



Farm Dairy Effluent System (FDES) Design Accreditation Programme

1st October 2013

Contents

1.	Accreditation of Farm Dairy Effluent Systems Designers.....	4
1.1.	Statement of Purpose.....	4
1.2.	Accreditation Structure	5
2.	Governance of Accreditation Programme	6
2.1.	Accreditation Advisory Group Terms of Reference	6
3.	Assessment Panel.....	7
3.1.	Composition of the Panel	7
3.2.	Terms of Reference	7
3.3.	Modus Operandi	8
4.	Accreditation Programme Manager	9
5.	Accreditation Application Process.....	10
5.1.	Initiating the Application Process.....	10
5.3.	Submitting applications	11
5.4.	Processing applications	11
5.5.	Accreditation period.....	12
5.6.	Renewal of Accreditation	12
6.	Assessment Criteria	14
6.1.	Quality Assurance Systems	14
6.2.	Effluent System Design	14
7.	Use of Farm Dairy Effluent System Design Accreditation Logo	15
8.	Suspension and Termination of Accreditation	16
8.1.	Suspension of Accreditation	16
8.2.	Termination of Accreditation.....	16

8.3. Accreditation following Termination.....	17
Appendix A.- Glossary of Terms.....	18
Appendix B - Application Form	20
Appendix C - Quality Assurance	21
Appendix D - FDES Design Accreditation Checklist (Version 2)	23
Appendix E - Accreditation Agreement	38
Appendix F – FDES Renewal of Accreditation	42
Appendix F1 – FDES Application Form for Renewal of Accreditation	44
Appendix F2 – FDES Legal Agreement for Renewal of Accreditation	45
Appendix F3 - Assessment Panel Audit Forms	49

1. Accreditation of Farm Dairy Effluent Systems Designers

1.1. Statement of Purpose

The Farm Dairy Effluent System (FDES) Design Accreditation programme provides dairy farmers with assurance of a fit for purpose effluent management system for their farm. It recognises that significant investment in effluent systems is planned as farms upgrade their systems and the dairy industry drives towards more sustainable dairy farming operations.

Accreditation of design organisations is based on demonstration of systems and processes that provide assurance of good design practice resulting in fit for purpose effluent systems. Accreditations shall be held by organisations, not individuals within organisations.

An accredited organisation shall design fit for purpose effluent systems for clients in accordance with the Farm Dairy Effluent Design Standards and Code of Practice. This can be found on the FDES Design Accreditation website and also on the DairyNZ, IrrigationNZ and NZMPTA websites

A fit for purpose effluent system design shall support the six main objectives of the Design Standards and the Code of Practice:

- To capture all farm dairy effluent
- To spread the farm dairy effluent at a time that allows uptake by plants
- To uniformly spread the farm dairy effluent to the desired depth, and at the desired intensity
- To control farm dairy effluent application to within the boundaries of the application area
- To ensure that farm dairy effluent systems can be operated safely
- To comply with all regulatory requirements, including consent conditions

Development of the FDES Design Accreditation programme was overseen by a committee consisting of representatives (below) and with significant industry consultation:

- DairyNZ
- New Zealand Milking and Pumping Trade Association Inc
- Irrigation New Zealand
- Fonterra
- Page Bloomer Associates
- Private Consultants

1.2. Accreditation Structure

FDES Design Accreditation programme governance, structure and processes are shown in Figure 1.

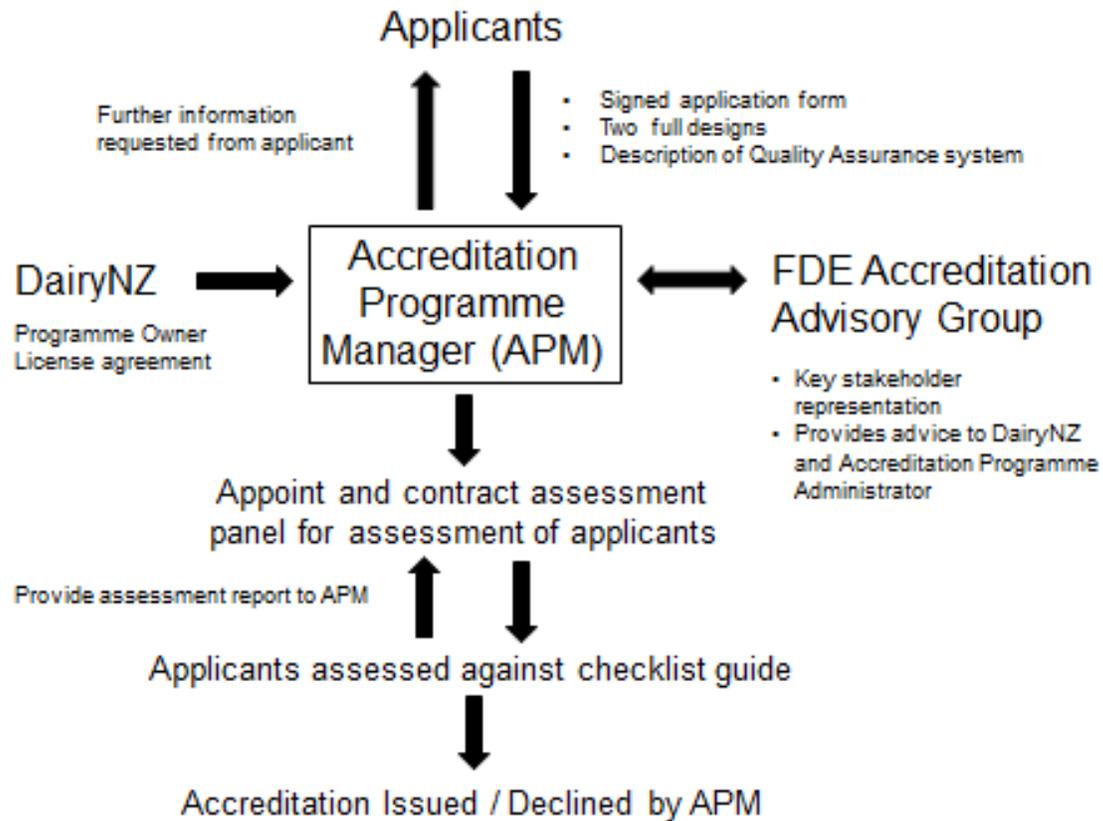


Figure 1: The FDES Design Accreditation Programme

The Accreditation Programme shall be administered by the Accreditation Programme Manager under licence from DairyNZ Accreditation Ltd.

Glossary of all terms used in this document is provided in Appendix A.

2. Governance of Accreditation Programme

DairyNZ licensing to INZ Accreditation Ltd to administer the programme for a 2 year period

The role of the licensor is to administer the programme:

- By receiving applications using the application form as an addendum to licence
- Process the applications from companies and address queries from applicants
- Follow the process as per effluent accreditation website
- Subcontracting assessment panel members
- Manage the assessment process including any further information requested from applicants
- Hold the agreement with the Accredited Organisation, including the terms and conditions for the use of the FDES Design Accreditation name and logo
- Maintain the effluent accreditation website and update the register of accredited companies with each round of accreditation.
- Provide a quarterly report to the Accreditation Advisory Group on any issues, companies that have passed the accreditation, any complaints received and actions taken.
- Grant, suspend and terminates organisation's accreditation status after soliciting advise from the Accreditation Advisory Group.

The Accreditation Programme Manager shall receive advice from the FDES Design Accreditation Advisory Group comprising of two members from IrrigationNZ, two from NZ Milking and Pumping Trade Association, one from DairyNZ and an independent. The names of the individuals on the Advisory Group are listed on the FDES Design Accreditation website.

2.1. Accreditation Advisory Group Terms of Reference

The Advisory Group consists of key dairy stakeholders and in the advisory role for the period of the license

- DairyNZ Accreditation Ltd
- INZ Accreditation Ltd (2 members)
- NZMPTA (2 members)
- Regional council representative

The advisory group's role is to oversee the accreditation programme by:

Meeting quarterly (usually by telephone conference calling).

- Receive reports from Accreditation Programme Manager each quarter on companies that have passed the accreditation process and any complaints or issues raised
- Provide advice and comment to DairyNZ and the Accreditation Programme Manager on any proposed changes to the application process, the checklist guide used by the assessment panel, applicant costs and selection of assessment panel members
- Maintain confidentiality of issues concerning companies applications

3. Assessment Panel

3.1. Composition of the Panel

The Assessment Panel shall consist of no less than three and no more than five members, appointed by the Accreditation Programme Manager after prior agreement with the Accreditation Advisory Group for their knowledge of professional practice, assessment processes, their understanding of the Code of Practice and the Design Standards, and having regard to stakeholder representation and geographic distribution.

Each member shall be appointed for a two year term with ability to be reappointed on completion of a term. Each panel member shall be required to sign a confidentiality agreement and cannot disclose any of the information used in the designs submitted by applicants.

A Panel Chair shall be appointed by the Accreditation Programme Manager each year for a one-year term with ability to be reappointed on completion of a term.

Assessment Panel members' names and affiliation shall be made known to applicants at the time of application. Applicants may, with a stated reason, request that a particular Assessment Panel member not assess their application. Such requests shall be made through the Administrator.

Assessment Panel members shall declare any conflict of interest, including any commercial association with an applicant for accreditation, and shall not assess that application. The Accreditation Programme Manager shall have the power to appoint a replacement Accreditation Panel member to act when a panel member is requested by applicant to stand down or if a panel member declares a conflict of interest. This would be to ensure that a specific area of expertise on the panel is not compromised.

3.2. Terms of Reference

The Assessment Panel shall convene as required (Part 5.2 refers) and its terms of reference shall include but not be limited to:

- Assess accreditation applications from organisations in accordance with assessment criteria (Part 6 refers) and procedures and processes set by the Accreditation Programme Manager as documented in the Accreditation Programme Document listed on the effluent accreditation website or the Assessment Panel itself.
- Make recommendations to the Accreditation Programme Manager for the approval, suspension and termination of accreditation and relevant status on the FDES Design Accredited Register.
- Make recommendations to the Accreditation Advisory Group regarding the criteria, processes and procedures required for accreditation and approval.

- Advise the Accreditation Advisory Group in respect of any other such matters as the Accreditation Advisory Group may determine.

3.3. Modus Operandi

Assessment Panel meetings may be held face to face or in any other format as mutually agreed by the Assessment Panel and approved by the Accreditation Programme Manager.

Assessment Panel accreditation recommendations shall be made to the Accreditation Programme Manager. The Assessment Panel shall seek to reach unanimous agreement by consensus. Where a recommendation is approved by majority rather than unanimously this shall be noted when the approved recommendation is reported to the Accreditation Programme Manager.

Where the Accreditation Programme Manager does not accept an Assessment Panel accreditation recommendation, the recommendation shall be returned to the Assessment Panel with reasons given. The Assessment Panel shall review their recommendation and shall submit a subsequent recommendation to the Accreditation Programme Manager.

For each quarterly meeting of the Accreditation Advisory Group, the Accreditation Programme Manager shall provide a summary of companies that have applied for accreditation and recommendations proposed for accreditation.

The final decision in any case shall rest with the Accreditation Programme Manager.

4. Accreditation Programme Manager

The Administrator shall:

- Service the Accreditation Advisory Group by calling for meetings and preparation of minutes from meeting.
- Contract the services of the Assessment Panel.
- Service and provide a report of Assessment Panel activities and recommendations. The report to be made available to the Accreditation Advisory Group for each Accreditation round.
- Hold the agreement with the Accredited Organisation, including the terms and conditions for the use of the FDES Design Accreditation name and logo
- Provide annually, to the Accreditation Advisory Group, details of the financial activities, including income received from accreditation fees and the accreditation programme costs

Address: FDES Design Accreditation
C/o Irrigation NZ
6 Sonter Road
Wigram
Christchurch, 8042

Phone: 03 341 2225

E-mail: farmdairyeffluent@irrigationnz.co.nz

Website: www.effluentaccreditation.co.nz

5. Accreditation Application Process

5.1. Initiating the Application Process

Organisations seeking FDES Design Accreditation shall contact the FDES Design Accreditation Administrator.

Address: FDES Design Accreditation
C/o Irrigation NZ
6 Sonter Road
Wigram
Christchurch, 8042

Phone: 03 341 2225

E-mail: farmdairyeffluent@irrigationnz.co.nz

Website: www.effluentaccreditation.co.nz

Applicants can download the application details from the Accreditation Programme website or, on request, may be sent an application pack electronically or by mail.

The application pack will contain the following documents:

- Outline of Accreditation Programme
- Application form to be completed (Appendix B)
- Accreditation Agreement outlining conditions of the participation in the Accreditation Programme to be signed and returned (Appendix E)
- Quality Assurance Form to be completed (Appendix C)
- Assessment criteria; including checklist that Assessment Panel shall use to evaluate application (Appendix D).

Accreditation is assessed and granted at an organisation level. Applicants shall submit:

- Two separate farm dairy effluent system designs prepared in accordance with the assessment criteria checklist.
- Quality Assurance Form with evidence of systems/procedures in place.

Applicants are strongly recommended to have some staff trained through the “Farm Dairy Effluent: Systems Design and Management” training course offered through Massey University or an equivalent training course that may be offered by other providers in the future. This course provides an overview of the requirements for design.

5.2. Frequency and Timelines

Dates shall be announced on the Accreditation Programme website two months prior to application due dates and through the DairyNZ “Spreading the Word” e-newsletter. Register to receive “Spreading the Word” by contacting DairyNZ on 0800DairyNZ.

5.3. Submitting applications

Completed applications shall be submitted to the Administrator by midnight of the specified date. No late applications shall be accepted. Applicants shall submit a hard copy and an electronic copy of each design to the email address of the Administrator.

Late or incomplete applications shall be held over until the following application date.

The application shall be accompanied by payment of the requisite Application Fee. The Application Fee is payable to the Administrator and shall be held by the Administrator in a separate account for the sole purpose of administering the Accreditation Programme. The fee shall be clearly shown on the FDES Design Accreditation website and will also be included in the application agreement.

Upon receipt of an application, an acknowledgement of receipt and anticipated assessment timeframe shall be sent to the applicant by email. The assessment timeframe is expected to be less than three months.

Address: FDES Design Accreditation
C/o Irrigation NZ
6 Sonter Road
Wigram
Christchurch, 8042

Phone: 03 341 2225

E-mail: farmdairyeffluent@irrigationnz.co.nz

Website: www.effluentaccreditation.co.nz

5.4. Processing applications

All correspondence with applicants shall be through the FDES Design Accreditation Administrator. Applicants shall not approach individual Assessment Panel members for their comments.

The Assessment Panel shall consider each application against the criteria specified in the Assessment Criteria document, attached as Appendix D. A general summary of the process is provided in Part 6.

Where the Accreditation Programme Manager does not accept an Assessment Panel accreditation recommendation, the recommendation shall be returned to the Assessment Panel with reasons given. The Assessment Panel shall review their recommendation and shall submit a subsequent

recommendation to the Accreditation Programme Manager within one month. The final decision of any application shall rest with the Accreditation Programme Manager.

If approved, accreditation shall be conferred and a printed Accreditation Certificate will be issued to the applicant.

Any organisation not approved for accreditation shall be notified and offered the opportunity to improve their application by the prompt clarification of any points raised. No more than two extra requests for information are allowed.

The cost for applicants is based on an assessment by the panel and one return assessment. If an applicant submits an excellent application and does not require a return assessment then they will be reimbursed for this reduced cost of their application.

If the applicant does not still satisfy the assessment panel within the two extra calls for information then they will be declined and not able to resubmit an application for 6 months. They must resubmit two new designs and a new application fee.

Reasons for rejection of application shall be provided in writing to the organisation.

5.5. Accreditation period

Accreditation status shall be granted for a period of two years from the date of notification.

All organisations that are granted accreditation will be listed on the Accreditation Programme website as Farm Dairy Effluent System Design Accredited and will be recorded on the FDES Design Accredited Register and have the right to use the "FDES Design Accredited" logo and name (Part 7 refers).

5.6. Renewal of Accreditation

At the end of the two year accreditation period, the organisation must apply to renew their accreditation.

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.

The Administrator will notify the accredited organisation of its accreditation renewal date three months prior, and inform the organisation of the renewal process and the panellist who will undertake the renewal assessment.

A full description of the Renewal process is outlined in Appendix F.

The panel member shall:

- assess the Quality Assurance programme paperwork
- assess a sample of recent designs completion by the organisation
- Review system commissioning reports
- review complaints received by the Accreditation Programme Manager
- Make recommendation to the FDES Design Accreditation Programme Manager regarding renewal of accreditation for another two year period.

The Accreditation Programme Manager shall determine whether an organisation's accreditation shall be renewed.

An organisation whose renewal is not granted shall receive notification of this in writing. Full details on the renewal process are outlined in Appendix xx (to be inserted once completed)

6. Assessment Criteria

There are two aspects to assessment for the purposes of gaining accreditation. The Applicant must provide evidence that:

- Quality assurance systems and procedures are used in the Applicant's organisation.
- The effluent system designs submitted as evidence of design competence are of an acceptable standard (based on the Farm Dairy Effluent Design Standards and Code of Practice).

6.1. Quality Assurance Systems

The Applicant must complete the Quality Assurance Form provided with the application (Appendix C.) The applicant needs to describe the documentation of the processes and systems operating in their organisation under the following headings:

- Documentation of Quality Policy
- Knowledge of relevant regulations and consistency with the Farm Dairy Effluent Design Standards and Code of Practice
- Internal auditing of quality
- Record keeping
- Corrective Action
- Complaint Handling
- Staff training

6.2. Effluent System Design

Applicants are required to provide dairy effluent system designs for **TWO** separate farms, with each system being fit for purpose. The designs must conform to the FDE Design Code of Practice and Standards.

All designs will be assessed against the criteria presented in Appendix D.

Confidentiality of all designs submitted will be assured. The applicant's designs will be kept by the Administrator for auditing purposes and for reference should any future complaints arise.

7. Use of Farm Dairy Effluent System Design Accreditation Logo

The logo and name “FDES Design Accredited” is held by the Administrator of the Accreditation Programme.

Organisations that are current members of the FDES Design Accredited Register shall be granted permission to use the FDES Design Accredited logo and name.

The following Terms and Conditions of Use, of the logo and name, protect and enhance the identity, integrity and credibility of the Accreditation programme.

- Maintenance of accreditation enables the organisation to use the logo and name “Farm Dairy Effluent System Design Accredited”.
- Only currently accredited organisations may use the logo or name. The logo and name shall not be used by suspended or lapsed organisations, or any other person or organisation.
- Accredited organisations will be listed on the Farm Dairy Effluent Systems Design Accreditation Programme website under the list of accredited organisations and this Register will be maintained by the Administrator. Other organisations may provide links to this information. Accredited Organisations listed on the Register may have a link to their own website from the Register page.
- Accredited organisations may reproduce the logo only in the style and colour specifications as provided by the Administrator. Accredited organisations shall be required to discontinue use of the logo if they do not comply with these specifications.
- The logo and name may be used to promote business and be used in articles, magazines, brochures, publications, web sites, etc. Such use must not be detrimental to the interests of the Accreditation Programme.
- An organisation whose accreditation is terminated shall discontinue the use of the logo and remove the logo and name from all documents including websites, official promotional brochures and company letterhead within 5 working days.
- Accredited organisations that breach these rules may have all their rights of accreditation and brand use revoked indefinitely.
- The Accreditation Programme Manager shall have full power to interpret the provisions of the logo and name rules of use and such decision shall be final.

8. Suspension and Termination of Accreditation

8.1. Suspension of Accreditation

An accredited organisation's accreditation may be suspended by the Accreditation Programme Manager when:

- An investigation into a complaint is underway, the Board having first confirmed reasonable grounds for complaint;
- An organisation has made incorrect use of the logo and name;

A suspended organisation shall not use the FDES Design Accredited name or logo in any new promotional material. The organisation shall be advised by the Accreditation Programme Manager of the reasons for the suspension the period of suspension and the conditions under which accreditation may be reinstated ("Suspension Notice").

Reinstatement of the organisation's accreditation shall only occur when the organisation has been confirmed as having met the conditions for reinstatement, as stated in the Suspension Notice.

All communication relating to the suspension and the reinstatement of accreditation of an organisation shall be in writing from the Accreditation Programme Manager through the Administrator and where appropriate, copied to all affected parties.

8.2. Termination of Accreditation

An organisation's accreditation may be terminated by the Accreditation Programme Manager where -

- Required corrective actions are not implemented within agreed timeframes;
- Records or other information submitted to the Accreditation Programme Manager or Assessment Panel are found to have been falsified
- An investigation finds the accredited organisation to be negligent;
- In the opinion of the Accreditation Programme Manager, the FDES Design Accredited name and logo is brought into disrepute.
- The organisation formally volunteers termination.

On termination all references made to the FDES Design Accredited name and/or logo in promotional material, websites, stationery, livery, or the like shall be removed immediately by the organisation whose accreditation has been terminated. Other conditions shall be applied by the Accreditation Programme Manager as it sees fit.

All communication relating to the termination of accreditation of an organisation shall be in writing from the Accreditation Programme Manager through the Administrator and where appropriate, copied to all affected parties.

8.3. Accreditation following Termination

Acceptance of the re-application for accreditation shall be at the discretion of the Accreditation Programme Manager. As a minimum, the organisation shall have to reapply for accreditation by the payment of a new application fee and the fulfilling of the accreditation application requirements.

- Termination of accreditation status on two occasions within a four year timeframe shall prevent the organisation regaining accreditation status for a period of two years.

Appendix A.- Glossary of Terms

“Accreditation” and “accredited” mean the status of an organisation successfully meeting all the criteria of the Accreditation Programme.

“Accreditation Certificate” means documentation provided by the Accreditation Programme Manager confirming the organisation’s accreditation.

Accreditation Advisory Group means the FDES Design Accreditation Advisory Group comprising representatives from DairyNZ, NZMPTA, IrrigationNZ. The Advisory Group shall co-opt an independent director.

Accreditation Programme Manager manages the Accreditation Programme including the granting, suspension and termination of organisation’s accreditation status after soliciting advice from the Accreditation Advisory Group.

“Administrator” and “Accreditation Administrator” means the entity providing administrative services to the Accreditation programme.

“Affected parties” means a party having brought a complaint against an Accredited Organisation which may include past or current clients of the Accredited Organisation.

“Applicant” and “applications” mean the organisation seeking accreditation and the documentation provided by an organisation to achieve this.

“Application Fee” means the fee payable by applicant organisations to have an application assessed for accreditation.

“Appropriate qualifications” means confirmation of completion of a course of study relevant to farm dairy effluent system design or material supplied from a training organisation recognised by industry.

“Assessment criteria” means the conditions or evidence an organisation is required to meet or submit, against which an organisation’s application shall be assessed.

“Assessment Criteria document” means a listing of assessment criteria and explanation of the assessment process. The document is under Appendix D.

“Assessment Panel” means the FDES Design Assessment Panel which assesses accreditation applications from organisations and makes recommendations regarding accreditation status to the Accreditation Governance Group. It comprising 3-5 industry experts appointed by the Accreditation Governance Group for their knowledge of professional practice, assessment processes and standards

“Auditable processes” means an organisation has a data recording system capable of providing evidence that its process has been operated as intended.

“Commercial association” means having a business transactional relationship with the applicant at the time the application is received or within the past 12 months“Commissioning reports” mean documentation issued by organisations to clients at the installation completion demonstrating that an

installed farm dairy effluent system is operating according to design plans “Design competence” means evidence that the farm dairy effluent systems designs are fit for purpose.

“Farm Dairy Effluent Design Standards”, “the Standards” and Farm Dairy Effluent Design Code of Practice” or “the Code” or “Code of Practice” means the documents compiled by an industry steering group and updated from time to time.

“FDE” means Farm Dairy Effluent.

“FDES” means Farm Dairy Effluent Systems.

“FDES Design Accredited” means the trademarked name licensed for use by an Accredited Organisation.

“FDES Design Accredited Register” means a published Register of all Accredited Organisations

“FDES Design Accreditation Programme” and “Accreditation Programme” mean the process developed with industry consultation by which an organisation can become accredited and rights arising from such accreditation.

“Fit for purpose” means an effluent system capable of achieving the six main objectives of the Code of Practice, as noted in the Overview of this document

“NZMPTA” means the New Zealand Milking and Pumping Trade Association Incorporated

“Organisation(s)” means any legal entity providing FDES design services, including but not limited to sole trader, partnership and company.

“Quality assurance systems” means processes and practices implemented by an organisation to ensure suitably skilled and qualified personnel check and approve key stages and final farm dairy effluent system designs.

“Shall”, for the purpose of this document, is used to indicate mandatory compliance with the requirement of the Accreditation programme

“Should”, for the purpose of this document, is used for discretionary requirements (ie advised or recommended).

“Stakeholder representation” means the major parties having an interest in the Accreditation Programme, including dairy effluent system design and supply organisations, dairy farmers, regional councils and milk processors.

“Suspension Notice” means a notice issued by the Accreditation Programme Manager, via the Accreditation Administrator, documenting requirements of an Accredited Organisation to cease utilising Accredited Organisation rights pending investigation of complaint or correction of an organisation’s deficiencies of obligation.

Appendix B - Application Form

Applicant Number

Organisation name:	
Contact name for service:	
Physical address:	
Postal address:	
Post code:	
Email address:	
Business telephone number:	
Cell phone number:	

Please ensure you check each row of the table below before returning your application.

As part of your application have you.....	Yes
Completed your contact details on the Application Form (Appendix B)	
Signed a copy of the Accreditation Agreement (Appendix E)	
Completed the Quality Assurance Systems Form (Appendix C)	
Submitted full details of TWO separate farm effluent designs (a hard copy and an electronic version (PDF preferred) of each)	
Checked both your designs against the Design checklist to ensure all aspects have been addressed? (Appendix D)	
Enclosed your application fee payment or made payment electronically?	

Appendix C - Quality Assurance

Applicants seeking FDES Design Accreditation need to demonstrate that a Quality Assurance (QA) System is active, including:

Quality Assurance Component	Comment
A Quality and Safety Policy	
Quality Indicators	
A Recording System	
Documented Corrective Action	
Documented Preventative Action	
Documented Internal Audit Programme	
Documented Management Reviews	

C 1 Quality Policy

This statement should explain what the applicants wants to achieve in respect to quality and safety and briefly, how it will be achieved.

C 2 Quality Indicators

The following are examples of Quality Indicators. This list may be regarded as the minimum requirement. Any of the following occurrences shall be recorded -

- Complaints and concerns from customers
- Complaints and concerns from the public
- Incidents and accidents in all facets of the business
- Complaints and concerns from staff
- Compliments from customers, staff or the public
- Audit findings
- Insurance claims

Quality Indicators are about identifying and satisfying the client's requirements and about avoiding any third party or adverse effects on the environment that could occur from the disposal of farm dairy effluent

C 3 Recording System

The key to a successful QA Programme is the recording system. This does not necessarily have to be elaborate. Whatever method is used it should provide the evidence that the quality and safety policies are active and effective.

A recording system includes a file where all corrective and preventative actions are filed along with the results of all audits and management reviews. All staff shall be encouraged to record defects/concerns/complaints using the QA Programme.

Applicants may elect to have a more elaborate system of recording that could be detailed in a Quality System Manual

C 4 Corrective Action

Actions taken to correct a problem must be recorded. This can be brief, and it is better to direct attention to correcting the problem rather than writing pages of what the corrective action was.

C 5 Preventative Action

A record of the action taken to prevent a re-occurrence of a problem should be kept, the amount of detail being consistent with the nature of the defect or incident.

C 6 Internal Audit Review

Internal audits (checks) confirm that continuing compliance with the rules and standards is achieved.

C 7 Management Review

A Management Review process means that the CEO of the operation checks to ensure that the programme is being carried out correctly, meets the requirements for FDES accreditation, and follows through the various corrective/preventative actions to see that they are achieving the high standard of quality required for accreditation. Management Reviews are best done immediately following each internal audit and shall be recorded as described in D3 above

Appendix D - FDES Design Accreditation Checklist (Version 2)

Assessor date:	
Assessor:	
Client Name:	
Reference Number:	

The purpose of the Farm Dairy Effluent System is to:

- *To capture all FDE*
- *To spread the FDE at a time that allows uptake by plants*
- *To uniformly spread the FDE to the desired depth, and at the desired intensity*
- *To control FDE applications to within the boundaries of the application area*
- *To ensure that FDE systems can be operated safely*
- *To comply with all regulatory requirements, including consent conditions*

Critical: A critical non-compliance is one where there is little or no evidence of compliance with the code and/or the design standard and there is a high risk of product/service not meeting specifications or a high risk of human safety or a high risk of environmental contamination or there is insufficient information for assessment purposes. A critical non-compliance attracts 25 penalty points

Major: A major non-compliance is one where there is significant departure from the code and/or the design standard and there is a high risk of product/service not meeting specifications or of environmental contamination or some risk to human safety or there is insufficient information for assessment purposes. A major non-compliance attracts five penalty points.

Minor: A minor non-compliance is a departure from the code and/or the design standard that does not risk the status of the product/service and not likely to risk environmental contamination nor risk human safety or there is insufficient information for assessment purposes. A minor non-compliance attracts two penalty points.

To be assessed as satisfactory for accreditation, a submitted design must have no more than 20 penalty points

A. Site Checklist

The first stage in the design of a farm dairy effluent system is to gather the necessary site specific information needed to complete a design. Designers may obtain the necessary site information from a number of sources.

No.	Classification	Item	Description	Relevant Section of the Code of Practice	Comments
A.1			Site Layout		
A.1.1	Critical	Map 1 (features)	Copy of the property map provided which includes: -property boundary -fences -surface drains -waterways -sensitive areas, protected areas or covenants on titles -houses -buildings	3.1	
A.1.2	Critical	Map 2 (landscape)	Copy of the property map provided which includes: -soil boundaries -changes in topography and slope -subsurface drainage and poorly drained areas		
A.1.3	Major	Infrastructure	Infrastructure elements that may affect the design of the FDE system are discussed (supporting the maps) including access roads and races, dairy shed and feedpad, other farm buildings, drains and ponds, windbreaks and fencing.	3.1	

A.1.4	Major	Land features	Land features that may affect the design of the FDE system, including land slope, gullies, surface water bodies, flood risks are identified and discussed.	3.1	
A.1.5	Major	Energy Source	The current power supply and source is discussed and limitations for future power demand assessed.	3.1	
A.1.6	Major	Water Supply	The current wash-down water supply is discussed and limitations for future use are assessed.	3.1	
A.2			Soils Information		
A.2.1	Critical	Soil Type	The soil name has been determined (with the source provided) and its texture stated. Soil boundaries should be located on a map. The risk status of the soil has been identified according to the risk categories.	3.3	
A.2.2	Minor	Soil confirmation	Demonstration that soils have been viewed and described is required. Photos are recommended to demonstrate soils have been viewed.	3.3	
A.2.3	Minor	Profile Available Water (PAW)	Based on soil texture and soil observations, available water holding capacity is determined for each soil on the FDE block with the source identified. Page 12 of the FDE CoP contains the ranges. Alternatively actual field measurements should be stated.	3.3	
A.2.4	Major	Infiltration Rate	The soil infiltration has been provided for each soil to be irrigated on the FDE block with the source identified. Should be quoted in mm/hr and note where this figure has been derived from.	3.3	
A.2.5	Major	Drainage	Management of paddocks in the FDE block in which there are poor or enhanced drainage are discussed. This should include naturally occurring ponding areas and natural or artificial soil drainage.	3.3	

A.3			Climate Information		
A.3.1	Major	Rainfall and evapotranspiration	Local rainfall should be stated and an estimate of annual evapotranspiration provided. The Dairy Effluent Storage Calculator (DESC) can provide this information.	3.4	
A.3.2	Minor	Wind	The prevailing wind direction(s) have been identified.	3.4	
A.4			Farm Management Information		
A.4.1	Major	Animal Numbers	The average number of cows milked in the farm dairy throughout the season is presented.	3.5	
A.4.2	Major	Milking Schedule	The number of milkings per day and the number of days milking for the season are presented.	3.5	
A.4.3	Major	Wash-water Use	For existing systems, the type of wash-down system and the daily water use is provided.	3.5	
A.4.4	Minor	Process Control	The extent of automation and use of technology the farmer currently uses is discussed and how this fits into the farm effluent management system.	3.5	
A.4.5	Critical	Health & Safety	Any health and safety issues associated with the current system are identified, along with issues that may influence future design.	3.5	
A.5			Future Changes		
A.5.1	Critical	Future Flexibility	<p>Future changes to the farming operation are identified and implicates to future design are discussed. These include, but are not limited to:</p> <ul style="list-style-type: none"> -Changes in cow numbers -Changes in farm size -Changes in shed design, layout and washdown -Addition of feedpads, standoff pads, silage stacks 	3.5	

			-Redundancy in system design to provide for seasonal and year to year variation in cow numbers, feeding and management. The timing of any changes are presented.		
A.6			Regulatory Requirements		
A.6.1	Critical	Council rules (regional and district)	<p>Regional and District Council rules that relate to the FDE system have been identified and presented. This includes consideration and listing of, but not limited to, rules covering:</p> <ul style="list-style-type: none"> -FDE discharges (loading rates and separation distances) (Regional Council) -FDE related building and structures (District Council) -separation distances for structures (District Council) -water supply limitations (Regional Council) -storage requirements (Regional and District Councils) -earthworks (Regional and District Councils) <p>The rules, and if a current consent is required, this should be provided with the design.</p>	3.6	
A.6.2	Major	Food safety	Demonstrates that the design complies with Food Safety Regulations		

B. Design Performance Parameters

The second stage in designing a farm dairy effluent system is to determine the level of performance the future system must achieve if local regulations, consent conditions and the needs of the purchaser are to be met. Some of the parameters described in this section are interdependent on one or more of other parameters. There is a need to cross check input information, calculated values, resource consent requirements and farm management requirements.

No.	Classification	Item	Description	Relevant Section of the Code of Practice	Comments
B.1			FDE Characteristics		
B.1.1	Critical	Sources of effluent	All sources of farm dairy effluent are identified including inside the farm dairy, any standoff areas, feedpads, animal housing areas, underpasses, silage stacks, milk storage areas (s) and tanker apron. The sources relevant to just this design are identified.	3.2	
B.1.2	Critical	Nutrient content	A table has been produced which presents the concentration and annual mass of nutrients produced e.g. nitrogen concentration (g N/m^3) and nitrogen mass (kg N/y). The source of the information should be provided. At a minimum nitrogen, phosphorus and potassium shall be included.	3.2	
B.1.3	Critical	FDE Production	The amount of FDE that will be produced each day and year is presented with workings to show how it was calculated.	3.2	
B.1.4	Minor	Solids Content	The solid content of the FDE (after separation if used) is presented.	3.2	

B.2			Sizing Land Application Area		
B.2.1	Critical	Minimum area	The minimum area of application has been determined using a nutrient budget. A copy of the nutrient budget is attached to the report which shows the nitrogen losses and potassium loading on the effluent block (e.g. Overseer Effluent Block report and Nitrogen report).	4.1/4.2	
B.2.2	Minor	Potassium	Animal Health effects of potassium are discussed.	4.1/4.2	
B.3			Application Depth		
B.3.1	Critical	Depth	The maximum application depth has been determined and is matched to soil properties. Seasonal characteristics and topography that may influence the application depth have been discussed.	4.3	
B.3.2	Major	Range	Where a variable depth is to be applied during the season, the reasons for this change (such as soil moisture) are clearly stated. Sufficient information should be provided which demonstrates a clear process that justifies the change from one depth to another (i.e. might be based on the use of soil moisture information).	4.3	

C. System Design

The third stage in designing a farm dairy effluent system is to select components and create detailed plans describing how the system will achieve the design specifications.

No.	Classification	Item	Description	Relevant Section of the Code of Practice	Comments
C.1			System Design Map		
C.1.1	Critical	Map 3 (Proposed system)	<p>Copy of the property map provided which includes:</p> <ul style="list-style-type: none"> -existing FDE infrastructure (clearly labelled) -proposed FDE infrastructure (clearly labelled) including stone trap, ponds, sumps, pipelines, hydrants, irrigator runs -setbacks and buffers (to waterways, boundaries, houses, shed, etc.) -location of feedpads, silage pits, underpasses and other sources contributing to the FDE system <p>Potential areas for new infrastructures are discussed and shown on map</p>		
C.2			FDE Collection		
C.2.1	Major	Storm water runoff	Describe how the storm-water runoff from areas that do not come in contact with FDE are diverted away from the FDE system unless required (e.g. shed and yard roofs).	5.8	

C.2.2	Critical	Collection of FDE	Clearly describe which sources of FDE are collected for this design and it is also stated which other sources of FDE are not included in this design (eg underpasses)	5.8	
C.3			Stone Trap		
C.3.1	Major	Stone trap	Describe how the stone bunker is designed efficiently to allow settling of sand and other unwanted items	5.5	
C.4			Solids separation (if used)		
C.4.1	Major	Separation assessed	The basis and need for solids separation is explained.	4.5	
C.4.2	Minor	Efficiency	Particle sizes to be removed have been determined and specified.	4.5	
C.5			Solids Storage		
C.5.1	Major	Solids storage	Calculated solids storage accounts for volume accumulated during adverse climatic and soil conditions (show calculations)	5.5	
C.5.2	Major	Drainage	Angle for repose of material with gravity drainage where possible to effluent collection (i.e. back to sand trap or pumped elsewhere).	5.5	
C.5.3	Critical	Regulation	Minimum separation distances are maintained between effluent solids storage and milk shed. All regulatory requirements met including food safety (eg demonstrate knowledge of NZCP1)	5.5	

C.6			Liquid FDE Pumping		
C.6.1	Minor	Corrosion resistant	A description is provided which details how the inlet and conveyance structures are protected against the corrosive nature of FDE.	5.7	
C.6.2	Major	Pumping rate	Demonstrate the basis determining the FDE pumping rate and how this rate is influenced by the irrigator specified, soil infiltration rate, liquid storage volume and FDE production rate. Should include head-loss calculations .	5.6	
C.6.3	Minor	Solid adjustment	Clearly identify the expected solid content of the FDE and demonstrate how the solid content results in an adjustment to the headloss calculations for the system.	5.7	
C.6.4	Major	Water velocity	Provide calculations which demonstrate that the flow velocities in the largest diameter pipes are sufficient to ensure solids do not settle.	5.7	
C.6.5	Minor	Pump selection	A description is provided which demonstrates how the FDE pump has been selected. Should include matching of pump and system curves.		
C.6.6	Minor	Pump Motor Efficiency	A clear statement is provided which demonstrates how the pump motor efficiency meets minimum energy performance standards in AS/NZS 1359.5:2004	5.7	
C.6.7	Major	Pressure variation	Demonstrate that the total pressure variation at the applicator(s) does not vary by 20% of design operating pressure at any hydrant and that the total pressure variation at the applicator(s) does not vary by 15% of design operating pressure over 80% of outlet positions		

C.7			Land Application Design		
C.7.1	Critical	Land applicator specifications	<p>A summary table of the land applicator is provided which details, but is not limited to:</p> <ul style="list-style-type: none"> -Application rate(s) -Application depth(s) - Application uniformity -Travel speed(s) -Run length -Shut off/shut down mechanism -Wetted width -Operating pressure range and design pressure -Design discharge rate and discharge range -Nozzle size <p>Irrigator spec sheet may include some of this information but all needs to be provided</p>		
C.7.2	Major	Pumping rate	A clear statement is provided which confirms that the FDE pumping rate matches the irrigator proposed.	5.6	
C.7.3	Critical	Application depth	Nominate a target application depth and demonstration how the applied depth has been adjusted in consideration of the DU of the applicator (as detailed in equation 8 of the Code of Practice).	5.1	
C.7.4	Major	Application rate	Demonstrate that the average application rate is less than the soil infiltration rate.	5.1	
C.7.5	Minor	Effect of solids	Demonstrate how the solids content of the FDE has been taken into account when considering the impact on the soil infiltration rate.	4.4	
C.8			Storage Sizing		

C.8.1	Critical	Total volume	Specify the total storage volume required, method used to calculate the volume and the input parameters used to calculate the volume. If volume determined by Dairy Effluent Storage Calculator (DESC) attach printout and present parameters used to obtain volume (m ³).	4.6/5.4	
C.8.2	Major	Depths	A summary of pond dimensions, including: -Internal surface dimensions -Total depth -freeboard -maximum sludge depth -workable volume	4.6/5.4	
C.8.3	Major	Construction	Describe the planned storage system (pond or tank) and recommendations for liner selection, gas venting and drainage		
C.8.4	Major	Intermediate storage	Describe the consequence of pump failure and the measures used to avoid pond/sump overflows through the use of back up storage.	4.6/5.4	
C.8.5	Minor	Pond agitation	If recommending stirring for pond or tank, describe planned system to minimise the settling of pond solids.		
C.9			Flow Control		
C.9.1	Critical	Shut down	Describe how discharges to the FDE block are to be managed and/or stopped when there is a: -power outage -pump failure -mainline blockage -mainline breakage -hydrant failure		

			-irrigator blockage -irrigator obstruction -extreme wet weather event		
C.9.2	Major	Siphoning and drainage	Describe how unintended siphoning of storage and drainage of the mainline is prevented	5.14	
C.9.3	Major	No contamination	Describe how backflow prevention is used to ensure FDE cannot contaminate any fresh water source	5.14	
C.10			Monitoring and Control		
C.10.1	Major	Pump pressure cut-offs	Discuss the type and method of operation of high and low pressure cut-offs on the irrigator pump system	5.14	
C.10.2	Critical	Traveller cut-offs	Detail how the applicator system stops discharging if the travelling applicator has stopped moving for more than 5 minutes	5.14	
C.10.3	Critical	Fixed system cut-offs	For fixed (stationary) applicators detail are provided as to how the application depth is limited.	5.14	
C.10.4	Minor	Storage units alarms	Provide a summary of how high level alarms are used in any pump sump and storage facilities. Indicate the method of warning, its effectiveness and who and how the alarm will be responded to.		
C.10.5	Minor	Water level measurement	Describe the means of regular monitoring of FDE levels in the sump and storage.	5.14	
C.11			Safety considerations		
C.11.1	Major	Signage	Describe how signage is used to ensure the safety of operators and maintainers.	5.15	

C.11.2	Major	Guards	Describe where and how machinery and electrical guards are used to ensure the safety of operators and maintainers. The description shall state that all moving parts have some form of protection.	5.15	
C.11.3	Major	Earthing	A statement is provided that confirms that all electrical equipment has been or requires earthing and compliance with the appropriate electrical standards.	5.15	
C.11.4	Critical	Pond fencing	A description is to be provided on the type of fencing recommended around any sump or pond. Where fencing is not used alternative access restrictions to prevent drowning should be stated.	5.15	
C.11.6	Critical	Pontoons stabilised	Describe how any pontoon or accessible floating structure is stabilised and meets Department of Labour requirements.	5.15	
C.11.7	Critical	Pond safety exit	Describe how all sumps and ponds have emergency egress facilities installed e.g. ladders	5.15	
C.12			Operation, Maintenance and Labour requirements		
C.12.1	Minor	Pond emptying schedule	Provide a recommendation on how to manage the pond FDE level so as to ensure maximum storage capacity is available at critical times of the year (provide schedule of irrigation or attach inputs into Dairy Effluent Storage Calculator)		
C.12.2	Major	Pond emptying method	Provide a recommended process for removing solids from the pond, including the equipment to be used.		
C.12.3	Critical	Operation , Maintenance and labour	Provides a schedule of operation, maintenance and labour requirements for each component in the design. A table is the best way to provide this information with a column		

			<p>for each (operation, maintenance, labour) and the infrastructure listed below as rows.</p> <p>This should include daily, weekly, monthly or annual checks required to the following components (if included) of the design:</p> <ul style="list-style-type: none"> -stone trap -sumps -pumps -level gauges, alarms and pressure switches -solid separators -solid bunkers -mainlines -hydrants -irrigators <p>The irrigator summary shall detail requirements to shift and set up the irrigator at the start of a run, soil and climate (rainfall and wind) conditions when irrigation should not occur, and consideration of boundaries and buffers.</p>		
C.12.4	Minor	Training	A summary of the level of skill required to run the system associated with the design is provided. This should include any training required for current and new farm staff.		
C.13			Energy Requirements		
C.13.1	Minor	Energy rating	Demonstrates and provides calculations showing the energy rating (kW) of pumps and other electrical equipment used. Includes an estimate of the annual electrical cost for running the system.	5.16	

Appendix E - Accreditation Agreement

APPLICATION FOR FARM DAIRY EFFLUENT SYSTEM DESIGN ACCREDITATION

AGREEMENT

This agreement between

(“the Applicant”)

(Please write your organisation’s name above)

AND

INZ Accreditation Limited (“APM”), being the licensee of the Farm Dairy Effluent System (“FDES”) Design Accreditation Programme (“the Programme”)

Terms and Conditions

1. Accreditation

- 1.1 The Applicant is applying to the APM for accreditation under procedures set by the FDES Advisory Group and administered by the APM.
- 1.2 By applying for Farm Dairy Effluent System Design Accreditation the Applicant acknowledges they have agreed to the Terms and Conditions set out in this Accreditation Agreement.
- 1.3 The Applicant warrants it is in the business of designing on farm dairy effluent systems for New Zealand dairy farms.
- 1.4 In consideration of the grant of FDES accreditation and license to use the FDES logo and name, the Applicant hereby agrees that if the Applicant’s application is approved the Applicant will:
 - a) Operate in accordance with the rules and standards detailed in the FDES Design Accreditation agreement conditions (as set out in Schedule 1).
 - b) Accept as final and binding, any decision taken in relation to accreditation (including suspension or termination of accreditation) by the APM.

c) Promptly pay all fees (as set out in Schedule 2).

1.5 The Applicant agrees that its application for accreditation will be determined by the APM in its sole discretion.

1.6 The Applicant agrees that any revocation or suspension of its accreditation (if granted) will be at the sole discretion of the APM.

2. Termination

2.1 The Applicant may voluntarily terminate this Accreditation Agreement at any time by providing written notice to the APM.

2.2 This Accreditation Agreement will automatically terminate two (2) years after the date on which accreditation (if any) is granted to the Applicant.

2.3 The APM may terminate this Accreditation Agreement at any time by giving seven days written notice to the Applicant in the event the Applicant:

a) Fails to make any payment due under this Accreditation Agreement on the due date;

b) Becomes, threatens, or resolves to dissolve or is in jeopardy of dissolving;

c) Breaches this Accreditation Agreement or commits any act that brings the Programme, the APM, or the FDES Advisory Group into disrepute (all as determined by the APM in its sole discretion).

2.4 Immediately upon termination (whether by voluntary termination by the Applicant or termination by the APM) the Applicant must no longer use the FDES Design Accredited logo or name or promote itself as having or having had FDES Design Accreditation.

3. No Liability

To the maximum extent permitted by law, the APM, the entities appointing the persons comprising the FDES Advisory Group (which, as at the date of this Accreditation Agreement, are INZ Accreditations Limited, New Zealand Milking and Pumping Trade Association Incorporated and DairyNZ Accreditation Limited), the members for the time being and from time of the FDES Advisory Group or the Assessment Panel, DairyNZ Limited, and the directors, agents, employees, or contractors of all or any of the above shall not be liable to the Applicant (whether in contract, tort (including negligence), at common law, in equity, or under any statute, regulation or by-law or otherwise) for any loss (including indirect and consequential loss), damage, claim, proceedings, or costs suffered or incurred by the Applicant arising directly or indirectly from or as a result of any act or omission of the persons or entities listed above including, without limitation, in connection with the Applicant not obtaining accreditation, the Applicant's accreditation (if granted) being suspended or revoked, and any complaint received in respect of the Applicant. The Applicant agrees that the above exclusion of liability clause confers a benefit on the entities or persons listed above and is enforceable by each of them in accordance with the Contracts (Privity) Act 1982.

4. Privacy

4.1. For the purposes of the Privacy Act 1993 (where applicable), the Applicant agrees that:

- a) Information is being collected about the manner of operation of the Applicant's business in order that:
 - a database can be established and held at the APM's office;
 - the name and contact details of FDES Design Accredited organisations can be incorporated in the FDES Design Accredited Register and published on the FDES Design Accreditation website www.effluentaccreditation.co.nz ("the website").
 - all information obtained in respect of the Applicant will be made available to the FDES Advisory Group and/or the Assessment Panel from time to time.
- b) That the Applicant has the right of access to all such material pertaining to their operation and accreditation application (other than evaluative material) and has, if necessary, the right to correct it.

5. Conflicts of Interest

5.1. Where the Applicant:

- a) believes, on reasonable grounds, that the Applicant's application should not be considered by one or more members of the Assessment Panel because that member(s) would have or is likely to have a conflict of interest in doing so; and
- b) has notified the APM in writing of such belief before or at the same time as the Applicant has signed this Agreement

then the APM will use reasonable endeavours to ensure that such member(s) do not consider the Applicant's application.

5.2. Examples of where a conflict of interest would arise include where a member of the Assessment Panel is an applicant (or is a director, agent, employee, or customer of, or a contractor or supplier to, an applicant) or is a competitor of an applicant (or is a director, agent, employee, or customer of, or a contractor or supplier to, a competitor of an applicant)

6. Miscellaneous

- 6.1. If any term of this Agreement is held to be illegal, invalid or unenforceable for any reason whatsoever including, but without limitation, legislation or other provisions having the force of law or any decision of any court or other body or authority having jurisdiction, such term will be deemed to be deleted from this Agreement.
- 6.2. This Agreement is governed by the laws of New Zealand and the parties agree to submit to the jurisdiction of the New Zealand courts.
- 6.3. This Agreement may only be varied by agreement in writing between the parties.

- 6.4. “FDES Advisory Group” means the individuals for the time being and from time to time comprising or appointed to such either by the APM or any subsequent or other person or entity having the legal right to make such appointment(s).
- 6.5. “Assessment Panel” means the individuals for the time being and from time to time comprising or appointed to such by the APM.

Signed by:

Full name:

Position:

Date:

ACCEPTED BY

INZ Accreditation Limited

DATED this _____ day of _____ 20____

Appendix F – FDES Renewal of Accreditation

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 **three** 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.

Appendix F1 – FDES Application Form for Renewal of Accreditation

Applicant Number

Organisation name:	
Contact name for service:	
Physical address:	
Email address:	
Business telephone number:	
Cell phone number:	
Nominated person to be available for the audit:	
Physical address for audit meeting:	
Email address:	
Cell phone number:	

Please verify that prior to the on-site visit by the Accreditation Assessment Panel member that your organisation has available:

- 1. Completed Quality Assurance records**
- 2. A documented design for a farm to be reviewed**
- 3. Two commissioning, operation and maintenance reports provided to farmers to review**

Appendix F2 – FDES Legal Agreement for Renewal of Accreditation

APPLICATION FOR RENEWAL OF FARM DAIRY EFFLUENT SYSTEM DESIGN ACCREDITATION AGREEMENT

This agreement between

(“the Applicant”)

(Please write your organisation’s name above)

AND

INZ Accreditation Limited (“APM”), being the licensee of the Farm Dairy Effluent System (“FDES”) Design Accreditation Programme (“the Programme”)

Terms and Conditions

1. Accreditation

- 1.1. The Applicant is applying to the APM for renewal of accreditation under procedures set by the FDES Advisory Group and administered by the APM.
- 1.2. By applying for renewal of Farm Dairy Effluent System Design Accreditation the Applicant acknowledges they have agreed to the Terms and Conditions set out in this Accreditation Agreement.
- 1.3. The Applicant warrants it is in the business of designing on farm dairy effluent systems for New Zealand dairy farms.
- 1.4. In consideration of the grant of FDES accreditation and license to use the FDES logo and name, the Applicant hereby agrees that if the Applicant’s application for renewal is approved the Applicant will:
 - a. Operate in accordance with the rules and standards detailed in the FDES Design Accreditation agreement conditions (as set out in Schedule 1).
 - b. Accept as final and binding, any decision taken in relation to accreditation (including suspension or termination of accreditation) by the APM.
 - c. Promptly pay all fees (as set out in Schedule 2).

1.5. The Applicant agrees that its application for renewal of accreditation will be determined by the APM in its sole discretion.

1.6. The Applicant agrees that any revocation or suspension of its accreditation (if granted) will be at the sole discretion of the APM.

2. Termination

2.1. The Applicant may voluntarily terminate this Accreditation Agreement at any time by providing written notice to the APM.

2.2. This Accreditation Agreement will automatically terminate three (3) years after the date on which renewal of accreditation (if any) is granted to the Applicant.

2.3. The APM may terminate this Accreditation Agreement at any time by giving seven days written notice to the Applicant in the event the Applicant:

- a. Fails to make any payment due under this Accreditation Agreement on the due date;
- b. Becomes, threatens, or resolves to dissolve or is in jeopardy of dissolving;
- c. Breaches this Accreditation Agreement or commits any act that brings the Programme, the APM, or the FDES Advisory Group into disrepute (all as determined by the APM in its sole discretion).

2.4. Immediately upon termination (whether by voluntary termination by the Applicant or termination by the APM) the Applicant must no longer use the FDES Design Accredited logo or name or promote itself as having or having had FDES Design Accreditation.

3. No Liability

3.1. To the maximum extent permitted by law, the APM, the entities appointing the persons comprising the FDES Advisory Group (which, as at the date of this Accreditation Agreement, are INZ Accreditations Limited, New Zealand Milking and Pumping Trade Association Incorporated and DairyNZ Accreditation Limited), the members for the time being and from time of the FDES Advisory Group or the Assessment Panel, DairyNZ Limited, and the directors, agents, employees, or contractors of all or any of the above shall not be liable to the Applicant (whether in contract, tort (including negligence), at common law, in equity, or under any statute, regulation or by-law or otherwise) for any loss (including indirect and

consequential loss), damage, claim, proceedings, or costs suffered or incurred by the Applicant arising directly or indirectly from or as a result of any act or omission of the persons or entities listed above including, without limitation, in connection with the Applicant not obtaining accreditation, the Applicant's accreditation (if granted) being suspended or revoked, and any complaint received in respect of the Applicant. The Applicant agrees that the above exclusion of liability clause confers a benefit on the entities or persons listed above and is enforceable by each of them in accordance with the Contracts (Privity) Act 1982.

4.1. For the purposes of the Privacy Act 1993 (where applicable), the Applicant agrees that:

- a. Information is being collected about the manner of operation of the Applicant's business in order that:
 - i. a database can be established and held at the APM's office;
 - ii. the name and contact details of FDES Design Accredited organisations can be incorporated in the FDES Design Accredited Register and published on the FDES Design Accreditation website www.ewfluentaccreditation.co.nz ("the website").
 - iii. all information obtained in respect of the Applicant will be made available to the FDES Advisory Group and/or the Assessment Panel from time to time.

4.2. That the Applicant has the right of access to all such material pertaining to their operation and accreditation application (other than evaluative material) and has, if necessary, the right to correct it.

5. Conflicts of Interest

5.1. Where the Applicant:

- a. believes, on reasonable grounds, that the Applicant's application should not be considered by one or more members of the Assessment Panel because that member(s) would have or is likely to have a conflict of interest in doing so; and
- b. has notified the APM in writing of such belief before or at the same time as the Applicant has signed this Agreement

then the APM will use reasonable endeavours to ensure that such member(s) do not consider the Applicant's application.

5.2. Examples of where a conflict of interest would arise include where a member of the Assessment Panel is an applicant (or is a director, agent, employee, or customer of, or a contractor or supplier to, an applicant) or is a competitor of an applicant (or is a director, agent, employee, or customer of, or a contractor or supplier to, a competitor of an applicant).

6. Miscellaneous

6.1. If any term of this Agreement is held to be illegal, invalid or unenforceable for any reason whatsoever including, but without limitation, legislation or other provisions having the force of law or any decision of any court or other body or authority having jurisdiction, such term will be deemed to be deleted from this Agreement. This Agreement is governed by the laws of New Zealand and the parties agree to submit to the jurisdiction of the New Zealand courts. This Agreement may only be varied by agreement in writing between the parties. "FDES Advisory Group" means the individuals for the time being and from time to time comprising or appointed to such either by the APM or any subsequent or other person or entity having the legal right to make such appointment(s). "Assessment Panel" means the individuals for the time being and from time to time comprising or appointed to such by the APM.

Signed by:

Full name:

Position:

Date:

ACCEPTED BY _____

INZ Accreditation Limited

DATED this _____ day of _____ 20__

Appendix F3 - 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.

Quality Assurance Component	Evidence	Comment
Training register	Check training registrar for staff	
Health and Safety	Check Health and Safety incidences reported and how dealt with.	
Quality Indicators	Did the organisation set up Project checklists? Check if being used for customer designs.	
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.	
Documented Corrective Action	Check if any complaints received and how handled	
Documented Internal Audit Programme	What programme is in place for checking calculations used in designs?	
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 feature	Evidence	Comment
Farm Map	Was a farm map(s) provided with clear outlines of existing infrastructure and detailed outline of effluent system design?	
Soil identification	How were the soil types determined and was their evidence of on-farm verification?	
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?	
Off-pasture systems	How was effluent from off-pasture systems such as feedpads and stand-off pads managed in the design?	

Regulatory requirements	Was their evidence of knowledge of regional and district council rules? Does the design comply with the property's discharge consent conditions?	
Nutrient budget	Does the nitrogen loading comply with the FDE discharge consent condition(s)?	
Irrigation system	Was the irrigation system recommended suitable for the soil type and effluent area used on farm?	
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

Table 4.1 Design and Install

Topics	Evidence	Comment
Training of staff to run effluent system	How was training provided to farm owner/staff on running the system?	
Safety recommendations	What safety features were installed with the system?	
Recording	What assistance was provided to farm for recording effluent application?	
Application depth	What checks were made on irrigation application depth?	
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 further review of design plus one extra design assessed

Topics	Evidence	Comment
Training of staff to operate the effluent system	What was recommended in the design around training needed to operate the designed system?	
Safety recommendations	What safety features were recommended?	
Storage	What storage options were recommended and why?	
Future Proofing	What future expansion/changes were discussed with client?	
Operation and Maintenance	What operation and maintenance assistance was provided to the farm?	