Plumbers, Gasfitters and Drainlayers Board

Self Certification

Self-certification: using the Register and Artisan app

This guide explains how to use the Self-certification Register and Artisan app. The Register is used to manage self-certification projects, finalise inspections, and generate Certificates of Compliance. Artisan is used to capture the evidence needed to support a self-certification decision and complete inspection tasks.

Before you start

Before you can use the Self-certification Register and Artisan app, you need to:

- log in to the Trade Login
- have access to the Self-certification Register
- download the Artisan app on your mobile device
- create an Artisan profile using your name and contact details.

How to access the Self-certification Register

You can access the Self-certification Register through your Trade Login after selecting your self-certification endorsement.

1. Log in to the Trade Login.
2. Select the **Endorsement** tile.
3. Select **Visit Register** - This will take you to the Self-certification Register, where you can manage your profile and create and finalise self-certification projects.

The first time you access the Register, you will need to review the terms and conditions and select '**Accept and Enter'** to continue.

Adding your logo and signature

You can personalise your account by adding your business logo and signature. These will appear on Certificates of Compliance and other project records.

To add your logo, select '**My Logo**' from the main menu and select an image file from your device or drag and drop it into the upload area. The file must be 500 KB or less. Save your changes once the image has been uploaded.

By clicking on '**My Signature**' in the main menu, you can manage your signature that appears on the Certificate of Compliance (CoC). Choose one of the following available options:

- type your name to create a digital signature
- draw your signature using a mouse, stylus, or touchscreen, or
- upload a JPEG or PNG image of your handwritten signature.

Once you are happy with the option you have chosen, select '**Save**'.

How to link your account with Artisan

Before inspection tasks can be completed in Artisan, you will need to '**link**' your Artisan account to your Self-certification Register account.

By '**linking**' accounts, this allows the projects you have created in the Self-certification Register to appear in Artisan:

1. Select **'Link my account'** or **'Account Linking'** in the main menu. The register will show that Artisan is not yet linked.
2. On your mobile device, search for Artisan in Google Play or the App Store and download the app. You can also use the QR codes provided.
3. Open the Artisan app and select 'Register' to create a profile in Artisan. Enter your name and contact details, choose a password, accept the Artisan licence agreement, and select '**Register'**.
4. Return to the Self-certification Register and select '**Link Now'**.
5. Log in using the email address and password you used to when creating your Artisan account.
6. Once the accounts have been linked, the Register should show that Artisan is '**Linked – Primary**'.

Creating an inspection record

Once your Self-certification Register and Artisan accounts are linked, you can create inspection projects in the Self-certification Register and send it to Artisan to complete inspection tasks and capture evidence.

An inspection project captures the work that was inspected, the evidence collected, and how that evidence supports your decision to self-certify the work.

Make sure the information you enter is accurate and complete. The project should include the inspection evidence needed to support the relevant Certificate of Compliance.

As a guide, a new inspection record should include:

- The building consent number
- The job type
- The location of work
- The date the work started
- The Building Consent Authority and region
- Your client's name, email address, and phone number
- Insurance provider

- Policy ID number.

Inspection projects are part of the evidence trail for self-certification. They should be clear enough for another person to understand what was inspected and why the work was considered compliant.

Carrying out an inspection in Artisan

Once an inspection project has been created in the Register and sent to Artisan using '**Send for Inspection**', you must complete the inspection tasks in Artisan before returning to the Register to finalise the inspection and issue the Certificate of Compliance.

Before opening Artisan, check that the inspection project has been successfully sent from the Self-certification Register. A message at the top of the inspection project will confirm that it has been sent to your linked Artisan account.

Completing the inspection in Artisan

Artisan is where you will complete inspection tasks on site, upload supporting documents, and capture the photographic evidence needed to support your self-certification decision. Work through each task carefully before completing and submitting the inspection.

1. Open the Artisan app on your mobile device.
2. Select the relevant project from your project list.
3. Review the project screen. This will show the inspection status and the tasks that must be completed before the inspection can be finalised.
4. Work through the tasks in the '**shot list**' one at a time.
5. Capture or upload the required evidence for each task.
6. Check that all photographs are sharp and clearly capture the detail required, and complete before uploading them.
7. Continue until every required item in the shot list has been completed and then select '**Ready to Submit**'. The project status will now show '**Passed**'.
8. Review the '**Accordance Declaration**' carefully.
9. Select the declarations to confirm that the evidence accurately reflects the completed work and that the work complies with the Building Consent and the New Zealand Building Code.
10. Select '**Site Certify**' to confirm that the inspection has been completed successfully.

If the project includes minor variations, these must be approved by the Building Consent Authority before you complete the photographic shot list. By selecting the relevant declarations, you are confirming that any minor variations have either been approved or that there are no minor variations to the work.

Finalising the inspection in the Self-certification Register

After completing the inspection tasks in Artisan, return to the Self-certification Register to review the inspection project, complete the required declarations, and generate the Certificate of Compliance.

1. Return to the Self-certification Register.
2. Search for the correct inspection record using the inspection ID or building consent number.

3. Select '**Finalise Inspection'**.
4. View the inspection record.
5. Review the inspection details and the consolidated .pdf evidence returned from Artisan.
6. If necessary, update the '**Start date of work**'
7. If any additional licensed practitioners worked on the job, select '**Yes'** and enter their registration numbers. If not, select '**No'**.
8. Before generating the Certificate of Compliance, carefully read each declaration.
9. Select the declarations to confirm that you hold the appropriate endorsement, the information provided is true and correct, and the work complies with the specified Building Consent, including any approved variations.
10. Select '**Generate Certificate**'.
11. Confirm that you want to complete the inspection. Once confirmed, you will **not** be able to make any further changes.

After the certificate is generated

After the Certificate of Compliance is generated, a confirmation email will be sent to your email address. The email will include the Certificate of Compliance and a link to the Artisan consolidated inspection evidence .pdf file.

You can also view the certificate in the Self-certification Register.

You must provide a copy of the Certificate of Compliance to the property owner and the nominated Building Consent Authority within **10 working days**. You should also keep a copy for your own records.

Need help?

If your issue relates to using the Artisan inspection tool, such as logging in, uploading photographs, or recording inspection information, contact Artisan support in the first instance on 0800 80 80 85 or by email at artisan@branz.co.nz.

If you have difficulty linking your Artisan account on the self-certification Register, contact the Board on 0800 743 262 or by email at self-cert@pgdb.co.nz.