



Kia ora

**Don't leave your audit too late and find you're unable to operate!**

A reminder that if you are covered by the Adventure Activities Regulations, you need to have at least conditional audit certification BEFORE your current audit certificate expires. And for a good number of operators, certification runs out this November.

Once you've passed your audit it will take **at least three weeks to be re-registered** – one week for the audit provider to do the paperwork and two weeks for WorkSafe NZ to process it. Some operators have already been caught out so keep checking your dates and timelines with your audit provider!

Leaving things until the last minute will almost certainly increase your costs as audit providers won't be able to coordinate your audit with others in your area. Also, remember they need time to arrange for the right auditors and technical experts to be available.

Many of you developed new aspects to your safety systems for your first audit, especially things such as record keeping and continual improvement goals. Your recertification audit will check that you have done these things. Now is the time to make sure that you are completely across all the requirements in your safety management systems.

### **A key change - hazards to risks**

One of the biggest changes in the [Health & Safety at Work Act](#) that will affect your Safety Management Plan is the shift in focus from hazards to risks. We have updated the [SupportAdventure Risk Register template](#) (*go to SOPs forms and checklist templates - Risk Register template 2017 and Risk Register example 2017*) to align with the new requirements and have included some practical information to assist you. There is also an example of a completed form.

The SMP template has been updated and is waiting for approval from WorkSafe NZ. It will be published on the [SupportAdventure website](#) in the coming days so check back regularly.

Please feel free to contact TIA or NZRA at any time.

Pai hiahia me noho haumaruru (*best wishes and stay safe*)

**Rachael & Sam**

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