

Irrigation Design Accreditation Programme

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1. Accreditation of Irrigation Design Companies

1.1 Statement of Purpose

The Irrigation Design Accreditation programme provides irrigators with assurance of a fit for purpose irrigation system for their farm. It recognises that significant investment in irrigation development is planned as farms upgrade their systems and the farming industry drives towards more sustainable 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 irrigation systems. Accreditations shall be held by organisations, not individuals within organisations.

An accredited organisation shall design fit for purpose irrigation systems for clients in accordance with the Design Code of Practice and Design Standards for Piped Irrigation Systems in New Zealand. This can be found on the Irrigation Design Accreditation and the IrrigationNZ websites.

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

- To gather the information required as design inputs.
- To specify an irrigation system which meets the performance indicators
- To design an irrigation which performs to specification
- To apply irrigation water efficiently and responsibly
- To ensure that the designed irrigation system can be operated safely
- To comply with all regulatory requirements, including consent conditions

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

- Irrigation New Zealand
- Private Consultants
- Irrigation Companies

1.2 Accreditation Structure

The Irrigation Design Accreditation programme structure and processes are shown in Figure 1.

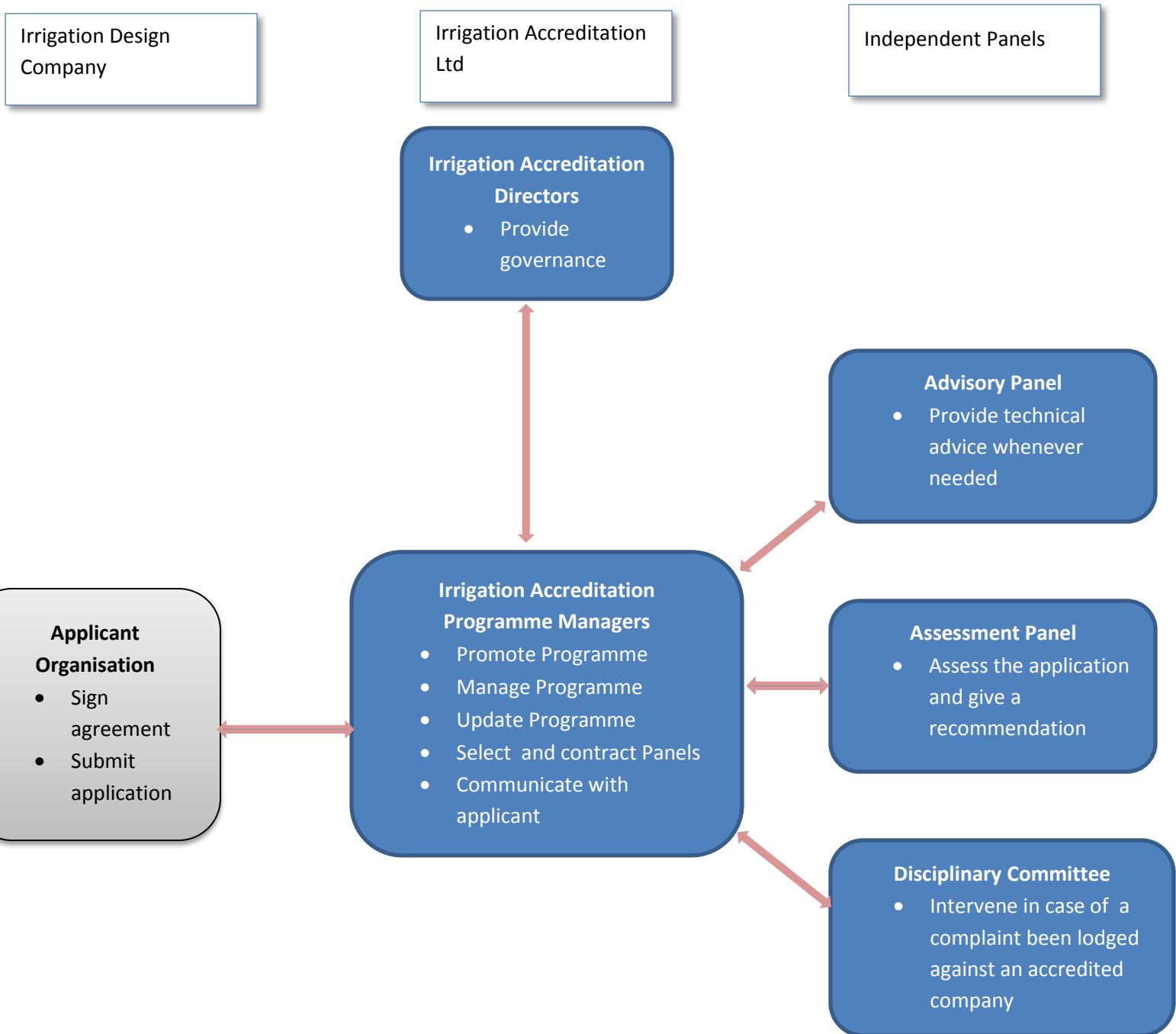


Figure 1: The Irrigation Design Accreditation Programme

The Accreditation Programme shall be governed by INZ Accreditation Limited as the Accreditation Programme Manager (APM).

The Legal agreements under the Accreditation Scheme will be between the Accredited Organisation and INZ Accreditation Limited.

Address: Irrigation Accreditation Ltd
PO Box 69119
Lincoln 7640
Phone: 03 341 2225
E-mail: irrigationaccreditation@irrigationnz.co.nz
Website: www.irrigationaccreditation.co.nz

A Glossary of all terms used is provided at the end of the document.

2. Governance of Accreditation Programme

The Accreditation Programme shall be overseen by the Accredited Programme Management Group, consisting of the Accreditation Programme Manager (APM) and an advisory panel including members of the irrigation industry, a Regional Council representative and representatives from Primary Industry.

2.1 Accreditation Programme Manager Terms of Reference

The terms of reference for the APM shall include but not be limited to:

- Appointment and contracting of the Assessment Panel
- Oversight of the Assessment Panel, including its performance
- Receipt and consideration of Assessment Panel accreditation recommendations
- Granting accreditation to complying organisations and accepting them to the Irrigation Design Accredited Register
- Hold the agreement with the Accredited Organisation, including the terms and conditions for the use of the Irrigation Design Accreditation name and logo
- Appointment of the Disciplinary Committee
- Receipt and consideration of Disciplinary Committee accreditation recommendations
- Suspending organisation's accreditation from the Irrigation Design Accredited Register
- Terminating accreditation status and removal from the Irrigation Design Accredited Register
- Ensure maintenance of the identity, integrity and credibility of the Accreditation Programme including monitoring use of logo and name in promotional material produced by accredited organisations

The APM advise the Advisory Panel and the Assessment Panel of any changes to process and procedures to be made arising from issues notified to the APM.

2.2 Advisory Panel

The Advisory Panel shall consist of five members selected by the APM to represent the stakeholders in the Irrigation Design Accreditation Programme. Representatives from Primary Industry, Regional Council, the Irrigation Industry and Independent Consultants will be selected to provide input and guidance to the programme.

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 information about applicants to the programme.

The purpose of the Advisory Panel is to ensure that the Irrigation Design Accreditation programme remains relevant to the uptake of Irrigation Good Management Practice. Irrigation Good Management Practice has two main components -

- 1) Demonstrate the irrigation system can perform to industry standards (initially and overtime)
- 2) Justify the use of water for irrigation

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 APM 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.

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 APM 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 and its terms of reference shall include but not be limited to:

- Assess accreditation applications from organisations in accordance with assessment criteria and procedures and processes set by the APM or the Assessment Panel itself.
- Make recommendations to the APM for the approval, suspension and termination of accreditation and relevant status on the Irrigation Design Accredited Register.
- Make recommendations to the APM regarding the criteria, processes and procedures required for accreditation and approval.
- Advise the APM in respect of any other such matters as the APM 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 APM.

Assessment Panel accreditation recommendations shall be made to the APM. 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 APM.

Where the APM 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 APM.

The final decision in any case shall rest with the APM.

4. Disciplinary Committee

4.1 Composition of Disciplinary Committee

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.

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.

The Disciplinary Committee shall convene within ten working days from the date which the APM referred the complaint to the Disciplinary Committee.

4.2 Terms of Reference

- The Disciplinary Committee shall consider, investigate and determine complaints brought before the Disciplinary Committee by ascertaining the facts; and 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.
- 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.
- The Disciplinary Committee may contact whoever it considers appropriate and gather any additional information it deems necessary.
- 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.
- The Disciplinary Committee may, in its absolute discretion, determine the procedure to be followed.
- 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. Accreditation Application Process

5.1 Initiating the Application Process

Organisations seeking Irrigation Design Accreditation shall contact Irrigation Accreditation.

Address: Irrigation Accreditation Ltd
PO Box 69119
Lincoln 7640
Phone: 03 341 2225
E-mail: irrigationaccreditation@irrigationnz.co.nz
Website: www.irrigationaccreditation.co.nz

Applicants can download the application details from the Accreditation Programme website.

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

- Two separate Irrigation Designs prepared in accordance with the assessment criteria checklist.
- Quality Assurance Form with evidence of systems/procedures in place.

5.2 Submitting applications

Applicants shall submit an electronic copy of each design to the email address of Irrigation Accreditation.

The application shall be accompanied by payment of the requisite Application Fee. The Application Fee is payable to INZ Accreditation Limited. 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.

5.3 Processing applications

All correspondence with applicants shall be through the APM. 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. Where the APM 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 APM within one month. The final decision of any application shall rest with the APM.

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 resubmit their application in time for the next round of applications. A further Application Fee shall apply. Reasons for rejection of application shall be provided in writing to the organisation.

5.4 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 Irrigation Design Accredited and will be recorded on the Irrigation Design Accredited Register and have the right to use the “Irrigation Design Accredited” logo and name. (Part 7 refers).

5.5 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 APM 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.

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 APM
- Make recommendation to the APM regarding renewal of accreditation for another two year period.

The APM shall determine whether an organisation’s accreditation shall be renewed.

An organisation whose renewal is not granted shall receive notification of this in writing.

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 irrigation system designs submitted as evidence of design competence are of an acceptable standard (based on the Design Code of Practice for Piped Irrigation Systems in New Zealand and Design Standards for Piped Irrigation Systems in New Zealand documents).

6.1 Quality Assurance Systems

The Applicant must complete the Quality Assurance Form provided with the application. 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 Irrigation Standards and Code of Practice
- Internal auditing of quality
- Record keeping
- Corrective Action
- Complaint Handling
- Staff training

6.2 Irrigation System Design

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

All designs will be assessed against the criteria outlined in the design checklist.

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

7. Use of Irrigation Design Accreditation Logo

The logo and name “Irrigation Design Accredited” is held by the APM.

Upon obtaining accreditation, you will be granted permission to use the Programme logo and name “Irrigation Design 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:

- 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 Accreditation Ltd.
- You agree and acknowledge that your right to use the Programme logo, name, and design will immediately terminate if the APM, or an agent thereof, gives you notice that it no longer considers the Programme viable.
- The Programme logo and name shall not be used by suspended, lapsed, revoked or cancelled Accredited Organisations, or any other person or company.
- You may only reproduce the Programme logo in accordance with the style guidelines and specifications provided by the APM from time to time (a current copy of which is available at . <http://www.irrigationaccreditation.co.nz/designaccreditation/accreditation-programme/guidelines-for-use-of-logo-and-name/>)
- 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).
- You shall pay the application fee and renewal fee.
- 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.
- Accredited Organisations that breach these rules may have all rights of accreditation and brand use revoked indefinitely.
- 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.

8. Suspension and Termination of Accreditation

8.1 Suspension of Accreditation

An accredited organisation's accreditation may be suspended by the APM when:

- An investigation into a complaint is underway, the APM 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 Irrigated Design Accredited name or logo in any new promotional material. The organisation shall be advised by the APM 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 APM and where appropriate, copied to all affected parties.

8.2 Termination of Accreditation

An organisation's accreditation may be terminated by the APM where -

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

On termination all references made to the Irrigation 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 APM as it sees fit. All communication relating to the termination of accreditation of an organisation shall be in writing from the APM 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 APM. 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.

Glossary of Terms

Accredited Organisation means an Irrigation Design 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;

Programme means the Irrigation Design Accreditation Programme;

Register means the Irrigation Design Accreditation Register as set out in Section 1, Schedule 1;

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.

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