

SURVEILLANCE PLAN EXAMPLE

Please consult the **Surveillance Plan** page on the **Trading Standards website** for the rules on how to develop and update the Surveillance Plan.

Trading Standards website link: [Surveillance plan | Trade Measurement \(tradingstandards.govt.nz\)](https://tradingstandards.govt.nz/surveillance-plan-trade-measurement)

Step	Action	Responsibility
1	Management Representative (MR) is the owner and is responsible for the Surveillance Plan	Management Representative
2	Update the Surveillance Plan when: - A surveillance/observation is completed - An accredited Individual has increase their scope - A new individual is accredited - An individual or category is removed/amended - An annual interview or Management Representative Audit takes place	Management Representative
3	MR to periodically review the Surveillance Plan and contact the Client Manager (CM) when a surveillance/observation is due for an individual. MR to propose a suitable day, time and location for a surveillance/observation to be conducted.	Management Representative
4	CM to organise the surveillance/observation to be completed	Client Manager
5	Inspector to conduct the surveillance/observation of the accredited individual	Inspector
6	Inspector to create report	Inspector
7	CM provides feedback to the MR	Client Manager
8	MR to update the Surveillance Plan and send to CM	Management Representative
9	CM to review and approve update(s)	Client Manager

REMINDER:

*The Surveillance Plan is created at the start of the period of accreditation by the Management Representative and must be approved by the Client Manager.

*The Surveillance Plan is reviewed at least every year during the annual meeting between the Management Representative and the Client Manager.

*The Surveillance Plan should be updated as necessary by the Management Representative.

*The Management Representative is responsible for facilitating the observations and to monitor the Surveillance Plan.

ADVISORY NOTE: If a planned surveillance/observation is not completed during the period of accreditation, an accredited individual may have their accreditation status amended or suspended until Trading Standards is satisfied that the accredited individual is competent.

EXAMPLE FOR ORGANISATION WITH 1 ACCREDITED INDIVIDUAL

Organisation Name: **SNCF Limited AP 0.0**

Period: **01/2018 to 01/2021**

Date of the update: **01/07/2019**

Enter the accreditation category and subcategory as per the Trading Standards website

Enter a month + year for the proposed date

*Enter the following for method of surveillance:
- MR Audit
- Annual Interview
- Compliance Audit
- Observation
- Test sheets*

Enter outcomes of the surveillance + any conditions of accreditation

Enter a month + year for the proposed date

*Enter the following for method of surveillance:
- MR Audit
- Annual Interview
- Compliance Audit
- Observation
- Test sheets*

Enter outcomes of the surveillance + any conditions of accreditation

Individual Name	AP No.	Accreditation Category	Accreditation Sub-category	Proposed / Actual date of first surveillance	Method of surveillance	CART No. + TSO	Comments	Proposed date of next observation	Actual date of second observation	Method of surveillance	CART No. + TSO	Comments
Harry Potter		Management Representative		18/01/2018	MR Audit	000201820 Daniel Radcliffe	No comments	02/2019	5/02/19	Annual interview	000201920 David Radcliffe	No comments
Harry Potter	0.1	Weighing instruments - Class II	Precision balances, beam scales, counter scales	10/2020								
		Weighing instruments - Class III & Class IIII	No maximum capacity, including weighbridges	5/03/18	Observation	000112231 Daniel Radcliffe	Compliant	None				
		Weighing instruments - Class III & Class IIII	No maximum capacity, including hoppers and bins	5/03/18	Observation	000112231 Daniel Radcliffe	Compliant	None				
		Measuring Instruments - Class 0.5	Measuring systems for milk	15/01/19	Compliance Audit	00022331 Emma Watson	Conditions of accreditation -Observation within 6 months -Test sheets submitted until advised otherwise	01/2020				
		Measuring Instruments - Class 2.5	Measuring systems for liquids at a temperature below -153c	06/2019								

EXAMPLE FOR ORGANISATION WITH 2 TO 4 ACCREDITED INDIVIDUALS

Organisation Name: **SNCF Limited AP 0.0**

Period: **01/2018 to 01/2021**

Date of the update: **01/07/2019**

01/07/2019

Enter the following for method of

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Enter the accreditation category and subcategory as per the Trading Standards website

Enter a month + year for the proposed date

- surveillance:*
- MR Audit*
- Annual Interview*
- Compliance Audit*
- Observation*
- Test sheets*

Enter outcomes of the surveillance + any conditions of accreditation

Enter a month + year for the proposed date

- surveillance:*
- MR Audit*
- Annual Interview*
- Compliance Audit*
- Observation*
- Test sheets*

Enter outcomes of the surveillance + any conditions of accreditation

Individual Name	AP No.	Accreditation Category	Accreditation Sub-category	Proposed / Actual date of first surveillance	Method of surveillance	CART No. + TSO	Comments	Proposed date of next observation	Actual date of second observation	Method of surveillance	CART No. + TSO	Comments	
Harry Potter	MR	Management Representative		18/01/2018	MR Audit	000201820 Daniel Radcliffe	No comments	02/2019	5/02/19	Annual interview	000201920 David Radcliffe	No comments	
Harry Potter	0.1	Material measures of length		07/2019									
		Length measuring instruments		07/2019									
		Traders weights M1, M2, M3		Category (to be) observed - See AP 0.3									
		Weighing instruments - Class II	Precision balances, beam scales, counter scales	Category (to be) observed - See AP 0.3									
		Weighing instruments - Class III & Class IIII	No maximum capacity, including Hoppers and bins	Category (to be) observed - See AP 0.2									
		Weighing instruments - Class III & Class IIII	No maximum capacity, including Weighbridges	Category (to be) observed - See AP 0.2									
		Measuring Instruments - Class 0.5	Measuring system for milk	Category (to be) observed - See AP 0.4									
Ron Weasley	0.2	Weighing instruments - Class III & Class IIII	No maximum capacity, including hoppers and bins	02/06/2018	Observation	000221133 Emma Watson	Compliant -	N/A					
		Weighing instruments - Class III & Class IIII	No maximum capacity, including weighbridges	02/06/2018	Observation	000221133 Emma Watson	Compliant -	N/A					
		Measuring Instruments - Class 0.5	Measuring system for milk	5/02/2019	Compliance audit	000665544 Daniel Ratcliff	Category Granted Conditions of accreditation: - observation within 6 months -test sheets submitted to CM until advised otherwise	02/2019	20/02/2019	Observation	0000996633 Daniel Ratcliff	Non-compliant Letter of Warning issued	
Hermione Granger	0.3	Traders weights M1, M2, M3		10/01/2018	Observation	000110022 Daniel Ratcliff	Non-compliant - Second observation required within 6 months	01/2019	30/06/2019	Observation	000445566 Emma Watson	Compliant - No further observation required by TS	
		Weighing instruments - Class II	Precision balances, beam scales, counter scales	10/01/2018	Observation	000110022 Daniel Ratcliff	Non-compliant - Second observation required within 6 months	01/2019	30/06/2019	Observation	000445566 Emma Watson	Compliant - No further observation required by TS	
Rubeus Hagrid	0.4	Weighing instruments - Class II	Precision balances, beam scales, counter scales	10/01/2019	Observation	000201910 Emma Watson	Compliant - See CAR 0001122 No further observation required by TS	N/A					
		Weighing instruments - Class III & Class IIII	No maximum capacity, including Hoppers	Category (to be) observed - See AP 0.2									
		Weighing instruments - Class III & Class IIII	No maximum capacity, including weighbridges	Category (to be) observed - See AP 0.2									
		Measuring Instruments - Class 0.5	Measuring system for milk	11/2020									
		Measuring Instruments - Class 1.5	Measuring systems for liquefied carbon dioxide only	11/2020									

EXAMPLE FOR ORGANISATION WITH 5 OR MORE ACCREDITED INDIVIDUALS

Organisation Name: **SNCF Limited AP 0.0**

Period: **01/2018 to 01/2021**

Date of the update: **01/07/2019**

Enter the following for method of surveillance:

Enter the following for method of surveillance:

Enter the accreditation category and subcategory as per the Trading Standards website

Enter a month + year for the proposed date

- MR Audit
- Annual Interview
- Compliance Audit
- Observation
- Test sheets

Enter outcomes of the surveillance + any conditions of accreditation

Enter a month + year for the proposed date

- MR Audit
- Annual Interview
- Compliance Audit
- Observation
- Test sheets

Enter outcomes of the surveillance + any conditions of accreditation

Individual Name	AP No.	Accreditation Category	Accreditation Sub-category	Proposed / Actual date of first surveillance	Method of surveillance	CART No. + TSO	Comments	Proposed date of next observation	Actual date of second observation	Method of surveillance	CART No. + TSO	Comments	
Harry Potter	MR	Management Representative		18/01/2018	MR Audit	000201820 Daniel Radcliffe	No comments	02/2019	5/02/19	Annual interview	000201920 David Radcliffe	No comments	
Harry Potter	0.1	Material measures of length		5/03/18	Observation	000112231 Daniel Radcliffe	Compliant	N/A					
		Length measuring instruments		5/03/18	Observation	000112231 Daniel Radcliffe	Compliant	N/A					
		Traders weights M1, M2, M3		Category (to be) observed - See AP 0.3									
		Weighing instruments - Class II	Precision balances, beam scales, counter scales	Category (to be) observed - See AP 0.3									
		Weighing instruments - Class III & Class IIII	No maximum capacity, including hoppers and bins	Category (to be) observed - See AP 0.2									
		Weighing instruments - Class III & Class IIII	No maximum capacity, including weighbridges	Category (to be) observed - See AP 0.2									
		Measuring Instruments - Class 0.5	Measuring system for milk	Category (to be) observed - See AP 0.7									
		Measuring Instruments - Class 1.5	Measuring systems for liquefied carbon dioxide only	Category (to be) observed - See AP 0.7									
		Measuring Instruments - Class 2.5	Measuring systems for liquids at a temperature below -153c	8/01/2018	Compliance audit	000112232 Emma Watson	Category Granted Conditions of accreditation: - observation within 6 months -test sheets submitted to CM until advised otherwise	01/2019	16/01/2019	Observation	000223344 Emma Watson	Non-compliant Letter of Warning issued	
Ron Weasley	0.2	Weighing instruments - Class III & Class IIII	No maximum capacity, including hoppers and bins	27/08/2018	Observation	000112234 Tom Felton							
		Weighing instruments - Class III & Class IIII	No maximum capacity, including Weighbridges	27/08/2018	Observation	000112234 Tom Felton							
		Measuring Instruments - Class 0.5	Measuring system for milk	Category (to be) observed - See AP 0.7									
Hermione Granger	0.3	Traders weights M1, M2, M3		14/02/2019	Compliance Audit	000112233 Emma Watson	Category not granted	N/A					
		Weighing instruments - Class II	Precision balances, beam scales, counter scales	14/02/2019	Compliance Audit	000112233 Emma Watson	Category not granted	N/A					
Rubeus Hagrid	0.4	Weighing instruments - Class II	Precision balances, beam scales, counter scales	16/04/2018	Compliance Audit	000112235 Tom Felton	Category granted Conditions of accreditation: - observation within 6 months -test sheets submitted to CM until advised otherwise	04/2019	30/04/2019	Observation	000998877 Tom Felton	Compliant No further observation required	
		Weighing instruments - Class III & Class IIII	No maximum capacity, including Hoppers and bins	Category (to be) observed - See AP 0.2									
		Weighing instruments - Class III & Class IIII	No maximum capacity, including weighbridges	Category (to be) observed - See AP 0.2									
		Measuring Instruments - Class 0.5	Measuring system for milk	Category (to be) observed - See AP 0.7									
		Measuring Instruments - Class 1.5	Measuring systems for liquefied carbon dioxide only	Category (to be) observed - See AP 0.7									
		Weighing instruments - Class II	Precision balances, beam scales, counter scales	24/09/2018	Observation	000112289 Daniel Radcliffe	Compliant	N/A					

Albus Dumbledore	0.5	Weighing instruments - Class III & Class IIII	No maximum capacity, including hoppers and bins	24/09/2018	Compliance Audit	000112243 Daniel Radcliffe	Category Granted Conditions of accreditation: - observation within 6 months -test sheets submitted to CM until advised otherwise	09/2019				
		Weighing instruments – Class III & Class IIII	No maximum capacity, including weighbridges	24/09/2018	Compliance Audit	000112243 Daniel Radcliffe	Category Granted Conditions of accreditation: - observation within 6 months -test sheets submitted to CM until advised otherwise	09/2019				
Severus Snape	0.6	Traders weights M1, M2, M3		28/06/2019	Observation	0000123123 Emma Watson	Compliant	N/A				
		Weighing instruments – Class II	Precision balances, beam scales, counter scales	28/06/2019	Observation	0000123123 Emma Watson	Compliant	N/A				
Draco Malfoy	0.7	Measuring Instruments – Class 0.5	Measuring system for milk	12/2019								
		Measuring Instruments – Class 1.5	Measuring systems for liquefied carbon dioxide only	29/01/2019	Observation	000112255 Tom Felton	Compliant	N/A				
		Measuring Instruments – Class 2.5	Measuring systems for liquids at a temperature below -153c	29/01/2019	Observation	000112255 Tom Felton	Compliant	N/A				
Neville Longbottom	0.10	Weighing instruments – Class II	Precision balances, beam scales, counter scales	Category (to be) observed – See AP 0.12								
		Weighing instruments – Class III & Class IIII	No maximum capacity, including Hoppers and bins	02/2020								
		Weighing instruments – Class III & Class IIII	No maximum capacity, including Weighbridges	02/2020								
		Measuring Instruments – Class 0.5	Measuring system for milk	Category (to be) observed – See AP 0.7								
		Measuring Instruments – Class 1.5	Measuring systems for liquefied carbon dioxide only	Category (to be) observed – See AP 0.7								
		Measuring Instruments – Class 2.5	Measuring systems for liquids at a temperature below -153c	Category (to be) observed – See AP 0.7								
Minerva McGonnagal	0.11	Material measures of length		05/2020								
		Length measuring instruments		05/2020								
Alastor Moody	0.12	Weighing instruments – Class II	Precision balances, beam scales, counter scales	12/04/2019	Observation	0000987654 Tom Felton	Non-compliant Letter of Warning issued. New observation within 20 working days	05/2019	1/05/2019	Observation	000778899 Tom Felton	Compliant
		Weighing instruments - Class III & Class IIII	No maximum capacity, including hoppers and bins	Category (to be) observed - See AP 0.2								
		Weighing instruments - Class III & Class IIII	No maximum capacity, including Weighbridges	Category (to be) observed - See AP 0.2								
		Measuring Instruments - Class 0.5	Measuring system for milk	Category (to be) observed - See AP 0.7								
		Measuring Instruments - Class 1.5	Measuring systems for liquefied carbon dioxide only	Category (to be) observed - See AP 0.7								
		Measuring Instruments - Class 2.5	Measuring systems for liquids at a temperature below -153c	Category (to be) observed - See AP 0.7								