



# Renewal of Irrigation Design Accreditation

The document describes the process that will be followed for application for renewal of the Irrigation Design Accreditation. It includes details on the process and the checklist form that the assessment panel will follow during the audit (Appendix A).

## 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 Irrigation Design accreditation website (<http://irrigationaccreditation.co.nz/designaccreditation/> )
- 1.2. The renewal of Accreditation will involve an on-site audit visit by an 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 and agree to follow the process of the audit as described in point 1.7.
- 1.5. They must submit their application form within one month of the expiry of their accreditation.
- 1.6. The organisation must sign the Irrigation Design re-accreditation agreement.
- 1.7. 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.
- 1.8. 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:
  - Review the Quality Assurance records held by the organisation
  - Review a design completed by the organisation
  - Review system commissioning, operation and maintenance report
- 1.9. The Accreditation Programme Manager shall receive a written report from the assessment panel member with their recommendation for re-accreditation or any concerns raised.
- 1.9. The Accreditation Programme shall summarise the proposed actions from the audit. 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.

1.10. The re-accreditation will then be granted for a further **two** years.

1.11. 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 Directors and a decision provided to the organisation.

1.12. 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 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 A) 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 A: 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 report checklist

### 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 will include the topics below.

|     | Quality Assurance Component                   | Evidence   | Comment |
|-----|---|--|---------|
| 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   |         |
| 2.5 | Documented Corrective and Preventative Action | Check if any complaints received and how handled.<br><br>What steps were to taken to prevent problems in the future? |         |
| 2.6 | Documented Internal Audit Programme           | What programme is in place for internal audits which confirm compliance with rules and standards is achieved?        |         |
| 2.7 | Documented Management Reviews                 | Evidence of a management review process 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 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 | Site Layout             | Was a farm map(s) provided with clear outlines of existing infrastructure and detailed outline of irrigation design?                   |         |
| 3.2 | Soil identification     | How the soil types were determined and was there evidence of on-farm verification? Climate and water source considered.                |         |
| 3.3 | Regulatory Requirements | Does the design comply with the property's consent conditions? Was there evidence of knowledge of regional and district council rules? |         |
| 3.4 | Farm Management         | Evidence of discussion about crops being grown, fertigation or chemigation use, future flexibility?                                    |         |

|     |                               |  |  |
|-----|-------------------------------|--|--|
| 3.5 | Design Performance Parameters | The following key elements optimised; irrigated area, system capacity, flow rate, application depth    |  |
| 3.6 | Hydraulic Design              | Discuss how hydraulic design was optimised   |  |
| 3.7 | Pumping Stations              | How key operating parameters determined; duty efficiency, intakes and backflow prevention.             |  |
| 3.8 | Measurement and Monitoring    | Evidence appropriate devices installed such as flow meter, pressure gauges etc                         |  |
| 3.9 | Finalising Design Check       | Evidence of checking finalised design meets standards & code of practice and any deviations explained. |  |

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

This section is for the assessment panel member to review a commissioning, operation and maintenance report for a design 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 Irrigation 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 irrigation 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 and the following additional points for discussion.

|      | <b>Topics</b>                                      | <b>Evidence</b>   | <b>Comment</b> |
|------|--|---|----------------|
| 4.6  | Training of staff to operate the Irrigation system | What was recommended in the design around training needed to operate the designed system? |                |
| 4.7  | Safety recommendations                             | What safety features were recommended?  |                |
| 4.9  | Future Proofing                                    | What future expansion/changes were discussed with client?                                 |                |
| 4.10 | Soils discussion                                   | How were soils assessment factored into the design  |                |