

Application for the Issue of a New Zealand Gas Industry Certificate of Competence Card (COC)



All COCs are issued in with accordance with the New Zealand Gas Industry Certificate of Competency Criteria and Framework for Reticulated Gas (Natural Gas and/or LPG) Distribution & Gas Measurement System (GMS), issued by GANZ, updated April 2011.

Employer's Details

Name of Employer	
Contact Person	
Employer Courier Address (Please do not specify a PO Box unless you can receive packages in it)	
Work Phone	Work Fax

Applicant's Details

First Name	Middle Name	Last Name
Your Home Address		Date of Birth ____/____/____
Home Phone	Mobile	Email Address
NZQA Number	Gasfitter Registration Number (if applicable) Please attach a copy of your <u>current</u> Gasfitter Registration card	
Sign here	Date ____/____/____	

Application Type

<p>Application Type:</p> <p><i>(please tick)</i></p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Renewal (Every person who holds a COC is required to attend a refresher training course every two years)</p> <p><input type="checkbox"/> Replacement (The issue date and expiry date will match the certificate being replaced)</p>																		
<p>Work Type applied for <i>(please tick)</i>:</p> <table border="0"> <tr> <td><input type="checkbox"/> Authorised Restricted Access*</td> <td><input type="checkbox"/> Leakage Response</td> </tr> <tr> <td><input type="checkbox"/> Network Induction</td> <td><input type="checkbox"/> CP Survey</td> </tr> <tr> <td><input type="checkbox"/> Networks General</td> <td><input type="checkbox"/> Odorant Survey</td> </tr> <tr> <td><input type="checkbox"/> Construction Pipelaying</td> <td><input type="checkbox"/> Mark out, stand-overs and location survey</td> </tr> <tr> <td><input type="checkbox"/> Construction Service Laying</td> <td><input type="checkbox"/> Network Operations</td> </tr> <tr> <td><input type="checkbox"/> Construction of Mains and Services</td> <td><input type="checkbox"/> Field Supervision and/or Auditing</td> </tr> <tr> <td><input type="checkbox"/> Networks Standard Pressure Control</td> <td><input type="checkbox"/> GMS Disconnection/Reconnection GIP001</td> </tr> <tr> <td><input type="checkbox"/> Networks Advanced Pressure Control</td> <td><input type="checkbox"/> GMS Leakage Response</td> </tr> <tr> <td><input type="checkbox"/> Leakage Survey</td> <td></td> </tr> </table> <p><i>*Note: When applying for "Authorised Restricted Access" applicants must have the Principals section on page 2 signed before CoC card can be issued.</i></p>	<input type="checkbox"/> Authorised Restricted Access*	<input type="checkbox"/> Leakage Response	<input type="checkbox"/> Network Induction	<input type="checkbox"/> CP Survey	<input type="checkbox"/> Networks General	<input type="checkbox"/> Odorant Survey	<input type="checkbox"/> Construction Pipelaying	<input type="checkbox"/> Mark out, stand-overs and location survey	<input type="checkbox"/> Construction Service Laying	<input type="checkbox"/> Network Operations	<input type="checkbox"/> Construction of Mains and Services	<input type="checkbox"/> Field Supervision and/or Auditing	<input type="checkbox"/> Networks Standard Pressure Control	<input type="checkbox"/> GMS Disconnection/Reconnection GIP001	<input type="checkbox"/> Networks Advanced Pressure Control	<input type="checkbox"/> GMS Leakage Response	<input type="checkbox"/> Leakage Survey	
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Certificate of Competence (CoC) Eligibility

Please refer to the "New Zealand Gas Industry Certificate of Competency Criteria and Framework for Reticulated Gas (Natural Gas and/or LPG) Distribution & Gas Measurement System (GMS)" for information on the CoC Work Types, and the Qualifications & Network Specific Requirements.

Identification Photograph

Please provide a recent identification photograph of yourself with this application (passport style, front on, head and shoulders with no hat or dark glasses).

Photographs can be electronically provided by email to certificates@mito.org.nz or on disc, or in hardcopy such as passport style. Photographs taken with PXT capable mobile phones are acceptable, dependant on picture quality. MITO may request a replacement photograph if deemed unsuitable.

Electronic photo technical requirements:

File type: Jpg or Jpeg

File size: Greater than 500kb and less than 10MB

Dimensions: Minimum 900 pixels wide x 1200 pixels high -- maximum 4500 pixels wide x 6000 pixels high

Aspect Ratio: 4:3 (Width:Height ratio)

Referee – Verification of CoC Eligibility

The following must be completed by a person who can verify/confirm that the information you have given on page 1 is correct, e.g. your manager or supervisor

Name of Applicant: _____

Name of Referee: _____

Position: _____

Company: _____

Referee Contact Details: Work Telephone _____ Mobile _____

I attest that the information on page 1 is correct, and the photograph provided of the applicant is genuine. I am authorised by the company to make such a statement.

Referees Signature _____ Date _____

Principals – Verification of Eligibility for Authorised Restricted Access CoC only

The following must be completed by either the Principal Contractor [if Sub-contractor] or the Asset Owners Representative

Name of Principal Contractor/Asset Owner: _____

Position: _____

Company: _____

Contact Details: Work Telephone _____ Mobile _____

I attest that the applicant on page 1 is eligible to apply for this category. I am authorised by the company to make such a statement.

Signature _____ Date _____

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Access of Information

In signing this application form, the details relating to your individual Certificates of Competence (CoCs) will be made available to your Industry Association, training provider(s) for the purpose of arranging training and other organisations that may require information on the status of your CoC, including your company's Network owner.

CoC Application Fees

CoC Card	Issue or Replacement
All CoC Categories	\$30.60

All fees are GST inclusive.

Please indicate how you will make payment for this CoC:

- Cheque enclosed. Please make cheques out to MITO.
- Please invoice company using Purchase Order Number **(required)**: _____

Only customers who have approved credit can be invoiced, and payment must be received by MITO by the 20th of the month following the date on the invoice.

Customers who do not have approved credit must pre-pay for all applications before we can process. Contact finance@mito.org.nz if you wish to apply for approved credit.

MITO may initiate debt recovery action for any non-payment of amounts owing to MITO and the applicant will be liable for any such collection costs incurred by MITO or our nominated agent.

- Payment by internet banking to account number 060513 0122089 00
- Payment by credit card. Please complete details below:

Card type: Visa MasterCard

Name: _____

Contact Phone: _____ Credit Card Expiry: ____ / ____

Credit Card Number:

Signature: _____ Amount: \$ _____

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Checklist

Please tick that you have completed the following:

Training

I have completed the required Unit Standards
(If you are not sure check with MITO or your manager)

If renewal application, I have completed refresher training

Personal Details

I have completed all the details on page 1

I have enclosed a copy of my current Gasfitter Registration Card (If applicable)

Referee Details

My 'Verification of CoC Eligibility' on page 2 has been confirmed and signed by a Referee

My 'Principals Verification of CoC Eligibility' on page 2 has been confirmed and signed
by the Asset Owner (Authorised Restricted Access CoC only)

Photograph Provided

I have provided a photograph of myself (electronic or hard copy)

Fees

I have indicated how payment will be made on Page 3

Please return the completed form and attachments to:

certificates@mito.org.nz OR

MITO
PO Box 10803
The Terrace
Wellington 6143

If you have any queries please contact:

MITO
Freephone 0800 88 21 21
Email certificates@mito.org.nz
www.mito.org.nz