



# NZ FARM ASSURANCE PROGRAMME (NZFAP)

## ~ APPLICATION FORM ~

**OWNED AND MANAGED BY NZ FARM ASSURANCE INCORPORATED (NZFAI)**

Date: \_\_\_\_\_

Agribase Farm ID: \_\_\_\_\_ (If known)

Supplier Name (Owner)		Trading Name	
Physical Address		Postal Address (incl post code)	
Farm Name*		Phone	
Mobile		Email	

Primary Contact (If different from above e.g. Farm Manager)		Phone	
Mobile		Email	
Farm Physical Address (If different from above)		Farm Postal Address (If different from above)	

**\*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.

Species to be audited: (Please tick accordingly)

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

Yes	No
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Please provide details of Assurance Programmes you are aligned with, and other companies you may wish to supply:

Meat Company Name	Company you already supply? (Please tick accordingly)	Company you would like to supply? (Please tick accordingly)

Have you received your V3 NZFAP Standard and Farmer Handbook? (Please tick accordingly)

Yes	No
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**Compliance Statement:**

We, as the supplier, agree to comply with the Terms and Conditions of the 'New Zealand Farm Assurance Programme' as outlined on page 2 of this application.

Supplier Name: (Printed) \_\_\_\_\_ Supplier Signature: \_\_\_\_\_

Application forms should be returned to your Meat 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.**



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#### **TERMS and CONDITIONS:**

**Services:** The 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 and cover the granting, maintaining, reducing, suspending or withdrawing of your farm assurance status. They can be obtained from your Meat Company representative, via email request from the NZFAI ([info@NZFAI.com](mailto:info@NZFAI.com)) or downloaded from our website. ([www.NZFAP.com](http://www.NZFAP.com))

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

**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 your circumstances (farm ownership, systems, staffing, organisation, equipment, etc.) which may invalidate your assurance status must be notified to the CAB and Meat 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. If you fail 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 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 documents issued are only valid for a specified period and subject to ongoing satisfactory performance. Certificates or letters are not automatically transferable when organisations change ownership, structure or location and thus requests for transfer must be in writing and will be reviewed on a case by case basis.

**Suspension and Withdrawals:** We may suspend or withdraw your audit status if your systems or procedures fail to remain compliant with the NZFAP Standard or these Terms and Conditions or if NZFAI believe the CAB, NZFAI or the programme may be brought into disrepute.

**Confidentiality:** All your actual audit data will remain confidential to you, the CAB your nominated Meat Company's and will not be released without your permission, while your actual audit status can be identified to other meat companies and other parties.

All CAB directors, employees, agents or assessors enter into formal confidentiality agreements regarding information held or acquired about you and must declare any conflict of interest that may arise through their involvement with any assessment process.

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