



Water Meter “Blue Tick” Accreditation Programme

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1. Blue Tick Accreditation Programme

1.1 Statement of Purpose

The “Blue Tick” Accreditation programme (“the Accreditation programme”) provides regulators with assurance that meters which are used to supply data in accordance with legislation are installed and verified in such a manner to give confidence in the accuracy of data supplied to the regulatory body.

Accreditation of organisations is based on demonstration of systems and processes that provide assurance of good practice resulting in correctly installed and accurately verified metering systems. Accreditations shall be held by organisations, not individuals within organisations.

An accredited organisation must install meters for clients in accordance with the Guidelines for the Measurement and Reporting of Water Takes and manufacturers’ recommendations. Verifications must be undertaken in accordance with methodologies outlined in the Guidelines for Measurement and Reporting of Water Takes and accepted by the regulatory authority of the region.

Development of the “Blue Tick” Accreditation programme was overseen by a committee consisting of representatives (below).

- Irrigation New Zealand (INZ)
- Regional Councils
- Private Consultants
- Irrigation Companies
- Central Government Representatives (MfE and MPI)

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: Blue Tick Accreditation
C/o Irrigation NZ
6 Sonter Road
Wigram
Christchurch, 8042

Phone: 03 341 2225

E-mail: watermeasurement@irrigationnz.co.nz

Website: www.irrigationaccreditation.co.nz

A Glossary of terms used in this document is provided.

2. Governance of the 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 from Regional Councils, Central Government, Primary Industries and the irrigation industry. The names of the individuals on the Advisory Panel are listed on the “Blue Tick” Accreditation website. The APM Group shall meet at least annually.

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 “Blue Tick” Accredited Register
- Hold the agreement with the Accredited Organisation, including the terms and conditions for the use of the “Blue Tick” Accreditation name and logo
- Suspending organisation’s accreditation from the “Blue Tick” Accreditation Register
- Terminating accreditation status and removal from the “Blue Tick” Accreditation 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
- Act in good faith upon the recommendations made by the Advisory Panel

The APM will 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 a minimum of five members, representative of the stakeholders in the “Blue Tick” Accreditation Programme. Representatives from Primary Industries, Regional Councils, Central Government and the Irrigation Industry will provide input and guidance to the programme. The purpose of the advisory panel is to:

- Assess the effectiveness of the accreditation program (the extent to which the programme is meeting its objectives – assessment criteria, assessment process and programme audit) and make recommendations to the APM accordingly.
- Assess the relevance of the accreditation programme (is it suited to the needs of the key stakeholders) and make recommendations to the APM accordingly.
- Assess the impact of the accreditation programme (positive and negative changes, intended and unintended impacts upon the irrigation industry) and make recommendations to the APM accordingly.
- Assess the profile and perception of the accreditation programme (promotion and brand recognition) and make recommendations to the APM accordingly.
- Advise on the financial sustainability of the programme (application and re-application cost in relation to the points above) and suggest changes to maintain relevancy to the industry.

- Be representative of all stakeholders too which the programme has relevance and advise the APM on any cross-cutting issues which may affect 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.

3. Assessment Panel

3.1 Composition of the Panel

Application are assessed by the relevant regulatory authority within each of the regions for which accreditation is being requested.

Applicant are made aware that their applications are submitted to the relevant regulatory authority for assessment and recommendations are provided to APM

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 “Blue Tick” Accredited Register.
- Make recommendations to the APM regarding the criteria, processes and procedures required for accreditation and approval.
- Respect the confidentiality of all applicants.

Note: Application contents and outcomes may only be discussed with other current assessment panel members and the APM.

- Respect the integrity of the “Blue Tick” programme.
- Advise the APM in respect of any other such matters as the APM may determine.

3.3 Modus Operandi

For initial accreditation applications, the assessment panel member will receive the completed application and quality assurance documents from the Administrator. Assessment Panel accreditation recommendations shall be made 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.

Once the organisation has been accepted as accredited the name of the organisation will be added to the “Blue Tick” register

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. Administration

Administration of the “Blue Tick” Accreditation Programme will be undertaken by the INZ Incorporated. The role of the Administrator shall include but not be limited to:

- Service and provide a report of Assessment Panel activities and recommendations. The report to be made available to the APM for each Accreditation round.
- Provide annually, or as requested by the Accredited Programme Management Group, details of the financial activities, including income received from accreditation fees and the accreditation programme costs.

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C/o Irrigation NZ
6 Sonter Road
Wigram
Christchurch, 8042
Phone: 03 341 2225
E-mail: watermeasurement@irrigationnz.co.nz
Website: www.irrigationaccreditation.co.nz

6. Accreditation Application Process

6.1 Initiating the Application Process

Organisations seeking “Blue Tick” Accreditation can go to the website www.irrigationaccreditation.co.nz

Or contact IrrigationNZ

Phone: 03 341 2225
E-mail: watermeasurement@irrigationnz.co.nz
Website: www.irrigationaccreditation.co.nz

Applicants can download the application details from the Accreditation Programme. The application is assessed and if satisfactory the company is granted accreditation and added to the Blue Tick Register. Accreditation is granted at an organisation level.

6.2 Frequency and Timelines

Applications are received year round.

6.3 Submitting applications

Applicants shall submit an electronic copy of their application to watermeasurement@irrigationnz.co.nz

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

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6.4 Processing applications

All correspondence with applicants shall be through the Administrator. 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 respond to queries raised by the assessor(s). Reasons for rejection of an application shall be provided in writing to the organisation.

6.5 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 “Blue Tick” Accredited and will be recorded on the “Blue Tick” Accredited Register and have the right to use the “Blue Tick Accredited” logo and name (Section 8).

6.6 Renewal of Accreditation

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

The Administrator will notify the accredited organisation and relevant Regulatory Authority of its accreditation renewal date three months prior.

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

An organisation whose renewal is not granted shall receive notification and justification for the decision in writing.

7. Assessment Criteria

Service Providers must have a good appreciation of the capabilities and work involved in the installation and verification of their products. Consistency with the following will be used as the criteria under which the competence assessment will be undertaken.

7.1 Installation

For Accredited Installation Service Providers, the installation must be signed off or supervised onsite by -

- a person that holds Unit Standard US27445 - *Select, install, and commission a water meter for full pipe water abstraction*
- Open-channel – a Suitably Qualified Hydrologist (SQH)

7.2 Verification

For all Accredited Verification Service Provider, the verification must be undertaken by -

- a person that holds Unit Standard US27556 - *Select, perform, and report on a full pipe water measurement system verification*
- Open-channel – a Suitably Qualified Hydrologist (SQH)

7.3 Data Management

- Data Management services shall be undertaken in accordance with section D of the Industry Guidelines for the Measurement & Reporting of Water Takes.

7.4 Review of Accreditation Assessment Criteria

- The intention is for the Accreditation criteria to be reviewed at least biennially. This will include the review of the Industry Guidelines for the Measurement & Reporting of Water Takes.
- The review process will be organised, overseen and approved by the Accredited Programme Manager (APM).

8. Use of Water Measurement “Blue Tick” Accreditation Logo

The logo and name “Blue Tick Accredited” is held by the APM.

Upon obtaining accreditation, you will be granted permission to use the Programme logo and name “Blue Tick Accredited” on the terms and conditions of use outlined in the logo use agreement.

The logo use agreement form is sent to companies when they are notified that their application was successful. The logo use agreement can be found on the accreditation website.

A copy of the logo will be sent to the company once the signed agreement form has been returned to APM.

9. Suspension and Termination of Accreditation

9.1 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 "Blue Tick" 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.

9.2 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 "Blue Tick" Accredited name and logo is brought into disrepute.
- The organisation formally volunteers termination.

On termination all references made to the "Blue Tick" 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.

9.3 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.

10. 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 Governance Group confirming the organisation’s accreditation.

“Accreditation Programme Manager” (APM) means the body which oversees the Accreditation Programme.

“Accreditation Programme Management Group” means the APM and advisory panel which govern the Accreditation Programme.

“Administrator” is INZ Incorporated, contracted by the APM to administer 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.

“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 Blue Tick Assessment Panel which assesses accreditation applications from organisations and makes recommendations regarding accreditation status to the APM. It comprises 3-5 industry experts appointed by the APM 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.

“Blue Tick Accredited” means the trademarked name licensed for use by an Accredited Organisation.

“Blue Tick Accredited Register” means a published Register of all Accredited Organisations

“Blue Tick 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.

“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 completion of installation demonstrating that the meter has been installed according to good practice guidelines and in a manner to ensure accurate measurement of water take.

“Guidelines for the Measurement and Reporting of Water Takes” means the document compiled by an industry steering group and updated from time to time.

“Organisation(s)” means any legal entity providing water metering and verification 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 water meter installations and verifications.

“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, water meter installers, verifiers and supply organisations, irrigators and regional councils.

“Suspension Notice” means a notice issued by the APM, 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.

“Validation” refers to formal inspection of the system to establish that the water metering device has been installed according to manufacturers’ specifications.

“Verification” refers to formal inspection and testing of the water metering device or system to prove and document that it meets the accuracy requirement of the Regulations

