

## Assessment Panel Audit Forms

There are four forms to be completed

1. Accreditation Assessment Panel Member Audit Form
2. Quality Assurance Checklist
3. Design Checklist
4. Commissioning, operation and maintenance reports checklist (x2 as 1 for each report reviewed)

### 1. Accreditation Assessment Panel Member Audit Form

Assessment Panelist Name:	
Date and time of audit:	
Organisation name:	
Contact person for audit:	
Physical address for audit:	
Email address:	
Business telephone number:	
Cell phone number:	

## 2. Quality Assurance Checklist:

Aim is to assess whether the Quality Assurance system developed for the application for accreditation is active within the organisation. The assessment panel auditor will review the QA system as submitted in the company's original application which is likely to include some or all of the topics below.

	<b>Quality Assurance Component</b>	<b>Evidence</b>	<b>Comment</b>
2.1	Training register	Check training register for staff	
2.2	Health and Safety	Check Health and Safety incidences reported and how dealt with.	
2.3	Quality Indicators	Did the organisation set up Project checklists? Check if being used for customer designs.	
2.4	A Recording System	Recording design information such as use of dairy effluent storage calculator, where accessing nutrient budgets , how is this monitored for accuracy, soil type information etc.	
2.5	Documented Corrective Action	Check if any complaints received and how handled	
2.6	Documented Internal Audit Programme	What programme is in place for checking calculations used in designs?	
2.7	Documented Management Reviews	Evidence of review of company approach around system designs	

### 3. Designs Checklist

This section is for the assessment panel member to review a design provided to a client. A few key areas will be assessed rather than the complete design.

Many accredited companies may be supplying upgrade services to a dairy farmer rather than a complete design. This should be taken into consideration, however all the points below should still apply but it is possible there may be some exceptions which should be noted.

Design Information provided for review	Note specific farm or relevant date/file name

	Design feature	Evidence	Comment
3.1	Farm Map	Was a farm map(s) provided with clear outlines of existing infrastructure and detailed outline of effluent system design?	
3.2	Soil identification	How were the soil types determined and was there evidence of on-farm verification?	
3.3	Dairy effluent storage calculator file	Were there any obvious anomalies in the file i.e. very large or very small storage volume for number of cows and soil risk?	
3.4	Off-pasture systems	How was effluent from off-pasture systems such as feedpads and stand-off pads managed in the design?	

3.5	Regulatory requirements	Was there evidence of knowledge of regional and district council rules? Does the design comply with the property's discharge consent conditions?	
3.6	Nutrient budget	Does the nitrogen loading comply with the FDE discharge consent condition(s) or permitted activity rules?	
3.7	Irrigation system	Was the irrigation system recommended suitable for the soil type and effluent area used on farm?	
3.8	Fail safes	Were adequate fail safes recommended in the design e.g. travelling irrigator stop systems, on/off timers for low rate systems, alarms, or antisiphon devices?	

#### 4. Commissioning, Operation and Maintenance Reports

This section is for the assessment panel member to review **two** commissioning, operation and maintenance reports for effluent systems provided to a client. A few key areas will be assessed.

If the accredited company did not carry out the installation then Table 4.2 should be used instead.

**If section 4.1 is not relevant please state why**

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**Table 4.1 Design and Install**

	Topics	Evidence	Comment
4.1	Training of staff to run effluent system	How was training provided to farm owner/staff on running the system?	
4.2	Safety recommendations	What safety features were installed with the system?	
4.3	Recording	What assistance was provided to farm for recording effluent application?	
4.4	Application depth	What checks were made on irrigation application depth?	
4.5	Operation and Maintenance	What operation and maintenance assistance was provided to the farm?	

**Table 4.2 Design only**

No commissioning, operation and maintenance reports so an additional design will be reviewed.

	<b>Topics</b>	<b>Evidence</b>	<b>Comment</b>
4.6	Training of staff to operate the effluent system	What was recommended in the design around training needed to operate the designed system?	
4.7	Safety recommendations	What safety features were recommended?	
4.8	Storage	What storage options were recommended and why?	
4.9	Future Proofing	What future expansion/changes were discussed with client?	
4.10	Soils discussion	How were soils assessment factored into the design	
4.11	Regulations	What knowledge of designs meeting regulatory requirements?	