

Process for Renewal of FDES Design Accreditation

The document describes the process that will be followed for application for renewal of the Farm Dairy Effluent System Design Accreditation. It includes details on the process, the application and agreement forms that need completion by the applicant organisation (Appendix F-1 and F-2) and the checklist form that the assessment panel will follow during the audit (Appendix F-3).

1. Outline of Process

- 1.1. At the end of the two year accreditation period, the organisation must apply to renew their accreditation. This will be initiated through the effluent accreditation website (www.effluentaccreditation.co.nz)
- 1.2. The renewal of Accreditation will involve an on-site audit visit by an Assessment Panel member or appointed auditor. This will normally take place within one month prior to expiry of accreditation.
- 1.3. The Accreditation Programme Manager will notify the accredited organisation of its accreditation renewal date three months prior, and inform the organisation of the renewal process.
- 1.4. The organisation must complete the application form for renewal as per Appendix A and agree to follow the process of the audit as described in 1.7. They must submit their application form within one month of the expiry of their accreditation.
- 1.5. The organisation must also sign the FDE renewal of accreditation agreement for re-accreditation as outlined in Appendix F-2.
- 1.6. The organisation must nominate a staff member who will be available for the period of the audit. They must be fully knowledgeable and have to hand all the required paperwork necessary for the assessment panel member to view.
- 1.7. The Accreditation Programme Manager will inform the organisation of the assessment panel member who will visit with them. The assessment panel member will arrange a suitable time for a visit with the selected staff member from the organisation. Once on site they will:
 - 1.8. Review the Quality Assurance records held by the organisation
 - 1.9. Review one design completed by the organisation
 - 1.10. Review two system commissioning, operation and maintenance reports
 - 1.11. The Accreditation Programme Manager shall receive a written report from the assessment panel member with their recommendation for re-accreditation or any concerns raised. The wider assessment panel may also be solicited for their advice to ensure consistency of assessment between panel members.
 - 1.12. The Accreditation Programme shall summarise the proposed actions from the audit and present to the Accreditation Advisory Group for discussion. Any complaints received by the Accreditation Programme Manager made against the organisation

during the period of accreditation shall also be considered. The Accreditation Programme Manager shall then determine whether an organisation's accreditation shall be renewed.

- 1.13. The re-accreditation will then be granted for a further **two** years.
- 1.14. An organisation whose renewal is not granted shall receive notification of this in writing with reasons outlined. The organisation has three months in which to correct the issues raised or their accreditation will be revoked. Their accreditation will be extended to cover this period. If the organisation disagrees with the findings of the assessment panel member who conducted the audit or the decision made by the Accreditation Programme Manager, they can appeal in writing to the Accreditation Programme Manager outlining their concerns. This will be considered and discussed with the Accreditation Advisory Group and a decision provided to the organisation.
- 1.15. If outstanding issues are not resolved within the 3 month extension period then the accreditation will be withdrawn.

2.0. Assessment Panel Member for Audit

- 2.1. The Accreditation Programme Manager in consultation with the Assessment Panel chair will select the assessment panel member to conduct the audit as part of the reaccreditation process. If for some reason, the organisation feels there is a conflict of interest with this assessment panel member, then they may declare this and the reasons why.

3.0. Assessment Panel Member Audit Procedure

- 3.1. The Assessment Panel Member will arrange a mutually agreeable time to meet with the company. The audit is expected to take 2-3 hours on site. After meeting with the company, they will complete a report consisting of completion of the audit forms (Appendix F-3) and submit to the Accreditation Programme Manager their recommendations.
- 3.2. The Assessment Panel member has no authority to grant accreditation, they provide a report and recommendation only.
- 3.3. If the accredited company does not have the paperwork prepared for the audit or does not have the appropriate knowledgeable staff member available then a second audit meeting will be required. The accredited organisation will then be required to pay an additional fee to cover these costs. The renewal of accreditation fee does not include costs for a second visit.