

Applying for the HASANZ Register

The below is to assist you in applying for the HASANZ Register

Ensure you read page 2 to see the services you do not need to supply evidence for – all other services you MUST supply information as per the NZISM Competency Criteria (available on the [HASANZ page](#))

Note: You must be at GradNZISM level or above to apply.

Completing your application form:

Use the below as a guide to ensure you complete your application form correctly

1. Association membership number:
 - Supply your **NZISM number**
2. Evidence of all qualifications noted under the qualification section – if you do not provide the below you will be asked to remove the qualification
 - Your **certificate (preferred)** or
 - Your **official signed transcripts** noting the qualification has been achieved
3. Evidence of all memberships noted under the Professional Memberships section
Upload copies of either
 - Your **current membership certificate or card** showing the organisation name, member name and membership number and expiry date or
 - Your **current annual practicing certificate**
4. Occupation/Profession Section:
 - If you are GradNZISM choose Practitioner
 - if you are CertNZISM or higher choose Professional
5. Insurance coverage:
 - Consultants Only: Upload a **copy of certificate of currency** from your insurer showing current cover for professional indemnity insurance and public liability insurance. NOTE: While statutory liability insurance is not a requirement, NZISM recommends that this insurance is held by consultants/self-employed persons
 - In-house Health and Safety Advisers: It is expected you are covered by your employers' insurance and you need to select 'Employee Scheme' to confirm this – please **check with your employer** if you are in doubt about being covered before applying
6. Short and Long Profiles:
 - You need to complete information about yourself (NOT your company) in your short (up to 255 characters) and long profiles. This information should reflect the competencies that you are assessed for and you may need to review your profiles once your application process has been completed
 - Businesses searching for consultants can click on your short profile and view the long profile to check out your full credentials and to compare skills and capabilities of individuals on their shortlist
7. Evidence for services selected:
 - You must **upload all the evidence as required by the NZISM Competency Criteria** (available on our [HASANZ page](#)) except for those services outlined in the table on page 2 of this document
 - Note if you cannot supply the information requested in the Competency Criteria then you will be asked to de-select the competency for your application to progress – you can apply again in the future to have these added at no charge
 - By only selecting the services in the table on page 2, as long as you complete all other sections of the application correctly, your application will progress quickly
 - If you select services that need to be assessed by other organisations this will extend the application process. If you wish your application to progress then you may choose to not select these initially but can apply to have them added at a later date at no extra charge

Further Information: Visit the NZISM [HASANZ page](#)

Services you do **not** need to provide any evidence for are below. Note: For **all other services** selected you **MUST** supply the evidence required as per the NZISM Competency Criteria available on our [HASANZ page](#)

Compliance with Legislation	General services
Hazard or Risk Assessment	General services
Health and Safety Advice	General services
Health and Safety Management Systems	General services
Health and Safety Assessment	General services
Health and Safety Assurance	General services
Health and Safety Benchmarking	General services
Health and Safety Policies	General services
Health and Safety System Performance	General services
Monitoring and Reporting	General services
Risk Management Systems	General services
Worker engagement, participation and representation	General services
Workplace Assessments simple	Specialist services
Injury/Discomfort Prevention	Specialist services
Remote/Isolated Work	Specific area of concern
Manual Handling (lifting, twisting)	Specific area of concern
Mental overload/underload	Specific area of concern
Mobile Plant or Machinery	Specific area of concern
Repetitive Tasks	Specific area of concern
Sedentary Work	Specific area of concern
Slips, Trips & Falls	Specific area of concern