



Safety Lines

No. 54, June 2002

Approved Code of Practice

This article describes the nature, purpose, development and maintenance of an approved code of practice.

What is a Code of Practice?

A code of practice is a guidance document containing 'best practice' in relation to the subject matter. It may be developed and published by any organisation, such as an industry group or association.

A well-written code should be:

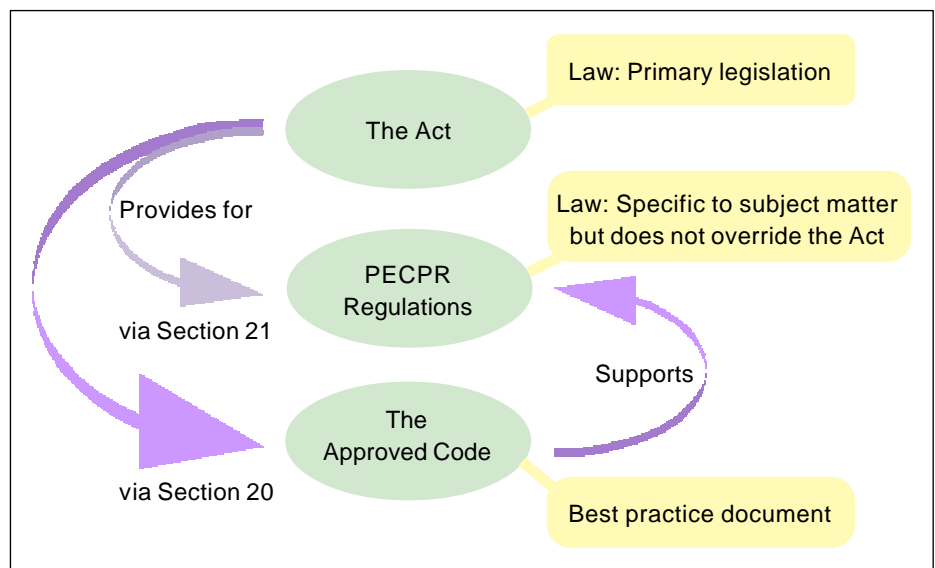
- Consistent with relevant regulations;
- Technically correct;
- Practical; and
- Readable.

An 'approved' code of practice (code), which is the focus of this article, is one which, from an OSH Engineering Safety perspective:

- Has gone through a defined development process;

- Is promulgated under Section 20 of the Health and Safety in Employment Act 1992 (the Act); and
- Has been approved by a Minister of the Crown (currently the Minister of Labour).

The diagram below illustrates how the code relates to the Health and Safety in Employment Act 1992 and the Health and Safety in Employment (Pressure Equipment, Cranes, and Passenger Ropeways) Regulations 1999 (PECPR Regulations).



Depending on the subject matter, and retaining some degree of conservatism for safety's sake, not all codes will be 'state of the art'. Catching up with current technology is one reason for review.

Significance

Section 20(9) of the Act states:

A Court may, in determining whether or not a person charged with failing to comply with any provision of this Act has complied with the provision, have regard to any approved code of practice that —

- (a) Was in force at the time of the alleged failure; and
- (b) In the form in which it was then in force, related to matters of a kind to which the provision relates.

Thus, whilst following the code is not actually a legal requirement, such action has the potential to contribute to a defence in cases relating to compliance with the Act and the PECPR Regulations. Section 20(9)(b) above highlights the importance of employing the latest amendments to the code.

Initiation

Any person or organisation can initiate the development of a code of practice, although this is frequently done by Engineering Safety or an interested party within the relevant industry. The initiation of an amendment or review is normally

undertaken by Engineering Safety. Initiation of a new code will not necessarily result in its ultimate publication since it may not meet some requirement of the development process.

Often the initiator will produce, or significantly contribute to, the first draft of the new code. However, potential initiators should consult Engineering Safety before embarking on any major writing project!

Review and Amendment

All codes of practice need to be kept up to date to be useful. They need to reflect changes in usage and technology, as well as lessons learned through their application.

A review of a code results in its replacement and re-dating. This comes about after a major exercise and the changes to the document may be extensive in both content and format.

An amendment reflects a lesser change to the document than a review and is unlikely to have much impact on formatting. An amendment may comprise a single (important) change, addition or deletion, but more likely will involve several (even many). As approved codes of practice (at least in relation to Engineering Safety's area of activity) are now published on the Web only, amendments will be incorporated in the latest issue and this will be clearly indicated.

As is the case for new codes, both reviews and amendments require Ministerial approval.

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Process

1. **Initiation.** This has been looked at earlier, and it only needs to be noted here that this will result in the production of an initial draft, which in the case of revision would normally be based on the existing code.
2. **Evaluation.** The proposal is considered in the wider context of OSH business and possibly external views would be sought. A positive appraisal is likely to see the code eventually reach publication, but the project could still be terminated at a later stage if some intractable technical or other difficulty is encountered.
3. **Draft preparation.** At this stage the draft is brought to a state where it is considered to meet a reasonable level with respect to consistency with relevant regulations, technical correctness, practicality and readability.
4. **Consultation.** A consultation list is produced, Ministerial permission sought to consult, and distribution carried out. In many instances today, references to Web-based material are quite likely in place of physically distributed documents. In the absence of a universal database, reasonable efforts are made to discover interested parties to consult, but we welcome information of other potential commentators and invite the further distribution of material. A deadline is necessary to keep things on track but the timing is set in proportion to the complexity of the task.
5. **Comment evaluation.** When the comments are received, they are acknowledged and summarised. They are then considered by Engineering Safety and often (usually, in all but very minor amendments) a representative committee formed from the wider distribution list. Finally, replies are made to the comments.
6. **Document finalisation.** Changes resulting from the comments are incorporated into the document, which is proofread and receives its final formatting.
7. **Approval.** Ministerial approval is sought and the outcome announced.
8. **Publication.** The revised approved code or amendment (incorporated into the code) is published on the Web. Note that this applies specifically to Engineering Safety codes and not necessarily to other departmental publications.

Time-scale

The time required to produce a new or amended code obviously depends on content and extensiveness of the exercise. There are a couple of hold points in the process due to the need to issue Gazette notices and these consume about two months. The consultation period is likely to be in the range of three weeks to two months. A simple amendment to a code could be processed in four months. The timing, as opposed to the time-scale, depends also on resources and prioritisation.

Problems

The main problems most likely to complicate a code project are contentious issues and the possible requirement for a parallel exemption from the PECPR Regulations. Exemptions from the PECPR Regulations need the Secretary's approval and some exemptions (all under Regulation 6) require a notice in the Gazette.

Summary

The main point of an approved code of practice is to provide affected persons with a reliable and useable way of meeting their obligations under legislation. In the context of this article that means meeting the PECPR Regulations.

Input to the code from qualified and interested parties, and procedural transparency, ensure the viability of the process leading to technical confidence in the final document.

Ministerial approval provides authority, further enhancing confidence in the code of practice.

Note Regarding the Boilers Code

The Approved Code of Practice for the Design, Safe Operation, Maintenance and Servicing of Boilers was issued in 1996. This was later reviewed and its replacement was approved in 2000. However, prior to publication, some technical problems were perceived and publication was delayed until these could be addressed. A draft amendment (to the 2000 version) is likely to be issued for comment in the near future. Full documentation will be available on the Web.

In the meantime, it is expected that at a minimum, the requirements of the 1996 issue will be observed. It is recommended that interested parties, particularly manufacturers, consult the latest draft. Before taking advantage of any proposed changes to the code, it is necessary to consult Engineering Safety.

Cherry Pickers – Documentation and Five- and Ten-Yearly Examinations

Cherry pickers (and other types of power adjustable work platforms) are covered by the *Approved Code of Practice for Power-Operated Elevating Work Platforms*. This code of practice provides documentation and inspection regimes, which need to be adhered to.

Clause 4.2(b) of the code states the requirement for documentation, and clause 11.6 expands upon this by detailing the content of log books or file records. This documentation is to be available for inspection by a Health and Safety Inspector on request.

Clause 11.5 of the code states the requirement for a five-year examination and ten-yearly examinations thereafter. Owners will need to be able to produce proof of successful five-yearly and ten-yearly examinations as appropriate. Prospective purchasers of used equipment should be aware that it has been

known for owners to sell equipment just prior to one of these examinations to avoid costs.

Some consequences of the foregoing are:

- The owner will need proof of age of the equipment in the absence of five-yearly or ten-yearly examination details, to show that it is under ten years old. If this proof is not available, the only course of action available to the owner is to have the ten-yearly examination carried out (followed up by five-yearly examinations) and fully documented.
- The purchaser of used equipment should ensure that all the documentation required by the code is received.
- Sellers of used equipment should provide all relevant documentation to the purchaser.

The *Approved Code of Practice for Power-Operated Elevating Work Platforms* is available in hard copy from OSH or can be downloaded free from the OSH website (www.osh.dol.govt.nz).

Announcements

The following organisations have been recognised under the PECPR Regulations as Inspection Bodies for the fabrication inspection of pressure vessels:

Asistencia Técnica Industrial, S.A.E.
San Telmo, 28.
28016 Madrid
Spain

C J Wallis Pty Ltd
PO Box 6404
Baulkham Hills
Sydney
NSW 2153
Australia
Technical Manager: Doug Wallis
Phone +61 2 9679 1045
Fax +61 2 9679 1792
Email: DWallis@aainspections.com.au

The following organisation has been recognised under the PECPR Regulations as an Inspection Body for the design verification and fabrication inspection of pressure equipment:

TUV Suddeutschland Bau und Betrieb GmbH
Westendstrasse 199
D-80686 Munchen
Germany
Technical Manager: Dieter Stieglitz

The following equipment was exempted from the PECPR Regulations by Gazette notice on 18th April 2002:

Networks for the supply, distribution and discharge of water, and associated equipment and headraces such as penstocks, pressure tunnels, and pressure shafts, for hydroelectric installations.

The following equipment was exempted from the PECPR Regulations by Gazette notice on 13th June 2002:

Pressure equipment being electrical power or telecommunication cables subject to pressure, such as oil or gas filled electrical cables.

Recognised Inspection Bodies

The following organisations are currently recognised (as of June 2002) as inspection bodies under Regulation 25 of the Health and Safety in Employment (Pressure Equipment, Cranes and Passenger Ropeways Regulations) 1999. They are able to provide inspection and/or design verification services for equipment covered by the Regulations.

This schedule notes the main office(s) only of an inspection body. The inspection body may also have national or international branches, which are able to provide inspection services.

New Zealand or Australian branches of a local or overseas inspection body will be recognised only if IANZ or NATA has accredited them. The recognition status of inspection body branches, operating in countries other than Australia or New Zealand, is available from Engineering Safety.

The scope of services that a recognised inspection body, operating in New Zealand or Australia may provide is obtained from its accreditation schedule or, by contacting the relevant accrediting organisation, IANZ or NATA. The scope of services that other recognised inspection bodies may provide is available from Engineering Safety.

NEW ZEALAND INSPECTION BODIES PROVIDING DESIGN VERIFICATION SERVICES

M&I Safety Inspection Services Ltd
PO Box 27 347
Wellington
Technical Manager: Bill Black
Phone 04 382 9666
Fax 04 385 9311

New Zealand Inspection Services Ltd
PO Box 58 134
Greenmount
Auckland
Technical Manager: Martin Beddows
Phone 09 273 5224
Fax 09 273 5441

SGS New Zealand Ltd
P O Box 8032
Riccarton
Christchurch
Technical Manager: John Phillips
Phone 03 341 2282
Fax 03 341 2283

Transfield Worley
PO Box 705
New Plymouth
Technical Manager: Grant Notley
Phone 06 759 6300
Fax 06 759 6301

NEW ZEALAND INSPECTION BODIES PROVIDING FABRICATION AND IN-SERVICE INSPECTION SERVICES

Advanced Testing Computed
(Hamilton) Ltd
Unit 1, 87 Higgins Road
Frankton
Hamilton
Technical Manager: Harold Templar
Phone 07 846 6366
Fax 07 846 6362

Donnellan & Associates Ltd
PO Box 40 100
Upper Hutt
Wellington
Technical Manager: Mike Donnellan
Phone 04 528 8057
Fax 04 528 6008

Ethical Inspection & Testing Ltd
PO Box 40 100
Upper Hutt
Wellington
Technical Manager: Mike Donnellan
Phone 04 528 8057
Fax 04 528 6008

Indespect Surveys Ltd
PO Box 6088
Invercargill
Technical Manager: John Leslie
Phone 03 217 9283
Fax 03 217 9280

Lloyd's Register
66 Wyndham Street
Auckland
Technical Manager: Nigel Johns
Phone 09 373 3311
Fax 09 309 5786

M&I Safety Inspection Services Ltd.
PO Box 27 347
Wellington
Technical Manager: Bill Black
Phone 04 382 9666
Fax 04 385 9311

New Zealand Inspection Services Ltd
PO Box 58 134
Greenmount
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Technical Manager: Martin Beddows
Phone 09 273 5224
Fax 09 273 5441

Nortel Ltd
PO Box 1271
Whangarei
Technical Manager: Steve Mabbett
Phone 09 438 1512
Fax 09 438 1230

SGS New Zealand Ltd
PO Box 13-518
Onehunga
Auckland
Phone 09 634 3637
Technical Manager: John Phillips
Phone 03 341 2282
Fax 03 341 2283

OVERSEAS INSPECTION BODIES PROVIDING DESIGN VERIFICATION SERVICES

Lloyds Register Industry Division
Lloyd's Register House
29 Wellesley Road
Croydon, CR0 2AJ
United Kingdom

Plant Safety Ltd
Parklands
Wilmslow Road
Didsbury
Manchester M20 2RE
United Kingdom

Royal & Sun Alliance Engineering Ltd
17 York Street
Manchester, M2 3RS
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TUV Sddeutschland Bau und
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Chief Inspector and Administrator:
Dr K T Lau
Boiler and Pressure Vessel Safety
Program
Ministry of Community, Aboriginal and
Women's Services
400-88-6th Street
New Westminster BC V3L 5B3
British Columbia
Canada
Contact: Malcolm Bishop

Germany:

FM-TUV-BV Technishe Inspektions
GmbH
Steubenstrasse 53
D-45138
Essen
Germany

TUV Sddeutschland Bau und
Betrieb GmbH
Westendstrasse 199
D-80686 Munchen
Germany

Japan:

Nippon Kaiji Kyokai
4-7, Kio-Cho
Chiyoda-Ku
Tokyo 102-8567
Japan

South Africa:

SGS Engineering Inspection Company
(PTY) Ltd
PO Box 21151
Bluff 4036
South Africa
Division Head: Danny Bageloo
Divisional Secretary:
Debbie Kriedeman

Spain:

Asistencia Técnica Industrial, S.A.E.
San Telmo, 28
28016 Madrid
Spain

Sweden:

DNV Inspection AB
Box 49306
SE-100 29 Stockholm
Sweden

United States of America:

**OneBeacon America Insurance Co
Contract Inspection Services**

One Beacon Street
Boston
MA 02108-3100
United States of America

The Hartford Steam Boiler Inspection
and Insurance Co.
PO Box 5024
Hartford,
CT 06102-5024
United States of America

Factory Mutual Insurance Company
1301 Atwood Avenue
Johnston
RI 02919
United States of America

International Business & Mercantile
Reassurance Company
690 E. Lamar Blvd. - Suite 580
Arlington
Texas 76011
United States of America

Kemper Insurance Companies
1 Kemper Drive
Long Grove
Illinois, 60049-0001
United States of America

United Kingdom:

Lloyds Register Industry Division
Lloyd's Register House
29 Wellesley Road
Croydon, CR0 2AJ
United Kingdom

Plant Safety Ltd
Parklands
Wilmslow Road
Didsbury
Manchester M20 2RE
United Kingdom

Royal & Sun Alliance Engineering Ltd
17 York Street
Manchester, M2 3RS
United Kingdom

TUV UK Ltd
Surrey House
Surrey Street
Croydon, CR9 1XZ
United Kingdom

Zurich Certification Ltd
54 Hagley Road
Birmingham, B16 8QP
United Kingdom

Swaged Ropes

Some wire ropes are now more readily available in the 'swaged' condition to give higher breaking loads and longer life without increasing the tensile strength.

This means the wire rope, which is specially designed to be swaged, is rotary hammered to reduce its diameter. The net effect of this process is to reduce the stretch/elongation of the rope under load.

The rope should be treated as any other wire rope and, for example, the condemning limit for the swaged rope should be the same as the equivalent unswaged rope. It is important in the marine environment that the swaged rope, as for the unswaged rope, should be kept lubricated.

A swaged rope tends to have a worn appearance which is the result of the swaging action.

Guidelines for the Prevention of Falls - Correction

In the OSH publication *Guidelines for the Prevention of Falls*, a correction is needed in the fourth bullet point of subsection 6.4 (page 39) which deals with crane lift platforms. The words 'two anti-block devices' should be replaced by 'anti two-block devices'. An **anti two-block device** is a device on a crane which is designed to prevent the lower block (near the hook) from contacting the upper block (at the boom end) by acting to stop the raising motion.

Guidelines for the Prevention of Falls is available in hard copy from OSH or can be downloaded free from the OSH website (www.osh.dol.govt.nz).

Boiler Operations Records

Clause 1.26.2 of the *Approved Code of Practice for the Design, Safe Operation, Maintenance and Servicing of Boilers* requires that a continuous record be kept of boiler operating conditions. This is to include, among other things, a record of boiler water and feedwater testing and treatment.

This record is to be signed by the operator or responsible person at the change of every working period, which will mean every shift where boiler operations span more than one shift, but will at least be each day of operation for every boiler. This important record will be examined during periodic boiler safety audits by Engineering Safety staff.

Email Reminder

If you would like to be reminded when Safety Lines is posted on the Internet, please send your email address to sl-list@osh.dol.govt.nz. An acknowledgement is not normally issued unless there is some specific point to answer, so if you have previously requested the reminders you may assume you are on the list.

As a navigation aid, the reminder includes a link directly to the current issue.

HERA Courses

The following courses are being offered by HERA Training Centre:

Course – Surface Methods Inspection

Venue: Manukau City, August 5-8

Course – Welding Inspection.

Venue: Manukau City, September 2-6 and November 11-15

Course – Radiographic Theory and Interpretation of Radiographs.

Venue: Manukau City, September 16-20

Course – Ultrasonic Testing Theory & Inspection of Welds.

Venue: Manukau City, September 30-October 4

Course – Management Appreciation in Non-Destructive Testing and Weld Quality Control.

Venue: Manukau City, October 23

For further details contact:

HERA Training Centre

P O Box 76134

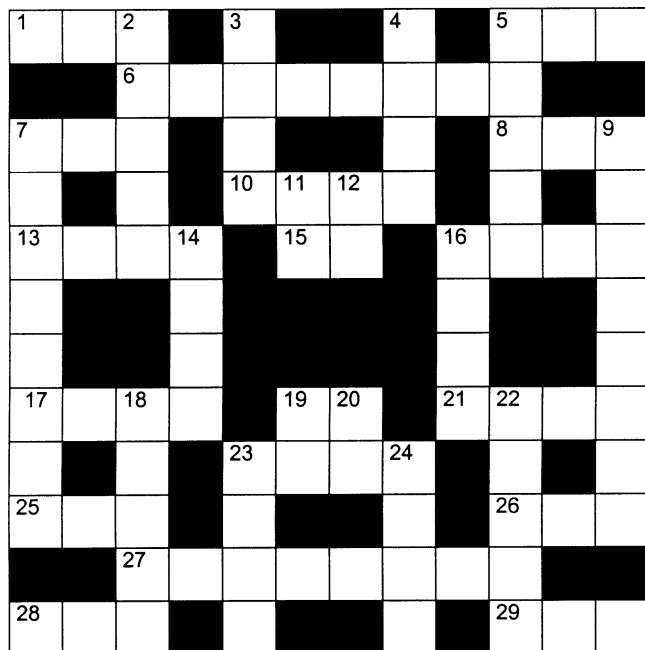
Manukau City

Phone: 09 262 2885

Fax: 09 262 2856

Email: admin@hera.org.nz

Puzzle Place



Answers include abbreviations and acronyms.

ACROSS

- 1 Lout
5 Powdery residue
6 Landing place
7 Vehicle
8 Expire
10 Three feet
13 Balance of probability
15 Artificial intelligence
16 Forest component
17 Hoards greedily
19 Type of current
21 Food shop
23 Cut
25 Greek letter
26 Protects data if 19 across fails
27 Object of conformance
28 System for managing a boiler
29 Consume

DOWN

- 2 Unit of capacitance
3 Entreat
4 Linear expression of pressure
5 Snake
7 Quarter of a whole note
9 These include potential, kinetic, etc
11 Motoring organisation
12 Royal Institution
14 Takes in small amounts
16 Care for
18 Unit of magnetic induction
19 Expressing surprise
20 Could signify incomplete combustion
22 Dodge
23 May run along an EOT crane
24 Clap

Answers can be obtained by email from robin.bain@osh.dol.govt.nz.

Answers to *Safety Lines* Issue 53 Crossword

Across

- 1 Bowl
3 PERT
5 Else
7 Tease
9 Calls
11 CBIP
12 NDE
13 SAE
18 Interstellar
19 Hazard
21 Dress
22 Argue
23 Eerily

Down

- 2 Leech
3 PECPR
4 Item
6 ASME
8 Acidity
10 Likable
14 Fired
15 Grease
16 Neural
17 Crane
19 HSE
20 Dry

Safety Lines is a publication of the Engineering Safety Unit of the Occupational Safety and Health Service, Department of Labour, PO Box 3705, Wellington.

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