



**Terms and Conditions for  
Christchurch City Council  
Approved Polyethylene (PE) Welders**

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## **INTRODUCTION**

The purpose of this register is to reduce the potential for defective polyethylene welds and electrofusion joints and the corresponding decrease in asset life by ensuring that welders are competent and familiar with Christchurch City Council standards.

Only polyethylene welders that are approved under this scheme are considered suitably qualified to undertake electrofusion and butt joints polyethylene pipe welding for projects on Council owned assets or assets to be vested in Council.

All welding needs to conform to the standards set out in the Council's specifications and all materials used must be Council approved.

The Register of Approved PE Welders has been established to ensure that the welders are aware of the standards and procedures required.

To become CCC approved, welders need to provide evidence to Council that they have:

- experience in welding polyethylene pipe in accordance with industry best practice and are familiar with Council standards and specifications.
- a suitable welding certificate that is not older than 2 years.
- a confined spaces training certificate that is not older than 2 years.
- health and safety systems in place.
- quality assurance systems in place.
- public liability insurance cover.
- the resources to carry out the work quickly and efficiently.

They also agree to be bound by the terms and conditions set out in this document.

Approval is given for a 2-year period which aligns with the PE welding training. Approved welders will need to renew their approval every 2 years.

## How to Become an Approved Polyethylene PE Welder

### Initial Application

1. Read this document.
2. Complete the application form (initial application).
3. Send application form, the non-refundable application fee per applicant (not per company) and all required documentation to:

<b>As hardcopy:</b>	<b>OR</b>	<b>By email:</b>
Subject: Approved PE Welder Application		Subject: Approved PE Welder Application
Christchurch City Council City Services Business Support Team PO Box 73014 53 Hereford St Christchurch		<a href="mailto:pe@ccc.govt.nz">pe@ccc.govt.nz</a>

4. On-site technical assessments will be required before approval can be given in order to confirm that the applicant has the necessary experience and resources.
5. Approval will be given in writing only and is only awarded to the individual and not to commercial entities. It is not transferable and can be withdrawn by the Council upon non-compliance with the rules and regulations as outlined in the Specification.

Please note that the Council requires a minimum of eight weeks processing time (longer if the onsite assessments cannot be carried out in a speedy manner). Enquiries about the scheme can be made by email: [pe@ccc.govt.nz](mailto:pe@ccc.govt.nz) .

### Renewal of Approval (every 2 years)

1. Read this document.
2. Complete the application form (renewal).
3. Send application form and all required documentation to the above mailing address or email address.
4. The renewal of the approval will be given in writing only and is only awarded to the individual and not to commercial entities. It is not transferable and can be withdrawn by the Council upon non-compliance with the rules and regulations as outlined in the Specification.

## **Terms and Conditions of Approval as Approved PE Welder.**

The Approved PE Welder agrees to be bound by the following terms and conditions.

### **1. DEFINITIONS AND INTERPRETATION**

#### **1.1 Definitions**

The following definitions apply in these terms and conditions (unless the context requires otherwise):

Approved Welder	an individual approved by Council to carry out Authorised Work
CCC Welders' Register	A register held by Council that records the names of Approved Welders
Authorised Work	Polyethylene welding and electrofusion welding on pipework that is part of Council infrastructure
Council	The Christchurch City Council
CSS	The Christchurch City Council Construction Standard Specifications
Contractor	The Contractor who employs the Approved Welder
Effective Date	The date on which the welder is approved
IDS	The Christchurch City Council Infrastructure Design Standard
NZQA	New Zealand Qualifications Authority
NZWETA	New Zealand Water and Environment Training Academy
Le Hunt	Le Hunt Consulting Engineers
Working Day	A day on which registered banks are open for business in Christchurch excluding Saturdays, Sundays and public holidays

#### **1.2 Interpretation**

In these Conditions:

- a) Monetary amounts are stated exclusive of Goods and Services Tax unless provided otherwise.
- b) References to legislation include all subordinate legislation, any re-enactment of or amendment to that legislation and all legislation passed in substitution for that legislation.
- c) References to clauses are, unless stated otherwise, to clauses in these Terms and Conditions.

## 2. GENERAL

- a) Assignment  
The welders' approval is personal and may not be assigned.
- b) Relationship Between the Parties  
Nothing expressed or implied in these Conditions shall constitute either party as the partner, agent, employee or officer of, or as a joint venture with, the other party, and neither party shall make any contrary representation to any other person. The relationship of the Approved Welder to the Council is that of any independent contractor.
- c) Waiver  
No waiver of any breach, or failure to enforce any provision, of these Conditions at any time by the Council shall in any way limit or waive the Council's right to subsequently require strict compliance with these Conditions.
- d) Prejudice  
The exercise by the Council of its rights of suspension or cancellation shall not in any way prejudice the Council's rights in respect of any prior breach of these Conditions.
- e) Future Changes  
It is anticipated that over time Council procedures and practices will change. This will involve amendments to this document to reflect these changes.

## 3. APPROVAL AS CHRISTCHURCH CITY COUNCIL APPROVED PE WELDER

### 3.1 Competence requirements

The applicant shall provide documentation and proof of competence in the following areas:

- Relevant Experience – test results of 8 conforming site welds for each category applied for, including peel / decohesion test results, which were performed under the supervision of a Council Approved Welder and which comply with the category of the application and have been undertaken by the applicant within the past 12 months. Also include details of the welding machine used.  
The conforming welding results submitted with the application must include couplers, tapping bands, tees and reducers of various sizes. Note that upon successful assessment the applicant will be approved up to the maximum size of test results submitted.
- Training – a NZWETA, NZQA or Le Hunt welding certificate in the applicant's name that is relevant to the weld type applied for and that was received within the last **two years**.
- Track Record – Council will also review and consider the applicant's track record of completing projects to Council standards, using quality systems and providing quality documentation, including references from management staff on named projects.
- New welding applicants shall be assessed on-site by Council appointed assessors to confirm correct, certified and calibrated welding equipment is being used and that welders can demonstrate full welding methodology and knowledge through on-site testing for both electrofusion and butt welding as applicable. This includes demonstrating correct handling and storage of pipe and fittings. Assessments shall be arranged by Council.

### 3.2 Approval categories

The approval categories are:

PE Pipe Outside Diameter	Electrofusion	Butt fusion
Up to and including 250mm	EF 250	Butt 250
355mm up to and including 560mm	EF 355	Butt 355
Larger sizes are subject to special approval. Please refer to the separate application form.		

- The applicant shall indicate the category(ies) for which they are applying on the application form.
- The conforming welding results submitted with the application must include couplers, tapping bands, tees and reducers of various sizes.
- Approval will be given up to the maximum pipe size for which conforming welding results were submitted.

### 3.3 Approval and Conditional Approval

The Council may approve a welder as a CCC Approved PE Welder subject to such reasonable conditions (if any) as the Council thinks fit.

### 3.4 Declinature

The Council may decline an application without being bound to give reasons for its decision.

### 3.5 Appeals

An unsuccessful applicant, or a successful applicant who objects to the conditions of approval, may appeal to the decision.

### 3.6 Renewal of Approval

Approval is given for a 2-year period which is aligned to the welder's PE welding training date. Approved welders need to re-apply every 2 years. It is the welder's responsibility to proactively submit the application for renewal, using the separate application form.

## 4. APPROVED POLYETHYLENE WELDER STANDARDS

The Approved Welder shall:

- Be bound by these terms and conditions and have all relevant specifications and guidelines on site
- Carry out the works in accordance with the requirements of the CSS and by the following Plastic Industry Pipe Association of Australia (PIPA) documents, (as referenced):
  - POP001 Industry Guidelines for Electrofusion Jointing of PE Pipe and Fittings for Pressure Applications, OR

-POP003 Industry Guidelines for Butt Fusion Jointing of PE Pipes and Fittings - Recommended Parameters

- Carry out the works in accordance with any other AS/NZS standards that are relevant to PE pipe welding
- Support the Contractor in providing relevant as-built weld documentation and GPS coordinates for each weld
- Comply with the Contractor's Health and Safety and Contract Quality Plan
- Comply with all relevant statutes, regulations and by-laws.
- Obtain and maintain all licences and permits required by law;
- Be able to be contacted by the Council at all times while performing the welding and at other times during normal business hours (except in the case of an emergency) by telephone, mobile telephone, email, or other suitable communication device.
- Be continuously involved in the welding industry. If no weld has been completed within a 6-month period then the approval will lapse (refer to clause 8).

## **5. HEALTH AND SAFETY**

- a) The Approved Welder shall comply with the Health and Safety at Work Act 2015 and all reasonable requirements notified by the Council from time to time.
- b) The Approved Welder shall report promptly to the Council:
  - § Any hazardous or potentially hazardous situation relating to the Site which the Approved Welder is unable to remedy immediately. The Approved Welder shall also promptly notify the Owner and the occupier of any neighbouring property which is affected, or may be affected, by the hazard.
  - § Any accident or injury to any person resulting from the performance of Authorised Work no later than 24 hours after the event.
  - § Any improvement notice given to the Approved Welder under the Health and Safety at Work Act 2015 within 24 hours of receipt.
- c) No person shall enter a manhole or other confined space in or about, or forming part of, the Council's drainage system without having attended adequate training and having obtained an entry permit from Council. Procedures for entry into confined spaces are outlined in the Council document "Guidelines for entering and working in confined spaces".

## **6. INSURANCE**

- a) The Approved Welder shall take out and maintain at his own cost at all times while these Terms and Conditions have effect, Public Liability Insurance for any damage, loss, or injury for an amount not less than \$1,000,000 or such other sum as the Council may from time to time reasonably require. The policy shall also be extended to cover claims for vibration and loss of support to a minimum of \$250,000. The policy shall be effected with an insurance company approved by the Council and on terms reasonably acceptable to the Council.
- b) The Approved Welder will on each anniversary of the Effective Date, or whenever requested by the Council, provide to the Council a copy of the Certificate of Currency for the policy (a broker's certificate is not acceptable for this purpose).



- c) The Approved Welder will immediately notify the Council if:
- § the policy is cancelled;
  - § a claim notification is rejected; or
  - § a claim notification is accepted but then rejected.

## **7. INDEMNITY**

The Approved Welder shall keep the Council indemnified against all claims, actions, losses and expenses (including legal expenses on an own Solicitor/client basis) of any nature which the Council may suffer or incur or for which the Council may become directly or indirectly liable in respect of or arising out of, or in connection with:

- § Any accident, or injury to any member of the public or damage to property arising from any occurrence in or near the Site wholly or in part by reason of any act error or omission of the Approved Welder; or
- § Any breach of these Conditions by the Approved Welder;
- § Any failure by the Approved Welder to comply with the lawful and reasonable directions of the Council; or
- § Any breach by the Approved Welder, in relation to a Site, of any provisions of any legislation, regulations and by-laws, including, but not limited to the Health and Safety at Work Act 2015.

## **8. SUSPENSION OF APPROVAL**

- a) The Council may immediately by written notice suspend the Approved Welder's registration if the Approved Welder produces failed test welds:

If either of the pre-construction and construction welds produced as required in CSS: Part 3 – Utility Drainage clause 14.5 or CSS Part 4 – Water Supply clause 17.2 do not conform, an NCR shall be produced, sent to Council's nominated email account and assessed by CCC.

If the failure is found to be due to the welder's actions, the welder's approval may be suspended, subject to Council review.

If the failure is due to other matters, the process set out in the flow chart in clause 12 shall be followed.

- b) Upon service of the suspension notice the Approved Welder may not thereafter commence, or continue to carry out, any welding.
- c) Nothing in clause 8a) shall be construed so as to prevent any other Approved Welder from being engaged to undertake work for which a consent has been issued or to complete work already begun.

## **9. SUSPENSION REVOCATION**

To apply for revocation of the suspension, written proof of 12 conforming welds that comply with the category of the application and that have been undertaken by the applicant within the six months following the suspension shall be provided to Council.

Council may then reinstate the Approved Welder status for that category.

If no action has been taken to resolve the cause of the suspension within three months of service of the suspension notice then Council may cancel that Approved Welder's approval.

## **10. CANCELLATION OF APPROVAL**

- a) If the Approved Welder:
- § Has been suspended as per clause 8 and has not acted within the reasonable time stated in a written notice given by the Council to remedy that breach, or has repeated failed weld test results; or
  - § Receives three (3) or more written breach notices (or strikes) in any 12 month period requiring the remedy of breaches with these terms and conditions (notwithstanding compliance with those notices); or
  - § Is convicted of an offence under the Health and Safety in Employment Act 1992 and the Council reasonably believes that conviction, if it had occurred before registration, would have precluded approval of an application for registration; or
  - § Has an expired polyethylene welding certificate; or
  - § has not done any welding for 6 months and no passing weld test results were submitted to Council;
  - § has no public liability insurance policy in place and replacement cover is not able to be effected immediately; or

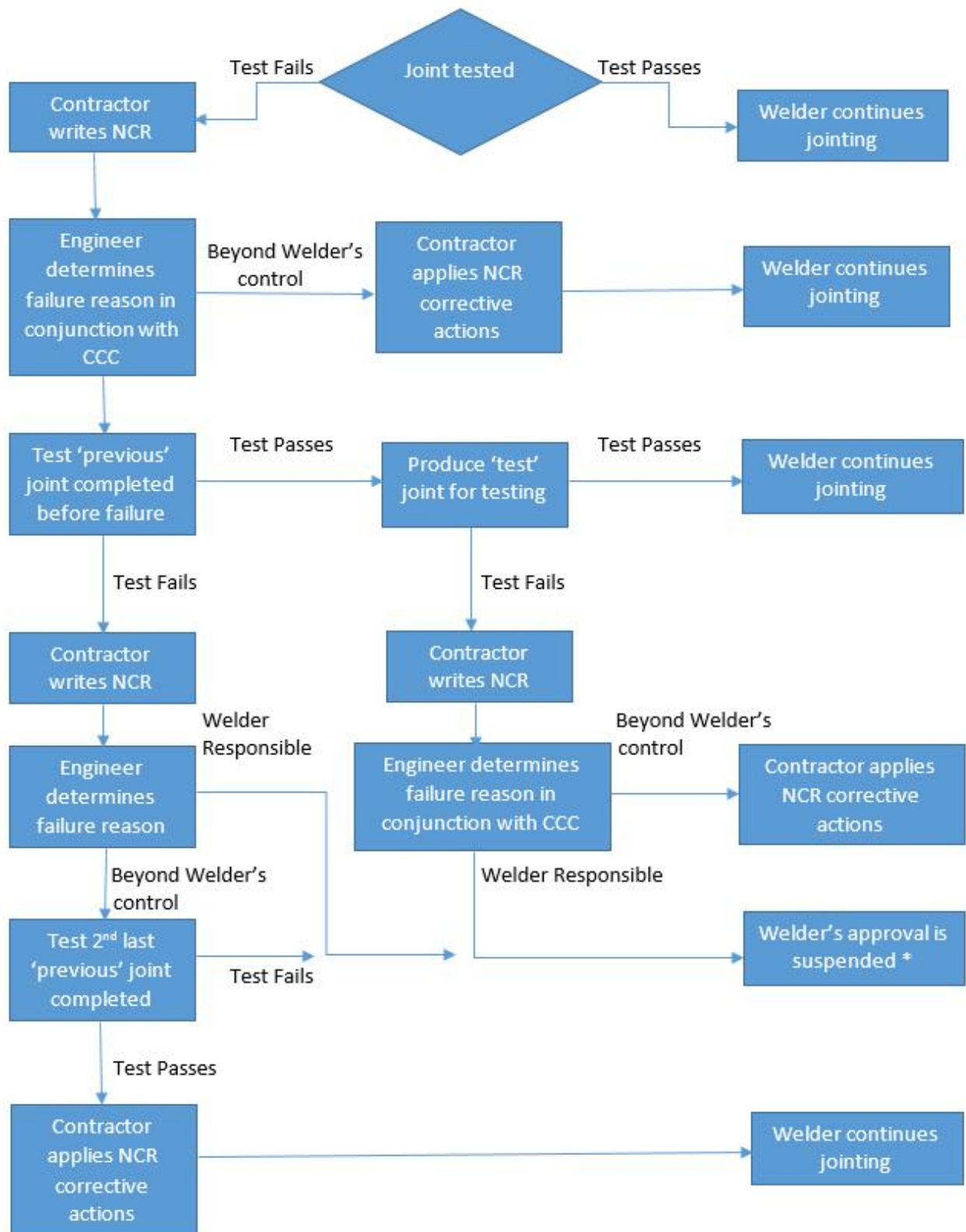
then the Council may by notice in writing cancel the Approved Welder's registration.

- b) If registration is cancelled under clause 10a), that welder may not reapply for registration until after the expiry of 12 months from the service of notice of cancellation.
- c) Clauses 8b) and 8c) shall apply to a cancellation, with references to "suspension" read as "cancellation".
- d) A cancelled approval cannot be revoked and a new application must be submitted to Council for consideration.

## **11. TRANSFER OF WRITTEN NOTICES (STRIKES)**

- a) If an Approved Welder who has received written breach notices changes employers then all notices which were issued to him in the 12 months prior to the transfer will be transferred over to the new employer.
- b) If an Approved Welder joins a company that has received written breach notices within the 12 months prior to the transfer due to breaches with these terms and conditions at company level (i.e. notices issued to the company rather than the individual) then those written notices will apply to that Approved Welder.
- c) Written breach notices issued at company level will apply to all newly approved welders.

## 12. WELD TEST EVALUATION FLOW CHART



\* The welder's approval to work on this project under the Contract Quality Plan is revoked. An application for approval of an alternative welder with the applicable qualifications and experience should be made as an amendment to the Contract Quality Plan.