

New Zealand Food Safety Authority
PO Box 2835, Wellington, New Zealand

*Accreditation, Recognition, and Performance Measurement
Criteria for Third Party Agencies and their Personnel -
Organic Products (NZFSA Standard OP 1)*

August 2005 Version Two

ISBN: 0-478-07892-7

Contents

- 1 Background
- 2 Summary
- 3 Outcome
- 4 Effective changes
- 5 Implementation

NZFSA Standard OP1, “Accreditation, Recognition and Performance Measurement Criteria for Third Party Agencies and their Personnel – Organic Products”

- 1.0 SCOPE
- 2.0 PURPOSE
- 3.0 OUTCOME
- 4.0 INTERRELATED REQUIREMENTS
- 5.0 ADDITIONAL RESOURCES
- 6.0 DEFINITIONS
- 7.0 REQUIREMENTS
- 8.0 VERIFICATION
 - 8.1 Criteria
 - 8.2 Decision
 - 8.3 Result
- 9.0 VERSION CONTROL

APPENDICES

One: CRITERIA FOR THIRD PARTY AGENCIES

Two: CRITERIA FOR TPA PERSONNEL

ANNEXES

Annex A: Template for TPA record of assessments of registered operators

Annex B: Template for TPA record of audits of registered organic produce packhouse assessments

Annex C: Template for TPA record of laboratory analyses of residues in organic produce (summary)

1 Background

The NZFSA Standard on Accreditation, Recognition and Performance Measurement Criteria for Third Party Agencies and their Personnel – Organic Products was developed as part of the NZFSA system for official assurances. It describes acceptable criteria (means for satisfying NZFSA) for the initial and ongoing recognition of Third Party Agencies (TPAs) and accreditation of their personnel providing assessment and verification services for the NZFSA Official Organic Assurance Programme.

2 Summary

This Standard specifies requirements relating to the recognition of Third Party Agencies and accreditation of their personnel participating in the official assurance programme for organic products.

Appendix One outlines criteria for demonstrating that the outcomes in the Standard for TPAs are achieved, including TPA compliance with:

- accreditation standards;
- contractual conditions with clients;
- management of confidentiality;
- management of workload;
- management of any potential conflicts of interest;
- management of accredited individuals;
- control of documents;
- management of internal non-compliance;
- management review;
- reporting to NZFSA; and
- participation in industry standardisation sessions.

Appendix Two outlines criteria for demonstrating that the outcomes in the Standard for TPA individuals providing assessment and verification activities are achieved, including:

- skills, knowledge, experience and qualifications;
- training and assessment;
- minimum performance criteria; and
- performance reviews.

Proposals for alternative criteria may be approved by NZFSA, provided it can be demonstrated to NZFSA's satisfaction that the required outcomes will be achieved.

3 Outcome

NZFSA is confident that all TPAs and TPA individuals providing assessment and verification services for official assurance of organic production, and monitoring the performance of the organic export industry against the overseas market access requirements, on NZFSA's behalf, are independent and competent.

4 Effective changes

This standard will introduce the following changes from the previously existing situation:

- NZFSA will use accreditation bodies to assess and recommend organic certification agencies for recognition as Third Party Agencies, with NZFSA providing technical experts for the process.
- All TPA personnel undertaking assessment and verification activities for this programme will be accredited by NZFSA.
- Accreditation bodies in conjunction with a NZFSA Technical Expert will assess TPA individuals applying for accreditation.

5 Implementation

This Standard will apply from the date of its issue by Circular or other means of official promulgation by NZFSA.

NZFSA Standard OP1, “Accreditation, Recognition and Performance Measurement Criteria for Third Party Agencies and Personnel - Organic Products”

1.0 SCOPE

This Standard contains the requirements for the accreditation, recognition and performance measurement of Third Party Agencies (TPAs) and their personnel who are providing assessment and verification services for NZFSA’s Official Organic Assurance Programme. All Third Party Agencies and personnel recognised and accredited by NZFSA to provide assessment and verification services for organic products must comply with this Standard when undertaking activities for the NZFSA Programme.

The criteria outlined in Appendices One and Two of this Standard were developed in consultation with industry to establish clear rules for verifying whether or not a TPA and/or an individual is satisfactory, and to assist parties to achieve the outcomes described in the Standard.

2.0 PURPOSE

This standard provides a framework for the recognition and accreditation of TPAs and their individuals, and ensures independent service delivery by technically competent individuals.

3.0 OUTCOME

All TPAs and their personnel assessing and verifying organic management plans and their components on NZFSA’s behalf operate in conformance with these requirements, and provide quality independent assessment and verification services to organic operators and NZFSA.

4.0 INTERRELATED REQUIREMENTS

The following standards must be read in conjunction with this Standard.

- AS/NZS ISO/IEC Standard 17020:2000, “General Criteria for the Operation of Various Types of Bodies Performing Inspections” (EN 45004:1009).
- “NZFSA Technical Rules for Organic Production” (NZFSA Standard OP3, Appendix Two). Food Assurance Authority, Ministry of Agriculture and Forestry.
- NZFSA Standard OP2, “Third Party Agency Responsibilities – Organic Products”. Food Assurance Authority, Ministry of Agriculture and Forestry.
- NZFSA Standard OP3, “Registration and Performance Measurement Criteria for Operators – Organic Products.” Food Assurance Authority, Ministry of Agriculture and Forestry.

5.0 ADDITIONAL RESOURCES

The following documents are useful resources.

- “Guide to the NZFSA Official Organic Assurance Programme”. Food Assurance Authority, Ministry of Agriculture and Forestry.
- “NZFSA Official Organic Assurance Programme, A Guide to the performance measurement of Third Party Agencies and their individuals”.

6.0 DEFINITIONS

NZFSA definitions of terms can be found in their “Glossary of Terms”, available on the NZFSA website (<http://www.nzfsa.govt.nz/dairy/publications/information-papers/glossary.htm>).

Accreditation - Formal granting of recognition of competency for specified categories, following assessment against a standard, by an accreditation body or NZFSA.

Accreditation body - An internationally recognised, independent organisation which is authorised to accredit organisations to certain ISO or other standards in New Zealand.

Accredited individual - A person who has demonstrated that they meet NZFSA competency standards, and has subsequently been formally accredited by NZFSA to undertake prescribed activities. An accredited individual may or may not have signatory status.

Assessment - Systematic examination of an individual, organisation, plan, programme, or system against regulatory requirements.

Assessor - A person who carries out an examination to determine the degree of conformity with prescribed criteria (i.e. documents and procedures).

Conflict of interest - Any circumstance that may undermine or detract from the impartiality and/or independence of an individual or organisation.

Contracting party - An organisation or operator who has contracted the TPA to provide specified services as detailed in a contract.

Critical non-compliance - Any identified non-compliance is defined as critical if it affects the system’s ability to continue to provide confidence that the product meets the requirements of the relevant NZFSA Programme.

e.g. An action, event or omission which may result in:

- Failure of organic product to comply with the overseas market access requirements;
- Failure to identify when organic product is not conforming;
- Failure to identify or rectify a non-compliance;
- Failure to keep accurate and complete records;
- Failure to provide accurate, complete and timely reports;
- Failure to identify and segregate non-conforming organic product in accordance with the requirements of the Official Organic Assurance Programme;
- Failure to comply with an Organic Management Plan;
- Failure to prevent recurrence of non-compliance; and/or

- Failure to rectify non-compliance within the specified timeframe.

Critical situation – Any situation which, in the professional judgement of the Assessor, places public health, animal welfare, market access, official assurances, national good, or NZFSA’s credibility at risk, or where an offence is suspected.

Director - Director, Export Standards & Systems, NZFSA.

Facilities - Machinery, equipment, premises, packaging and transport containers used during the production, harvesting, processing and handling of organic agricultural product and foodstuffs.

Full assessment - An assessment to confirm that staff, facilities, operations and procedures comply with regulatory requirements and documented procedures are followed. Information gathered will include, but need not be limited to, records, discussions with management and personnel, and the observation of activities.

IANZ - International Accreditation New Zealand. An accreditation body.

JAS-ANZ - Joint Accreditation System of Australia and New Zealand. An accreditation body.

MAF - Ministry of Agriculture and Forestry, New Zealand.

NZFSA Compliance - The Compliance and Investigation Group of NZFSA, reporting to the Director, Compliance and Investigation Group.

NZFSA - New Zealand Food Safety Authority.

Non-compliance - Any failure to comply with the requirements of the Official Assurance Programme.

Operator - A natural or legal person or business entity who has completed the registration process with a TPA and has the day to day management and/or contractual control of an organic management plan.

Surveillance assessment - A partial assessment to confirm selected components of a programme comply.

Third Party Agency (TPA) - An organisation recognised by NZFSA to carry out assessment (evaluation and/or verification) services.

Verification - Application of methods, procedures, tests and other checks, in addition to monitoring, to determine compliance with NZFSA-approved plans, programmes and systems, and to confirm the ongoing applicability of those.

7.0 REQUIREMENTS

7.1 Third Party Agency

A recognised TPA providing assessment and verification services to the New Zealand organic product export industry on behalf of NZFSA, must:

- be accredited, by an accreditation body, to ISO Standard 17020 and the requirements set out in this Standard (note: the NZFSA criteria for the relevant sections of ISO Standard 17020 are contained in Appendix One to this Standard);
- Fulfill the requirements of NZFSA Standard OP2;
- participate in industry standardisation sessions; and
- report the following information to NZFSA in accordance with the prescribed time-scale:

Topics	Events	Quarterly	Annually
Importing countries requirements obtained from sources other than the Director.	X		
Assurance failure (i.e. where exported product has been intercepted by offshore control authorities and does not comply with NZFSA requirements). Information on who did what, where, when and how, interim actions taken and recommendations must be provided.	X		
Critical non-compliance identified within the TPA's system.	X		
Critical non-compliance identified following assessments of registered operators (including assessment reports).	X		
Any critical situations identified during the course of the TPA's work.	X		
A summary of actual changes to the TPAs system, and details of any significant changes (i.e. changes that impact on the TPAs ability to meet the requirements of NZFSA Standards OP1 & OP2) that are proposed.		X	
Disputes: background, outcomes, legal action and settlements.		X	
Other issues or events (e.g. potential problem issues relating to NZFSA Assurance for organic products).		X	
TPA management & individual changes.		X	
Report of system assessments undertaken for the year by registered operator stating: <ul style="list-style-type: none"> - the name of the operator, - date(s) the assessment was undertaken, - any non-compliance, and - dates any corrective actions were verified. 			X

7.1.1 Reporting

Staff who are responsible for providing reports must be specifically nominated and recorded in the TPA's documented system.

Reports must be kept confidential and secure at all times. Reports must have a consistent format which is used throughout the organisation.

Event management, quarterly and annual reports must be provided to NZFSA as follows.

A Event management reports

Reports must be submitted to the Director within 24 hours of the TPA becoming aware of an event (See table under 7.1).

B Quarterly reports

Reports must be submitted to the Director by mail, fax or electronic mail in a consistent format.

Reports are to be received by the following dates:

- Report for July/August/September due October 23
- Report for October/November/December due January 23
- Report for January/February/March due April 23
- Report for April/May/June due July 23

C Annual reports

Reports for the year ending 30 June must be submitted to the Director before 31 July by mail and electronic mail.

7.2 Third Party Agency personnel

To be accredited by NZFSA to provide assessment and verification services, individuals must:

- be competent in the skills of assessment and verification;
- have a thorough understanding of, and experience in, the specific aspect of the organic industry in which they provide accredited services;
- demonstrate an understanding of the relevant NZFSA Standards and overseas market access requirements; and
- understand and effectively apply the quality system and procedures of the TPA(s) for which they have accredited status.

7.2.1 Assessment and accreditation of individuals

Internal assessment of individuals must:

- follow the assessment procedure of the TPA for which they work;
- include annual internal performance appraisals and peer reviews; and
- include an assessment of the consistency of the work of all accredited individuals working within and across TPAs.

External assessment of individuals must:

- include assessment by the accreditation body and NZFSA, at the frequency assigned by NZFSA, of compliance with the criteria stated in this Standard and Appendix two to this Standard.

7.2.2 Sub-contracted personnel

Individuals who sub-contract their services to TPAs must comply with the requirements stated in 7.2 and 7.2.1 above.

7.3 Ownership of data contributing to official assurance issue

All data collected by TPAs in the course of their activities undertaken on behalf of NZFSA, for the issue of an official assurance of organic products, is official information and is subject to the requirements of the *Official Information Act 1982*.

7.4 Publication of TPA recognition status

In making reference to recognition status in communication media, TPAs may use only the following phrase (or an equivalent phrase approved by the Director), “Recognised by the Director to provide assessment and/or verification services to support NZFSA official assurances for organic products”.

8.0 VERIFICATION

Verification of compliance of TPAs and their personnel with this Standard is undertaken by the accreditation body in conjunction with a technical expert appointed by NZFSA and at a frequency determined by NZFSA.

A list of recognised TPAs and their accredited individuals is available on the NZFSA website, <http://www.nzfsa.govt.nz/organics/tpa/tpa-register/index.htm>.

8.1 Criteria

The criteria for assessing compliance with the Standard are as follows.

- The procedures to meet the requirements of this Standard are documented in the TPA’s quality system and no deficiencies are identified in the TPA’s procedures.
- The TPA and accredited personnel undertake activities in accordance with the TPA’s procedures.
- Accredited personnel meet all the relevant requirements of this Standard.
- At the annual internal management and peer reviews, and external assessment, the accredited individual is judged to be competent.
- The TPA has paid its fees.

8.2 Decision

The TPA or individual is non-compliant if one or more of the criteria for assessing compliance is not met.

8.3 Result

8.3.1 Compliant TPAs and personnel

Compliant TPAs are accredited by an accreditation body and either recognised or retain recognition by NZFSA to provide assessment and verification services for the Official Organic Assurance Programme.

Compliant individuals are either accredited or retain accreditation by NZFSA to provide assessment and verification services within a recognised TPA.

8.3.2 Non-compliant TPAs and personnel

Non-compliant TPAs and personnel are either not accredited by an accreditation body or not recognised or accredited by NZFSA, or have accreditation/recognition withdrawn, and are not able to provide assessment and verification services for the Official Organic Assurance Programme.

NZFSA may choose to review any work and/or services previously performed by a TPA or an individual who has had recognition or accreditation withdrawn or conditions imposed on recognition or accreditation.

8.3.3 Suspension of a TPA's recognition

Recognition of a TPA will be considered for suspension by the Director, in full or part, for a specified period, if:

- an assessment by the accreditation body identifies a critical non-compliance; or
- agreed corrective actions for occurrences of any non-compliance are not implemented;
or
- the TPA formally requests their recognition be suspended.

Notification of suspension will be via a suspension notice delivered by facsimile followed by registered letter (or equivalent means).

Where a TPA requests the Director to suspend their recognition it must provide the Director with a minimum of 30 days notice of such intent and must continue to provide all assessment and verification information up until the agreed date of suspension.

A TPA must not provide any verification services for which the Director has suspended their recognition.

Product, which has been verified by a suspended TPA, but not yet exported, will be eligible for official assurance only if it can be shown to meet the overseas market access requirements.

8.3.4 Termination of a TPA's recognition

The TPA's recognition may be terminated at the request of the TPA or by the Director.

Where a TPA requests the Director to terminate their recognition they must provide a minimum of 30 days notice of such intent and must continue to provide all assessment and verification information up until the agreed date of termination.

The TPA's recognition may be terminated by the Director if the conditions for reinstatement in a suspension notice are not met within the specified time.

The TPA will be advised by the Director of the reasons for the termination of the recognition and the effective date of the termination. Such advice will be sent by facsimile followed by registered letter (or equivalent means).

The TPA must not provide any assessment or verification services for which their recognition has been terminated by the Director.

Where the TPA's recognition is terminated, they must not identify as eligible for official assurance any produce being processed through their system.

Product that has been verified by a terminated TPA, but not yet exported, will receive an official assurance only if it can be shown to meet the overseas market access requirements.

Where the TPA's recognition is terminated, their notification of recognition must be returned to the Director within two working days of the recognition being terminated.

8.5 Suspension or termination of accreditation for TPA personnel

The Director may suspend or terminate accreditation of TPA personnel as a result of:

- the recommendation of the TPA;
- the recommendation of the accreditation body;
- a critical non-compliance identified during an assessment; and/or
- confirmation of non-compliance as notified by external sources.

Where a TPA individual's accreditation is terminated, the TPA must return to the Director, within two working days of the accreditation being terminated, the individual's certificate of Accreditation.

8.6 Reinstatement of recognition

Reinstatement of recognition for a TPA or accreditation for an individual following suspension will only occur when the Director is satisfied the TPA or the individual meets the conditions for reinstatement, as stated in the suspension notice.

When a TPA or the individual has been confirmed as meeting the conditions for reinstatement they will be advised by the Director of the date from which recognition or accreditation will be reinstated. Such advice will be sent by facsimile followed by a registered letter (or equivalent means).

Reinstatement of a TPA's recognition will only occur when the Director is satisfied the TPA has successfully completed the recognition process.

Reinstatement of an individual's accreditation will only occur when the Director is satisfied the individual meets the relevant requirements of this Standard.

9.0 VERSION CONTROL

Version	Date	Status	By
Draft 000510	23 June 2000	Issued for internal comment	TA-OPP, NZFSA: Dairy & Plants
Draft 000711	11 July 2000	Issued for external comment	TA-OPP, NZFSA: Dairy & Plants
Draft 001013	13 October 2000	Issued for external comment	TA-OPP, NZFSA: Dairy & Plants
Draft 010215	15 February 2001	Issued for final comment	TA-OPP, NZFSA: Dairy & Plants
Version One	March 2001	Approved	Directors, NZFSA: Dairy & Plants and NZFSA: Animal Products

This copy may not be the most recent version of this document. It was current at the date in the footer of each page of the document. It is recommended that anyone intending to use this document should contact NZFSA or check the website (www.nzfsa.govt.nz) to confirm that this is the current version.

Appendix One

CRITERIA FOR THIRD PARTY AGENCIES

Following are criteria by which a TPA may be judged to achieve satisfactorily the requirements described in section 7 of this Standard. TPAs, which have demonstrated that they meet each of the criteria, will be recognised by NZFSA.

Proposals for alternative criteria will be accepted by NZFSA, provided it can be demonstrated to NZFSA's satisfaction that the required outcomes will be achieved. A guide to the information required in these proposals and the procedures used to assess proposals can be obtained from NZFSA.

1.0 TPA ACCREDITATION AND RECOGNITION

1.1 Accreditation criteria

All TPAs providing services under the NZFSA Standards for organic products are accredited, by an accreditation body, to ISO Standard 17020 and the requirements of this Standard. The TPA specifies, in its quality system and application for accreditation, the category in Section 4 of ISO Standard 17020 against which it is to be assessed.

An outline of the accreditation and recognition process is provided in Table A1.1.

1.2 Contractual criteria

A TPA providing NZFSA services to operators has systems in place which ensure the contractual conditions under which it provides those services to contracted parties are documented and agreed by both parties. These conditions include:

- full access to records of the contracting party;
- full access to the contracting party's personnel and facilities at any reasonable time;
- written authority from its clients, to report relevant information to NZFSA;
- conditions of payment;
- full access by the contracting party to all records concerning it held by the TPA; and
- a statement clarifying ownership of all information relating to the contracted party.

1.3 Management of confidentiality

The recognised TPA may, in the course of their duties, receive information, such as market information, volume or value of production, which is of a confidential nature. This confidentiality is respected at all times and where applicable is subject to the provisions of the *Privacy Act 1993*.

The distribution of confidential information is limited to those persons within the TPA whose job requires that they have such information. These persons/positions are documented within the TPA system.

The TPA has a written statement, as part of the quality system, allowing the accreditation body to release information to NZFSA, as required.

The TPA has systems to preserve the confidentiality of information from contracted parties.

1.4 Management of workload

The TPA has documented policies and procedures that prevent and demonstrate the absence of commercial, financial and other pressures that may lead to a conflict of interest for all areas of work. These procedures ensure that all work is completed without time constraints, intimidation or other factors that would influence assessment results.

The TPA has documented policies and procedures that prevent it from abusing its position for financial or other gain.

1.5 Management of potential conflicts of interest (independence, impartiality and integrity)

The TPA has documented policies and procedures that ensure the effective separation of consultancy and assessment work for the same client.

1.6 Management of accredited individuals

The TPA has adequate numbers of competent staff to provide routine services in the category or categories for which the TPA is recognised. All personnel providing assessment services, including subcontracted staff, are assessed by the TPA and/or the accreditation body and accredited by NZFSA.

The TPA has systems to ensure that all individuals for whom accreditation is sought are appropriately trained, and assessed, in accordance with section 2 of this Appendix.

The TPA has documented systems to ensure that only accredited individuals provide assessment and verification services.

The TPA has documented systems to eliminate any potential conflict of interest between the initial assessment and the ongoing on-site verification of an organic management plan. (i.e. the initial assessment and ongoing on-site verification is undertaken by different individuals).

The TPA has documented systems to ensure that the performance and competence of each accredited individual is determined, at least annually, by performance appraisal and internal peer review. Where internal peer review is not possible, peer review is by an accreditation body.

The TPA has documented systems to check the consistency of work done by accredited individuals within the TPA, these checks to be conducted annually at least.

The TPA has documented systems to ensure that, when any individual is deemed to be non-compliant:

- the individual does not carry out assessment services;

- within 24 hours of the review, NZFSA is notified of any individual deemed to be non-compliant;
- a traceback is conducted on the work done by the non-compliant individual to determine the corrective actions required; and
- where there is any doubt about the quality of any work done by the individual, the client(s) involved are advised and the work is repeated by another approved individual.

TPAs subcontracting the services of individuals to deliver specific functions have systems in place to manage those individuals in accordance with section 4.2 of ISO Standard 17020 and the requirements of this Standard.

The TPA has systems in place to maintain full records of training and experience of all accredited individuals providing assessment and verification services on behalf of the TPA.

To prevent over-familiarity with client systems and processes, the TPA ensures that whenever practicable accredited individuals do not provide the same assessment and/or verification services continuously to the same client.

1.7 Control of documents

The TPA has documented systems to ensure adequate record keeping and document control.

The TPA has systems to ensure access by relevant staff to the latest version of all relevant legislation and standards.

The TPA specifies the retention time for all information required by NZFSA Standards.

1.8 Management of internal non-compliance

The TPA has proactive systems for internal management review and the completion of corrective actions to rectify any non-compliance. These systems have provision for monitoring the agency's own performance, and for the anticipation, identification and prevention of problems. Any critical non-compliance is reported to NZFSA as an event report.

1.9 Management review

The TPA has procedures to conduct an internal management review of its own quality system at least annually.

1.10 Post-verification security

When a TPA verifies a certificate for a consignment that is at a site remote from the export point of departure from New Zealand (i.e. air or sea port), the TPA is able to demonstrate that all product remains intact and protected from substitution until export.

Systems to control the post verification security of product are documented.

1.11 Performance measurement of TPAs

The TPA manager implements performance-based assessment frequency as instructed by NZFSA, and ensures that the assessments required for the performance assessment category to which they have been assigned, are undertaken as specified.

1.12 Demonstration of compliance

The TPA demonstrates compliance at the level appropriate to the performance assessment category to which it has been assigned.

Table A1.1 Outline of the accreditation and recognition process

1. The TPA applies to an accreditation body for approval, using appropriate documentation.
2. The accreditation body registers the application and requests a copy of the TPA's quality system documentation, including technical procedures.
3. The accreditation body appoints a Lead Assessor, who examines the TPA's quality system documentation.
4. The accreditation body contacts the NZFSA technical expert and forwards the TPA's quality system documentation for examination.
5. If any deficiencies are identified in the examination of documentation, the TPA is notified and requested to address them.
6. Any deficiencies are signed off by either the Lead Assessor or technical expert.
7. The Lead Assessor arranges a site assessment visit with the technical expert and the TPA.
8. The assessment team conducts a site assessment, including observation of persons seeking approval performing relevant tasks, and the TPA is notified of any non-compliance.
9. The TPA resolves any non-compliance.
10. The assessment team signs off any non-compliance.
11. The accreditation body grants accreditation to the TPA and forwards a recommendation for approval to NZFSA.
12. NZFSA approves the TPA, and lists it on the register of approved TPAs on the NZFSA website.
13. The completed application form (available on the NZFSA website) will form part of the TPA's system for providing contact and communication details.

Appendix Two

CRITERIA FOR TPA PERSONNEL

Following are criteria by which an individual may be judged to satisfactorily achieve the requirements described in section 7 of this Standard. Individuals who have demonstrated that they meet each of the criteria will be accredited by NZFSA.

Proposals for alternative criteria will be accepted by NZFSA, provided it can be demonstrated to NZFSA's satisfaction that the required outcomes will be achieved.

1.0 REQUIREMENTS FOR ACCREDITED INDIVIDUALS

Accredited individuals:

- Are trained in the skills of assessment and have completed and passed an accredited training course (e.g. IRCA, IQA, JAS-ANZ or NZQA accredited) 5 day Lead Assessor course within the previous three years. If training was completed more than three years previously, active involvement in assessment over the intervening years is demonstrated. The person has carried out two or more assessments under the supervision of a recognised individual of the TPA.
- Have some formal technical training in the field for which recognition is sought, for example a tertiary qualification such as a degree or diploma, or other industry-recognised training programme, e.g. Diploma in Agriculture or Horticulture, Bachelor in: Agriculture Science, Horticulture Science, Environmental Science, Veterinary Science.
- Have a thorough understanding of the specific aspect of the organic industry in which recognition is sought. Normally, this would mean at least two years of recent involvement in a relevant area in the industry.
- Demonstrate an understanding of the requirements of the relevant NZFSA Standards and overseas market access requirements.
- Understand and effectively apply the quality system and procedures of the TPA(s) for which they have accredited status.

The individual's technical competence is determined by review of training records, experience, and on-site assessment. A NZFSA technical expert in conjunction with the accreditation body assesses the technical competence of all accredited individuals.

2.0 ASSESSMENT OF ACCREDITED INDIVIDUALS

In order to obtain accreditation and for accreditation to continue, the individual demonstrates continued competence in both internal and external assessments.

2.1 Internal assessments

The accredited individual's continued competence is internally assessed, by performance appraisals and peer review, at least annually, by the TPA by which the individual is employed or sub-contracted. Where internal peer review is not possible, peer review is by an accreditation body or an accredited individual working for another recognised TPA.

TPAs have minimum criteria against which each individual's competence is internally assessed. The following areas are included in the criteria:

- knowledge of the relevant NZFSA Standards and overseas market access requirements;
- knowledge and demonstrated use of the TPA's quality system and procedures;
- appropriate technical background and current knowledge;
- ability to make judgement calls or recognise when a judgement call needs to be made;
- adequate experience in a relevant area of industry;
- demonstrated skills and competencies;
- adequacy of assessment and verification services carried out; and
- accurate, unbiased, uncensored and timely reporting of client details.

Accredited individuals carry out at least one assessment in each accredited category each year, or they demonstrate continued competence in assessment in that category.

As part of the management review, the TPA checks that the work done by all accredited individuals working for it is of a consistent standard.

2.2 External assessment

To gain and maintain accreditation the individual's competence is assessed by the accreditation body and NZFSA, at a frequency assigned by NZFSA. Initially, this is a full assessment. The extent of re-assessment will be reviewed, based on performance, in accordance with this Standard. Subsequent assessments may be full or surveillance assessments. More frequent full assessment may be required if the accreditation body or NZFSA determines non-compliance.

As part of the external assessment, the accreditation body and NZFSA check that the work done by accredited individuals across all TPA's, is of a consistent standard.

3.0 SUBCONTRACTED ASSESSORS

Individuals who subcontract their services to TPAs comply with all of the requirements listed in sections 1.0, 2.0, 2.1 and 2.2 above.

Subcontracted individuals may be accredited to provide assessment and verification services for more than one TPA. In this case, their knowledge of the quality systems and procedures used by all the TPAs to which they subcontract, is assessed by the accreditation body. If they are supplying the same assessment services to all TPAs, a full re-assessment of their technical knowledge may not be necessary.

When an individual has applied for accreditation in more than one category, their performance in all categories may be assessed at the same time, if appropriate.

4.0 DEMONSTRATION OF COMPLIANCE

The individual demonstrates compliance at the level appropriate to the performance assessment category to which they have been assigned

5.0 ASSESSMENT REQUIREMENTS

The manager of the TPA ensures that the assessments required for the performance assessment category to which the individual has been assigned are undertaken as specified.

Annex A

TEMPLATE FOR TPA RECORD OF AUDITS OF REGISTERED OPERATORS

Exporter's Name: _____

Reg. No. _____

Date: _____

Name of TPA _____

Accreditation No. _____

					Organic Produce				Non-organic Produce
Date	Type of produce	Unit/Area size	Producer's name and address	Property location	Registration number	Area size registered was verified	Infringements	Remarks	Area size

Auditor's name: _____

Function: _____

Signature: _____

Annex B

TEMPLATE FOR TPA RECORD FOR REGISTERED ORGANIC PRODUCE PACKHOUSE AUDIT

Exporter's name: _____

Reg. no. _____

Date: _____

Name of TPA _____

Accreditation no. _____

Mark + if the matter is in order:

Date	Name of packhouse and registered no.	Location	Type of produce	Packaging markings	Produce marking label	Produce entry document check	Export and industrial document checks	Upward deviations in quantity	Non-organic product at station	Prohibited treatments discovered

Auditor's Name: _____

Function: _____

Signature: _____

Annex C

TEMPLATE FOR TPA RECORD OF LABORATORY ANALYSES OF RESIDUES IN ORGANIC PRODUCE (SUMMARY)

Exporter's name: _____

Reg. no. _____

Date: _____

Name of TPA: _____

Accreditation no. _____

Sampling date	Packhouse	Type of product	Producer's name	Testing laboratory	Test date	Deviations in materials	Measures taken

Signature: _____