

Checklist

Before your certification visit

Work through this list in the weeks before a location or tank certification visit. Each item is one of the things inspections usually turn on, and each is easier and cheaper to fix with a few weeks' notice than on the day a certificate is due.

Site	
Certificate due	
Checked by	
Date	

Paperwork

- ☐ Hazardous substances inventory is up to date, listing each substance, its UN number, the maximum quantity likely to be on site (not today's stock), where it is kept and any storage or segregation requirements.
- ☐ A current safety data sheet, or its key information, is held for each substance and is readily accessible to workers and emergency services.
- ☐ Emergency response plan is in place if your quantities require one, matches the site as it is now, and has been tested within the last 12 months, with the test recorded.
- ☐ Site plan shows where each hazardous substance location is.
- ☐ Previous certificate, and any list of items to fix from the last visit, is on hand.
- ☐ If this is a new location, WorkSafe has been notified at least 30 working days before it is commissioned, or 5 working days for an LPG location.

Storage and site

- ☐ Separation distances to buildings, boundaries and ignition sources are met, and nothing new has been built or stored close by since the last visit.
- ☐ Secondary containment (bunds, spill trays, double-skin tanks) is in place, large enough, in good condition and free of rainwater.
- ☐ Hazardous substances signs are in place where required: at building and land entrances, at the entrance to a dedicated store, or next to an outdoor storage area.
- ☐ Fire extinguishers are the right type and number for what you store, in date and easy to reach.

- ☐ Containers are labelled, and substances that must be kept apart are segregated.

LPG cylinders

- ☐ Cylinders are kept upright unless designed to be used on their side, away from ignition sources, heat and anything that could knock them over.
- ☐ Cylinders are secure from people who shouldn't have access, for example in a locked cage or inside a fenced area.
- ☐ The total LPG at the location, counting every cylinder, has been checked against the thresholds for signs, extinguishers, an emergency plan and certification.

Tanks and container systems

- ☐ The tank, pipework, fittings and dispensers are in good condition, with no leaks or damage.
- ☐ For an above-ground tank system that can hold 250 litres or more, secondary containment holds at least 110% of the capacity of the largest container.
- ☐ Any changes to the tank or system since the last certificate (new tank, new dispenser, moved pipework) are written down so the certifier can check them.

Changes since the last certificate

Tell us about these when you book, so we can plan the visit and give you an accurate price.

More product stored, or new substances	
New tank, cylinder cage or dispenser	
Layout or building changes near the store	
New people responsible for the emergency plan	

Notes and items to fix

Item	Done by (date)

Book your visit or ask a question at hswnz.co.nz/contact-us or admin@hswnz.co.nz. This checklist summarises the Health and Safety at Work (Hazardous Substances) Regulations 2017 and WorkSafe guidance as at 16 October 2026. It is general guidance and not legal advice, and it does not cover every requirement for every substance.