

# Step by step guide to completing an application to join the HASANZ Register

1. Login from our Register homepage: [register.hasanz.org.nz](https://register.hasanz.org.nz) and click on the login tab in the top right-hand corner, it will take you through to the login page.



2. Enter the email address you would like to use for profile, for future logins and correspondence. We would recommend that you use a personal email address. If you use a work email address, and you change employer you may no longer have access to your profile. If this happens, you will need to let us know so that we can change your login email in our system. This is not a change you can do yourself; you will need to contact our office so to avoid this we do encourage you to choose a permanent email that you check regularly.

## Login

Enter your email address to login - a 5 character code will be sent to the email address you provide.

**First time?** You will be taken straight to the Application Form

**Already completed the form?** You will be taken to your dashboard

Email address \*

PROCEED

CANCEL

3. Once you have hit proceed, you will receive an email with a code to log in. The code is valid for five minutes, you will need to enter the five characters after the hash (#). If you don't receive the code after one or two minutes, please do not hit 'submit' again as this will reset the code. Once the first email does come through, it will come back as incorrect so please be patient, wait for the code to come through.

If you have not received the code within 5 minutes, please give us a call on 027 201 1759 and we can sort it out for you.

## Login - enter code

A five character code has been sent to your email address, please enter it in the box below.

Tip: Type in (don't cut and paste) the five characters that appear after the #. For example, if the text of the email is "Email login code: # AXx41", you would enter AXx41 into the box below. Please note that the code is case sensitive.

Security Code \*

SUBMIT

CANCEL

You should receive the code within five minutes - try checking your spam-filtered emails if it hasn't appeared in your main inbox. If you haven't received a code within five minutes, [contact us](#).

Security code not working, or expired?

SEND NEW CODE

- Note that you can select save at any stage to save your progress and then you can come back to it later if required.
- Next we will gather a lot of information about you. The title field can be left blank, unless you have a professional title, such as doctor. You do not need to state if you are married or otherwise. So please begin by filling out your name and any post-nominals you wish to have published on the Register.

## Individual Profile Form

Please complete the following application form and upload documented evidence where required. We strongly advise that you review the guidance information from your member association, and the definitions of the category terms, before you complete your application.

Fields marked with an asterisk \* are required.

Fields marked with a paperclip  are also required and need supporting evidence. Changes to these fields after submission require the whole form to go through the approval process again.

You can save a draft version of the form to store data before you submit the final version for review.

### Personal details

<b>Title</b> <input type="text"/> <small>Leave blank if no title is preferred.</small>	<b>First name *</b> <input type="text" value="HASANZ"/> <small>Your given name.</small>	<b>Last name *</b> <input type="text" value="HASANZ"/> <small>Your family name.</small>	<b>Post nominals</b> <input type="text" value="Dip OHS"/> <small>Any honorific suffixes you may have.</small>
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- The next section is the business details. This is a benefit to your business, as it will become part of your advertising. The maximum file size for your logo is 2MB, and it must be a JPEG, JPG, or PNG. You can find that information listed above the file upload button.

## Business details

Business name

Upload an image file of your business logo  
Accepted file types: JPG, JPEG, PNG  
Maximum file size: 2 MB.

Attach a file by dropping it in here. You can also [browse your computer]



- Next, please choose from the drop-down the region you are based in. This is used in searches so businesses can search for a local advisor. You will be visible also in nation-wide searches.

Base region \*

Please choose the region you are based in.

- Input your contact details. The email address at this point can be different to your login email as this is how a potential client can contact you. We encourage you to put your business website here, clients can learn more about your business, but it also makes you more searchable on google when your website and HASANZ profile are linked. Please format your phone numbers with first the country code, +64 for New Zealand, and then the area code and rest of the number.
- Then you will be asked for a physical and postal address if they are the same just click this button here to copy the details. You can untick this box so your physical address will not be displayed on your published profile.

## Contact details

<p>Email address *</p> <input type="text" value="wxyz@hasanz.org.nz"/> <p>To be displayed on your profile page and may be different from your login email.</p>	<p>Website address</p> <input type="text" value="https://hasanz.org.nz"/> <p>If you do not have a website, you may wish to use your LinkedIn page or similar.</p>
<p>Landline phone number</p> <input type="text"/> <p>Format example: +64 1 2345678 ext.90</p>	<p>Mobile phone number</p> <input type="text" value="+64 27 2011759"/> <p>Format example: +64 12 34567890</p>
<p>Physical address</p> <p>Building name and level</p> <input type="text" value="6011"/> <p>Street number and name / Rural Delivery number *</p> <input type="text" value="Office 5.14, Level 6, 108 the Terrace"/> <p>Suburb / Town *</p> <input type="text" value="108 the Terrace"/> <p>City / Region *</p> <input type="text" value="Wellington"/> <p>Postcode *</p> <input type="text" value="6011"/> <p>Country *</p> <input type="text" value="New Zealand"/>	<p>Postal address</p> <p>Building name and level</p> <input type="text" value="6011"/> <p>Street number and name / Post Office Box number *</p> <input type="text" value="Office 5.14, Level 6, 108 the Terrace"/> <p>Suburb / Town *</p> <input type="text" value="108 the Terrace"/> <p>City / Region *</p> <input type="text" value="Wellington"/> <p>Postcode *</p> <input type="text" value="6011"/> <p>Country *</p> <input type="text" value="New Zealand"/>

Display Physical Address

10. We really encourage you to link your profile here to any social media you have, this will be a great benefit to your advertising.

#### Social media links

Facebook <input type="text" value="https://www.facebook.com/"/>	LinkedIn <input type="text" value="https://nz.linkedin.com/"/>	Twitter <input type="text" value="https://twitter.com/ "/>
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11. This next section, you will need to provide information about your professional memberships and qualifications. To become HASANZ Registered you need to be a member of one of our member associations, you can select whichever applies to you here. The Occupations / Profession will change depending on your association, but for NZISM the choice is between Health and Safety Professional or Practitioner.

#### Professional details

Association name * <input type="text" value="New Zealand Institute of Safety Management"/>	Membership number * <input type="text" value="12345"/>	Occupation / Profession * <input type="text" value="Health and Safety Professional"/>
<small>Please choose one Association from the list. Your Register profile will be linked with this Association.</small>	<small>Please enter your membership number for the selected Association.</small>	<small>Please choose your profession name from the list. <a href="#">More information about the profession names.</a></small>

12. Provide details of your qualifications and other professional memberships.

Qualifications <input type="text" value="Diploma Occupational Health and Safety&lt;br/&gt;ICAM"/>	Other professional memberships <input type="text" value="nzohs"/>
<small>Please enter the qualifications most relevant to your current role.</small>	<small>Please list any other professional memberships relevant to your current role.</small>

13. Upload evidence of your qualifications, to prove that you have the training that you are claiming to have. You can drag files into this space or select one from your computer and upload it – there will be a green bar and a tick like this.

- Accepted file types: JPG, JPEG, PDF
- Maximum file size: 10 MB.
- Each item individually uploaded all documents are named to reflect the content e.g. Diploma in Occupational Health Management

Please upload evidence of your listed qualifications and other professional memberships that are relevant to your application.  
Accepted file types: JPG, JPEG, PDF  
Maximum file size: 10 MB.

Attach files by dropping them in here, or You can also [browse your computer]



Professional Details Placeh...  
Added just now - 5.6 KiB



To speed up the application process:  
Please upload each item individually  
Ensure all documents are named to reflect the content e.g. Diploma in Occupational Health Management.

## 14. Select your Employment Status.

Employment status \*

- I am a health and safety consultant available to provide services
- I am an employee providing in-house health and safety services

Please select which option most closely aligns with your current employment status. This field is used to help businesses find professionals currently able to provide services to external parties as opposed to in-house health and safety advisers.



## 15. You will need to provide details of your insurance, whether you be covered by an employee scheme or by your own insurance. As a minimum requirement, everyone must have professional indemnity insurance and Public Liability Insurance.

- **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, HASANZ's 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.

If you are a health and safety consultant providing advice to external clients, please select either "Yes" or "No". If you are an in-house health and safety adviser, please check with your employer, and select either "No" or "Covered by employee scheme".

Professional Indemnity Insurance

- Yes
- No
- Covered by employee scheme

Public Liability Insurance

- Yes
- No
- Covered by employee scheme

Statutory Liability Insurance

- Yes
- No
- Covered by employee scheme

Professional Indemnity Insurance expiry

2020-09-30

Required if you have Professional Indemnity Insurance

Public Liability Insurance expiry

2020-09-30

Required if you have Public Liability Insurance

Statutory Liability Insurance expiry

2020-09-30

Required if you have Statutory Liability Insurance

If you have selected "Yes" above, please upload supporting files demonstrating evidence of insurance.

Accepted file types: JPG, JPEG, PDF

Maximum file size: 10 MB

Attach files by dropping them in here, or You can also [\[browse your computer\]](#)



To speed up the application process:

Please upload each item individually

Ensure all documents are named to reflect the content and expiry date e.g. Public Liability Insurance 17-12-2019

16. Complete what you would like to appear on your profiles. The association and/or HASANZ will remove any competencies mentioned within the profiles that have not been approved to meet the competency standards. The profile is not to promote any business entity and must be about yourself.

- Your Short profile: This will appear in the search results and is limited to 255 characters or approximately 50 words. With the short profile, it is very important to sell yourself. This is the first thing a business will see when searching for an advisor. Think of this as your 'elevator pitch', we recommend keeping it short and in first person.

Profiles

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Short profile \*

I aim to make health and safety into business as usual by blending experience and a practical approach. I have 10 years experience working in the agriculture and forestry industries.

This will appear in the search results and is limited to 255 characters or approximately 50 words. You have 72 characters available.

- Your long profile: This is a fuller description of your capabilities and skills and is limited to around 350 words. This should be written from your perspective. We do not want too much information here about your competencies, these are presented on your profile already. We encourage you to talk about what you personally bring to your work – businesses are looking for information on your background, your experience, your philosophy.

Long profile \*

I have wide range of competencies and experience across several industries, including agriculture and egg production. I think it is important to collaborate with clients to understand their needs and the reality of their business. Health and Safety systems should not be a burden - they must be practical for businesses and contribute to future growth.

This will appear on your profile page. Recommended length around 350 words.

17. Complete your service offerings by selecting the industries and sectors you have experience working with or knowledge of. You can select as little or as many as apply. However, this is a list of what you are offering to businesses, so please be confident in your ability to work in these settings. List the locations you are willing and able to work in. If you are willing to travel to other regions for work, you can indicate this here. You will be found in searches.

Service offering

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<p>Select one or more industries or sectors you have experience working in *</p> <div style="border: 1px solid #ccc; padding: 2px;"><span>Agriculture x</span> <span>Forestry x</span> <span>▼</span></div>	<p>Select one or more business sizes you have experience working with *</p> <div style="border: 1px solid #ccc; padding: 2px;"><span>Micro 1-5 employees x</span> <span>Medium 20-49 x</span> <span>▼</span> <span>Small 6-19 x</span></div>	<p>Select one or more locations you are available to provide service in *</p> <div style="border: 1px solid #ccc; padding: 2px;"><span>Wellington Region x</span> <span>Wairarapa Region x</span> <span>▼</span></div>
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18. Select your competencies. These are a list of services you are offering to clients that you are qualified to do. We encourage you to look at the documentation on our website prior to beginning your application, so you understand what each of these competencies involve. Different associations assess different competencies, so it is important you understand what evidence you will need to provide before selecting these. If you cannot provide evidence of your training and experience in a field, please do not apply for it. It will not be approved, and this may delay or prolong the review process of your application. If you want your application to be published quickly then only select competencies that your organisation assesses first time around and then visit the competencies other organisations approve once your profile is published.

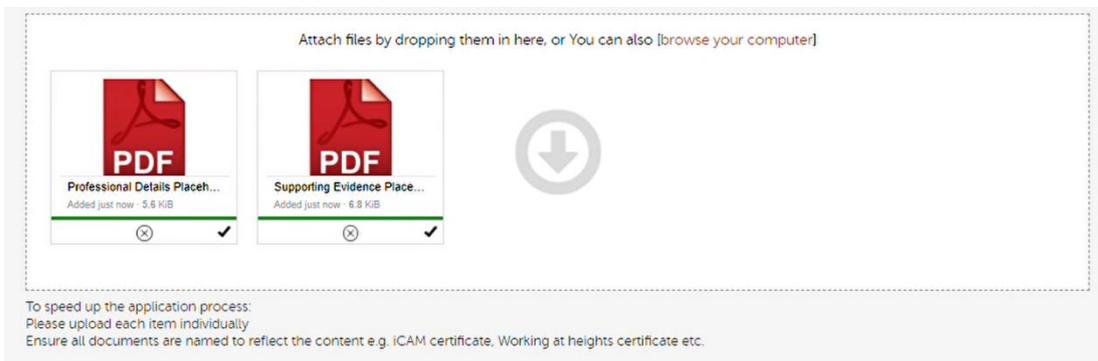
We have four specific competency categories with different competencies in each category:

- Generalist Services
- Specialist Services
- Specific injury or health related experience
- Specific health and safety subject experience

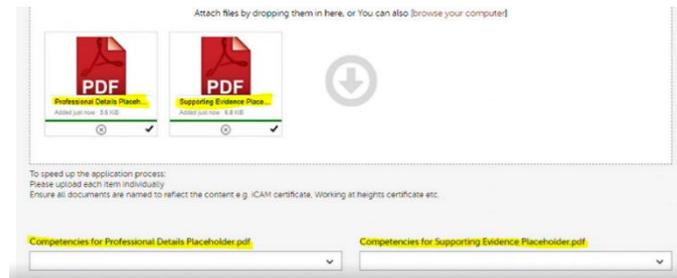
19. Upload the evidence documents that you require for all the competencies that you have selected. This can include diplomas, course certificates, Accident or Incident Investigations, previous reports produced etc.

- The documents must be uploaded individually
- must be either a JPG, JPEG or and PDF file type
- Maximum size of 10 MB.

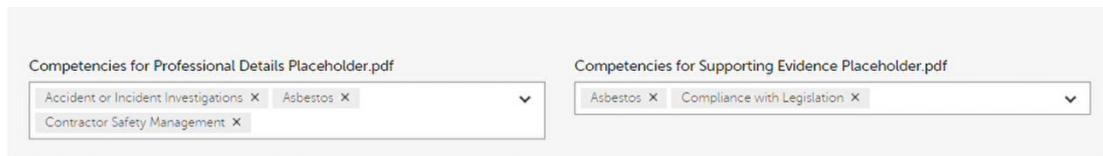
When the document has been successfully uploaded it will show a green bar and a black tick.



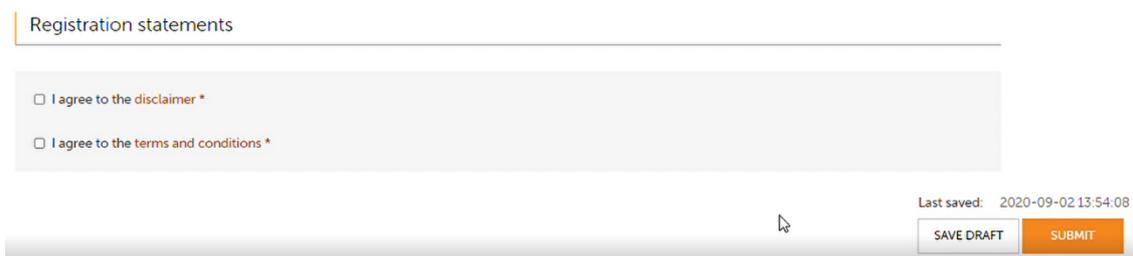
The file name you use will form a drop-down menu below using the same names as the file names you have uploaded, as highlighted below.



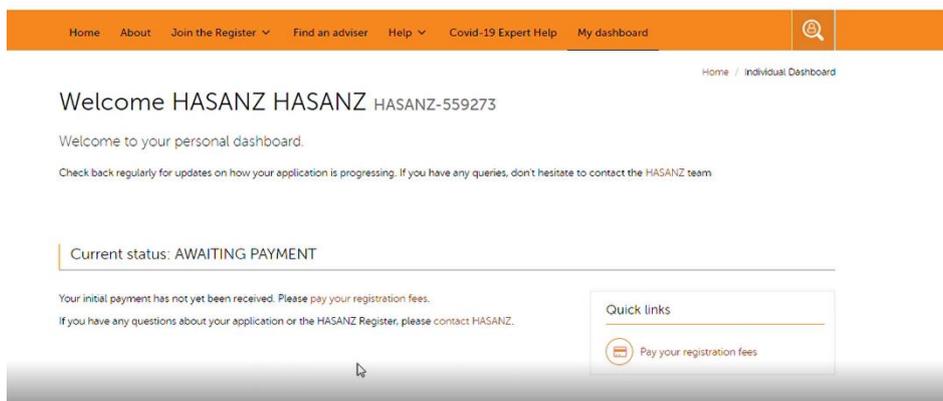
20. Click on the drop-down arrow and select the competencies the supporting evidence applies to. You can have more than one document relating to more than one competency as shown below with Asbestos. The more accurate and detailed you are, the faster your application can be reviewed. If you forget to upload evidence for a competency you have selected, an error message will come up and you will not be able to submit your application.



21. Select the Registration Statements to acknowledge you understand and agree to the conditions of registering. When you are finished with the application and want to get this reviewed select the Submit button.



22. Once your profile is submitted, you will be taken to your dashboard where it will show the current status of your application which in this case is awaiting payment.



23. Select Pay your registration fee by simply clicking the link and following the instructions.

## Payment

Use the secure payment gateway button below to pay your fees. Your application will not be considered until payment is received.

Please note that the application fee and the processing fee are **non-refundable**. The annual registration fee is refundable if your application is declined because it does not meet the registration standard.

If you have any queries, don't hesitate to contact the [HASANZ team](#).

[Return to your personal dashboard](#).

### Customer details

-  **Member association**  
New Zealand Institute of Safety Management
-  **HASANZ registration number**  
HASANZ-559273
-  **Postal address**  
HASANZ HASANZ  
6011  
Office 6.14, Level 6, 108 the Terrace  
108 the Terrace  
Wellington 6011

### Payment summary

Item	Price
Registration Fee	\$100.00
Application Fee	\$200.00
Processing Fee	\$14.75
Subtotal	\$314.75
GST Amount	\$47.21
<b>Total amount due</b>	<b>\$361.96</b>

[PAY NOW](#)

24. Once this process is done, your application will be sent on to your association and then to HASANZ for review. This work is done by volunteers, so we appreciate your patience and understanding.

If you have any queries, please contact your association or HASANZ at [register@hasanz.org.nz](mailto:register@hasanz.org.nz) or on 027 201 1759.