

## **Memorandum of Understanding**

# **Survey NZ Ltd**

## **Statutory Inspection Services**

### **Memorandum of Understanding** **To be read in conjunction with SNZ Terms & Conditions**

#### **1 Criteria for Inspection Services**

- 1.1 Inspection Services are available, by mutual agreement to all Owners/Operators (hereby referred to as the Client) of statutory equipment as defined in the Health and Safety in Employment Act 1992.
- 1.2 Survey NZ Ltd will perform required Inspection Service for Clients of equipment when the Memorandum of Understanding is signed by both parties, as written acceptance of the responsibilities and obligations of both parties. This agreement is subject to Survey NZ Ltd. Terms and Conditions.
- 1.3 Some inspections may be weather dependent and Survey NZ will make every endeavour to complete the inspection, however it is expected that both parties will need to be mindful of weather and should the item to be inspected is some distance from Survey NZ office, then the client should advise to expect delays or reschedule the inspection.
- 1.4 The Client understands and accepts that Survey NZ Ltd limits any liability to the value of the service charged in that instance.
- 1.5 This Memorandum of Understanding will remain in force for all subsequent inspections of the Clients equipment unless revoked by the Client in writing.

#### **2 Obligations of the Client**

- 2.1 The Client will agree to comply with the current legislation, regulations, Code of Practice or Rules as appropriate. Including any other individual conditions as deemed necessary by the Surveyor/Inspector and agreed by client.
- 2.2 It is the responsibility of the Client to maintain the Equipment as “Fit for Purpose” and operate it safely within the operational limits set by current Legislation, Regulation or Rules.
- 2.3 The Client will make the documents and records relative to the operation of the equipment, available to the management and surveyors/inspectors of Survey NZ Ltd.
- 2.4 When non-compliance to legislation, regulation rule is identified, the Client will institute and complete corrective actions before Survey NZ Ltd can issue a certificate of compliance.

## **Memorandum of Understanding**

- 2.5 The client will present the equipment for inspection with clear access and provide assistance if required.
- 2.6 The inspector shall be provided with Safety Inductions/instruction before commencement of the inspection.
- 2.7 Any additional equipment (ie scissor lifts for inspection of OHTC) will be in place prior to the commencement of the inspection.
- 2.8 Failure of the client to provide safety information, clear access or other equipment as necessary for the safe inspection of the equipment will result in the cancellation of the inspection by Survey NZ, which may be charged for.
- 2.9 All certificates/reports remain the property of Survey NZ Ltd until such times that the account for the services provided for the issue of the certificate/report is settled in full, or by mutual agreement between Survey NZ Ltd and the client who initiated the inspection.

### **3. Obligations of Survey NZ Ltd**

- 3.1 Survey NZ Ltd will inspect the Client's equipment to the criteria laid down by current legislation, regulation or rule or as agreed provided that no conflict of interest, pressure on staff, risk to impartiality exists.
- 3.2 Survey NZ staff will be provided with personal protection equipment as necessary for the safe inspection of equipment. This could include Lock-out, Confined spaces gas detection, harness, etc.
- 3.3 Measuring equipment ie UTT, Loadcell, MPI, Pressure Gauge etc, as required to complete the inspection will be operated by Survey NZ Ltd inspector. Such equipment will be maintained by Survey NZ Ltd.
- 3.4 Survey NZ Ltd will issue a certificate of compliance as required by legislation, Code of Practice or rule when the inspection is completed and the equipment is fit for its intended purpose.
- 3.5 Where no certificate is required to be issued, Survey NZ Ltd will supply a report to the Client.
- 3.6 Survey NZ Ltd is to ensure that all dealings with the Client relating to his/her business will be held in strict confidence as stated in Survey NZ Ltd's Code of Ethics.

# Memorandum of Understanding

**For Survey NZ Ltd**

**Date**

---

**For Owner**

**Date**

---