



**Dairy Effluent 'Warrant of Fitness'
Assessor Certification Programme**

20 February 2014

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1. Statement of Purpose

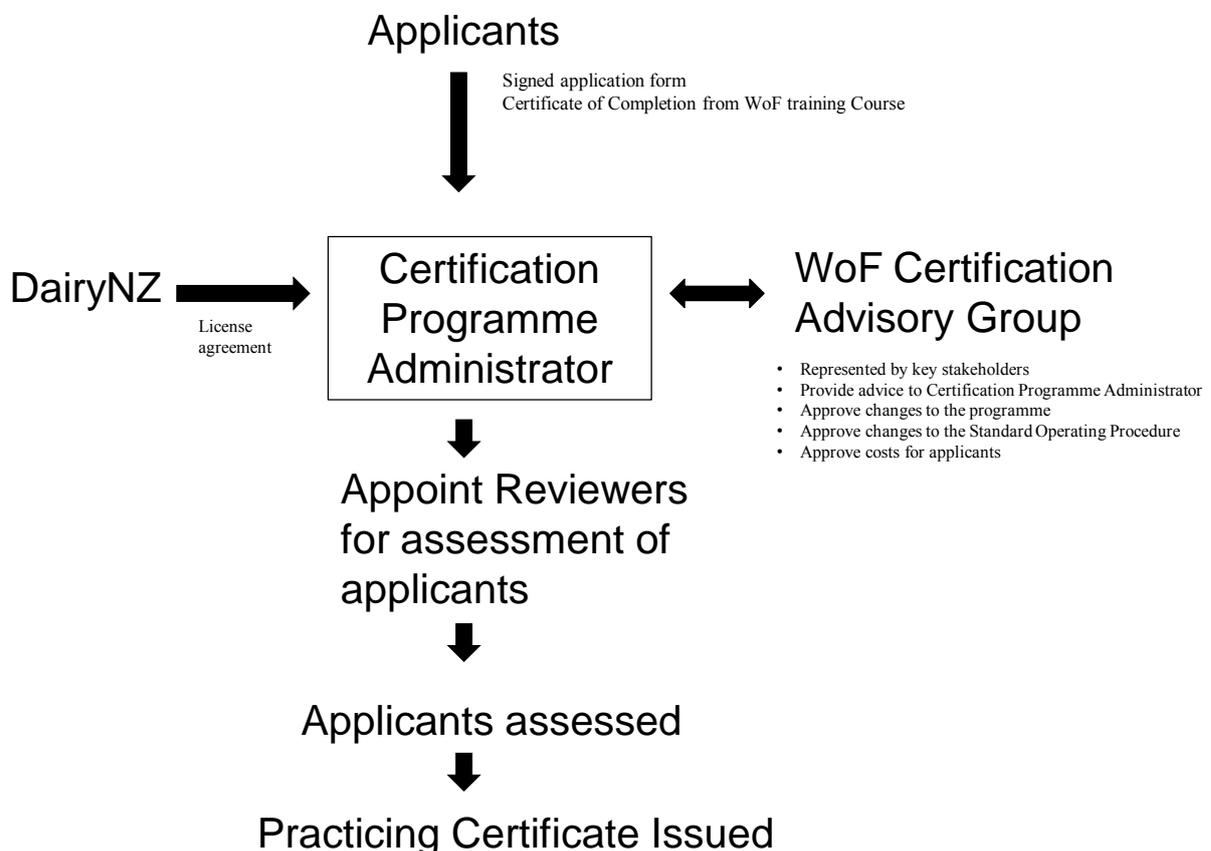
The dairy industry has developed a system for the certification of Dairy Effluent Assessors as part of the dairy effluent warrant of fitness programme. The purpose of this certification system is to enable dairy farmers to choose suitable trained and competency assessed professionals.

A certification programme is required so that on-farm dairy effluent system assessments have credibility and are consistent. This Programme Procedure defines the procedures and processes covered in the certification programme.

The certification programme is designed to follow the three day Farm Dairy Effluent System Warrant of Fitness Assessor training course.

- The training course equips people with the skills and knowledge to make sound (accurate) decisions using the correct decision making process.
- The witnessed certification process is about observing/evaluating their decision making process
- The Assessor certification is evidence of their consistency and reliability in making the correct decisions using the correct decision making process.

The Dairy Effluent WoF certification programme, structure and processes are outlined in diagram 1.



The Dairy Effluent WoF programme shall be administered by the Certification Programme Administrator under licence from DairyNZ Accreditation Ltd.

2. WoF Certification Advisory Group

The Dairy Effluent Warrant of Fitness Assessor Certification Programme Administrator is responsible for ensuring that the Farm Dairy Effluent (FDE) Certification Advisory Group is fully informed, in a timely manner, of proposed significant changes to the policies and principles of the Certification programme.

The Farm Dairy Effluent (FDE) Certification Advisory Group will consist of the Certification Programme Administrator and a minimum of four others. This group will be made up of representatives from industry and other stakeholder groups. The list of stakeholder groups has been determined as:

- DairyNZ Accreditation Ltd
- QCONZ
- Fonterra
- IrrigationNZ
- Waikato Regional Council
- Asure Quality

The membership of the FDE Certification Advisory Group will be such that a balance of stakeholder representatives is maintained and no single interest group predominates. The members of the Group will be appointed in the first instance by DairyNZ in consultation with other key dairy industry stakeholders for a planned period of two years. To prevent the membership being changed in a manner that comprises safeguarding of impartiality, all new future members of the group will be approved by the majority of the current members of the FDE Certification Advisory Group.

The Certification Programme Administrator is responsible for convening and resourcing the Farm Dairy Effluent (FDE) Certification Advisory Group meetings.

Members of the FDE Certification Advisory Group are responsible for:

- Providing advice on significant changes in the development of policies and procedures regarding the content and functioning of the certification programme
- Safeguarding the impartiality of its operations by Conflict of Interest Declarations
- Provide advice on unresolved appeals regarding written complaints and disputes within the Certification Programme to the Certification Programme Administrator
- Overseeing any changes in applicant costs for certification.

By agreeing to be members of the FDE Certification Advisory Group, members are:

- prepared to declare any apparent conflict of interest
- will respect the confidentiality of information received and discussed
- will engage in open and frank debate on issues raised
- and will not to be involved in the hearing of a dispute/appeal or decisions relating to a company with which they have had a commercial relationship within the last two years or with which they have had a direct or indirect financial interest.

Meetings may be held electronically, face to face or by conference call every three months or more frequently if matters arise. Meetings will only be held, and voting decisions made, if the Certification Programme Administrator and at least two other members are present. The DairyNZ Accreditation Ltd representative will chair the meetings.

Minutes of the Farm Dairy Effluent (FDE) Certification Advisory Group meetings will be held by the Certification Programme Administrator.

3. WoF Certification Programme Administrator

The Certification Programme Administrator shall:

- Service the Certification Advisory Group by calling for meetings and preparation of minutes from meetings
- Hold the agreement with the Certified WoF assessor, including the terms and conditions for the use of the WoF trademarked name and logo (Appendix 1 and 6)
- Provide annually details of the financial activities, including income received from the certification applicants and the certification programme costs
- The Certification Programme Administrator will appoint the Reviewers who will conduct the certification assessment. The reviewers shall be approved by the WoF advisory group prior to commencement of certification assessment.
- Resolve disputes and complaints from applicants and certified assessors
- Undertake competency assessment of applicants and issue certification to applicants once having completed the assessment procedure following the process described below.

3.1 Initial Desktop Assessment of Application

Applicant Dairy Effluent WoF Assessors submits:

- Completed application form
- A copy of their Certificate of Completion from the Dairy Effluent Assessors WoF training programme

The submitted material is reviewed by an approved Reviewer and the applicant advised of the outcome. The full assessment procedure is documented in Appendix 3.

3.2 Witnessed Assessments - On-farm

Once an applicant Assessor has passed the desktop review, arrangements are made for them to undergo at least one actual on-farm Witnessed Assessment by an approved Reviewer following procedure outlined in Appendix 4. The Reviewer then prepares a Recommendation for Certification. However, if the Reviewer identifies areas of concern during the on-farm assessment they will provide this in writing to the applicant and request a second on-farm assessment to be completed.

3.3 Review

The Recommendation for Certification is then reviewed by the Certification Programme Administrator and the appropriate processes followed.

3.4 Maintenance of Certification

To maintain certification WoF assessors must undergo

- On-going calibration exercises once a year
- Address any complaints that have been received

On-line calibration exercises will be conducted using a web-based, on-line Virtual Calibrator and this is a requirement for on-going registration as an Assessor. Certified Assessors will be sent virtual assessments (video, still images, farmer interviews, and system related data) and will provide their decisions on the degree of risk assessed. This data will be amalgamated and analysed using a range of statistical modelling tools such as statistical T-Tests etc. Participants receive feedback on areas where they were assessing differently to the norm.

3.5 Renewal of certification

Two months prior to expiry of their certification, professional Dairy Effluent WoF Assessors will be notified of their need to complete the process for renewal of their certification by:

- Undertaking a renewal calibration exercise
- A consideration of any complaints that have been received
- A Witnessed on-farm assessment

3.6 Reviewers

Reviewers appointed by Certification Programme Administrator must have:

- Appropriate industry experience (at least three years of close involvement with dairy farming).
- Lead Auditor training desirable.
- Completion of the Farm Dairy Effluent System WoF Assessor training course.
- Completion of the Massey University Sustainable Nutrient Management Course (Intermediate)
- Ratification by the Farm Dairy Effluent (FDE) Certification Advisory Group.
- Where staff of the Certification Programme Administrator are themselves seeking certification, then an independent reviewer must be contracted to perform this assessment. This appointment will be confirmed with the Farm Dairy Effluent (FDE) Certification Advisory Group.

4. Applicants Complaints, Appeals and Disputes Procedure

This Procedure details the way in which complaints, appeals and disputes are received, processed and concluded. The principal objectives are to ensure that:-

- Applicants are aware of their right to complain and the procedure for doing so.
- Complaints, appeals and disputes are responded to in a reasonable time and in an efficient and courteous manner.
- Applicants feel their complaint, appeal or dispute is being taken seriously.

The Dairy Effluent Assessor Certification Programme Administrator has ultimate responsibility for the efficient operation of this disputes procedure and for overseeing the handling of complaints, appeals and disputes which have not been resolved by individual staff members. These duties can be delegated; however they will not be delegated to any person with a conflict of interest in the matter

The Certification Programme Administrator is responsible for examining all complaints, appeals and disputes to establish what can be learned from them and for reporting to the Farm Dairy Effluent (FDE) Certification Advisory Group. The Certification Programme Administrator is also responsible for ensuring that Certification Reviewers who have provided consultancy services or been involved with the applicant or any other party concerned in an appeal, complaint or dispute in the past two years should not investigate the appeal, complaint or dispute.

The Farm Dairy Effluent (FDE) Certification Advisory Group is responsible for providing advice and guidance to the Certification Programme Administrator in the case of unresolved appeals regarding appeals, complaints and disputes. However, the final decision in these matters resides with the Certification Programme Administrator.

4.1 Procedure

For the purposes of this procedure a complaint, appeal or dispute is considered to be any matter where an applicant expresses significant dissatisfaction with a service, regardless of whether or not it is felt to be justified. It is important, for all complaints, disputes and appeals that a full record of events is to be kept, so that any member of the Certification Programme Administration, or of the Farm Dairy Effluent (FDE) Certification Advisory Group, can be in full possession of all relevant information.

Complaints, appeals and disputes are to be processed as follows:-

1. If a complaint, appeal or dispute is made to the Certification Programme Administrator then they will seek input from the Reviewer concerned. Details of the complaint, appeal or dispute should be recorded and the applicant told that the Certification Programme Administrator will investigate the problem and report back to the person making the complaint within two weeks. If the person wishes to formally present their case, they will be given the opportunity to do so.
2. If a complaint, appeal or dispute is made directly to a Reviewer and is able to be resolved to the satisfaction of the complainant, then a record shall be made of this. If the matter cannot be resolved with the complainant, they should be advised to contact the Certification Programme Administrator directly and details on how they can do this should be supplied in writing by the Reviewer. A written record of this action will be made.
3. If a complaint, appeal or dispute has not been resolved, the Dairy Effluent Assessor Certification Programme Administrator will verify the details directly with the complainant and, where appropriate, offer a personal interview with the complainant within a week.
4. The Certification Programme Administrator will then review the complaint, dispute or appeal. If it is able to be resolved to the satisfaction of the complainant, then a record shall be made of this. If the matter cannot be resolved with the complainant, they should be advised of this outcome and advised that their complaint, appeal or dispute will be forwarded to the Farm Dairy Effluent (FDE) Certification Advisory Group for consideration. A written record of this action will be made.
5. Once the Farm Dairy Effluent (FDE) Certification Advisory Group have considered the matter and given their opinion to the Certification Programme Manager, the Programme Manager will, if appropriate, review and investigate the matter further and reach a decision. This decision will be communicated to the complainant.

5. Suspension and Termination of Certification

5.1 Suspension of Certification

A Certified individual certification may be suspended by the Certification Programme Administrator when:

- An investigation into a complaint is underway, the advisory 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 FDE Warrant of Fitness certified name or logo in any new promotional material. The organisation shall be advised by the Certification Programme Administrator of the reasons for the suspension, the period of suspension and the conditions under which certification may be reinstated (“Suspension Notice”).

Reinstatement of the certified individual certification shall only occur when the certified individual 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 certification of a certified individual shall be in writing from the Certification Programme Administrator and where appropriate, copied to all affected parties.

5.2 Termination of Certification

A Certified individual’s certification may be terminated by the Certification Programme Administrator where:

- Required corrective actions are not implemented within agreed timeframes
- Records or other information submitted to the Certification Programme Administrator or Assessment Panel are found to have been falsified
- An investigation finds the Certified individual to be negligent
- In the opinion of the Certification Programme Administrator, the FDE Warrant of Fitness certification name and logo is brought into disrepute
- The certified individual formally volunteers termination

On termination all references made to the FDE Warrant of Fitness name and/or logo in promotional material, websites, stationery, livery, or the like shall be removed immediately by the certified individual whose certification has been terminated. Other conditions shall be applied by the Certification Programme Administrator as it sees fit.

All communication relating to the termination of certification of an organisation shall be in writing from the Certification Programme Administrator and where appropriate, copied to all affected parties.

5.3 Certification following Termination

Acceptance of the re-application for certification shall be at the discretion of the Certification Programme Administrator with advice from the Certification Advisory Group. As a minimum, the organisation shall have to reapply for certification by the payment of a new application fee and the fulfilling of the certification application requirements.

- Termination of certification status on two occasions within a four year timeframe shall prevent the certified individual from regaining certification status for a period of two years.

Appendix 1

Dairy Effluent 'Warrant of Fitness' Assessor Certification Programme

APPLICATION AGREEMENT

This agreement between

_____ (“the Applicant”)
(Please write your name above)

AND

Quality Consultants Limited, being the Certification Programme Administrator (CPA) of the Dairy Effluent Warrant of Fitness (DE'WoF) Assessor Certification Programme (“the Programme”)

Applicant Name: Employer Name: Postal Address: Physical Address: Telephone Numbers: Email:

Provide by email to QCONZ a 100 word bio that will be displayed on the Certified WoF website for promotion of your services

By applying for DE'WoF' Assessor Certification the Applicant acknowledges they have agreed to the Terms and Conditions set out in this Application Agreement.

Signed by Applicant: _____

Date: _____

Signed on behalf of: _____
Quality Consultants Limited

DATED this _____ day of _____ 20____

Terms and Conditions

1. Certification

- 1.1 The Applicant is applying to the CPA for certification under procedures set by the DE'WoF' Certification Advisory Group and administered by the CPA.
- 1.2 In consideration of the grant of DE'WoF' Assessor Certification and license to use the DE'WoF' logo and name, the Applicant hereby agrees that if the Applicant's application is approved the Applicant will:
- a) Operate in accordance with the rules and standards detailed in the DE'WoF' Assessor Certification Programme.
 - b) Accept as final and binding, any decision taken in relation to certification (including suspension or termination of certification) by the CPA.
 - c) Promptly pay all fees (as determined by the CPA at its sole discretion).
- 1.3 The Applicant agrees that its application for certification will be determined by the CPA in its sole discretion.
- 1.4 The Applicant agrees that any revocation or suspension of its certification (if granted) will be at the sole discretion of the CPA.

2. Termination

- 2.1 The Applicant may voluntarily terminate this Application Agreement at any time by providing written notice to the CPA.
- 2.2 This Application Agreement will automatically terminate two (2) years after the date on which certification (if any) is granted to the Applicant.
- 2.3 The CPA may terminate this Application Agreement at any time by giving seven days written notice to the Applicant in the event the Applicant:
- a) Fails to make any payment due under this Application Agreement on the due date;
 - b) Breaches this Application Agreement or commits any act that brings the Programme, the CPA, or the DE'WoF' Certification Advisory Group into disrepute (all as determined by the CPA in its sole discretion).
- 2.4 Immediately upon termination (whether by voluntary termination by the Applicant or termination by the CPA) the Applicant must no longer use the DE'WoF' logo and name or promote itself as having or having had DE'WoF' Assessor Certification.

3. No Liability

To the maximum extent permitted by law, the CPA, the entities appointing the persons, or the persons comprising the DE'WoF' Certification Advisory Group, DairyNZ Limited, and the directors, agents, employees, or contractors of all or any of the above shall not be liable to the Applicant (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 the Applicant 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 the Applicant not obtaining certification, the Applicant's certification (if granted) being suspended or revoked, and any complaint received in respect of the Applicant. The Applicant agrees 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.

4. Privacy

- 4.1 For the purposes of the Privacy Act 1993 (where applicable), the Applicant agrees that:
- a) Information is being collected about the manner of operation of the Applicant's business in order that:
 - a database can be established and held at the CPA's office;
 - the name and contact details of DE'WoF' Certified Assessors can be incorporated in the DEWoF Certified Assessor Register and published on the DE'WoF 'Assessor Certification website.
 - all information obtained in respect of the Applicant will be made available to the DE'WoF' Certification Advisory Group from time to time.
 - b) It is the responsibility of the Applicant to provide up to date contact details
 - c) That the Applicant has the right of access to all such material pertaining to their operation and certification application (other than evaluative material) and has, if necessary, the right to correct it.

5. Miscellaneous

- 5.1 If any term of this Agreement 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 term will be deemed to be deleted from this Agreement.
- 5.2 This Agreement is governed by the laws of New Zealand and the parties agree to submit to the jurisdiction of the New Zealand courts.

Appendix 2

Certified Warrant of Fitness Assessor Code of Conduct

The following Code of Conduct applies to all persons who have applied for or been granted certification as a Dairy Effluent Warrant of Fitness Systems Assessor. Observance of the Code of Conduct is an on-going condition of Certification.

This Code of Conduct sets out the ethical standards by which Certified Assessors will operate.

The Code will be administered by the Certification Programme Administrator. Complaints by one party against another for alleged breaches of this Code of Conduct will follow the Complaints Procedure outlined.

The Code will be reviewed from time to time and will be amended where necessary to clarify it and to keep it up to date.

In summary, Certified Assessors must not do anything which is untruthful and if in doubt they should seek advice from the Certification Programme Administrator.

Accuracy

Information provided by Certified Assessors must be accurate and balanced and must not be misleading, either directly or by implication. Results and findings shall be properly documented and shall not be improperly changed.

Certified Assessors shall ensure that proper records are kept of their work.

Certified Assessors will comply fully with the relevant Codes that are applicable to their work.

Conflict of Interest:

Certified Assessors must declare their involvement in assessing a dairy effluent system which they have had a direct hand in designing or installing within the last two years.

Certified Assessors may assess effluent systems which were designed or installed by the same organisation that they are employed by – unless they or their family has a direct financial interest in the organisation.

Certified Assessors shall not assess a dairy effluent system in which they or their family has a direct financial interest.

Confidentiality:

No information that relates to clients that does not need to be imparted to others to allow them to carry out their lawful activities shall be disclosed.

Confidential information relating to others may only be disclosed with their approval.

Appendix 3

Dairy Effluent Assessor Certification Reviewer Work Instruction

The following outlines the Work Instruction for Reviewers working in the Dairy Effluent Warrant of Fitness Assessor Certification Programme.

The assessment of competency for WOF assessors involves two stages:

- The desktop calibration exercise
- The witness on-farm assessment.

On completion and submission of the application form the reviewer will contact the applicant to enable the desktop calibration exercise to be undertaken on the applicants computer. Full instructions and assistance will be provided to the applicant to access the programme required for this. The desk top exercise is not a pass/fail criterion but more to calibrate the applicant and inform the reviewer if there are areas of concern that need discussion during the on-farm assessment.

Key Steps	Comments
1. Reviewer Advised	<p>The Programme Administrator will advise Reviewers when assessments are becoming due or when new applications are received.</p> <p>Upon acceptance of a job the Applicant's file will be sent to the Reviewer.</p>
2. Book Assessment	<p>The Reviewer will contact the Applicant and arrange to carry out the assessments at a mutually convenient time. Ensure that the Applicant is aware that they need to organise at least one actual on-farm assessments to be reviewed (one farm for a renewal).</p> <p>Try to ensure jobs are clustered with other work to minimise cost.</p> <p>Book all required flights and accommodation, if necessary.</p>
3. Database update	<p>Advise the Programme Administrator of the date that the assessment will be conducted.</p>
4. Prepare for the Assessment	<p>Consider what written confirmation may be appropriate to confirm the assessment arrangement.</p> <p>Obtain relevant information and files. Review and clarify issues</p>

	that may arise in the assessment or need to be addressed. This may involve a discussion with the previous Reviewer (if applicable). File all assessment preparation notes in the Applicant's file.
5. Entry Meeting	At the beginning of the assessment explain to the applicant the purpose and scope of the assessment. Indicate that there will be an Exit Interview at which findings of the assessment will be summarized.
6. Conduct Assessment	<p>Follow accepted protocols and take sufficient notes on the assessment template/checklist (refer appendix 6) to prepare an appropriate report. Seek objective evidence to confirm compliance.</p> <p>When using the report template checklist make notes, as appropriate, and mark bullet points with a tick if they are found to be compliant and a cross if they are not. Where not compliant make careful notes as to why they are not compliant.</p> <p>During the assessment follow Good Audit Practice, i.e.:</p> <ul style="list-style-type: none"> - put the candidate at ease, - listen actively, - focus on relevant and significant aspects of the assessment objective, - follow the checklist (but not slavishly – no 'tick and flick' – but identify supplementary questions based on risk), - ask open questions. Try to avoid closed and leading questions. - Record all relevant assessment information. - Confirm the sufficiency and appropriateness of evidence to support assessment findings and conclusions.
7. Exit Interviews	The Exit Interview is an important aspect of the assessment. Make brief notes of the main issues covered. Ensure that the Applicant understands the findings of the assessment. Give

	<p>praise where appropriate.</p> <p>Where the Applicant disagrees with the assessment findings attempt to resolve these at the Exit Interview. Where this is not possible</p> <ul style="list-style-type: none"> - make a record of this on the checklist, and - make the applicant aware of the existence of the appeals process and the procedures to be followed (refer section 4).
8. Database update	<p>Advise the Certification Programme Administrator that the assessment is complete, with conditions or not, and show condition clearance dates where appropriate.</p>
9. Report	<p>Write a report on the assessment template. Include all findings and determine conformity to the required standard. Ensure that the 'Recommendation for Certification' section is completed. If there is doubt consult the Certification Programme Administrator.</p> <p>Send a copy of the report to the Applicant and to the Certification Programme Administrator. Reports are to be sent within 7 days of the completion of the assessment.</p> <p>Add a copy of the report and the covering letter to the applicant's file. Note: It is important to retain all hand-written assessment findings and observations within the Applicant's file.</p>
10. Condition Clearances (where they occur)	<p>When assessments raise conditions:-</p> <ol style="list-style-type: none"> 1. Retain the file 2. Advise the Certification Programme Administrator that a conditional report has been raised and the date the conditions are due to be cleared (for database updating purposes). 3. Remind the Applicant that condition clearance information is due when the due date is near. If appropriate, arrange a follow-up visit to clear conditions. 4. When satisfactory clearance information is received or a

	satisfactory condition clearance audit is conducted (as appropriate) generate a condition clearance report.
11. Return File	Return complete file to the Certification Programme Administrator for invoicing, database updating, certificate generation and filing. Ensure the assessment checklist has been filled out and returned with the Applicant's file.

Reviewer Conflict of Interest

Reviewers must not work in circumstances where they are exposed to Conflict of Interest situations.

A Conflict of Interest situation arises for Reviewers when:

- A Reviewer is asked to work with a system which the Reviewer had a direct hand in designing within the last two years.
- A Reviewer is asked to review an Assessor from an organization where the Reviewer was an employee in a managerial capacity within the previous two years.
- A Reviewer is asked to review a person who works for a business in which the Reviewer, or the Reviewer's family, has a direct financial interest.
- A Reviewer who has contracted to do future work with a business who employs the Assessor which they are about to assess.

Appendix 4

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	NC	Non-Conformance
OBS	Observation	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. • Other impacting factors considered (e.g. effluent bunkers)? 		
<p>Storage calculator</p>		

Competency criteria	Outcome	Evidence to Support findings of the Competency Assessment (General Comments e.g. further training required)
<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? • 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 		

Competency criteria	Outcome	Evidence to Support findings of the Competency Assessment (General Comments e.g. further training required)
<ul style="list-style-type: none"> • 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):		

Appendix 5**Practicing Certificate****PRACTICING CERTIFICATE**

This is to certify that

(name)

of

(company name)

**has been independently assessed
and has been
found to be competent to assess dairy farm effluent systems
and issue
Dairy Effluent Warrant of Fitness Certificates**

Murray Pedley
CEO

Expiry Date

Quality Consultants of NZ Ltd
www.qconz.nz
PO Box 12-316
Hamilton

Appendix 6

Use of the Farm Dairy Effluent Warrant of Fitness Logo

The logo and name “FDE Warrant of Fitness” is held by the Administrator of the Certification Programme.

Individuals that are current members of the FDE Warrant of Fitness Register shall be granted permission to use the FDE Design Warrant of Fitness logo and name.

The following Terms and Conditions of Use, of the logo and name, protect and enhance the identity, integrity and credibility of the Certification programme.

- Maintenance of certification enables the individual to use the logo and name “Farm Dairy Effluent Warrant of Fitness” assessor.
- Only currently certified individuals may use the logo or name. The logo and name shall not be used by suspended or lapsed organisations, or any other person or organisation.
- Certified individuals will be listed on the Farm Dairy Effluent Warrant of Fitness Certification Programme website under the list of certified individuals and this Register will be maintained by the Certification Programme Administrator. Other organisations may provide links to this information. Certified individuals listed on the Register may have a link to their own company website from the Register page.
- Certified individuals may reproduce the logo only in the style and colour specifications as provided by the Certified Programme Administrator. Certified individuals shall be required to discontinue use of the logo if they do not comply with these specifications.
- The logo and name may be used to promote business and be used in articles, magazines, brochures, publications, web sites, etc. Such use must not be detrimental to the interests of the Certification Programme.
- Certified individuals whose certification is terminated shall discontinue the use of the logo and remove the logo and name from all documents including websites, official promotional brochures and company letterhead within 5 working days.
- Certified individuals that breach these rules may have all their rights of certification and brand use revoked indefinitely.
- The Certification Programme Administrator shall have full power to interpret the provisions of the logo and name rules of use and such decision shall be final.

Appendix 7

Glossary of Terms

Applicant

A person who has applied to be certified as a Dairy Effluent WoF Assessor.

Assessor

see Certified Assessor

Calibrator

The web-based, on-line assessment tool for calibrating Certified Assessors.

Certification Programme Administrator

The administrator of the Dairy Farm Effluent WoF Certification Programme

Certified Assessor

A person holding a current Practicing Certificate from the Certification Body.

Certification Advisory Group

Dairy stakeholder group appointed to provide advice to the Certification programme and agree to changes to the certification programme and to the standard operating procedure

Reviewer

An employee or appointee of the Certification Programme Administrator who carries out assessments on Applicants

Standard Operating Procedure

The Dairy Industry Farm Dairy Effluent Warrant of Fitness Standard Operating Procedure Manual developed for the WoF assessor training course as a standardised methodology to follow to conduct a Warrant of Fitness assessment

