



NZ FARM ASSURANCE PROGRAMME

~ NZFAP PLUS FARM APPLICATION & ACCEPTANCE FORM ~

OWNED AND MANAGED BY NZ FARM ASSURANCE INCORPORATED (NZFAI)

FARM DETAILS: * THESE ARE ALL COMPULSORY FIELDS

Name of person or entity that owns the farm. *		Trading Name or Farm Name. *	
		NZ Agribase Farm ID. (if known)	
Farm Physical Address. *		Farm Postal Address. *	

CONTACT DETAILS:

Name of authorised representative / 1st point contact. (For assurance purposes) ***THESE ARE ALL COMPULSORY FIELDS**

Name. *		Mobile #. *	
Position. *		Email. *	

***Farm Name Definition (for audit purposes):** One or more blocks of land, no more than 20kms apart, that are managed as one entity including one set of farm policies and records.

Please provide details of the Company/s...

1. you currently supply under the NZFAP Standard, and
2. the companies you wish to supply product under the NZFAP Plus Standard, ticking the appropriate column.

Name of Company Name	Company you already supply under the NZFAP (Foundation) Standard (Please tick accordingly)	Company you wish to supply under the NZFAP Plus Standard. (Please tick accordingly)

Advise the version number of the NZFAP Plus Standard and NZFAP Plus Farmer Handbook held on farm?	Standard	
	Handbook	

Application Compliance Statement:

As the farm owner I hereby apply to become a member of the NZFAP Plus Standard, and confirm ...

1. The farm business mentioned above is already a NZFAP certified supplier and holds a current NZFAP Assurance code number of

2. On receipt from the Conformity Assessment Body (CAB), I will complete and return within 60 days a NZFAP Plus Self-assessment Checklist that to the best of my knowledge truly represents our current on-farm position in relation to meeting the NZFAP Plus standards and agree to update and supply this document annually through the developing period to measure our progress to achieving the standard.
3. I understand the 3-tier structure and the 'Entry Level Process' of the NZFAP Plus as outlined on this application and undertake to do all possible to implement and meet all the NZFAP Plus Standard requirements on the property within the maximum allowed period and acknowledge that should this not occur; we will be suspended as a member.

4. As the farm owner, I agree to comply with the Terms and Conditions on our original NZFAP application and additionally those included within this application and as may be amended or replaced from time to time.
5. I agree to ensure that the NZFAP Standards will continue to be applied to all species (bovine, ovine, cervine) on the farm and at any subsequent time should any of these 3 species be added to the farm during the NZFAP audit certification period and while a NZFAP Plus Member.

Note: The NZFAP does not cover caprine animals.

Farm Owner Name: (Printed) _____ **Farm Owner Signature:** _____

Date: _____

Application forms must be returned directly to AsureQuality by either email (NZFAP@asurequality.com) or by post to (NZFAP, AsureQuality, Private Bag 4718, Christchurch 8140)

Note: Participation in the NZFAP Plus Standard cannot be undertaken unless this Application and Acceptance Form and the Self-assessment Checklist has been completed and received by AsureQuality.

NZFAP Plus PROGRAMME 3-TIER STRUCTURE:

The NZFAP Plus standard is very much a journey that suppliers join with the intention of achieving certification within a maximum period of 3 years from application. See Appendix 1 for Workflow Audit Process. The Standard has a 3-tier structure of Application, Member, and Certified.

Status	Definition	Requirement
ENTRY	A minimum requirement that has been met on the farm which the supplier certifies on the application and agreement form.	<ol style="list-style-type: none"> 1. Current NZFAP certification and assurance code. 2. Signed NZFAP Plus Application and Agreement Form. 3. Signed Application Compliance Statement.
NZFAP Plus MEMBER	Membership has been granted but the requirements have not been fully met, and the supplier can begin the development journey towards meeting the standard.	NZFAP Plus application and agreement and self-assessment checklist have been accepted by the CAB representing NZFAI.
NZFAP Plus CERTIFIED	The NZFAP Plus standard has been met in full.	Certification granted by the CAB.

MEMBERSHIP; 3 Tier Structure:

TIER 1. Entry Level. (Applying)

The base pre-requisite requirement for a supplier to apply for NZFAP Plus membership is...

1. Be a current NZFAP certified supplier and hold a NZFAP Farm Assurance Code number.
2. Provide a signed NZFAP Plus Application and Agreement Form that includes...
 - 3.1. a signed Application Compliance Statement, and
 - 3.2. nominates the member company/s with which the supplier wishes to have a NZFAP Plus relationship.
3. When provided by AsureQuality, fully complete within 60 days a NZFAP Plus Self-assessment Checklist that indicates the farm base position in relation to each of the NZFAP Plus Standards.

Entry Level Process.

Step 1: Complete this Application and Agreement Form and send to the Assure Quality as above who will check with your nominated Meat or Fibre company/s they are happy to accept your relationship under the NZFAP Plus standard.

Step 2: Subject to your nominated Meat or Fibre company/s acceptance of the relationship AsureQuality will...

1. confirm your application and agreement has been received.
2. sends you a link to the self-assessment checklist and inform you it must be completed and returned to AsureQuality within 60 days, and that if not returned in this period your application will be declined.

Step 3: On receipt of your completed self-assessment checklist AsureQuality will check for compliance and advise your acceptance as 'NZFAP Plus Member'.

TIER-2: Member Level.

This is the level for you to belong and engage in the programme, and progressively develop compliance with the full NZFAP Plus standard.

It includes a requirement for you to complete an annual Self-assessment Checklist. This is the same Self-assessment Checklist completed on membership application and needs to be updated and sent to AsureQuality annually to demonstrate progress during the developing period. On receipt a copy will be provided to the Company/s for which you have an agreed relationship.

If you do not complete this Self-assessment Checklist on an annual basis your NZFAP Member Status will be withdrawn.

AsureQuality will include a consolidated summary of all self-assessment checklists to the NZFAI Management Committee as part of their monthly reporting requirements.

Should you during your NZFAP Plus member status be scheduled for a NZFAP 3-yearly audit the auditor will at that time review your progress on the NZFAP Plus standard using the self-assessment Checklist and provide you guidance on how you are progressing.

At any time within the first 30 months of becoming a NZFAP Plus member you may request a GAP Audit, at your own expense to assess your progress towards meeting the Standard. Alternatively, when you feel ready for a NZFAP Plus audit this must be advised in writing to AsureQuality who will arrange this within 2 months of receiving your written application.

You can only remain at this Member (Developing) level for a maximum period of 3 years, from the date of your NZFAP Plus member application acceptance, after which period you must have either ...

1. requested a certification audit, or
2. your NZFAP Plus member status will be withdrawn.

If the certification audit identifies non-compliances, you will be granted a period to close-out any non-compliances dependent on the corrective action criteria given by the Auditor. Failure to do so would result in the farm membership being suspended.

If you are suspended, you would be granted a '6-month member extension' to correct the non-compliances. If at the end of the 6-month extension the non-compliances are still outstanding your NZFAP Plus member status will be withdrawn.

TIER-3: Certified level:

Certification to the NZFAP Plus standard is obtained by completing a full and successful on-farm audit by an independent auditor appointed by NZFAI.

NZFAP Plus certification and your farm assurance code number will be identified as per our confidentiality/privacy policy (as below).

TERMS AND CONDITIONS

Application:

All NZFAP Plus applications must be made and returned on this 5-page application form.

Services:

New Zealand Farm Assurance Incorporated (NZFAI) will appoint a Conformity Assessment Body (CAB) to visit and assess your farm management systems and procedures for conformity to the New Zealand Farm Assurance Plus Programme (NZFAP Plus) Standard.

NOTE: *The Conformity Assessment Body (CAB) for the NZFAP Plus is currently AsureQuality.*

To join the NZFAP Plus suppliers must already be NZFAP certified and hold a current NZFAP Assurance code number. Detailed information on the NZFAP Plus is available in two publications.

1. NZFAP Plus Standard
2. NZFAP Plus Farmer Handbook.

They can be obtained from your Meat/Fibre Company representative, or via email request from the NZFAI (info@NZFAI.com) or downloaded from our website. (www.NZFAP.com)

Expectations:

While on the journey to NZFAP Plus compliance you agree to maintain your on-farm systems and procedures in full compliance with the requirements of the NZFAP Standard and strive to be NZFAP Plus compliant well within the allowed 3-year period.

Any changes to the farm's circumstances (ownership, name, and contact details of the authorised representative), must be notified to the CAB and Meat/Fibre Company/s immediately.

The Assessment Process:

While at the NZFAP Plus Member level Suppliers have an option to request a Gap audit to measure their progress. Such audits come at a cost, which will be charged to the Supplier by the CAB.

Once a Supplier is certified and to ensure the continuing validity of your systems, NZFAP Plus audits will be carried out every 36 months or at intervals as defined by NZFAI. The CAB will give you advance notice of these audits and negotiate an agreed date and time for these activities with you.

Regular reviews may be partial audits or full reassessments, similar in scope to that carried out prior to any initial audit. Any nonconformity arising from assessments must be cleared within the time frame agreed between you and the CAB.

You agree to allow the CAB personnel access, during normal working hours, to premises, operations, facilities, procedures, records including all complaints and corrective actions and staff to enable them to perform assessments and reviews.

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

Re-Assessment Process:

A re-assessment request will be issued by the CAB at least 60 days prior to compliance expiry. Failure to comply after two requests for a re-audit within 45 days of the original request will result in an advanced suspension notice being issued to you and your nominated Meat and Fibre Company/s. Failure to then agree a re-assessment by the compliance expiry will activate NZFAP suspension for the property.

Documentation:

Unless withdrawn or relinquished, any NZFAI or CAB documents issued are only valid for a specified period and subject to ongoing satisfactory performance. NZFAI or CAB Certificates or letters are not automatically transferable when the farm changes ownership, structure, or location and thus requests for transfer must be in writing to the CAB and will be reviewed on a case-by-case basis.

Suspension and Withdrawals:

The CAB may suspend or withdraw the farms audit status if your on-farm systems or procedures fail to remain compliant with:

1. NZFAP Standard and/or
2. NZFAP Plus Standard and/or
3. These Terms and Conditions and/or
4. We believe the CAB, NZFAI or the programme may be brought into disrepute.

Complaints and Appeals:

You may issue a formal complaint about any act or omission by the CAB or NZFAI against any assessment finding or recognition decision. Such complaints must be made in writing to the CAB or NZFAI who will instigate an investigation by the NZFAI Management Committee. Their findings will be notified to you in writing detailing your right to appeal.

Confidentiality:

As for the NZFAP, all NZFAP Plus information and data collected by the auditing body will be treated with the strictest confidence and will be managed in accordance with the following Confidentiality / Privacy policy.

Confidentiality/Privacy Policy:

- a. The audit data you provide to the CAB is confidential information owned by you. Your audit data and the other information set out in (e) below may include personal information, as that term is defined in the Privacy Act 2020 (the *Privacy Act*).
- b. All your audit data provided to the CAB will remain confidential to you, the CAB, and your nominated Meat/Fibre Company/s and will not be disclosed by NZFAI to others except with your permission or as required by law.
- c. All CAB directors, employees, agents, or assessors are bound by confidentiality obligations regarding information held or acquired from the assessment process and must declare any conflict of interest that may arise through their involvement with any assessment process.
- d. Your actual audit status, trading name and assurance code will be identified to other meat/fibre companies and will be publicly available information. NZFAI as the scheme owner may use your contact details to communicate directly with you on matters pertaining or relevant to NZFAP but will not make these details available to any other person except with your permission or as required by law.
- e. Any personal information referred to above will be held, used, and disclosed in accordance with the Privacy Act.

Variations:

NZFAI may vary these Terms and Conditions from time to time. Any such variation will be effective from the date specified by NZFAI in any written notice provided to you or published on NZFAI's website.

NZFAP Plus Workflow Audit Process.

