

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. 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.

	Topics	Evidence	Comment
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	