

# Operational Policies

## 3.09 Safety Checking Policy

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**Classification:** Human Resources  
**Applies to:** All Employees  
**Approved by:** General Manager

**Date:** April 2024  
**Review Date:** October 2025

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### **Purpose:**

- To ensure the Association attracts and appoints competent staff with relevant and appropriate qualifications and experience in accordance with applicable legislation and standards.

### **References:**

- Education and Training Act 2020
- State Sector Act 1988
- Employment Relations Act 2000
- Current Employment Agreements
- Employee Code of Conduct
- Children’s Act 2014
- Privacy Act 2020
- Education (Early Childhood Centres) Regulations 2008, Regulation 46
- Licensing Criteria for Early Childhood Education and Care Centres 2022, HS28, HS30, HS31
- NELPS (National Education and Learning Priorities) for ECE Centres 2020, 1.1; 2.3; 3.6.
- Kaitiaki Kindergartens Policy 3.03 Equal Employment Opportunity Policy
- Kaitiaki Kindergartens Policy 3.08 Recruitment and Selection Policy
- Kaitiaki Kindergartens Policy 5.02 Privacy and Confidentiality Policy
- Kaitiaki Kindergartens Policy 7.13 Contractor Management Policy

### **Definition:**

- Kaitiaki Kindergartens – is referred to as ‘The Association’
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Professional Practice Leaders – PPL
- Kindergartens and Early Learning Centres – are referred to as services
- Non-teaching employees – Other Employees
- Core children’s worker:  
All staff who have access to children would be considered a 'core children’s worker', as there may be times during the day when their duties require them to have 'primary responsibility for, or authority over' children and/or be the ‘only children’s worker present’.
- Non-core children’s worker:  
A 'non-core children’s worker' would include staff whose main duties do not require them to have 'primary responsibility for, or authority over', children and/or be the ‘only children’s worker present’, but whose work may include having access to children.
- Regular Contractors includes contractors who are frequently required to work within any service while children are present but excludes contractors undertaking one-off tasks or whose work is infrequent.
- Safety Checks:  
Safety checking includes the collection and consideration of a range of information about the person.

A safety check is made up of 7 components:

1. verification of identity (including previous identities)
2. an interview
3. information about work history

4. referee information
5. information from any relevant professional organisation or registration body
6. a New Zealand police vet
7. a risk assessment.

The risk assessment involves an evaluation of all information collected to assess if there is any risk to the children's safety. For example, is a driving offence relevant to the requirements of the role or going to pose a risk to children?

## Policy

Children's safety and wellbeing is at the forefront of the Association's employment practices. The Association is committed to ensuring that all core children's workers and non-core children's workers, will undergo a full 7-point safety check (Refer appendix 1) before commencing employment at a service and in a 3-yearly cycle thereafter as per the Children's Act 2014.

The Association values having highly competent and trustworthy employees who will not pose a risk when working with children.

The General Manager/Licensee will be notified immediately where there are concerns regarding a core children's worker or non-core children's worker, around child safety.

Any regular contractor that works within the Association will be police vetted. This includes but is not limited to plumbers, electricians, music providers etc. This will be requested every three years. These contractors must not have unsupervised access to children and must conform to the Kaitiaki Kindergarten policy 7.13 Contractor Management Policy.

The Association will exclude any person employed or engaged in the service, or any other person, from coming into contact with children if they have reasonable grounds to believe that the person:

- Has mistreated children.
- Is in a state of physical or mental health that presents any risk of danger to children;  
or
- Has an infectious or contagious disease or condition

### Procedure for Safety Checking employees

In accordance with Children's Act 2014 the following Safety Check procedure applies to all positions that become vacant within the Association:

#### Step 1 Verification of ID

- Proof of Identify (a primary document and a secondary document, one of which must have a photo) must be provided by all successful applicants to positions within the Association.
- Supporting name change documents – if either ID has a different name to the other applicant **must provide documentation to support this** – e.g., NZ full birth certificate issued after 1998; marriage certificate etc (See appendix 1)
- Tick and date appropriate boxes on 7-point safety check form.

#### Step 1A.

- If neither the Primary or Secondary ID has a photo of the person, they must provide a copy of a RealMe verification or Verification of Identity by an Identity Referee (See appendix 1).
- Tick and date appropriate boxes on 7-point safety check form

#### Step 2. Interview

- A face-to-face meeting/interview will be held for all suitable applicants, using the Association's questions template. If necessary, this might be via Zoom or Teams
- Recent work history in the form of a CV will be required covering at least the last 5 years. Questions will need to be asked relating to any work history gaps.
- Tick box indicating that the interview notes are attached.

#### Step 3. Work History

- As part of the information provided in a written application and through discussion at interview, a record of work history attached to file and box ticked on 7-point safety check. (Please note any gaps of history within the previous five years must be recorded and information put on 7-point safety check form).

#### Step 4. Referee Checklist

- Contact at least one, but best practice two referees unrelated to the candidate using the Association's referee questions template. Record the referee's name, contact details and the date they were called on the 7- point safety check form. Questions should be tailored to the role and must include questions relating to child protection.
- Tick box on 7-point safety check form saying questions asked and answered on file.
- Best practice would be to contact a recent direct line manager.

#### Step 5. Professional Membership

- Information will be sought from professional organisations of which the person is a member. For teaching this is the Teaching Council to ensure they have a clean, current practising certificate.
- Tick box and record NZ Teachers Council in large box.
- Tick boxes indicating a screen shoot is on file and copy of registration attached.
- Record date completed in box.

#### Step 6. Police Vet

- Registered teachers do not undergo police vetting as part of this process. They are police vetted as part of their reregistration process every three years. Tick the box saying Holds a current practicing certificate.
- All other employees are police vetted and a police vetting is to be undertaken before they commence employment.
- On provision of Police vetting result, tick no convictions (if that is the case), or tick Convictions/convictions of a special nature.
- If there is a conviction disclosed, discuss with the General Manager and they will decide around the suitability of employment. If decision is to employ the person, in conjunction with step seven of the risk assessment, the General Manager is to make comment in box.

#### Step 6.B Workers from Overseas

- For NZ registered teachers, the Teaching Council will undertake the relevant police vetting, both in NZ and overseas.
- For all other workers from overseas, both a New Zealand and overseas police vet will be obtained.
- The employee is to provide a copy of either a true original copy or a certified copy overseas Police Vet from their country of citizenship and any country they have worked/lived in for 12 months or more, within the past 10 years.
- Tick the appropriate boxes on the safety check form.

#### Step 7. Risk Assessment

- A risk assessment is undertaken by PPL/HR once all the above information is received to ensure the candidate does not pose a risk when working with children.
- Appropriate "Reflect" boxes to be ticked.

- PPL/HR assesses the candidate to determine whether the person poses, or would pose, any risk to the safety of children.
- If the person does or would pose a risk the PPL/HR discusses this with the General Manager and make notes in the box provided.
- Tick appropriate “Assess” box.
- Record date risk assessment undertaken.
- PPL/HR to record their name, sign, and date the document.
- PPL/HR to record date the next safety check is to be undertaken (within three years).
- HR completes the 7-point safety spreadsheet and continues with further processing.
- All information will be added to the employees personnel file for the duration of their employment.

The above information will be securely stored in the person’s individual file at the Support Office.

### **Relieving teacher pool**

- Relieving teachers on the Association’s list  
All relievers on the Associations Relieving Teachers List will be completely Safety Checked as required for employees before they are placed on the list and eligible to be engaged by a service. Ongoing Safety Checks will occur every 3 years as for Association Employees.
- For relievers from Employment Agencies  
The Association relies on the Safety Check process of the employment agency.

The employment agency will be required to formally confirm that a full safety check is carried out for all relievers on their list.

The relieving teacher from an agency will be required to bring proof of identity documents that include a photograph to be shown to the service leader prior to commencement of their hours of work.

### **Student Teachers on Practicum**

Student teachers on practicum or work experience must have been safety checked. The PPL will liaise with the student teacher’s initial teacher education (ITE) provider to receive information that confirms a satisfactory full safety check has been undertaken.

The student teacher must present their identity documents to the service leader before beginning their practicum.

The visiting ITE lecturer who comes to visit a student teacher on practicum does not need to be safety checked but must carry their university/ institution’s identification with them.

### **Volunteer student teachers**

Should a service wish to host a student teacher as a volunteer for a ‘home’ practicum throughout the year the student teacher will need to be fully safety checked by the Association unless the ITE provider shares the results of the safety check.

### **All Safety Checks:**

All Safety Checks will be rechecked every three years. This will involve the following 4 of the 7 components to be completed:

1. That their ID are still current and not expired and the person has not changed their name and if so reconfirmation of their identity,
2. information from any relevant professional organisation or registration body,

3. a New Zealand police vet, and
4. a risk assessment.

Persons Responsible and teaching staff who hold a current practicing certificate will be police vetted by the Teaching Council as part of issuing and renewing the person's practicing certificate.

#### **Privacy statement**

- When personal information is collected, for the purposes of undergoing a 7-point Safety Check, it will be collated and completed by PPL or HR. The data will be entered onto the 7-point Safety check spreadsheet by either the PPL or HR.
- The required information will be collected directly from the person concerned and will be kept in the employees personnel file once the Safety check has been undertaken. This will be kept for the duration of their employment.
- Access to employee files is restricted to GM, PPL, HR, the Payroll Administrator, and the employee whose file it is. Personal information shall not be collected unless the collection is necessary for a lawful purpose.

Signed:

Date: 11/04/2024



General Manager

## Safety Checking Checklist

<b>Full name:</b>	
<b>Role:</b>	<b>Service name:</b>
<b>Start date:</b>	<b>Service #:</b>
<b>Current practice certificate:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Expiry date of practicing certificate:</b>
<p><b>1. Verification of Identity</b></p> <p>Check the person's identity by using an electronic identity credential such as <a href="#">RealMe</a>, or sight and copy of original primary and secondary identity documents. If the names on the IDs do not match, then you must include a supporting name change document.</p> <p><b>One form of identification must be primary, and one must be secondary. These must be current and not expired.</b></p>	
<b>Primary ID</b>	<b>Secondary ID</b>
<input type="checkbox"/> NZ passport <input type="checkbox"/> Overseas passport (may include INZ visa or permit. Visa itself is not valid ID) <input type="checkbox"/> NZ emergency travel document <input type="checkbox"/> NZ refugee travel document <input type="checkbox"/> NZ certificate of identity (issued under the Passports Act 1992 to non-NZ citizens who cannot obtain a passport from their country of origin) <input type="checkbox"/> NZ certificate of identity (issued under the Immigration Act 1987 to people who have refugee status) <input type="checkbox"/> NZ firearms licence <input type="checkbox"/> NZ full birth certificate (issued on or after 1 January 1998) <input type="checkbox"/> NZ citizenship certificate	<input type="checkbox"/> NZ driver licence <input type="checkbox"/> Kiwi Access Card (previously known as 18+ card) <input type="checkbox"/> Community services card <input type="checkbox"/> SuperGold Card <input type="checkbox"/> Veteran SuperGold Card <input type="checkbox"/> NZ student ID card <input type="checkbox"/> NZ employee photo ID card <input type="checkbox"/> NZ electoral roll record <input type="checkbox"/> Inland Revenue number <input type="checkbox"/> NZ issued utility bill (not issued more than 6 months earlier eg. phone, power, internet bill etc) <input type="checkbox"/> Steps to Freedom form
<b>Supporting name change documents</b>	
<input type="checkbox"/> NZ full birth certificate (issued for purpose) <input type="checkbox"/> NZ marriage certificate (particulars of marriage is not valid) <input type="checkbox"/> Change of name by statutory declaration <input type="checkbox"/> Change of name by deed poll	<input type="checkbox"/> NZ name change certificate <input type="checkbox"/> NZ civil union certificate <input type="checkbox"/> NZ order dissolving marriage or civil union <input type="checkbox"/> NZ order declaring marriage or civil union void
<input type="checkbox"/> Copy of RealMe verification attached OR <input type="checkbox"/> Copy of identification documentation attached	<b>Date completed:</b>
<input type="checkbox"/> Completed a search of personnel records to check if the person's identity is being, or has been, used by another person	<b>Date completed:</b>
<p><b>1A. Verification of Identity by an Identity Referee.</b></p> <p><b>If neither of the primary or secondary identity documents has a photo of the person you must ask them to provide:</b></p> <input type="checkbox"/> The name and contact details of an identity referee	

- A photo of themselves authenticated by the identity referee
- OR
- A statement signed and dated by the identity referee that confirms that the primary identify document relates to that person.

The identify referee must have known the person for at least 12 months, and be at least 16 years of age, and not be related to the person and not be part of the person's extended family, and not be a spouse or partner of the person, and not live at the same address as the person.

Name of Identity Referee:

<input type="checkbox"/> Attached copy of the Verification Statement or authenticated photo	Date completed:
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**2. Interview**  
 Document the interview conducted, such as interview notes or summary. Detail questions asked and answers provided.

Interview type:    Face to face    Phone    Other:

Interviewer(s):	Date of interview:
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Copy of detailed interview notes attached

**3. Work History**  
 Obtain a chronological summary of the person's work history for a minimum of the preceding 5 years, including a description of positions held. This can be a copy of a CV or job application. Any gaps in the 5-year period must be explained.

<input type="checkbox"/> Work history attached	Date completed:
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**4. Referee Checks**  
 Contact at least one referee. A referee cannot be related to the person or part of the person's extended family. Confirm with the referee that the information in the person's CV is correct. Ask the referee if they have any concerns regarding the person's suitability to work with children.

Name:	Date called:
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Contact details:	
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Name:	Date called:
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Contact details:	
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Referee checks including questions asked, and detailed answers provided attached

**5. Professional Membership**  
 Seek information from any relevant professional organisation or registration authority to confirm if the candidate is a current member, registered or certificated by the authority.

For certified teachers:	
<input type="checkbox"/> Check the online <a href="#">Teaching Council register</a> for the person's certification category and expiry date. If the teacher has any censures or conditions, this will be noted on the register.	
<input type="checkbox"/> Name of any professional organisations, licensing authorities, or registration authorities:	
<input type="checkbox"/> Copies issued from the relevant professional organisation, licensing or registration authority attached <input type="checkbox"/> A screenshot from an online register check attached	Date completed:
<h3>6. Police Vet</h3> <p>You will need to Police vet all employees; however, if the person is a teacher who holds a current practising certificate their Police vet will already have been done and this can be relied on.</p>	
<p>Police vet result shows:</p> <input type="checkbox"/> No convictions <input type="checkbox"/> Convictions:	
<input type="checkbox"/> Convictions of a <a href="#">special offence</a> – (person must not be employed in a core children's worker role unless they have an exemption).	
<input type="checkbox"/> Copy of Police vet attached <b>OR</b> <input type="checkbox"/> Holds a current practising certificate so a new police vet was not requested	
<h4>6A. Adults in home (for home-based services only)</h4> <p>The service provider of a licensed home-based service must obtain a police vet of every adult (person 17 years or older) who lives in a home:</p> <ul style="list-style-type: none"> <li>• where the service is being provided, and</li> <li>• where at least 1 child to whom the service is being provided does not live in the home</li> </ul>	
<input type="checkbox"/> Copy of Police vet(s) for adult(s) in home attached	
<h4>6B. We also recommend obtaining a Police Vet for workers from overseas</h4> <p>In addition to obtaining a NZ Police vet, you should ask them to provide copies of police certificates from their countries of citizenship and from any country in which they have lived for one or more years, within the last 10 years.</p>	
<input type="checkbox"/> Attached copy of police certificate from their countries of citizenship	
<input type="checkbox"/> Attached copy of police certificate from any country in which they have lived for one or more years, within the last 10 years	
<p>When a person cannot provide an overseas police certificate:</p> <input type="checkbox"/> Attach proof of attempts to obtain a certificate <input type="checkbox"/> Statutory declaration attached stating whether they have any overseas criminal convictions or not	

## 7. Risk Assessment

Evaluate all the information you have gathered to assess the risk the candidate would pose to the safety of children if employed or engaged.

You must detail how all information gathered for the other components of the safety check (identity check, work history, interview, referee, membership, and Police vet) has been considered for the risk assessment.

<b>REFLECT</b>	Is the person safe to work with children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Would the person support and adhere to your child protection policy, and actively contribute to a culture of child protection in your organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there any inconsistencies in information supplied, e.g., information not mentioned on the person's work history or during interview that was provided by the referee or in the Police vet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there any patterns of concerning attitudes or behaviours? These can be subtle and wider than the presence or absence of criminal convictions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you need to follow-up or gather any additional information, e.g., from another referee or more information from a referee already contacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you need to clarify any issues with the applicant directly, e.g., allowing them an opportunity to respond to any information that is unclear or inconsistent? Did they deliberately withhold information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you need to talk to your manager about the person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assess the person to determine whether the person poses, or would pose, any risk to the safety of children.		
<b>ASSESS</b>	I have assessed the person as posing	<input type="checkbox"/> no risk                      to children <input type="checkbox"/> risk <input type="checkbox"/> high risk
	If the person does, or would, pose a risk, assess the extent of that risk.	
	Notes on the assessment of information and decision: <i>if the person has any convictions or comments on their Police vet, ensure you include these in your assessment notes.</i>	
<b>Date of risk assessment:</b>		
<b>Manager:</b>		
<b>Signature:</b>		<b>Date:</b>
<b>Due date of next periodic safety check:</b> <i>(Must not exceed three years)</i>		



# Kaitiaki Kindergartens

## Appendix 2

### Accepted Forms of Primary and Secondary Identification.

<b>Primary Identification</b>
NZ Passport
Overseas Passport (May include NZ Immigration visa or MBIE permit)
NZ Emergency Travel Document
NZ Refugee Travel Document
NZ certificate of identity (issued under Passports Act 1992)
NZ certificate of identity (issued under Passports Act 1987)
NZ Firearms Licence
NZ full birth certificate issued on or after 1 Jan 1998
NZ citizenship certificate
RealMe / Other electronic identity credential

<b>Secondary Identification</b>
NZ Driver Licence
Kiwi Access Card (previously known as 18+ card)
Community Services Card
SuperGold Card
NZ student photo identification card
NZ employee photo identification card
NZ electoral roll record
Inland revenue number
NZ issued utility bill (less than 6 months old)
Steps to Freedom form
RealMe / Other electronic identity credential

<b>Supporting name change documents</b>
NZ full birth certificate (issued for purpose)
NZ Marriage Certificate (Particulars of marriage is not valid)
Change of name by statutory declaration
Change of name by deed poll
NZ name change certificate
NZ civil union certificate
NZ order dissolving marriage or civil union
NZ order declaring marriage or civil union void.



# Kaitiaki Kindergartens

## Appendix 3

### 3 Year Re-check

<b>Full name:</b>	
<b>Role:</b>	<b>Service name:</b>
<b>Start date:</b>	<b>Service #:</b>
<b>Current practising certificate:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Expiry date of practising certificate:</b>
<b>1. Verification of Identity</b> Check the person's identity supplied originally is the same as they go by presently. If the names on the IDs do not match, then you must include a supporting name change document. <b>Has there been a change to their identity?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Primary ID on file</b>	<b>Secondary ID on file</b>
<input type="checkbox"/> NZ passport <input type="checkbox"/> Overseas passport (may include INZ visa or permit. Visa itself is not valid ID) <input type="checkbox"/> NZ emergency travel document <input type="checkbox"/> NZ refugee travel document <input type="checkbox"/> NZ certificate of identity (issued under the Passports Act 1992 to non-NZ citizens who cannot obtain a passport from their country of origin) <input type="checkbox"/> NZ certificate of identity (issued under the Immigration Act 1987 to people who have refugee status) <input type="checkbox"/> NZ firearms licence <input type="checkbox"/> NZ full birth certificate (issued on or after 1 January 1998) <input type="checkbox"/> NZ citizenship certificate	<input type="checkbox"/> NZ driver licence (both front and back of licence) <input type="checkbox"/> Kiwi Access Card (previously known as 18+ card) <input type="checkbox"/> Community services card <input type="checkbox"/> SuperGold Card <input type="checkbox"/> Veteran SuperGold Card <input type="checkbox"/> NZ student ID card <input type="checkbox"/> NZ employee photo ID card <input type="checkbox"/> NZ electoral roll record <input type="checkbox"/> Inland Revenue number <input type="checkbox"/> NZ issued utility bill (not issued more than 6 months earlier eg. phone, power, internet bill etc) <input type="checkbox"/> Steps to Freedom form
<b>Supporting name change documents</b>	
<input type="checkbox"/> NZ full birth certificate (issued for purpose) <input type="checkbox"/> NZ marriage certificate (particulars of marriage is not valid) <input type="checkbox"/> Change of name by statutory declaration <input type="checkbox"/> Change of name by deed poll	<input type="checkbox"/> NZ name change certificate <input type="checkbox"/> NZ civil union certificate <input type="checkbox"/> NZ order dissolving marriage or civil union <input type="checkbox"/> NZ order declaring marriage or civil union void
<input type="checkbox"/> Copy of RealMe verification attached OR <input type="checkbox"/> Copy of identification documentation on file	<b>Date completed:</b>
<b>2. Professional Membership</b> Seek information from any relevant professional organisation or registration authority to confirm if the candidate is a current member, registered or certificated by the authority.	



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For certificated teachers:

Check the online [Teaching Council register](#) for the person's certification category and expiry date. If the teacher has any censures or conditions, this will be noted on the register.

Name of any professional organisations, licensing authorities, or registration authorities:

Copies issued from the relevant professional organisation, licensing or registration authority attached

Date completed:

A screenshot from an online register check attached

### 3. Police Vet

You will need to Police vet all employees; however, if the person is a teacher who holds a current practising certificate their Police vet will already have been done and this can be relied on.

Police vet result shows:

No convictions

Convictions:

Convictions of a [specified offence](#) – (person must not be employed in a core children's worker role unless they have an exemption).

Copy of Police vet and results attached

**OR**

Holds a current practising certificate so a new Police vet was not requested

### 6B. Obtaining a Police Vet for workers from overseas

In addition to obtaining a NZ Police vet, you should ask them to provide copies of police certificates from any country in which they have lived for one or more years, since they were employed with Kaitiaki Kindergarten Association.

Attached copy of police certificate from any country in which they have lived for one or more years, since their last employment with Kaitiaki Kindergarten Association

### 4. Risk Assessment

Evaluate all the information you have gathered to assess the risk the candidate would pose to the safety of children in their ongoing employment with Kaitiaki Kindergarten Association.

You must detail how all information gathered for the other components of the safety check (identity check, membership, and Police vet) has been considered for the risk assessment.

<b>REFLECT</b>	Is the person safe to work with children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the person support and adhere to your child protection policy, and actively contribute to a culture of child protection in your organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there any patterns of concerning attitudes or behaviours? These can be subtle and wider than the presence or absence of criminal convictions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you need to talk to your manager about the person?	<input type="checkbox"/> Yes <input type="checkbox"/> No



# Kaitiaki Kindergartens

Assess the person to determine whether the person poses, or would pose, any risk to the safety of children.

<b>ASSESS</b>	I have assessed the person as posing	<input type="checkbox"/> no risk	to children
		<input type="checkbox"/> risk	
		<input type="checkbox"/> high risk	
	If the person does, or would, pose a risk, assess the extent of that risk.		
Notes on the assessment of information and decision: <i>if the person has any convictions or comments on their Police vet, ensure you include these in your assessment notes.</i>			
_____ has worked for the association since _____			
During that time they have been			
<ul style="list-style-type: none"><li>• Appraised annually against the Standards for the Teaching Profession <input type="checkbox"/></li><li>• Checked as a Core Worker <input type="checkbox"/></li></ul>			

**Date of risk assessment:**

**Manager:**

<b>Signature:</b>	<b>Date:</b>
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**Due date of next periodic safety check:**  
*(Must not exceed three years)*