

Certification Reviewer Assessment Checklist

The following checklist is to be used by Reviewers to record their findings of the Assessor Applicant being evaluated.

The purpose of this checklist is to record the demonstration of competence in undertaking dairy farm effluent system assessments. The Applicant must also demonstrate knowledge and skills associated with risk-specific criteria as necessary and in accordance with the Rules and Standards and compliance to the process and procedure of carrying out a Dairy Effluent WoF following the standard operating procedure and recording the data from that assessment.

Certification Evaluation Checklist for the Witnessed Assessment

Applicant Name:	
Assessment Date(s):	
Assessment Type:	
Applicant's Employer:	
Location:	
Evaluator:	

Outcome – Legend

SAT Satisfactory
OBS Observation

NC Non-Conformance
NA Not Assessed

Competency criteria	Outcome	Evidence to Support findings of the Competency Assessment (General Comments e.g. further training required)
<p>Assessment preparation</p> <ul style="list-style-type: none"> • Agrees on the attendance of an observer during the assessment. • Reviews previous assessment reports (if any). • Resolves any uncertainties prior to the assessment. • Prepares work documents including checklists for the areas of the system to be sampled as prompts to identify appropriate major risks. • Has the requisite equipment 		
<p>Communication with the farmer</p> <ul style="list-style-type: none"> • Prior to the assessment • On-farm • Was there a discussion about environmental risks that the farmer may be aware of • Was there a discussion about recent or planned change? • Was there a discussion about effluent issues in the past season? 		
<p>Familiarity</p> <ul style="list-style-type: none"> • Familiarity with the rules (including PA and consent requirements) • Understanding of farming issues. 		
<p>Nutrient Budget</p> <ul style="list-style-type: none"> • Assessor trained? • Nutrient Budget viewed (is it current)? • Competent interpretation? • Correctly comment on N load (<150 kg N/ha)? • Does the effluent area meet regional N loading limits 		
<p>On-farm</p> <ul style="list-style-type: none"> • Shed and peripheral areas. 		

Competency criteria	Outcome	Evidence to Support findings of the Competency Assessment (General Comments e.g. further training required)
<ul style="list-style-type: none"> Other impacting factors considered (e.g. effluent bunkers)? 		
<p>Storage calculator</p> <ul style="list-style-type: none"> Able to collect information required? Perform calculator calculation? Correctly assess pond size. Correctly assess pond capacity suitability (20 to 30%)? Correctly assess pond integrity. Health and safety issues. 		
<p>Effluent storage facility</p> <ul style="list-style-type: none"> Freeboard. Leakage (lining). Pond integrity (walls). Vegetation. 		
<p>Distribution of effluent</p> <ul style="list-style-type: none"> Flow and pressure measurement. Soils evaluated and understood. Risk assessment of soil types. Slope assessment. Suitability of irrigator type. Issues with irrigators. Testing of effluent application rates. Solids disposal. Application recorded reviewed? 		
<p>Races, bridges and culverts</p> <ul style="list-style-type: none"> Correctly assessed? 		
<p>Underpasses</p> <ul style="list-style-type: none"> Correctly assessed? 		
<p>Silage pads and feed storage bunkers</p> <ul style="list-style-type: none"> Correctly assessed? 		
<p>Standoff pads, feed pads and barns</p> <ul style="list-style-type: none"> Correctly assessed? 		
<p>Farmer de-brief</p> <ul style="list-style-type: none"> Were outcomes clearly communicated? 		

Competency criteria	Outcome	Evidence to Support findings of the Competency Assessment (General Comments e.g. further training required)
<ul style="list-style-type: none"> • Was there a summary of key points? • Were positive features noted? • Were areas requiring improvement highlighted? • Is it clear who the report is to be sent to? 		
<p>General</p> <ul style="list-style-type: none"> • Proper audit processes followed • Were regulatory requirements correctly assessed? • Are decisions and risk ratings reasonable? • Was the report consistent with the Exit Meeting? • Is the report in the standard format? • Did the report include positive features? • Were Health and Safety precautions properly observed? • Are flowmeters/pressure gauges calibrated? • Ethics. 		
Certification Recommendation (by Reviewer):		
Results of Review (by Certification Programme Manager):		