwork provided is missing some sections and/or is not fully completed	Paperwork is provided to meet the standard	All paperwork is fully compliant, full of information and supporting evidence
Inspection	No inspection evidence is provided	Inspection evidence is provided but misses some elements or machine is not in good enough condition for an inspection to take place	Inspection evidence matches inspection and meets the requirements	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	Certificate issued without remedying faults found	Machine fully compliant and issue of certificate matches requirements	Machine fully compliant and issue of certificate matches requirements and improvement/ future preventative maintenance schedule proposed
Record Keeping	No records kept	Records kept but not in a readily available/presentable format or storage system	Records are kept on file for machine at the RI business	Records kept electronically at RI Business and made available to owner of machine for future reference. Reminder set for next inspection and evidence of contact with owner of inspection schedule

Total possible score = 30 total (2 machines). Minimum required to hold registration = 18 (2 machines).

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 Site and Inspection Audit

The results of an SIA are recorded on the RIP SIA Form (10.1). The following areas are examined:

Area	Immediate Action Needed (0)	Improvement Recommended (1)	Compliant (2)	Best Practice (3)
PPE, Equipment & Tools				
Hard Hats	Hard hats are not being worn and are not present on-site. Or are out of date.	Hard hats are available on-site but are not being worn during activities that present a risk of head injury.	Hard hat is being worn during activities that present a risk of head injury.	RI is always wearing hard hat
Footwear	Safety footwear is not being worn and is not available.	Safety footwear is available however RI and staff assisting are not wearing them when undertaking activities that present a risk and/or some safety footwear is in poor condition.	RI and staff are wearing suitable safety footwear that is in a suitable condition.	RI and staff are wearing suitable safety footwear that is in suitable condition. The area is designated as a safety footwear zone and visitors are informed.
Other PPE	No PPE available on-site when needed.	PPE is available on-site but is not being used when required and/or is stored inappropriately. Not clean and hygienic nor fit for purpose.	PPE is being used when there is a risk of injury occurring.	PPE is being used at all times, and there is the availability of additional pieces of equipment such as waterproof clothing. PPE is being stored appropriately.
First aid kit	No first aid kit present on-site.	A first aid kit is available on-site, however, there is a limited amount of stock present. Possible signs that the first aid kit has been used and not replenished.	A fully stocked first aid kit is accessible on-site.	A fully stocked first aid kit is accessible on-site along with an accident book.

Area	Immediate Action Needed (0)	Improvement Recommended (1)	Compliant (2)	Best Practice (3)
Condition of tools	All tools display evidence of damage/deterioration or not fit for use. Not all tools are available to conduct the tasks required.	Some tools display evidence of damage or deterioration. Tools are available to conduct the tasks required	Tools are in good condition and fit for use.	Tools are in a safe working condition and stored appropriately before and after use.
PAT tested equipment	There is no evidence of any in service portable appliance inspection and testing having taken place on work equipment.	There is some evidence of in-service portable appliance inspection and testing having taken place on some work equipment.	All portable equipment such as electrical tools, leads and work equipment displays evidence of testing.	Equipment that is not normally considered by the RI to be work equipment is PAT tested, for example, kettles and vacuum cleaners.
Competence, Training and Documentation				
Documentation	Not using the approved RIP inspection checklist or there is no documentation available to view on-site.	There is limited documentation available to view or the documentation is the Incorrect approved RIP Inspection checklist version	Suitable and sufficient documentation is available to view. A correct approved RIP Inspection checklist version	Suitable and sufficient documentation is available to view. Programme Inspection checklist version used. Records kept electronically at RI Business and made available to owner of machine for future reference. Reminder set for next inspection and evidence of contact with owner of inspection schedule
Supervision	The RI is inexperienced, has no evidence of management and evidence of unsafe practices are viewed.	The RI shows overall experience in managing the activities being undertaken however there is no evidence of mentoring or further professional development.	The RI is experienced and demonstrates evidence of suitable training.	The RI can demonstrate evidence of experience and has evidence of industry training of a level suitable for a supervisory role of others assisting
Assisting staff and contractor competence	None of the staff/contractors have evidence of any competencies and evidence of unsafe practices are viewed.	None of the staff/contractors have evidence of any competence however they appear to be experienced and there are no unsafe practices viewed.	An adequate number of staff/contractors have undertaken specific training such as Weld testing and other training applicable to their roles	An adequate number of staff/contractors have undertaken specific training such as weld testing, electrical, Hydraulics and other training applicable to their roles and continual professional development evidence is available.

Area	Immediate Action Needed (0)	Improvement Recommended (1)	Compliant (2)	Best Practice (3)
Competence, Training and Documentation (cont.)				
Plant operation	No staff/contractors have evidence of competency for plant operation despite plant being used on site.	Staff/contractors have evidence of past competency however it has expired and/or unsafe operating practices are viewed. RI hold current operator competency	Staff/contractors including RI that are required to operate plant have evidence of competency available to view. Plant operation as viewed appears satisfactory.	Staff/contractors including RI that are required to operate plant have evidence of competency available to view. Plant operation as viewed appears satisfactory. Plant operation is covered by risk assessment and additional measures such as daily defect reporting is undertaken.
First aid trained	No members of staff are first aid trained in the business. The staff are also unaware of the nearest hospital, surgery or first aid trained person. There is no clear evacuation plan or system.	No members of staff are first aid trained; however, there is evidence of a first aid trained person within close proximity. There is an evacuation plan for the building.	At least staff member has a minimum of Emergency First Aid at Work training. There is an Evacuation plan clearly displayed and understood by all staff.	At least two staff and the RI are trained to Emergency First Aid at Work level ensuring cover for absence or one leaving site. There is an Evacuation plan clearly displayed, understood, and practiced by all staff.
Working Practices				
Reporting of accidents and incidents	Staff are unaware of HSWA and the requirement to report accidents. No accident book is available.	RI is responsible for reporting of accidents however is unaware of the full requirements of what is reportable. An accident book is available however forms are not completed correctly and/or appropriately stored.	RI is aware of the HSWA requirements and is reporting to HSE. An accident book is available and completed forms are stored in the appropriate manner.	RI is fully aware of the HSWA requirements of reporting Notifiable Events to WorkSafe. An accident book is available and completed forms are stored in the appropriate manner. There is also evidence of near miss/incident reporting.
Safe working	Hazardous working practices are taking place.	On the whole work is being conducted safely but there is some evidence of unsafe practices.	All work is being conducted safely and to risk assessment control methods. PPE is being worn.	As for compliant and there is evidence that contractor control systems are in place for those required to undertake works at the premises. There is a positive health and safety culture in the firm which encourages involvement by all staff who are encouraged to raise concerns.

Area	Immediate Action Needed (0)	Improvement Recommended (1)	Compliant (2)	Best Practice (3)
Working Practices (cont.)				
Working at height	Work at height is taking place in a hazardous manner and/or unsafe or unsuitable equipment is being used.	Suitable equipment is being used for work at height however it displays evidence of damage/deterioration.	Work is being conducted safely and all equipment is in good repair.	Work is being conducted safely and has been included in the risk assessments. Pre-use inspections are being conducted by user. There is a written record of inspection.
Inspection checklist (use form A3)	No RIP checklist followed. Checks conducted were not to standard. No external assistance or contractor used where competency lacking.	RIP checklist used for inspection, but RI failed to use external assistance where competency lacking.	RIP checklist used competently. External assistance/contractor used for verification on areas of concern.	RIP checklist used competently. External assistance/contractor used for verification on areas of concern. Remedy on areas of concern conducted and signed off. Communication with MEWP owner as to repairs well documented.
Method statements	There is no evidence of method statements present at the premises.	There is limited evidence of method statements available to view, however they were not specific to each type of structure, do not cover other activities and/or lacked detail.	The method statements that were available to view covered the majority of work and included other activities undertaken. The method statements have been reviewed.	Clear method statements are available to view relating to individual machine types and sizes and also other activities. The method statements have been reviewed and they have been communicated to staff.
General				
Attitude to RIA	The RI has not cooperated with the RIA.	The RI has cooperated with the RI; however, the rest of the business are not responsive to any requests.	All staff have cooperated with the RIA.	All staff show respect for the RIA and are responsive to all requests.
Housekeeping	The site is untidy and trip hazards pose a risk. Equipment is likely to be damaged/dirtied. Tools are stored in unsuitable areas	The site is generally untidy and/or improvements could be made to storage and work area of equipment.	The site is generally well kept, and equipment stored and worked on in a suitable manner.	The site is very well kept, and equipment stored and worked on in designated areas. Tools stored in appropriate locations and there is clear communication of daily work schedules. All hazards are identified and controlled appropriately.

Area	Immediate Action Needed (0)	Improvement Recommended (1)	Compliant (2)	Best Practice (3)
General (cont.)				
Other	This box is to highlight any other areas of either improvements that would be required or to highlight positive areas not referenced above.	This box is to highlight any other areas of either improvements that would be required or to highlight positive areas not referenced above.	This box is to highlight any other areas of either improvements that would be required or to highlight positive areas not referenced above.	This box is to highlight any other areas of either improvements that would be required or to highlight positive areas not referenced above.
Security	No effort has been/is made to secure the work area from public access.	Verbal warnings are issued to the public upon approach however no physical effort made to secure the work area from public access.	Signage and/or barriers in place to prevent public access.	Suitable signage and physical barriers have been installed to prevent access to workshop and work areas.

Total possible score = 60. Minimum required to hold registration = 39.

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.

9 After the Inspection

9.1 Results and Score Notification

The RIA will record the details of the audit and email both the RI and EWPA NZ CEO with its findings.

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

Where no challenge or remedial actions are required, or if the RI has submitted remedials and these have been signed off, the RI will receive an updated certificate of accreditation and the EWPA NZ RIP web page will be updated.

9.2 Immediate Action 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 action to resolve the issue(s) to the satisfaction of the EWPA.

9.3 Failure to Comply to 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 EWPA Board to summarily remove 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 EWPA's Board to summarily remove accreditation from the RIP will be made, irrespective of whether the issue is resolved (i.e., two strikes and you're out).

9.5 Improvement Recommended

If a score of 1 is given against any of the items examined in the Audit, an official Improvement Notice via will be sent to the RI and employer member, requiring improvement prior to the next inspection.

9.6 Three score of one

Three scores of 1 in succession on the same item(s) will result in a recommendation to EWPA NZ Board to begin disciplinary procedures against the RI that will lead to expulsion if not satisfactorily addressed.

9.7 Immediate Action and Improvement Recommended

If a score of 0 and 1 is given in the same report, the RI will have to address the Immediate Action points as a priority, however, the improvement required points are to be rectified prior to the next inspection.

9.8 Compliance

If a score of 2 is given against any of the items examined in the inspection, EWPA will make contact with the RI should there be any advice from the RIA on possible improvements which could be made in order to award a mark of Best Practice.

9.9 Best Practice

Where a 100% score of (3) is reported following an inspection, the following email will be sent to the member. A short report, including details of the Foreman on-site, will also be included in the next EWPA newsletter.

9.10 Disciplinary Action

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

The meeting will be attended by:

- EWPA CEO.
- EWPA Board member responsible for the Inspection Process.
- The member; the member 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 Board without a meeting being held.

10 Annex A – Forms and Checklist

10.1 Site and Inspection Audit Form.

10.2 Desktop Audit Form.

10.3 6 Monthly Inspection RI Checklist.

10.4 Registered Inspector Application Form

11 NOTES