

FCANZ ACCREDITED FENCING CONTRACTOR ON-SITE AUDIT – WHAT TO EXPECT

Auditors have been selected and approved by FCANZ based on their high level of industry knowledge and experience, including regional variances. The Auditor will contact you to set up a time for an onsite visit. Depending on their availability and the logistical aspects of your location they may not visit immediately, so it's important that you make yourself available according to their availability. This will also ensure that travel costs are kept down.

They will be auditing your workmanship and will therefore need to visit TWO job sites:

- a job you are currently working on – must be at least 50% completed and/or at least 500 metres completed
- a job completed more than 3 years ago

About the Audit:

1. The auditor will be evaluating your business as a whole in relation to the work sites that they visit, and not just the person who holds the NZQA Level 4 qualification, or the contact person identified on the form.
2. Their role is as an OBSERVER only, to observe the work being undertaken. FCANZ has requested that they refrain from training or passing opinionated comments.
3. As part of the audit process, they will be asking questions of the Contractor who is the onsite contact person identified on the application form. The purpose of these questions is for fact-finding and gathering evidence of implementation.
4. If you have workers, the Auditor will be selecting a sample of these to observe and interview. They will be looking at the worker's knowledge and competency in relation to the length of time they have been working in the industry. They will be accessing workers as individuals given the understanding that workers have different job descriptions, tasks, capabilities and abilities to fulfill as requested by the Contractor.
5. Auditors have been asked to adhere to Health and Safety considerations and be respectful of any onsite requirements or processes that you have in relation to your operations and worksite.
6. Other than making time for answering questions, the preference is for work to be carried out as per normal, unless their presence impedes that.

Auditing Criteria:

The auditor will be looking for specific evidence across 6 categories:

1. Health & Safety (at your current job)

- That you have a Site Specific Safety Plan and hold daily prestart meetings/activities
- That workers are engaged in this process
- You have a written emergency plan or an identified assembly point
- Workers demonstrate safe work procedures for mobile plant and tools
- Appropriate PPE
- Hazard registers & safety data sheets in vehicles

2. Contractor Knowledge (at your current job)

- You have delivered on the project brief and added value
- Materials are fit for purpose for the project; OR if the client supplied materials and they are not fit for purpose, that you have taken steps to ensure good quality installation
- An understanding of layout in relation to stock pressures/movement (wire side/topography), industry best practice etc.
- An understanding of soil type/environmental factors and their impact on installation methods and materials used.

3. Machinery & Tool Maintenance (at your current job)

- Machinery & tools are well maintained and in good working order regardless of age

4. Workmanship Standards (at your current job)

- Various parts of rural fencing best practice will be examined and rated.

5. Worker Training (if applicable)

- Proof of worker competency and training through discussions with employees

6. Workmanship Standards (at a previous job)

- Various parts of rural fencing best practice will be examined and rated.

After the Audit:

You will receive the result, as well as a Corrective Action Report (if applicable) for any areas that need to be remedied. You'll have three months from the report date to provide evidence that the Actions in the CAR have been completed. This may require another site visit from an auditor. Should you not pass at this time, you will have a 12-month stand-down before you can apply again.

When you become an Accredited Fencing Contractor, our administrator will be in touch with you on the annual anniversary to request recent copies of things that expire such as:

- Insurance
- First Aid
- Health & Safety Prequal

They will also ask if you have started employing staff, and if so, will ask for a copy of an employment contract. An annual renewal fee of \$50.00 + GST is payable to maintain endorsement.

Five-year Audit:

Accredited Fencing Contractors will be audited after five years by providing updated documents to evidence certification criteria and an onsite inspection. Spot audits may take place within the five-year period. Five-year renewal fee \$675.00 + GST.