



NZ FARM ASSURANCE PROGRAMME (NZFAP)

~ FARM APPLICATION 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. *	
		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.

Is your farm currently a member of one or more existing On-Farm Assurance Programmes? (Please tick accordingly)

Yes	No
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Please provide details of any Company Assurance Programmes (including meat, wool, dairy, or horticulture) you are currently certified with, and any other companies you wish to supply:

Name of Company Name	Company you already supply. (Please tick accordingly)	Company you would like to supply. (Please tick accordingly)

Advise the version number of the NZFAP Standard... and NZFAP Farmer Handbook held on farm?	
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Compliance Statements:

1. As the farm owner, I agree to comply with the Terms and Conditions of the 'New Zealand Farm Assurance Programme' as outlined on page 2 of this application (as may be amended or replaced from time to time).
2. I agree to ensure that the NZFAP Standards will be applied to all species (bovine, ovine, cervine) on the farm at the time of audit and at any subsequent time should any of these 3 species be added to the farm during the audit certification period. (I.e., 3 years from the NZFAP certification date).

Note: The NZFAP does not cover caprine animals.

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

Date: _____

Application forms should be returned to a meat or wool Company representative or alternatively directly to AsureQuality by either email (NZFAP@asurequality.com) or by post (NZFAP, AsureQuality, Private Bag 4718, Christchurch 8140)

Note: The audit cannot be undertaken unless the Application Form has been completed and received by AsureQuality.

**Thank you for requesting to become audited under the NZFAP.
TERMS and CONDITIONS:**

Application: All NZFAP applications should be made on the Application form (on the front of this 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 Programme (NZFAP) Standard.

NOTE: The current CAB for the NZFAP is *AsureQuality*.

Detailed information on the NZFAP is available in two publications.

1. NZFAP Standard
2. NZFAP Farmer Handbook.

These publications outline the Purpose, Scope and Assessment Process.

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

Expectations: You agree to maintain your on-farm systems and procedures in full compliance with the requirements of the NZFAP Standard against which you are assessed.

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:

To ensure the continuing validity of your systems, 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 an advanced suspension notice will be issued to both the supplier and Meat/Fibre Company/s. If you fail 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: We may suspend or withdraw the farms audit status if the systems or procedures fail to remain compliant with the NZFAP Standard or these Terms and Conditions or if 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/privacy:

- (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 you or published on NZFAI's website.