**TRADING STANDARDS - REQUEST FOR OFF-SITE WORK**

The following information must be supplied, as part of the hazard and risk assessment process, before Trading Standards can undertake any off-site work for Accredited Persons (AP) or Persons Conducting a Business or Undertakings (PCBU).

Please read and complete all sections of this document before returning it to Trading Standards.

**NOTE: A request must be submitted at least 21 days prior to the activity. Relevant information and documentation should be provided to support the request, ie an Application for Accreditation, Application for Type Approval, etc.**

**DETAILS OF THE REQUEST:**

* ORGANISATION NAME: Enter the organisation name.
* OTHER PCBU ORGANISATION NAME (if relevant): Enter the other PCBU organisation name.
* WORK REQUESTED: Enter the type of work requested.
* WORK LOCATION: Enter the work location.
* PROPOSED DATE: Click to enter a proposed date.
* START TIME, site induction: Enter a start time.
* START TIME, work activity: Enter a start time.
* INDIVIDUAL(S) INVOLVED; list the relevant contacts and all other individuals who will be working on site for the duration of the work in the table below:

Primary contact

* Name: Enter the primary contact name.
* Role: Enter the primary contact role.
* Email: Enter the primary contact email.
* Phone: Enter the primary contact phone number.

Site contact (If not primary contact):

* Name: Enter the site contact name.
* Role: Enter the site contact role.
* Email: Enter the site contact email.
* Phone: Enter the site contact phone number.

Other PCBU:

* Name: Enter the other PCBU contact name.
* Role: Enter the other PCBU contact role.
* Email: Enter the other PCBU contact email.
* Phone: Enter the other PCBU contact phone number.

Other PCBU:

* Name: Enter the other PCBU contact name.
* Role: Enter the other PCBU contact role.
* Email: Enter the other PCBU contact email.
* Phone: Enter the other PCBU contact phone number.

**NOTE: Where other PCBUs (including contractors) are present, while undertaking work on a site, which is not controlled by the primary contact, the primary contact shall be responsible for consulting, cooperating with and coordinating the roles and responsibilities of individuals involved with the site contact.**

**HEALTH & SAFETY**

A risk assessment for this activity will be performed by Trading Standards before any work is completed, which includes ensuring that all PCBUs are aware of and performing their shared duties and expectations under the Health and Safety Work Act and are conforming to the current NZ Government business requirements.

* For more information see our [Health and Safety at work act shared duties and expectations](https://trademeasurement.tradingstandards.govt.nz/for-accredited-persons/health-and-safety-at-work-act-shared-duties-and-expectations/) page

**Further to the above, please confirm how and when the shared duties and responsibilities will be communicated to Trading Standards, eg in writing via email and/or discussed during the site induction?**

PLEASE SPECIFY: Enter how it is communicated.

ON DATE: Click to enter a date.

**By signing this document, you are indicating that all parties (organisations, individuals and any other PCBUs involved in the activity):**

* **understand the duties and responsibilities of a PCBU in the current environment, and**
* **must attend the induction meeting.**

REQUESTOR NAME: Enter the organisation name.

ROLE TITLE: Enter the role title.

DATE: Click or tap to enter a date.

SIGNATURE: