

Pre-Inspection Checklist for Hazardous Substances Certificate Renewals

To help ensure that your inspection can be completed as easily as possible please make sure you have the following documents ready when the inspection happens:

You may need some or all of these documents depending on what hazardous substances are on your site.

- Current Approved Handler or Fillers certificates (if required).
- A list of any changes to substances held on site or changes to where substances are held on site since your last inspection.
- Current substances register or inventory which reflects any changes since your last inspection.
- Current HSNO compliant site plan – if you do not have a site plan, Envirocom can create a site plan for a fee (every site requires a site plan).
- Current Electrical Compliance Certificate (if required).
- Compliant signage.
- Current Pressure Equipment, Cranes and Passenger Ropeways (PECPR) certificate for any LPG tank onsite.
- Emergency exercise plan and evidence of a drill within the last year and if necessary notified to your Regional Fire Safety Professional of your site Emergency Response Plan.
- Fuel reconciliations for any belowground storage or pipe work (if required).
- Documentation that shows your local Enforcement Agency (MBIE – DoL) has been notified that hazardous substances are present on your site (every workplace requires that this be completed).
- Notification to your Regional Fire Safety Professional of your site Emergency Response Plan.

If you require any information about any of the items in the list above, please contact us at info@envirocom.co.nz