



PROFESSIONAL FISHING INSTRUCTORS & GUIDES ASSOCIATION ACCREDITATION

Processing Applications for Accreditation - (Ref: PFIGA-PI)

Purpose

To ensure any applications received for new membership are processed efficiently, with appropriate records kept for the purpose of document control, best practice, quality and continuous improvement.

Scope

This procedure is relevant to the Professional Fishing Instructors and Guides Association, including all current members. This procedure is to be used in conjunction with the form PFIGA FI – “Application for Accreditation” & Environmental Issue Checklist - (Ref: PFIGA-F8).

Sequence	Action
1.	Completed application and attachments received by Recruitment Officer from Applicant.
1.1	Recruitment Officer to create hard copy file for Applicant to be filed with all member files categorised as either In-progress, Current, Inactive or Rejected.
1.2	<p>Recruitment officer to review application in its entirety and grade each response as achieving one of the following grades:</p> <p>(S) SATISFACTORY</p> <p>(H) HIGHLY COMMENDABLE</p> <p>(F) FAILURE TO SATISFY</p> <p>Recruitment Officer to review all attachments submitted by the applicant with the application and take into consideration the quality, validity and/or currency of each submission, prior to grading the response relevant to each area of the application.</p>
1.2	<p>Upon completion of grading application, Recruitment Officer to prepare a summary report to be submitted to President and PFIGA current executive committee members, for comment, outlining:</p> <p>Number of “Satisfactory” results achieved and total percentage of possible total grading pertaining to this grading.</p> <p>Number of “Highly Commendable” results achieved and total percentage of possible total grading pertaining to this grading.</p> <p>Number of “Failed to Satisfy” results achieved and total percentage of possible total grading pertaining to this grading.</p> <p>All “Failed to Satisfy” results must be reported in full as to what section of application and why this result was allocated.</p> <p>Referees are to be contacted and notes taken in relation to comments regarding Applicants fishing expertise and experience. These comments to be included in the Recruitment Officers report.</p> <p>Report to also summarise findings and recommendations as to whether the application should proceed further. A result of 10% or more of total percentage of grading attributed to “Failed to Satisfy” in Sections 4, 5, 6, 7, 8, 9, 10, 11 & 12 will result in an immediate rejection of application.</p> <p>Any “Failed to Satisfy” results taken for Sections 1, 2, 3 & 13 will also result in an immediate rejection of the application.</p>
1.3	Recruitment Officer to forward payments received with application to Treasurer for processing.
1.4	Treasurer to set up Applicant in accounting database and process payment/s. Treasurer to forward receipts of payment by mail to Applicant.



PROFESSIONAL FISHING INSTRUCTORS & GUIDES ASSOCIATION ACCREDITATION

Processing Applications for Accreditation - (Ref: PFIGA-PI)

1.5	After considering all comments from the Executive Committee in relation to the Application gradings and performance, the President will make a final decision as to whether the application will proceed the original gradings by the Recruitment Officer are accepted. If the Application is approved to proceed, the Recruitment Officer is to provide formal written notification to applicant that approval has been given to progress the application to the onsite audit.
1.6	At such time that an application is not approved to enter the next part of the process, the Recruitment Officer is to provide formal written notification to the application outlining results of application grading and reasons for the application being rejected at this stage. Applicant will be given the opportunity to amend and resubmit within 14 days for re-consideration.
1.7	President to allocate PFIGA auditor to site audit based on location and expertise.
1.8	PFIGA Auditor to make arrangements with Applicant, as to appropriate timing to perform site audit. Site audits must be done within 30 days of receipt by applicant that their submission has achieved next level approval.
1.9	Upon completion of the site audit, PFIGA Auditor is to prepare a report for PFIGA executive committee members as to compliance to claims made in Application form, the PFIGA Code of Conduct, business best practice and general expertise/knowledge standards. Site Audit will include completion of the Environmental Issues Checklist (Form: PFIGA-F8). Any major nonconformity will see the application failed. The applicant will be required to resolve the nonconformity/s and reapply in accordance to the Section 1.12 of this procedure. Any minor non conformity will see the applicant given the opportunity to rectify the nonconformity/s with an opportunity for the audit to be performed within two weeks only on one more occasion and this audit must result in a pass. If the second audit also shows non conformity, the applicant will need to reapply in accordance with Section 1.12 of this procedure.
1.10	Report by auditor to be submitted to all PFIGA executive committee members for comment.
1.11	After considering all comments from the Executive Committee in relation to the Audit grading and Applicants performance, the President will make a final decision as to whether the application will be accepted. President to provide formal written notification to applicant that approval has been given with an introduction to the PFIGA, including all PFIGA procedures, forms, marketing materials, Certificate of Accreditation and general documentation, pertaining to being a PFIGA accredited member.
1.12	At such time it is decided that the application should NOT be approved, the President is to provide formal written notification to applicant that approval has not been given and why. Applicant will be given the opportunity to amend and resubmit application 3 months from the rejection notice being sent.