

# Renewal Application Form for “Blue Tick” Accreditation

## Particulars of Applicant

*Organisation Details:*

Name of organisation: \_\_\_\_\_

Trading name (if applicable): \_\_\_\_\_

Postal address: \_\_\_\_\_

Physical address: \_\_\_\_\_

*Person acting on behalf of organisation:*

Full name: \_\_\_\_\_

Contact address: \_\_\_\_\_

Telephone: \_\_\_\_\_

e-mail address: \_\_\_\_\_

I acknowledge and agree on behalf of the Organisation that:

- 1 the Organisation is not in breach of the Accreditation Terms and Conditions;
- 2 the documentation, records, information (including without limitation, the description of the Organisation’s services) provided pursuant to the Organisation’s original approved “Blue Tick” Accreditation application remains true and correct and any and all changes have been previously notified to, and approved by, INZ Accreditation Limited; and
- 3 any variation to the Organisation’s activities and services will require the completion of a separate “Blue Tick” Accreditation application form.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date:

## ACCREDITATION TERMS AND CONDITIONS

### PARTIES

- (1) \_\_\_\_\_ (“the Applicant”)  
*(Please write your organisation’s name above)*
- (2) INZ Accreditation Limited (“the APM”).

### TERMS AND CONDITIONS

#### 1 Definitions

- 1.1 In these Terms, and any schedules to it, the following terms shall, unless the context otherwise admits or requires, have (with or without the definite article) the following meanings:

*Accredited Organisation* means a Blue Tick Accredited Organisation;

*APM* means INZ Accreditation Limited as the Accreditation Programme Manager;

*Applicant* means the party listed above or any party applying for accreditation under the Programme;

*Assessment Panel* means the panel and its members from time to time established to assess accreditation applications;

*INZ Incorporated* means Irrigation New Zealand Incorporated;

*Programme* means the Blue Tick Accreditation Programme;

*Register* means the Blue Tick Accreditation Register as set out in Section 1, Schedule 1;

*Terms* means these Terms and Conditions.

## 2 **Accreditation**

- 2.1 By applying for accreditation under the Programme administered by the APM you acknowledge that you have agreed to these Terms.
- 2.2 You further acknowledge that you are in the business of water measurement.
- 2.3 In consideration of the APM considering your application, you hereby agree that if the your application is approved you will:
- (a) operate in accordance and be bound by the conditions, rules and standards as set out in these Terms, Schedule 1 and as set by the APM from time to time;
  - (b) accept as final and binding, any decision taken in relation to accreditation (including the granting of accreditation, subsequent suspension or termination of accreditation) by the APM;
  - (c) comply with any audit requirements the APM puts in place now or in the future; and
  - (d) promptly pay all fees as set out in Section 5, Schedule 1.
- 2.4 You agree that its application for accreditation will be determined by the APM in their sole discretion and that the APM may receive advice and assistance in the accreditation process from the Assessment Panel.
- 2.5 You agree that any revocation or suspension of its accreditation (if granted) will be at the sole discretion of the APM.

## 3 **Suspension and Termination**

- 3.1 You acknowledge that the APM may suspend your accreditation on recommendation from the disciplinary committee as a result of a complaint laid through the Complaints and Disciplinary Procedure (the *Disciplinary Committee*).
- 3.2 You may voluntarily terminate your accreditation at any time by providing written notice to the APM.
- 3.3 Accreditation will automatically terminate two years after the date on which accreditation (if any) is granted to you.
- 3.4 The APM may terminate an your accreditation immediately by written notice to you if:
- (a) it is the recommendation from the Disciplinary Committee as a result of a complaint laid through the Complaints and Disciplinary Procedure;
  - (b) you becomes insolvent, enter into a scheme of arrangement with creditors (other than with the APM's consent), cease or threaten to cease to carry on all or a material part of your business, have a receiver appointed in respect of any or all of your assets or other steps are taken for your dissolution;
  - (c) you fail to comply with any guidelines, conditions, rules, policies or procedures as set down by the APM from time to time;
  - (d) you fail to make any payment due under these Terms on the due date;

- (e) you breach any of these Terms or commit any act that brings the Programme, the APM in disrepute (all as determined by the APM in its sole discretion).

3.5 Immediately upon termination (whether by voluntary termination by you or termination by the APM) you must no longer use the Programme logo or name or promote yourself as having or has having had Accreditation.

#### 4 **No Liability**

4.1 To the maximum extent permitted by law, the APM, the Assessment Panel, and the directors, agents, employees, or contractors of all or any of the above shall not be liable to you (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 you 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 you not obtaining accreditation, your accreditation (if granted) being suspended or revoked, and any complaint received in respect of you. You agree 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.

#### 5 **Professional Indemnity Insurance**

5.1 You must maintain professional indemnity insurance on appropriate terms and for appropriate coverage levels and amounts with reputable insurers throughout the period you are accredited. You will provide to the APM, whenever requested by the APM to do so, written evidence of compliance with the obligations of this clause.

#### 6 **Privacy**

6.1 For the purposes of the Privacy Act 1993 (where applicable), you agree that:

- (a) information is being collected about the manner of operation of your business in order that:
  - (i) a database can be established and held at the APM's office;
  - (ii) the name and contact details of Accredited Organisations can be incorporated in the Register and published on the [Blue Tick Accreditation website](#).
  - (iii) all information obtained in respect of you will be made available to the APM and/or the Assessment Panel from time to time.

6.2 You have the right of access to all such material pertaining to your accreditation application (other than evaluative material) and have, if necessary, the right to correct it.

#### 7 **Miscellaneous**

7.1 If any clause of these Terms 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 clause will be deemed to be deleted from these Terms.

7.2 These Terms supersede all prior negotiations, agreements, arrangements, discussions and understanding whether oral or written.

7.3 These Terms are governed by the laws of New Zealand and the parties agree to submit to the jurisdiction of the New Zealand courts.

- 7.4 These Terms may only be varied by agreement in writing between the parties.
- 7.5 Waiver of any of the clauses by the APM will only be effective if given in writing. If the APM waives any clause the waiver shall apply to and operate only in the particular transaction, dealing or matter in respect of which it was given, and will not affect the APM's rights under these Terms at any future time.
- 7.6 Each of the Parties agrees to execute such further documents and do such further things within its power as may reasonably be necessary from time to time to give effect to the conditions of these Terms.

**8 Acknowledgment**

- 8.1 The person signing these Terms declares that he/she is the duly authorised agent of the Applicant and has their authority to sign these Terms and bind the Applicant to these Terms.

**Signed by the Applicant:** \_\_\_\_\_

**Full name of person signing:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Schedule 1**

Section 1: Blue Tick Accredited Register

Section 2: Licence to use Programme logo and name

Section 3: Obligations as an Accredited Organisation

Section 4: Complaints and Disciplinary Procedure

Section 5: Accreditation Application and Renewal Fees

### Section 1: Blue Accredited Register

- 4 A website detailing the Programme has been established and is being maintained as a reference site (please see [here](#).)
- 5 Contact details of all Accredited Organisations will be listed on the website in a Blue Tick Accredited Register (the *Register*) and the Register shall be maintained by the APM. It shall be the responsibility of each Accredited Organisation to provide up to date contact details.
- 6 Contact details included in the Register shall be:
  - Name
  - Address(es)
  - Region(s)
  - Contact Person
  - Telephone number
  - Email address
  - Website
  - Company logo
- 7 You acknowledge that other Accredited Organisations or third party organisations may provide links to this information.

**Section 2: Licence to use Programme logo and name**

- 1 Upon obtaining accreditation, you will be granted permission to use the Programme logo and name "Blue Tick Accredited" on the following terms and conditions of use. These have been implemented to protect and enhance the identity, integrity, and credibility of the Programme.
- 2 You agree and acknowledge that all intellectual property rights in the Programme and the Programme logo, name and design is the sole and absolute property of INZ Incorporated.
- 3 You agree and acknowledge that your right to use the Programme logo, name, and design will immediately terminate if the APM or INZ Incorporated gives you notice that it no longer considers the Programme viable. This clause confers a benefit on INZ Incorporated and is enforceable by it in accordance with the Contracts (Privity) Act 1982.
- 4 The Programme logo and name shall not be used by suspended, lapsed, revoked or cancelled Accredited Organisations, or any other person or company.
- 5 You may only reproduce the Programme logo in accordance with the style guidelines and specifications provided by the APM from time to time.
- 6 The Programme logo and name may be used to promote business and be used in articles, magazines, brochures, publications, websites, etc. Such use must not be detrimental to the interests of the Programme (as determined by the APM in its sole discretion).
- 7 You shall pay the application fee and renewal fee (if applicable) as referred to in Section 5, Schedule 1.
- 8 An Accredited Organisation whose accreditation is terminated shall discontinue the use of the logo and name and remove the logo and name from all documents including websites, official promotional brochures, and company letterhead within five working days of notice of termination.
- 9 Accredited Organisations that breach these rules may have all rights of accreditation and brand use revoked indefinitely.
- 10 The APM shall have full power to interpret the provisions of the Programme logo and name rules of use and such decision shall be final.



### Section 3: Obligations as an Accredited Organisation

- 1 An Accredited Organisation shall install and/or verify meter systems for clients in accordance with the Guidelines for the Measurement and Reporting of Water Takes.
- 2 An Accredited Organisation warrants that for each water meter installation and/or verification provided to a client it will use systems and processes that comply with the Guidelines for the Measurement and Reporting of Water Takes on which its accreditation status was conferred.
- 3 An Accredited Organisation shall ensure that potential clients are made aware that accreditation relates solely to water meter installation and/or verification and on-going operation and maintenance are equally important to maintain accuracy.
- 4 The following written disclaimer (or any alternative written disclaimer notified by the APM to an Accredited organisation from time to time) must be included in client proposals and contracts where accreditation status is noted or implied):

“ \_\_\_\_\_ (the Installer and/or Verifier) was recognised as a Blue Tick Accredited Organisation after being independently assessed on (*insert date of accreditation*) as having systems and processes in place to ensure water measurement systems are installed and verified in accordance with the Guidelines for the Measurements and Reporting of Water Takes.

To the maximum extent permitted by law, the Accreditation Programme Manager (being INZ Accreditation Limited) (the *APM*) and the members for the time being and from time to time of the Blue Tick Accreditation Programme Assessment Panel, Irrigation New Zealand Incorporated and the directors, agents, employees or contractors of all or any of the above shall not be liable (whether in contract, tort (including negligence), at common law, in equity, or under any statute, regulation, by-law or otherwise) to any person (including, without limitation, any client or customer of the Designer) (the *Claimant*) for any loss (including indirect and consequential loss), damage, claim, proceedings or costs suffered or incurred by the Claimant directly or indirectly arising from or as a result of:

1. any act or omission of the Installer and/or Verifier
2. any reliance by the Claimant on the Installer and/or Verifier's accreditation; or
3. non-compliance of any metering system designed, installed or verified by the accredited company with the specifications for that system, the Guidelines for the Measurement and Reporting of Water Takes, the requirements of any territorial authority, regional council or other authority having jurisdiction or any required resource consent; or
4. any act or omission of the APM or the members for the time being and from time to time of the Blue Tick Accreditation Programme Assessment Panel including in respect of any complaint received or investigated by the APM.

Each client or customer of the Installer and/or Verifier agrees that the above exclusion of liability clause confers a benefit on those entities or persons listed above and is enforceable by each of them in accordance with the Contracts (Privity) Act 1982.”

- 5 Any Applicant not approved for accreditation shall be notified and reasons for rejection of the application shall be provided in writing. The APM's decision is final and binding; however the unsuccessful Applicant shall be offered the opportunity to resubmit an amended application addressing the noted deficiencies. The amended application shall be treated as, and processed according to timeframes of, a new application. A further full application fee shall apply.

## **Section 4: Complaints and Disciplinary Procedure**

The Programme has put in place the following Complaints and Disciplinary Procedure to provide a process by which clients of Accredited Organisations and the public may lodge a complaint about the performance of an Accredited Organisation. Only complaints relating to issues arising after the date on which the accreditation was first awarded will be accepted.

The Applicant agrees to this process as a condition of becoming an Accredited Organisation.

### **Complaints and Disciplinary Procedure Blue Tick Accreditation Programme**

#### **1. Definitions**

In the interpretation of these procedures unless the context requires otherwise:

*Accredited Organisation* means a “Blue Tick” Accredited Organisation.

*Complainant* means the individual raising a complaint or initiating an investigation.

*Disciplinary Committee* means the Committee delegated powers by the APM to investigate and determine any complaint under these disciplinary procedures.

the *APM* means INZ Accreditation Limited as the Accreditation Programme Manager.

*Programme* means the Blue Tick Accredited Programme.

*Respondent* means the Accredited Organisation who is the subject of a complaint or investigation pursuant to this disciplinary procedure.

#### **2. Introduction**

- 2.1. INZ Accreditation and the Programme are committed to the highest possible standards of professional conduct for Accredited Organisations.
- 2.2. This Complaints and Disciplinary Procedure has been adopted to ensure that the public and Accredited Organisations are aware of the process for making a complaint and the disciplinary procedure that will apply.

#### **3. Complaints**

- 3.1. Any person may complain to the APM about the conduct of an Accredited Organisation.
- 3.2. The complaint must be made in writing and include the Accredited Organisation to which the complaint refers, the nature of the complaint and any other supporting evidence justifying the complaint.
- 3.3. Complaints covered by this procedure may include, but are not limited to, an Accredited Organisation:
  - (a) not following the Guidelines for Measurement and Reporting of Water Takes;
  - (b) not following Regional Council compliance requirements;
  - (c) not keeping evidence to defend best practice advice;
  - (d) obtaining accreditation by improper means;
  - (e) becoming unable to pay his or her debts or becomes bankrupt, insolvent or enters into a scheme or arrangement with creditors, or ceases or threatens to cease to carry

on all or a material part of his or her business, or has a receiver appointed in respect of any or all of his or her assets; or

- (f) bringing the Programme into disrepute.
- 3.4. The APM may enquire into any matter on its own motion if it has reasonable grounds to suspect that an Accredited Organisation is guilty of any breach of the Programme.
- 3.5. Upon receipt of a complaint, the APM will:
- (a) acknowledge receipt of the complaint to the Complainant;
  - (b) provide a copy of the complaint to the Respondent and invite the Respondent to respond in writing within ten working days; and
  - (c) begin an initial investigation within ten working days and either refer the complaint to a Disciplinary Committee or suspend or dismiss the complaint on one of the following grounds:
    - (i) the subject matter of the complaint is not deemed worthy of further investigation;
    - (ii) the conduct complained of is not within the jurisdiction of the APM to consider;
    - (iii) the complaint is the subject of an investigation by the Police or another body; or
    - (iv) an investigation of the complaint is no longer practicable or desirable given the time elapsed since the matter giving rise to the complaint arose.
- 3.6. The APM may also suspend a complaint if the APM considers it appropriate to offer the Complainant and Respondent the opportunity to explore an alternative dispute resolution process. If the matter is not resolved by any alternative dispute resolution process either party may refer the matter back to the APM for a decision on the initial investigation.
- 3.7. In the event the APM deems it necessary (in its sole discretion) the APM may suspend the Respondent's accreditation immediately at any time pending the final decision in respect of the complaint.
- 3.8. In carrying out the initial investigation, the APM shall have regard to the written complaint, any written response received from the Respondent, and any other matter it thinks fit.
- 3.9. The APM must within ten working days from the initial investigation:
- (a) notify the Complainant and the Respondent of the result of the initial investigation; and
  - (b) if the APM determines that the complaint should be referred to a Disciplinary Committee, appoint a Disciplinary Committee.
- 3.10. The decision of the APM as a result of an initial investigation is full and final.
- 3.11. In the event that a complaint is made by or against a particular member of the APM that particular member of the APM will not participate in the disciplinary process.

#### 4. **Disciplinary Committee**

- 4.1. The Disciplinary Committee shall consist of three members including a chairperson who will serve as chair of the Disciplinary Committee. The APM will be responsible for selecting the members of the Disciplinary Committee.
- 4.2. The Complainant and Respondent will be consulted on the proposed members of the Disciplinary Committee and will have the opportunity to raise any objection on reasonable grounds to any member of the Disciplinary Committee prior to the APM making a final decision as to the composition of the Disciplinary Committee.
- 4.3. The Disciplinary Committee shall convene within ten working days from the date which the APM referred the complaint to the Disciplinary Committee.
- 4.4. The function and role of the Disciplinary Committee is:
  - (a) to consider, investigate and determine complaints brought before the Disciplinary Committee by ascertaining the facts; and
  - (b) make a recommendation to the APM as to the outcome of its determination including, if a complaint is established, a recommendation as to an appropriate sanction.
- 4.5. The Disciplinary Committee will notify the parties in advance of the procedure to be followed and the Disciplinary Committee's determination of procedure shall be final and binding on the parties.
- 4.6. The Disciplinary Committee may contact whoever it considers appropriate and gather any additional information it deems necessary.
- 4.7. The Disciplinary Committee recommended sanction may include but is not limited to one or more of the following:
  - (a) censure the Respondent in one of the following ways:
    - (i) require the Respondent to receive mandatory training in a specific area by a specific deadline;
    - (ii) require the Respondent to correct or remedy the complaint or the system leading to it;
  - (b) cancel the Respondent's membership of the Programme and order the name of the Respondent to be removed from the Programme accreditation register;
  - (c) order the Respondent pay any costs and expenses of, and incidental to the investigation.
- 4.8. The Disciplinary Committee may, in its absolute discretion, determine the procedure to be followed.
- 4.9. The Disciplinary Committee shall perform its function and role as set out above within twenty working days from the date the Disciplinary Committee convened.
5. **Disciplinary Hearing**
- 5.1. The Disciplinary Committee may conduct a disciplinary hearing if it considers it appropriate to do so.
- 5.2. Any disciplinary hearing will be conducted in private. The Complainant and Respondent may bring any appropriate representative or support person they wish to the disciplinary hearing.
- 5.3. A representative of the Programme may attend the disciplinary hearing and prepare a summary of the hearing in note form to be retained as part of the record of the hearing.

- 5.4. The hearing may be held either by teleconference, video conference, in person or by a combination of such means, taking into account the wishes of the parties, but at the ultimate discretion of the Disciplinary Committee.
- 5.5. The decision of the Disciplinary Committee will be determined by majority in the case of any dissent, and the decision as well as the reason for the decision will be recorded in writing. This decision will serve as the recommendation referred to the APM.
- 5.6. The Disciplinary Committee may, in its absolute discretion, determine the procedure required for the purpose of the hearing.
- 5.7. In the event the Disciplinary Committee conducts a disciplinary hearing the Disciplinary Committee shall perform its function and role as set out above within thirty working days from the date the Disciplinary Committee convened.
- 5.8. The Disciplinary Committee shall also provide a copy of its recommendation to the APM, the Complainant and the Respondent.

## 6. **Consideration by the APM of the Disciplinary Committee recommendation**

- 6.1. The APM shall receive the Disciplinary Committee's recommendation following the process set out in clauses 4 and/or 5 above and prepare a proposed resolution determining the complaint and the appropriate sanction, if any within ten working days.
- 6.2. The proposed resolution shall be sent to the Complainant and Respondent within ten working days of it being available. The Complainant and Respondent will, at the same time, be notified of the meeting of the APM at which the resolution may be passed and informed of their right to be heard at the meeting (either orally or in writing) to provide any explanation or defence he or she may think fit.
- 6.3. The APM will notify the Complainant and Respondent in writing of any resolution passed and reserves the right to publish to its Accredited Organisations and the public any such resolution, including the name of the Respondent if the APM considers it appropriate.
- 6.4. The decision of the APM is full and final.

## 7. **General**

- 7.1. A Respondents whose accreditation is terminated may reapply for accreditation but accreditation will not be granted unless sufficient evidence, satisfactory to the APM (in its sole discretion), is provided to demonstrate that processes have been put in place to rectify the deficiencies identified in the compliant.
- 7.2. A Respondent whose accreditation is terminated on two occasions within a four year timeframe will not be granted accreditation for a period of two years.
- 7.3. The APM and the Disciplinary Committee shall not be responsible for any cost, expense, loss (whether direct, indirect or consequential) that the Respondent may incur or suffer in connection with this Complaints and Disciplinary Procedure.
- 7.4. Unless otherwise ordered by the Disciplinary Committee all parties to the investigation shall bear their own costs.
- 7.5. INZ Accreditation indemnifies each member of the Disciplinary Committee against any claim or liability that may arise out of his or her acting honestly and in good faith as a member of the Disciplinary Committee.

**Section 5: Accreditation Application and Renewal Fees**

- 1 The Programme application fee and renewal fee shall accompany the application documentation or renewal application and be made payable to the APM (INZ Accreditation Limited).
- 2 Failure to make payment of the application fee or renewal fee with the initial application or renewal application shall constitute default and without prejudice to any rights and remedies of the APM, the Applicant shall pay penalty interest on such amount at the rate of 1.5% a month. Such interest shall be payable upon demand and shall accrue on a daily basis from the due date of payment.
- 3 An electronic invoice will be issued upon receipt of an application for accreditation or renewal. Assessment for Accredited Organisation status is subject to full payment of this invoice.