

NAIT ACCREDITATION ASSURANCE AND UNDERTAKING TO COMPLY

COMPLETING THE ACCREDITATION STANDARD QUESTIONS

The accreditation standard questions require a yes or no response in the appropriate tick box. The compliance indicators are a guide to assist you in assessing whether you should apply. They indicate the required systems and behaviours to comply with the question. If you do not comply with any of the questions, please tick no and provide a brief explanation at the end of this form. If you would like to be contacted by someone at OSPRI to discuss your application, please indicate this in the box at the end of this form.

The 'applicant' refers to the individual or organisation applying for accreditation.

PEOPLE CAPABILITY			
Accreditation standard question	Compliance indicators	Yes	No
Does the applicant have the sufficient number of staff to gather the NAIT information?	<ul style="list-style-type: none"> Staff are appropriately qualified at each NAIT location. Rosters to ensure staff are present to ensure all animals are recorded. 	<input type="checkbox"/>	<input type="checkbox"/>
Do the staff have adequate skills and experience to perform these duties on behalf of the applicant?	<ul style="list-style-type: none"> Some record of on-the-job training or other training of staff on staff files. 	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have a plan or policy in place to maintain the skill base?	<ul style="list-style-type: none"> Recognition that staff need to be trained to gather NAIT data. 	<input type="checkbox"/>	<input type="checkbox"/>
Has the applicant got the procedures and processes or practice sufficient to meet the entity's obligations under the Act?	<ul style="list-style-type: none"> Are there adequate numbers of adequately trained people to ensure that the obligations are met? 	<input type="checkbox"/>	<input type="checkbox"/>
Are the applicant's employees tasked with NAIT duties and responsibility to submit NAIT data aware of their obligations under the Act?	<ul style="list-style-type: none"> Signed undertaking. 	<input type="checkbox"/>	<input type="checkbox"/>
DATA MANAGEMENT			
Accreditation standard question	Compliance indicators	Yes	No
Can you confirm the applicant is collecting, holding and using the information in accordance with New Zealand law?	<ul style="list-style-type: none"> Ensure that the data is not being used for any unauthorised purpose. Compliance with the Privacy Act. 	<input type="checkbox"/>	<input type="checkbox"/>
Is the applicant using information in accordance with any restrictions placed on the use of data from the clients providing it?	<ul style="list-style-type: none"> Access to the information is limited to protect individual's privacy. 	<input type="checkbox"/>	<input type="checkbox"/>
Is the NAIT data held safely and securely for the specified period?	<ul style="list-style-type: none"> System passworded locations locked and secure. Up to date virus programme and firewall. Data stored for three years. 	<input type="checkbox"/>	<input type="checkbox"/>
Is the NAIT data stored so it is easily accessible?	<ul style="list-style-type: none"> Can the data be accessed by authorised people? 	<input type="checkbox"/>	<input type="checkbox"/>
Can you confirm that the applicant will transfer the data to NAIT efficiently and securely?	<ul style="list-style-type: none"> The applicant should not have any impediments to transferring the data efficiently or securely. 	<input type="checkbox"/>	<input type="checkbox"/>

Does the applicant undertake to provide all information within regulated timeframes?	<ul style="list-style-type: none"> The data should be received within the specified timeframes. 	<input type="checkbox"/>	<input type="checkbox"/>
Do the applicant's processes and systems ensure the capture and transfer of data accurately and in a timely manner to NAIT?	<ul style="list-style-type: none"> Signed undertaking. 	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENT MANAGEMENT PROCESS			
Accreditation standard question	Compliance indicators	Yes	No
Does the applicant have a system to manage hard copy documents?	<ul style="list-style-type: none"> Logical filing system is in place. 	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have a system to ensure security of the data collected?	<ul style="list-style-type: none"> Data stored securely and locked away. Only authorised people have access. 	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have a system to ensure that private information is adequately protected?	<ul style="list-style-type: none"> Only allow authorised people to view files. People requesting access can only view their files. 	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have procedures to undertake an internal audit and quality management?	<ul style="list-style-type: none"> Evidence of procedures. 	<input type="checkbox"/>	<input type="checkbox"/>
EMERGENCY PLANNING AND DATA MANAGEMENT			
Accreditation standard question	Compliance indicators	Yes	No
In the event of an emergency, is the applicant able to restore the IT system's capability?	<ul style="list-style-type: none"> Access to IT support, or back-up system. 	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have alternative systems to allow continued operation during a failure of the IT system?	<ul style="list-style-type: none"> Access to another computer capable of sending NAIT data possibly located elsewhere. 	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have a system to communicate with NAIT and the PICAs during a failure of the IT system?	<ul style="list-style-type: none"> Phone and phone lists to allow communication with PICAs if the computer goes down. Phone lists and alternative email facilities. 	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have a system back up and is the back-up securely held?	<ul style="list-style-type: none"> Data regularly backed up and stored securely for the specified period. 	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT APPOINTMENT CONTRACTS (INFORMATION PROVIDERS ONLY)			
Accreditation standard question	Compliance indicators	Yes	No
Has the applicant entered into an agreement with the PICA or their delegate to act on their behalf?	<ul style="list-style-type: none"> Contract outlining relationship. 	<input type="checkbox"/>	<input type="checkbox"/>
Has the applicant entered into an agreement with the PICA or their delegate to access their personal data required for NAIT purposes?	<ul style="list-style-type: none"> Clause allowing access to PICA personal information for NAIT purposes. 	<input type="checkbox"/>	<input type="checkbox"/>
Are these agreements clearly presented in a signed contract between you and the PICA or their delegate(s)?	<ul style="list-style-type: none"> Clauses in the contracts outline the reporting relationship between the PICA and the information provider. 	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have the means to securely store the contracts for three years?	<ul style="list-style-type: none"> File system secured to prevent unauthorised access. 	<input type="checkbox"/>	<input type="checkbox"/>
Are the contracts stored in a way that will allow easy access to MPI or NAIT if requested during the three year period?	<ul style="list-style-type: none"> Filed logically so agreements can be easily found. 	<input type="checkbox"/>	<input type="checkbox"/>

Please provide a brief explanation for each question ticked no (use a separate piece of paper if required):

DECLARATION	Yes
I declare that the answers I have given are a true and accurate reflection of the systems, policies and processes of the applicant	<input type="checkbox"/>
I undertake on behalf of the applicant to meet the ongoing obligation outlined in the <i>accreditation standard</i>	<input type="checkbox"/>
Tick here if you would like someone to contact you to discuss this application	<input type="checkbox"/>

Please note the answers in this application will form a part of any future audit of the applicant's accreditation and that any non-compliance with the *accreditation standard* or legislation may result in the suspension or cancellation of the accreditation.

SIGNATURE	
Signed for and on behalf of (entity)	
Signature	
Full name	
Position	
Date	