

NAIT Accreditation Assessment Form Information Provider

This form will be used to assess an applicant's eligibility and capability to operate as an accredited Information Provider (IP) under the NAIT Standard - Accreditation of Information Providers.

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 Information Providers.

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

This includes performing all NAIT declarations on behalf of PICAs that the organisation provides.

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 3.14 by ticking the box below you are acknowledging that your organisation will submit information received from a PICA in a manner that ensures compliance with legislated timeframes.

Note: NAIT Limited acknowledges that in some cases PICAs may have already exceeded legislated timeframes by the time the information is provided to the IP

Clause 3.15 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 3.16 briefly describe how your organisation receives, records, and submits data to the NAIT Information System.

Note: Clauses 3.17-3.18 will be monitored for ongoing performance.

Clause 3.19 tick the box below to acknowledge your organisation has documented procedures for entering data on behalf of PICAs ensuring information is entered as provided.

Example: Procedure outline the steps of taking information from an email, submitted form, or phone call, and submitting it to the NAIT Information System via the system website itself or the Information Provider's own integrated software.

Documents required: All such procedures must accompany this form.

Note: Clauses 3.20 will be monitored for ongoing performance.

Example: A PICA provides information about a movement of animals and the date given is a year in the future

Data Security

Clause 3.21 tick the box below to acknowledge your organisation has policies and procedures to protect all information received from a PICA against unauthorised access, use, disclosure, or alteration.

Note: This clause relates to information received and stored in the Information Providers own systems. Policies and procedures should explain how data is secured (where it's stored, how access is managed)

Documents required: These policies and procedures must accompany this form.

Clauses 3.22-3.23 tick the box below to acknowledge your organisation ensures all personnel with access to PICA information are subject to confidentiality obligations and are prohibited from any actions that may compromise the security and confidentiality of PICA information.

Note: This includes copying, disclosing, and the transmission, of PICA information and activity through unauthorised channels.

Note: Clauses 3.24 will be monitored for ongoing performance

Incorrect Movement Data

Clauses 3.25-3.26 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

Appointment of Administration Users

Clause 3.24 IP'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.
The ability for administration users to add or remove information provider users is not available in the current NAIT Information System

Appointment Of IP Users

Clauses 3.30 by ticking the box below you are acknowledging that your organisation will register all staff that will conduct IP duties in the NAIT Information System with an IP User role

Business Continuity

Clause 3.31 IPs 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 3.33 IPs applying for NAIT Accreditation for the first time must apply for data access. Data access application form is available on the OSPRI website.

Relationship Between Information Providers and PICAs

Clauses 4.1-4.4 By ticking the box below you are acknowledging that your organisation enters into written contracts with PICAs and that the contracts specify the functions and duties the IP will undertake on behalf of the PICA, authorises the IP to act on behalf of the PICA, and allows the IP to access and manage the PICA's personal information and data required for NAIT purposes.

Note: "Written contract" includes:

- Paper or pdf based contracts/forms
- Digital declarations, provided acknowledgement or acceptance of both parties is captured and dated
- End User License Agreements (EULAs), provided acknowledgement or acceptance of both parties is captured and dated

Documents required: A copy of the contract must accompany this form

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