

3. NZGAP ANNUAL RENEWAL

Complete and return this form along with payment of your annual invoice from Horticulture New Zealand to renew your NZGAP certificate.



CONFIRM BUSINESS DETAILS

NZGAP Number:

Trading Name:
(This name will appear on your certificate)

Responsible Manager/Contact Person:

Mobile Phone: **Email Address:**

Crops for certification:

	Crops: <i>(attach crop list if more space required)</i>	Area: <i>(harvested area this year for each crop, ha or m²)</i>
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>

FOOD SAFETY ASSESSMENT:

QUESTION

YES NO N/A COMMENT (If "N/A" explain why)

- Has a risk assessment been completed for all new crops and new Production sites, including newly purchased or leased sites?
- Has the traceability and recall system been reviewed and tested within the last 12 months?
- Has spray application equipment been calibrated within the past 12 months?
- Have all agrichemical applications been recorded in a spray diary & do spray diary records include all the required information?
- Has the food safety risk assessment been reviewed within the past 12 months?
- Have all sources of irrigation water been evaluated for changes in the risk of microbial and chemical contamination?
- Are all staff aware of the company's food safety procedures?
- Has food safety training been completed, including full training for new staff and refresher training for long term or returning staff, including contracted staff?
Have training records been completed?
- Are staff (including contracted staff) monitored to ensure that foodsafety procedures are followed?
Hand washing & hygiene procedures / Work practices
- Has testing and inspection equipment been calibrated?

Remember to keep a copy for your records.

DATE:
 Day Month Year

SIGNED:
Once completed click to sign electronically or print and sign

Submit the completed form:

Please email completed form to:
info@hortnz.co.nz

Or post to: Horticulture New Zealand,
 Freepost 729, PO Box 10232,
 The Terrace, Wellington, 6143