

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. This form can be completed electronically.



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> |
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FOOD SAFETY SELF-ASSESSMENT SUMMARY

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?

| YES | NO | N/A |
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Remember to keep a copy for your records.

DATE: / / **PRINT NAME:**

Day Month Year

Tick this box when finished to lock all of your information:

Save and Submit the completed form:

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

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