



NEW ZEALAND LIVESTOCK TRANSPORT ASSURANCE

DATE: _____

TSL No. _____

Contact Details

Official Operator Trading Name:	
Depot Name:	
Main Person Contact	Cell No:
Main Phone No:	Fax No:
Email Address:	

- A separate Application Form needs to be completed for each Depot/Location although a single electronic list of Drivers may be supplied to cover all locations

Address Details

Postal Address	Physical Address
1.	1.
2.	2.
Town/City	3.
Post Code	Town/City

Attach or Email List of Drivers/Clear Colour Copy/Scan Drivers Licence (photo side details)/Recognised Driver Training if any;
 (refer to the NZLTA Manual Section 3.1 Driver Training and Qualifications)

“On behalf of the above Transport Operator I hereby apply to join the New Zealand Livestock Transport Assurance Programme”

As the Operator, we agree to comply with the requirements of the Programme and the Terms and Conditions as outlined on the reverse page of this application form.

Signed:

Person Name:
 (print clearly)

Position:

Date:



NZLTA - Standard Terms of Business

Services: The appointed audit body will assess your depot management systems and processes for conformity to the Standard as published by NZLTA management committee. The audit body may issue Letters or Certificates of Conformity when your systems are found to comply with the Standard.

Application: Applications must be made on the Application form (on the front of this form).

The Assessment Process: Detailed information is available in the programme Manual outlining the assessment process. These cover the granting, maintaining, suspending or withdrawal of your NZLTA assurance pass status.

You agree to maintain your Systems and Procedures in full compliance with the requirements of the Relevant Standards or Criteria against which you are assessed.

To ensure the continuing validity of your systems, the audit body will perform audits at specified intervals set as required by the management committee. Any nonconformity arising from assessments must be cleared within the time frame agreed between you and the audit body.

We will give you advance notice of the need to carry out assessments and we will negotiate an agreed date and time for these activities with you. If you cancel an agreed assessment within 24 hours of the assessment, a cancellation fee may apply.

You agree to allow the audit body access, during normal working hours, to premises, operations, facilities, procedures, records including a current drivers register, livestock crate list, complaints, corrective actions and staff to enable them to perform assessments and reviews.

You agree to be responsible for the health and safety of our staff and assessors whilst they are on your premises including being briefed about your health, safety and emergency evacuation procedures and any potential health and safety hazards they may encounter during their visit.

Letters and Certificates: Letters and Certificates issued by the programme are controlled documents, which remain NZLTA property. Documents issued are valid for a specified period unless withdrawn or relinquished, subject to ongoing satisfactory performance. Certificates or Letters are not automatically transferable when organisations change ownership, structure or location. Requests for transfer must be in writing and will be reviewed on a case by case basis to determine what action we will take.

Confidentiality and Access to Information: We will treat as confidential the fact that you have applied to us for assessment. Confidential information will not be released without your permission.

We require our staff, assessors and directors to enter into formal confidentiality agreements with us with regard to information held or acquired about you, and to declare any conflict of interest that may arise through their involvement with a particular assessment process.

Suspension and Withdrawals: We may suspend or withdraw a certificate or audit status if your system fails to comply with the requirements of the Standard or Criteria, or if in our opinion you fail to comply with our Standard Terms of Business, or if we believe we or the programme may be brought into disrepute.

Complaints and Appeals: You may complain about any act or omission by us against any assessment finding or recognition decision. Such complaints must be made in writing to the Programme Manager who will instigate an investigation by the NZLTA Management Committee. Their findings will be notified to you in writing detailing your right to appeal.

Miscellaneous Provisions: The Standard Terms of Business may be revised from time to time. Significant changes will be communicated in writing. The Standard Terms of Business shall be governed by and interpreted in accordance with the Laws of New Zealand.