



NZFAI Approved Wool Facility & Exporter

Audit Application Form

One application form **MUST** be completed for each facility

Applicant Details

Applicant name (Facility or Exporter)			
Physical Address			
Contact / Representative Name			
Contact Phone Number			
Contact Email			
Please indicate if you wish to be Approved Facility, Approved Exporter or Both	Approved Facility	<input type="checkbox"/>	Approved Exporter <input type="checkbox"/>

Programme Participation.

Any Facility or Exporter wishing to receive, handle, or process New Zealand origin wool from NZFAP certified farms and store, advertise, promote, auction, or trade such wool must be audited annually and all facilities will become a 'NZFAI Approved Facility'.

To do so they...

1. Must be a NZFAI member, or be owned at least 51% by a NZFAI member
2. Complete this Wool Facility & Exporter Audit Application Form
3. Agree to comply with the NZFAI Approved Wool Facility & Exporter Standard and be audited annually under the NZFAI Approved Wool Facility and Exporter Audit Protocol and Checklist.

On acceptance of the Wool Facility & Exporter Application Form, NZFAI or their delegate will confirm the date of acceptance of the facility on an 'Interim Approval' basis. An audit of the Facility or Exporter will then be undertaken and on passing the audit the Facility will become an Approved Facility and be recognised as such on the NZFAI website.

Programme Status:

Interim Approval: From the date of acceptance and for a limited period of 2 months the Facility or Exporter will be able to receive, handle, or process New Zealand origin wool from NZFAP certified farms and store, advertise, promote, auction, or trade such wool.

Approved Facility: From the date of an approved audit and for a limited period of 12 months the Facility or Exporter will be able to receive, handle, or process New Zealand origin wool from NZFAP certified farms and store, advertise, promote, auction, or trade such wool.

COMPLIANCE STATEMENT:

We, as the above applicant agree to comply with the Programme Participation, Status and Terms and Conditions of the NZ Farm Assurance Incorporated as outlined on this Application Form.

Representative Name: (Printed)	Signature:
Date:	

Applications should be completed, signed, and sent to AsureQuality at nzfap@asurequality.com

Approval: For internal purposes only.

Approval Signature:	Date:
Approver Name:	

TERMS and CONDITIONS:

Audits: New Zealand Farm Assurance Incorporated (NZFAI) will appoint an Audit Body to visit and audit your business against the ‘NZFAI Approved Wool Facility & Exporter Audit Standard, Protocol and Checklist’ (The Facility Standard). This Standard requires all Approved Facilities& Exporters to continually identify, trace and maintain separation non-NZFAP approved wool from NZFAP approved wool throughout their supply chain. The Audit Standard, Protocol and Checklist are available on request from NZFAI. (www.NZFAP.com)

Expectations: You agree ...

1. To maintain your Enterprise Resource Management (ERM) or similar systems and procedures to record, store and deliver full compliance with The Facility Standard against which you are assessed
2. In case of the need, provide NZFAI or the audit body full and immediate co-operation and access to your internal systems to validate traceability should there be a challenge or request from any 3rd party as to any NZFAP assurances be requested or challenged.
3. Any changes to the applicant circumstances (ownership, name, and contact details of the authorised representative), must be notified to both the audit body and NZFAI immediately.

The Assessment Process:

To ensure the continuing validity of your systems, audits will be carried out every 12 months or at intervals as defined by NZFAI. The audit body will give you advance notice of these audits and negotiate an agreed date and time for these activities with you.

Any nonconformity arising from assessments must be cleared within the time frame agreed between you and the audit body.

You agree to allow the audit body 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 audit 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 audit body 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 and copied to NZFAI. If you fail to then agree a re-assessment by the compliance expiry this will activate NZFAP suspension for the Approved Facility.

Documentation:

Operators of all Approved Facilities must retain full traceability records for at least five years from the date the animal material or animal products first arrived at the premises.

Suspension and Withdrawals: We may suspend or withdraw the Approved Facility status if the systems or procedures fail to remain compliant with The Facility Standard or these Terms and Conditions or if we believe the auditor, audit body, 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 audit body or NZFAI against any assessment finding or recognition decision. Such complaints must be made in writing to the audit body 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 audit body 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 audit body will remain confidential to you, the audit body, and NZFAI and will not be disclosed by NZFAI to others except with your permission or as required by law.
- (c) All audit body 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 Facility name and Approved Status will be identified on the NZFAI website and NZFAI as the scheme owner and/or the audit body will 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.

Code of Conduct for Approved Facilities

New Zealand Farm Assurance Incorporated (NZFAI) is an organisation committed to upholding robust and independently audited assurance programmes. It aims to ensure farm assurance in New Zealand for red meat and wool is meaningful, fit for purpose, robust and has integrity. To achieve this, NZFAI requires all Approved Facility participants to adopt the following Code of Conduct to govern their operations:

1. Maintain a high level of personal and company integrity.
2. Act always in a manner that reflects creditably upon the New Zealand Farm Assurance Programme and any associated programmes.
3. Maintain an objective attitude towards evaluation of facilities, practices, or product integrity regardless of any internal or external influences.
4. Protect confidential information.
5. Report findings accurately and honestly and make recommendations impartially.
6. Act upon Corrective Action Requests (CARs) in an expedient manner.
7. Understand, promote, and implement the laws, regulations, codes, and standards applicable to the field of farm quality assurance; and
8. Uphold this Code of Conduct in the conduct of duties.

Failure to uphold these commitments and conduct which endangers or is likely to endanger the name, reputation or standing of the Society or of its members, may result in a member facing the Society’s disciplinary process.

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