### To [marketoperations@ea.govt.nz](mailto:marketoperations@ea.govt.nz)

### Re: Application for approval as a Test House

### Attention: Market Operations Team

**Note:** If you are applying for renewal, please use the Authority’s web portal.

If you have not already, please register with the Authority as a participant

If you are already registered as a participant with the Authority, please update your records as a Test House.

Further information can be found at <http://www.ea.govt.nz/industry/market/retail-audits>

**Participant details** (Primary contact)

|  |
| --- |
| Name of company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (note: this name will appear on the register published on the web)  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Postal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

### Activities for which approval is sought

**Class A test house clause 3(2) of schedule 10.3 of the Electricity Industry Participation Code 2010  
 (Code)**

(a) calibration of—

(i) working standards:

(ii) metering components (other than a calibration referred to in paragraph (c)):

(iii) metering installations:

(b) issuing calibration reports:

(c) calibration of metering components on site:

(d) installation and modification of metering installations:

(e) installation and modification of metering components:

(f) certification of all categories of metering installations under the Code, and issuing of certification reports:

(g) testing of metering installations under clause 10.44 and production of statements of situation under clause 10.46:

(h) inspection of metering installations.

**Class B test house clause 4(2) of schedule 10.3**

(a) calibration of class 0.5 meters, class 1 meters and class 2 meters, and class 0.5 current transformers and class 1.0 current transformers, provided that the calibrations are carried out under their approved quality certification and in accordance with Part 10 of the Code, and included within the ATH audit for approval:

(b) installation and modification of metering installations:

(c) installation and modification of metering components:

(d) calibration of metering components on site:

(e) certification, using the selected component certification method, of—

(i) category 1 metering installations:

(ii) category 2 metering installations:

(iii) category 3 metering installations with a primary voltage of less than 1kV:

(f) certification, using the fully calibrated certification method, of—

(i) category 1 metering installations:

(ii) category 2 metering installations:

(iii) category 3 metering installations with a primary voltage of less than 1kV:

(g) certification, using the comparative recertification method, of category 2 metering installations:

(h) issuing of certification reports in respect of certifications of metering installations under paragraphs (e) to (g):

(i) inspection of—

(i) category 1 metering installations:

(ii) category 2 metering installations:

(iii) category 3 metering installations with a primary voltage of less than 1kV.

### Attached to this application

|  |
| --- |
| Current Code final audit report  Current ISO certificate(s)  Current ISO audit report(s)  If the documents above are not presented with your application, please provide details why not and when these will be provided. |

**Other contact information**

|  |
| --- |
| Name and title of Technical Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and title of Qualifying Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Class A**: Pursuant to clauses 3(1) and 3(3) of Schedule 10.3 of the Code, please state extent of or limitation to ISO 17025 Accreditation and attach a copy of the ISO 17025 Accreditation Certificate. If you propose to carry out field work, please also attach a copy of the AS/NZS ISO 9001:2000 series quality certification, confirm that you will remain certified during the requested term of the approval and confirm the scope of your AS/NZS ISO 17025 accreditation has been extended to cover carrying out field work.

**Class B**: Pursuant to clauses 4(1) and 4(3) of Schedule 10.3 of the Code, please attach a copy of the ISO 9001:2000 series quality certification. Please also attach copies of the relevant calibration procedures where Class 1 and Class 2 meters and Class 0.5 CTs are to be calibrated and certified as well as commissioning procedures for site certification.

Please use the following tables, where appropriate, to show extent of ability given limitations of test equipment, file staff, or Accreditation limitations.

### 

### Component calibration and certification

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Component/accuracy class | Laboratory calibration/certification | | | | Field  calibration/certification | | | |
| 0.2 | 0.5 | 1.0 | 2.0 | 0.2 | 0.5 | 1.0 | 2.0 |
| Meters |  |  |  |  |  |  |  |  |
| CTs |  |  |  |  |  |  |  |  |
| VTs |  |  |  |  |  |  |  |  |

### Metering installation certification (carried out in the field)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Overall accuracy of installation | Metering Group  1 | Metering Group  2 | Metering Group  3 | Metering Group  4 | Metering Group  5 |
|  |  |  |  |  |  |

### Staff involved

List numbers, qualifications of each person, experience and percent of time each spends in meter testing etc.

|  |
| --- |
|  |

### Description of existing metering test equipment

Include maker, date of manufacture, standard specifications eg BS, IEC, accuracy, copy of most recent calibration certificate (must comply with relevant clauses of Code of Practice 10.2, Schedule 10.1 of the Code).

#### Reference standard instruments:

|  |
| --- |
|  |

#### Working standard instruments:

|  |
| --- |
|  |

#### Reference CTs:

|  |
| --- |
|  |

### Reference VTs:

|  |
| --- |
|  |

#### Describe any portable working standards with similar details:

|  |
| --- |
|  |

### Physical description of laboratory (where appropriate)

Include, for example, temperature control, dust control, other work done in same room, security from unauthorised access. Provide a floor plan showing layout of facilities.

|  |
| --- |
|  |

### Quality procedures (Attach a copy of the quality procedures manual)

|  |
| --- |
|  |

### Documentation List those test activities for which written procedures have been prepared and append samples:

|  |
| --- |
|  |

#### Describe system of keeping and maintaining test records and append samples:

|  |
| --- |
|  |

### Seals

Provide details of procedures for the application and recording of seals in accordance with the Rules.

|  |
| --- |
|  |

Please submit your completed application form to the market administrator via email at [marketoperations@ea.govt.nz](mailto:marketoperations@ea.govt.nz).