

NAIT Accreditation Assessment Form

Entities Dealing with NAIT Animals

This form will be used to assess an applicant's eligibility and capability to operate as an accredited Entity Dealing with NAIT Animals (EDNA) under the NAIT Standard - Accreditation of Entities Dealing with NAIT Animals.

The form will require the applicant to answer questions relating to specific criteria prescribed in the Standard. Criteria will require:

- evidence or additional documents to accompany the form, or;
- a declaration from the applicant, or;
- ongoing compliance to the criteria to be monitored by NAIT Limited

Supplying false or misleading information in this form or accompanying evidence and documents is an offence under the National Animal and Identification (NAIT) Act 2012 and associated regulations.

The clauses referenced in this form relate directly to those in the NAIT Standard - Accreditation of Entities Dealing with NAIT Animals.

Name of Organisation

General Roles and Responsibilities

Clause 3.3 by ticking the box below you are acknowledging that your organisation will ensure that public communications, representations, and statements concerning the NAIT Scheme are accurate and consistent with NAIT legislation including NAIT Standards.

Clause 3.4 by ticking the box below you are acknowledging that your organisation will maintain a PICA accessible point of contact for the purposes of reporting and resolving NAIT related queries. This point of contact relates to the public contact details section of the application form.

Note: NAIT Limited will monitor for complaints regarding uncontactable accredited entities.

Resources and Capability

Clause 3.7.1 how many staff will manage your organisation's NAIT responsibilities? This includes part time, casual and contract staff, and must consider planned and unplanned leave events.

Clause 3.7.2 by ticking the box below you are acknowledging that your organisation has satisfactory backup devices and systems available to ensure the continuity of NAIT related operations.

Example: Continuity in the event of internet provider outage, server outage, or other computer related failures

Clause 3.7.3 how many and what type of RFID ear tag scanners (handheld or panel) does your organisation have available/access to? For EDNAs with multiple premises/facilities enter the average number of each type per location

Handheld:

Check here if specifying average per location

Panel:

Clause 3.8 tick the box below to acknowledge your organisation keeps records of staff competency in performing NAIT obligations.

For saleyard operators this should include records of staff competency in tagging and manually scanning animals (in the event of untagged animals or unreadable tags).

Documents required: An example of staff training/competency records must accompany this form.

Note: NAIT Limited may request further evidence of training/competence records for staff if a complaint or investigation indicates training/competency issues.

Clause 3.9-3.11 tick the box below to acknowledge your organisation has a customer complaints procedure and keeps/will keep a complaints register.

Documents required: A copy of the complaints procedure must accompany this form.

Data Quality

Clause 3.13 by ticking the box below you are acknowledging that your organisation will not utilise OSPRI's Support Centre or Accreditation Team to carry out routine NAIT obligations, including recording movements and day-to-day event recording

Note: Exceptions include where erroneous records are not able to be deleted/reconciled by the Accredited Entity

Clause 3.14 briefly describe how your organisation records and submits data to the NAIT Information system. Include when animal tags are scanned, how the EIDs are recorded, and how and when the records are submitted to the NAIT Information System.

Note: Clauses 3.14-3.17 will be monitored for ongoing performance.

Incorrect Movement Data

Clause 3.18-3.19 by ticking the box below you are acknowledging that your organisation will take reasonable steps to resolve incorrectly recorded animal movements within 48 hours of notification by a PICA or NAIT Limited.

Note: NAIT Limited acknowledges that:

- Incorrectly recorded movements can be caused by erroneous information given by PICAs
- PICAs are not always readily contactable

However, Accredited Entities are expected to resolve these themselves unless unable due to NAIT Information System limitations

Non-Scanning Tags

Note: Clauses 3.20-3.21 reiterate NAIT legislation. NAIT Limited will monitor for non-compliance.

Enduring power to remove tags is granted on a case by case basis by NAIT Limited.

Appointment of Administration Users

Clause 3.24 EDNA's must appoint at least one Organisation Administrator user.

Provide the Organisation Administrator's details below

Name:

Phone:

Email:

Date of
Birth:

Note: Date of birth is required for NAIT account setup only. If applying for re-accreditation and the organisation's administrators NAIT accounts are already setup and correct this section is not required to be completed.

Business Continuity

Clause 3.25 EDNAs must have a business continuity plan that covers emergencies and unplanned systems outages or failures. Specifically NAIT Limited is concerned with the organisation's continuity plans regarding NAIT obligations.

This should include:

- Recovery from the outage or failure of systems capturing animal EIDs
- Alternative systems to record NAIT obligations (especially for organisations using software integrating with NAIT)

Documents required: A copy of the business continuity plan must accompany this form. Where an organisation's business continuity plan is extensive, only the extracts regarding NAIT obligations need to be submitted.

Linking Into and Accessing the NAIT Information System

Note: Clauses 3.27 EDNAs applying for NAIT Accreditation for the first time must apply for data access. Data access application form is available on the OSPRI website.

Signature

By signing this form you are acknowledging that:

- All information provided in this form and accompanying assessment form(s) is correct
- It is an offence under the NAIT Act 2012 to provide false or misleading information to NAIT Limited
- You understand you and your organisation's obligations under the NAIT Act 2012

Name:

Date:

Signature:

On completion of this form please email it, along with the application form and all required addition evidence/ documents, to accredit@nait.co.nz