

# Application to be an Approved Safetree Field Auditor

## Please complete all sections

A Field Auditor can only assess for the Safetree Contractor Certification scheme using Safetree assessment material or materials verified as meeting requirements by the Forest Industry Safety Council (FISC).

### Personal Details

Surname:	First Names:	Preferred Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth:	NZQA Number:	
<input type="text"/>	<input type="text"/>	
Gender:	Ethnicity:	
<input type="text"/>	<input type="text"/>	

### Home Contact Details (required by NZQA)

Home Address (Number and Street):

Suburb:	City:	Postcode:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone:	Mobile:	
<input type="text"/>	<input type="text"/>	

Home Email:

### Employer Details

Company Name:

Job Title:	Industry Sector:
<input type="text"/>	<input type="text"/>

Postal Address:

Physical Address:

**Employer Details continued**

Suburb:  City:  Postcode:

Phone:  Fax:

Work Email:

Website:

**Qualifications and Experience**

**Safetree Field Auditors must hold NZQA level 4 qualification in Health and Safety or higher**

Please list the health and safety qualification/s you hold:

Dates	Qualifications

**Safetree Field Auditors must have undertaken audit and assessment training**

Please list the audit and assessment training you have undertaken:

Dates	Details

**Safetree Field Auditors must have experience in the forestry industry**

Please list your experience in the forestry industry:

Role	Dates	Type of exposure

**Skills and Attributes**

**Safetree Field Auditors must have the following skills and attributes:**

- You are physically fit
- You put people at ease
- You communicate well
- You are curious and observant
- You are unbiased and no 'push' over
- You are punctual
- You are motivated
- You are respected

Please provide the name and contact details of **two** referees to account for these skills:



**Safetree High-Visibility Vest Sizing**

Please advise what size Safetree high-visibility vest you require (please tick):

- S  M  L  XL  2XL

**Checklist of attached documentation to support your application (Tick)**  
**Please send copies, not originals**

Proof of Identification (Birth Certificate or Passport) - Must match the name on your application and supporting evidence.	<input type="radio"/>
Detailed Curriculum Vitae showing applicable experience and/or qualifications that are relevant to the units you are applying to assess.	<input type="radio"/>
Evidence of NZQA level 4 in Health and Safety or higher	<input type="radio"/>
Evidence of audit and assessment training	<input type="radio"/>
Evidence of experience in the forestry industry	<input type="radio"/>
Contact details of two referees to support skills and attributes as outlined on page 3	<input type="radio"/>

## Terms and Conditions

1. FISC Certification Panel shall assess Auditors against criteria that meet industry needs.
2. To comply with FISC criteria, Auditors shall:
  - **Hold NZQA level 4 qualification in Health and Safety or higher**
  - **Have undertaken audit and assessment training**
  - **Have experience in the forestry industry**
  - **Sign the Safetree Auditors Code of Conduct**
  - **Have the following skills and attributes**
    - be physically fit
    - put people at ease
    - communicates well
    - be curious and observant
    - be unbiased and no 'push' over
    - be punctual
    - be motivated
    - be respected
  - **Attend a one day training course to learn about the Safetree Certification Scheme and its assessment criteria**
  - **Pass peer assessment of their first audit**
3. Auditors will be required to submit 3 audits for quality assurance annually and on request.
4. Refresher training on the Safetree scheme and audit methodology must be refreshed every 3 years.
5. Auditors are required to comply with the Privacy Act 1993.
6. As representatives of FISC, Auditors are obliged to disclose any commercial or personal interest in an organisation that may present a conflict of interest.
7. Appeals and grievances about Auditor services and conduct will be investigated by the FISC Certification Panel.

## Declaration

1. I declare that the information provided is correct and hereby authorise FISC to collect information relevant to my Auditor application.
2. I accept the FISC terms and conditions above.

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Please send your completed application form and accompanying documentation via email to [info@safetree.nz](mailto:info@safetree.nz) or via post attn: Safetree System Administrator, Forest Industry Safety Council, P O Box 10029, Wellington 6143