

Quality Assurance Review Information

The Master Electricians QA reviewer will check and sight the following:

1. Members must be aware of how to access the following: Electricity Act, Electrical Safety Regulations and all the electrical standards that are available to you with your practicing licence.

Note: It is also recommended that members are registered with Standards NZ, Energy Safety and Worksafe for regular updates.

2. Workers undertaking Prescribed Electrical Work (PEW) must hold a current Practising Licence (P/L) or work under the supervision of a holder of a current P/L, or work under an Employer Licence. The QA Reviewer will check how many workers are currently employed, and that they all hold a current P/L.
3. Appropriate test instruments must be available to persons undertaking work in order to meet the requirements of safety procedures. The Reviewer will check whether the company uses any of the below (this will include business owned and those privately owned but used by the business). The Reviewer will need to sight meters or evidence of asset register etc:
 - a. Ohm meter
 - b. Volt meter
 - c. Insulation resistance meter
 - d. Earth loop impedance meter

(OR)

 - e. Multifunction meter

Note: Meter Verification of Accuracy kits are available for purchase from the Member Centre Shop on the Master Electricians Website.

4. Test instruments must be routinely checked and documented for accuracy – at least annually. (AS/NZS 3017, 3019, 3760). The Reviewer will need to sight the appropriate instrument register.
5. Members must have implemented and maintained a Workplace Health and Safety Management System (WHSMS), and be able to show active compliance (toolbox meetings/Job Safety Analysis examples etc). The Reviewer will need to sight both the WHSMS, and the evidence of active compliance.

6. Members must have an appropriate system for administering and filing Certification documents e.g. COCs. Certification documents must be retained for a minimum of seven years. The Reviewer will need to sight the system in place.
7. Members must have Public Liability insurance for a minimum of \$5 million. The Reviewer will need to sight the insurance documentation.

It is also recommended that the business have 'Professional, Statutory and Employee's Liability' and 'Directors and Officers' cover.

Note: Members have access to an insurance broker that provides tiered electrical packages. If you're interested in a quote contact your Regional Manager for the local representatives contact information.

8. The Reviewer will need to sight evidence that all employment agreements for current staff are valid. (N/A for Sole Traders).

Note: Members have access to a range of employment tools like contracts, interview questions and offer letter templates. Visit the 'Support and Benefits' page on our website for more information.

Please keep in mind that the Quality Assurance Review is an educational programme, designed to help members ensure that they have the correct practices in place and that they are upholding the workmanship standards and professionalism of Master Electricians.

We can support you with many aspects of your business, and we encourage our members to visit www.masterelectricians.org.nz for more information on what we can offer.

If you need any assistance logging in, or have any further questions regarding the Quality Assurance process, please contact us on **0800 506 688** or admin@masterelectricians.org.nz