



NAIT STANDARD

ACCREDITATION OF INFORMATION PROVIDERS

Standard code (ACIP.STD)

Version 3.0

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COMMENCEMENT

This standard comes into force on day month year

ISSUING AUTHORITY

This standard is issued by National Animal Identification and Tracing (NAIT) Limited (NZBN 9429031543019), a subsidiary company of OSPRI New Zealand Limited (NZBN 9429030199415), and regulatory authority under the National Animal Identification And Tracing Act.

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VERSION HISTORY

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GLOSSARY

Term	Definition
Animal Movement	means the movement of one or more NAIT animals between two NAIT locations.
Entities dealing with NAIT animals (EDNA)	means an individual or organisation that trades or processes NAIT animals
Key Personnel	EDNA employees or contractors that will carry out actions in the NAIT Information System or through integrated software such as connected saleyard or meat processor systems.
Information Provider (IP)	means a natural person or a body corporate that is accredited by the NAIT organisation under section 20 to link up with the NAIT scheme for the purpose of submitting information required to be submitted under this Act, or regulations made under this Act, on behalf of PICAs or PICA delegates
Livestock	means animals kept as part of an agricultural operation, whether for commercial purposes or private use.
Meat Processor	means a place where NAIT animals are slaughtered and dressed for reward or trade
NAIT Animal	means the following animals which belongs to a species or sub-group of species listed in Schedule 1 of the NAIT Act: <ol style="list-style-type: none"> 1. Cattle - All members of the subfamily Bovinae (including Bison and Buffalo that are farmed or kept in captivity), and 1. Deer - All members of the family Cervidae that are farmed or kept in captivity.
NAIT Device	means an animal identification device manufactured or supplied in accordance with standards issued under the NAIT Act.
NAIT Act	The National Animal Identification and Tracing Act 2012 (NAIT Act) is the legislation that provides legal authority for the NAIT Scheme. The NAIT Act sets out the requirements participants in the NAIT Scheme must meet. It also sets up guidance for participants to access data, and for NAIT Ltd to recover costs and enforce obligations.
NAIT Authorised Person	means a person appointed under section 52 of the NAIT Act. A NAIT Authorised Person has the functions and powers to: <ul style="list-style-type: none"> • Ascertain whether persons participating in the NAIT scheme are complying with obligations placed on those persons by the Act, • Undertake enforcement of the Act
NAIT Organisation	means the organisation designated as the NAIT organisation by the Minister under section 8 of the NAIT Act
NAIT Officer	means a person appointed under section 52 of the NAIT Act. A NAIT Authorised Person has the functions and powers to: <ul style="list-style-type: none"> • Ascertain whether persons participating in the NAIT scheme are complying with obligations placed on those persons by the Act, Undertake enforcement of the Act
NAIT Information System	means the information technology system established to receive and retain core data and non-core data
NAIT Ltd	means the company incorporated under company number 2481213The term NAIT Limited (or NAIT Ltd) is defined in section 4 of the NAIT Act . NAIT Ltd is also referenced as the NAIT Organisation.
NAIT Location	means a place where:

Term	Definition
	<ol style="list-style-type: none"> 1. one or more NAIT animals are kept or held, and 2. is registered with the NAIT Organisation, and 3. has been issued with a location identifier by the NAIT Organisation.
NAIT Standard or standard	The NAIT Act allows NAIT Limited to issue this standard, which is necessary for the NAIT scheme to operate. For the purpose of this document 'standard' refers to the NAIT Accreditation Standard for EDNAs.
OSPRI	OSPRI New Zealand Limited was established on 1 July 2012. It currently manages the NAIT, M. bovis and TBfree programmes and works with the farming industry to manage animal disease.
Person In Charge of Animals (PICA)	means a natural person or body corporate in day-to-day charge of a NAIT animal.
Person In Charge of Animals (PICA) Delegate	<p>means a natural person:</p> <ul style="list-style-type: none"> • Nominated under section 26(2) of the NAIT Act to undertake specified procedures and obligations under the Act on behalf of the PICA, and • Registered as a PICA delegate in the manner provided for in section 27
Relevant Obligations	Relevant obligations include requirements under the NAIT Act, relevant New Zealand legislation and requirements specified under this standard and the NAIT Scheme.
Saleyard	means a facility where livestock are displayed and sold through auction or private sale.
Stock and Station Agent	means a person or business that provides services related to the buying and selling of livestock, rural property, and farm supplies. The entity may be based at a saleyard.

1. INTRODUCTION

PURPOSE

1.1. This standard:

1.1.1. Specifies the requirements and performance expected of an individual or organisation seeking accreditation as an IP (Information Provider) under the NAIT Scheme. This ensures that IPs consistently fulfil their NAIT obligations and maintain the privacy and security of PICAs information in the NAIT Scheme.

1.1.2. Specifies how an applicant can apply and gain NAIT accreditation as an IP.

APPLICATION

1.2. This standard applies to any entity seeking accreditation, or already accredited, as an IP, under the NAIT Scheme.

THE NAIT SCHEME

1.3. The NAIT Scheme is the legislated mandatory system used to identify and trace farmed cattle and deer in New Zealand.

1.4. Section 20 of the NAIT Act authorises the NAIT organisation to accredit Information Providers.

ABOUT THIS STANDARD

1.5. This standard is made under section 19(1) of the NAIT Act.

1.6. It is effective from its date of notification in the New Zealand Gazette.

1.7. It revokes and replaces the NAIT Accreditation Standard for Information Providers (2022).

1.8. This standard may be updated from time to time by the NAIT Organisation.

1.9. The NAIT Organisation:

1.9.1. Retains the right to contract out parts of this standard including those that relate to the provision of information and training.

1.9.2. Cannot contract out of their administration, compliance and enforcement functions supporting the standard.

2. ACCREDITATION APPLICATION AND REVIEW

APPLICATION

- 2.1. Those that wish to assist PICAs with fulfilling their NAIT obligations or undertake actions on behalf of a PICA that includes fulfilling such obligations may apply to the NAIT Organisation to become an accredited IP
- 2.2. Those that also trade or process livestock may also apply to the NAIT Organisation to become an accredited EDNA (Entity Dealing with NAIT Animals)
- 2.3. To apply for accreditation, the applicant must follow the prescribed process published on the OSPRI website and complete any training required by the NAIT Organisation.

NAIT ORGANISATION REVIEW

- 2.4. Upon receiving a complete application for accreditation, the NAIT Organisation will review the submission and, where relevant, draw on data from the NAIT Information System and OSPRI records to assess and determine the outcome.
- 2.5. The IP has 20 working days from the receipt of the outcome notification to demonstrate that it has addressed any areas of non-conformance identified by the NAIT Organisation. The NAIT Organisation may extend this timeframe if the IP has a justifiable reason why the timeframe cannot be met.
 - 2.5.1. To avoid doubt, an IP may be required to provide the NAIT Organisation with evidence to demonstrate it has addressed any areas of non-conformance identified in the self-assessment report.
 - 2.5.2. Where accreditation is not granted, the IP may reapply for accreditation once the non-conformances have been addressed.

ACCREDITATION PERIOD

- 2.6. The accreditation term is 4 years from the date it is approved by the NAIT Organisation.
 - 2.6.1. As a condition of being granted accreditation, the NAIT Organisation retains the right to require an IP to complete a new self-assessment throughout the accreditation period.

3. ACCREDITATION CRITERIA

- 3.1. To become and remain an accredited organisation, an IP must meet the accreditation criteria to ensure compliance with the NAIT Act, the NAIT Scheme and ensure NAIT information is managed correctly.

GENERAL ROLES AND RESPONSIBILITIES

- 3.2. Regardless of the roles and responsibilities set out in this standard, PICAs retain ultimate responsibility for complying with the obligations under the NAIT Act.
- 3.3. An IP must ensure that public communications, representations, and statements concerning the NAIT scheme are accurate and consistent with NAIT legislation and this standard.
- 3.4. An IP must maintain a PICA accessible point of contact for the purposes of reporting and resolving incorrectly recorded NAIT Information.
- 3.5. An IP must comply with the NAIT Terms of Use.

3.6. An IP is required to comply with the NAIT data sharing agreement.

RESOURCES AND CAPABILITY

3.7. An IP must maintain sufficient resources to consistently perform NAIT functions. This includes:

3.7.1. Adequate staffing levels to manage NAIT responsibilities,

3.7.2. Systems to ensure the continuity of operations,

3.8. An IP must ensure that all personnel performing NAIT functions have the competencies necessary to meet the obligations of the NAIT legislation and all applicable NAIT standards. This includes:

3.8.1. Personnel hold the knowledge and skills relevant to their NAIT related tasks,

3.8.2. Training records or competency assessments are retained and current, and

3.8.3. Personnel can demonstrate understanding of NAIT requirements when requested.

3.9. The NAIT Organisation may, at It's discretion require an IP to undertake additional training.

3.10. An IP must adequately manage customer complaints and maintain a customer complaints register.

3.11. An IP's complaints management procedure must be made available to customers.

3.12. A copy of any complaint to an IP related to NAIT data or the NAIT scheme must be made available to the NAIT Organisation on request.

DATA QUALITY

3.13. Data may be submitted via either a:

3.13.1. Secure login to the NAIT information system. This includes data entered manually or in bulk via the upload of data files in the NAIT Information System web interface, or

3.13.2. Application programming interface (API) with the NAIT information system.

3.14. Where practicable, an IP must submit information received from a PICA in a manner that ensures compliance with the legislated timeframes.

3.15. An IP must not provide data to the NAIT Organisation using the NAIT Organisation's support centre for the normal course of business.

3.16. An IP must be able to transfer data which is complete and accurate at the time of submission and will not compromise the integrity of the data or operation of the NAIT information system.

3.17. An IP must notify PICAs in advance when they know ahead of time that they will be unable to provide their usual services.

3.18. An IP must notify the NAIT Organisation's as soon as possible where there is a failure in the process of submitting data to the NAIT information system.

3.19. An IP must have documented procedures for entering data on behalf of PICAs ensuring information is entered as provided.

3.20. If an IP suspects that a PICA has provided incorrect information, the IP must contact the PICA to confirm the accuracy of the information.

DATA SECURITY

3.21. An IP must establish, implement, and maintain information security policies and procedures to protect all information received from a PICA against unauthorised access, use, disclosure, or alteration.

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- 3.22.** An IP must ensure that all personnel with access to PICA information are subject to appropriate confidentiality obligations and are trained in the secure handling of such information.
- 3.23.** An IP must prohibit any action that compromises the security or confidentiality of PICA information, including but not limited to:
- 3.23.1.** Transmitting PICA or NAIT information through unauthorised channels
 - 3.23.2.** Using PICA or NAIT information for any purpose other than that permitted under NAIT legislation, including this Standard.
- 3.24.** An IP must notify the NAIT Organisation without undue delay if it becomes aware of any actual or suspected breach of security or confidentiality involving information received from a PICA.

INCORRECT MOVEMENT DATA

- 3.25.** Where a PICA or the NAIT Organisation advises an IP of incorrectly recorded data, the IP must take reasonable steps to resolve the issue within 48 hours.
- 3.26.** If an IP is unable to resolve the issue, it must notify the PICA and the NAIT Organisation that the incorrect data cannot be rectified.

APPOINTMENT OF ADMINISTRATION USERS

- 3.27.** An IP must appoint at least one administrator user.
- 3.28.** The NAIT Organisation will enable the administrator user to access the NAIT information system on the IP's behalf.
- 3.29.** An IP's administration user is responsible for:
- 3.29.1.** Managing the registration and removal of users,
 - 3.29.2.** Managing registered NAIT numbers for the organisation if applicable,
 - 3.29.3.** Managing registered NAIT locations for the organisation if applicable, and
 - 3.29.4.** Notifying the NAIT Organisation of any changes to their contact information.

APPOINTMENT OF IP USERS

- 3.30.** An IP must register all staff that will conduct IP duties in the NAIT Information System with an "IP User" role.

BUSINESS CONTINUITY

- 3.31.** In the event of an emergency, unplanned outage, or systems failure IPs must be able to:
- 3.31.1.** Restore system capability without the loss of data,
 - 3.31.2.** Communicate with PICAs about the emergency, unplanned outage, or system failure if required.

LINKING INTO THE NAIT INFORMATION SYSTEM

- 3.32.** If the NAIT Organisation introduces requirements for third-party software used by an IP, they must comply with these requirements.
- 3.33.** An IP that links into and accesses the NAIT information system must apply for data access. This applies to new applications only.

4. RELATIONSHIP BETWEEN INFORMATION PROVIDERS AND PICAS

- 4.1. A PICA or PICA delegate may appoint an IP to perform functions or duties on their behalf as specified in section 18 of the NAIT Act
- 4.2. An IP must enter into a written contract with a PICA that specifies the functions and duties that the IP will undertake on behalf of that PICA. This must be in place before the IP accesses that PICA's information or undertakes a function or duty on their behalf. At a minimum, this contract must:
 - 4.2.1. Authorise the IP to act on behalf of the PICA or PICA delegate,
 - 4.2.2. Allow the IP to access and manage the PICA or PICA delegate's personal information and data that is required for NAIT purposes.
- 4.3. The contract must be held for the duration of the relationship with a PICA.
- 4.4. The contract must be made available to the NAIT Organisation upon written request during this period.
- 4.5. Nothing in this standard limits a PICA or PICA delegate's freedom to choose whether to submit data themselves or appoint an IP or multiple IPs for all or part of their reporting requirements, or to change their provider at any time.

5. PERFORMANCE MONITORING

- 5.1. To ensure compliance with this standard, the NAIT Organisation will monitor the performance of an accredited IP as outlined in this section. The NAIT Organisation reserves the right to raise any performance concerns it has with an accredited IP and will notify the IP of any performance concerns or instances of non-conformance in line with this standard.
- 5.2. The NAIT Organisation will monitor the performance of an accredited IP throughout the period of their accreditation in the following areas:
 - 5.2.1. Ongoing compliance with the accreditation criteria as specified in this standard,
 - 5.2.2. Ongoing compliance with NAIT legislation,
 - 5.2.3. Resolution of reported issues and errors,
 - 5.2.4. Historical performance of the IP and its impact on the data integrity of the NAIT information system.
- 5.3. The NAIT Organisation may monitor the accredited IP's performance in other areas and against other performance indicators, as it deems appropriate.
- 5.4. The NAIT Organisation will notify the accredited IP of any performance concerns identified through its performance monitoring.
- 5.5. The accredited IP will have 10 working days from the receipt of the notification to respond via email to the performance concerns raised by the NAIT Organisation, including the details of how it intends to address the performance concerns.
- 5.6. If the NAIT Organisation is not satisfied with the accredited IP's response to the performance concerns, or if the performance concerns are not addressed, it may choose to perform a performance and quality audit of the accredited IP, and/or suspend the IP's accreditation.
 - 5.6.1. To avoid doubt, if a performance and quality audit of the accredited IP needs to be conducted, this will be at the expense of the accredited IP.
- 5.7. The NAIT Organisation may use any compliance method or action specified in this standard to address an issue. This may include immediately revoking accreditation.

NOTICES OF NON-CONFORMANCE

- 5.8.** The NAIT Organisation is empowered to request an accredited IP demonstrate its compliance with any aspect of this standard.
- 5.9.** Where the NAIT Organisation determines that an IP is not complying with this standard, they may issue a notice of non-conformance to the IP.
- 5.10.** The IP has 30 working days from when it receives a notice of non-conformance to demonstrate to the NAIT Organisation that it has addressed the area of non-conformance. The NAIT Organisation may extend this timeframe if the IP has a legitimate reason why the timeframe cannot be met.
- 5.11.** The NAIT Organisation may suspend or revoke the accreditation of an IP that does not provide the required information or otherwise fails to demonstrate that it has adequately addressed the identified areas of non-conformance.

SUSPENSION AND REVOCATION OF ACCREDITATION

- 5.12.** If an IP fails to comply with this standard or the NAIT Act, the NAIT Organisation may suspend or revoke an EDNA's accreditation.

6. RENEWAL OF ACCREDITATION

- 6.1.** An application for renewal of accreditation must:
- 6.1.1.** Be made at least 40 working days before the expiry of the existing accreditation,
 - 6.1.2.** Be supported by a non-refundable payment. The fee payable is available on the OSPRI website, and
 - 6.1.3.** Follow the prescribed renewal of accreditation process on the OSPRI website.
- 6.2.** An IP renewing its accreditation must advise the NAIT Organisation of the following changes to:
- 6.2.1.** The primary contact,
 - 6.2.2.** The resources it has available to fulfil its NAIT duties and functions, and
 - 6.2.3.** Any major changes to the organisation since the last accreditation for example, shareholders, ultimate parent, directors and if applicable, senior management (CEO and their direct reports).
- 6.3.** The NAIT Organisation may, at its discretion, decline an IP's renewal of accreditation, due to:
- 6.3.1.** Non-compliance with its relevant obligations as defined in the Glossary, this includes obligations under the NAIT Act, regulations, standard, and
 - 6.3.2.** The IP is under investigation for non-conformance with wider New Zealand regulations.

7. ACCREDITATION REGISTER

- 7.1.** The NAIT Organisation, to ensure transparency will maintain a public register on its website of all accredited IPs.

8. USE OF THE NAIT ACCREDITED LOGO

8.1. The NAIT Accredited logo may only be used by accredited entities, with prior written approval from NAIT as outlined below:

8.1.1. To obtain approval an accredited IP can apply for a license to use the NAIT accredited logo. Unless there are exceptional circumstances, the NAIT Organisation will grant this licence within 48 hours.