

NAIT ACCREDITATION STANDARD

FOR INFORMATION PROVIDERS AND ENTITIES DEALING WITH NAIT ANIMALS | MARCH 2012

PART A: INTRODUCTION, BACKGROUND, SCOPE AND OUTCOMES

INTRODUCTION

1. Pursuant to section 19 of the National Animal Identification and Tracing Act 2012 (the “NAIT Act”), this is the Accreditation Standard (the “Standard”) for information providers and entities dealing with NAIT animals.

BACKGROUND

2. The NAIT Act authorises the NAIT organisation (“NAIT”) to accredit information providers and entities dealing with NAIT animals to perform functions or duties that are otherwise required to be performed by Persons In Charge of Animals (PICAs) of PICA delegates.
3. National Animal Identification and Tracing (NAIT) Limited (NAIT Limited) is authorised to carry out the functions of the NAIT organisation pursuant to section 7 of the NAIT Act.
4. An information provider may be appointed by a PICA or PICA delegate to perform one or more of the following functions or duties on behalf of a PICA or PICA delegate:
 - 4.1 register the PICA or PICA delegate with the NAIT organisation
 - 4.2 register with the NAIT organisation the NAIT animals that the PICA or PICA delegate is in charge of
 - 4.3 ensure that all details required by the legislation are maintained
 - 4.4 make animal movement declarations to the NAIT organisation on behalf of the PICA, or
 - 4.5 notify the NAIT organisation when animals that the PICA is in charge of die, are lost or are exported live.
5. Nothing in this Standard limits the flexibility of options available to a PICA in choosing whether to submit data themselves, appoint an information provider or multiple providers for all or part of their reporting requirements, or to change their provider whenever they so choose.
6. Accredited entities dealing with NAIT animals may provide information about the movement of animals to the location operated by the entity in lieu of a PICA or PICA delegate.
7. Nothing in the Standard prevents an entity from being both an information provider and an accredited entity dealing with NAIT animals.

SCOPE

8. This standard specifies the requirements that must be met by the information providers and entities dealing with NAIT animals seeking to be accredited to perform function, duties or tasks on behalf of or in lieu of PICAs.
9. The Standard sets out requirements in the following areas:
 - 9.1 legal status of entity to be accredited
 - 9.2 hardware and software
 - 9.3 people capability
 - 9.4 data management policies and procedures
 - 9.5 emergency planning and disaster recovery
 - 9.6 data transfer mechanisms
 - 9.7 timeframes for the transfer of data
 - 9.8 data quality, and

9.9 the contract between an information provider and a PICA.

OUTCOMES

10. Accrediting individuals or organisations to enable them to perform NAIT obligations and duties on behalf of or in lieu of PICAs will provide options for PICAs seeking to pass on these tasks and duties. This will benefit PICAs who do not have the time, technology or skills necessary to directly provide data to the NAIT organisation. Use of an accredited provider may also lead to reductions in the cost associated with PICAs' NAIT compliance, and other benefits such as access to useful data and statistics.
11. Information providers or accredited entities dealing with NAIT animals will provide services which are required.
12. To avoid the duplication of data entry and associated costs.
13. The NAIT organisation's operating costs will be reduced if accredited entities are able to deliver data more efficiently, accurately and cheaply into the NAIT system by:
 - 13.1 using high quality methods of transmitting data
 - 13.2 improving the accuracy of data through screening before transfer to the NAIT organisation, and
 - 13.3 reducing sources of supply of individual data to the NAIT organisation.

PART B: REQUIREMENTS

14. Detailed Technical Specifications and data transfer guideline must be consulted when considering Part B of this standard and these are located at www.nait.co.nz.

APPLICATION FOR ACCREDITATION

15. Applicants must be a legal entity (either a natural person or an organisation).
16. Applicants may apply to be an information provider.
17. Applicants may apply to be an accredited entity dealing with NAIT animals.
18. Applicants may apply to be both an accredited entity dealing with NAIT animals and an information provider.

FORM AND FEE

19. An application to be accredited must be made on the prescribed form which can be downloaded from the NAIT website at www.nait.co.nz.
20. A fee of \$500 (New Zealand dollars) is payable with each application.
21. The NAIT organisation may, at its absolute discretion, waive or remit the application fee for any applicant.

LOCATION OF INFORMATION PROVIDER OR ENTITY DEALING WITH NAIT ANIMALS TO BE ACCREDITED

22. Applicants must have one or more places of business in New Zealand and provide all the address(es).
23. If an applicant applying to become an accredited entity dealing with NAIT animals operates at one or more NAIT locations then each location must be listed.

NUMBER OF CLIENTS

24. The number of clients to be indicated if known.

INFORMATION TO BE PROVIDED TO THE NAIT ORGANISATION BY AN ENTITY DEALING WITH NAIT ANIMALS

25. All business operating days need to be notified.
26. A meat processor's facility site must provide an estimate of numbers of animals processed annually.
27. A livestock company operating at one or more sale yards registered as NAIT locations must specify the average number of species sold per annum at each location.
28. An entity must ensure that all of the PICA and PICA delegate details at its facilities are current and updated as required.

SUBMISSION OF NAIT DATA

29. The application must state who is responsible for the submission of NAIT data.
30. An entity must identify the individuals responsible for uploading data into the NAIT system at each location from which data is uploaded.
31. All data submitted to the NAIT organisation must be in electronic format.
32. Data must be submitted in a way approved by the NAIT organisation. The technical specifications can be found on the NAIT website at www.nait.co.nz.
33. If an applicant requires a common system interface then a further application must be made under the NAIT Act.
34. Copies of data entered into the NAIT system are to be stored for 3 years.

DATA TESTING FOR A COMMON SYSTEM INTERFACE BEFORE THE GRANTING OF ACCREDITATION

35. Each applicant for a common system interface must allow testing to take place and a 100% accuracy rate is required before an applicant will be approved.
36. Each applicant will be provided with a test environment for this to occur.

EQUIPMENT, COMPUTER HARDWARE AND SOFTWARE

37. Applicants possess (own, lease or outsource) appropriate equipment for the functions and duties they will be accredited to perform.

38. Applicants must have computer hardware and software sufficient to manage the volume of transactions the entity will undertake with PICAs and with the NAIT information system, including the acquisition and storage of data, and the transfer of data in the format specified by the NAIT organisation within the timeframes set down in regulations.
39. Applicants must state who provides their IT services, systems and software applications.

PEOPLE CAPABILITY

40. An entity is responsible for ensuring that staffing resources, either employed or contracted, are sufficient with appropriate skills and experience, to perform the functions and duties for which the entity is seeking accreditation. The entity must demonstrate mechanisms to ensure that the entity maintains that skill base in the future, for example, through training programmes.
41. An entity must ensure that they have established procedures and processes or practices that they consider are sufficient for their employees or contractors to meet the NAIT Act's obligations.
42. An entity must confirm that all those with NAIT duties and responsibility for submitting data are aware of their obligations under the NAIT Act.

DATA MANAGEMENT POLICIES AND PROCEDURES

43. Applicants must confirm that they have satisfactory policies and procedures for the management of data that is collected in the performance of the accredited functions so that data is:
 - 43.1 collected held and used in compliance with New Zealand laws and subject to any restrictions imposed on the data by the person providing it
 - 43.2 held safely and securely
 - 43.3 stored so that it is readily accessible, and
 - 43.4 able to be transferred to the NAIT organisation efficiently and securely within regulated timeframes.
44. An applicant must confirm that they have robust processes and systems to manage NAIT data and the system capability to capture and transfer data in an accurate and timely manner to the NAIT organisation.
45. Policies and procedures are expected to include:
 - 45.1 document management policies and procedures
 - 45.2 IT security and data privacy policy, and
 - 45.3 procedures for internal audit and quality management.

EMERGENCY PLANNING AND DISASTER RECOVERY

46. Applicants must have a disaster recovery plan and ensure they have the means to continue to provide accredited NAIT functions and duties in the event of a failure of systems at the applicant's facility, including procedures for:
 - 46.1 restoring system capability without the loss of data
 - 46.2 operating alternative systems during the breakdown period, and
 - 46.3 communicating with the NAIT organisation and if applicable, PICAs about the emergency.
47. Applicants are responsible for ensuring that there is system back up and that records are securely held.

DATA TRANSFER MECHANISMS

48. Applicants must demonstrate the capability to upload data to the NAIT database in the format specified by the NAIT organisation via one or more of the following mechanisms:
49. When internet services are unavailable or there is an emergency, accredited parties may submit data to the NAIT contact centre by email, courier, electronic media or facsimile.

TIMEFRAMES FOR THE TRANSFER OF DATA

50. Applicants must demonstrate the capability to upload data to the NAIT database within the timeframes set out for the performance of the functions and duties set out in the NAIT Act and the National Animals Identifications and Tracing (Obligations and Exemptions) Regulations 2012, including for the following functions (as applicable):
 - 50.1 registration of a PICA after taking charge of NAIT animals
 - 50.2 registering a NAIT animals after it has been tagged with a NAIT device
 - 50.3 declaring an animal movement after it has occurred
 - 50.4 advising of a change to a PICA's or PICA delegate's details, and
 - 50.5 advising that an animal has died, is lost, or has been exported live.

DATA QUALITY

51. Applicants must demonstrate the capability to achieve an operational level of data quality and accuracy of 95% meaning that in 95% of the instances of data transfer to the NAIT organisation the information transferred is complete and correct.

APPOINTMENT CONTRACTS (INFORMATION PROVIDERS ONLY)

52. Applicants that are information providers must enter into a contract with a PICA or a PICA delegate that specifies the functions and duties that the information provider will undertake. At a minimum contracts must:
 - 52.1 authorise the information provider to act on behalf of the PICA or PICA delegate, and
 - 52.2 allow the information provider to access and manage the PICA or PICA delegate's personal information and data required for NAIT purposes.
53. The contract must be held for 3 years.
54. The contract must be made available to the NAIT organisation or MAF at their written request during the 3 year period.

DATA SHARING AGREEMENT

55. Before being granted accreditation, applicants must enter into a data-sharing agreement with NAIT Limited that provides for data management, protection of personal privacy and data security.
56. A signed data sharing agreement must be submitted with the application form.

AUDIT

57. The NAIT organisation may conduct an audit of the applicant at any time.

DECLARATION

58. A signed declaration must accompany the application.
59. Applicants must declare that they understand and will comply with NAIT's compliance obligations.

PART C: GLOSSARY OF TERMS

Entity	Both an entity that deals with NAIT animals or an information provider.
Entity dealing with NAIT animals	Has the meaning in the NAIT Act.
Information provider	Has the meaning in the NAIT Act.
NAIT Act	National Animal Identification and Tracing Act 2012.
National Animal Identification and Tracing (NAIT) Limited or NAIT Limited	The company incorporated under company number 2481213.
NAIT organisation	Has the meaning in the NAIT Act.