

ORGANICFARMNZ

Pod Peer Review Checklist

(To be completed by a nominated Pod member)

1.0 Applicant's Details

No.	Clause	Details & Comments (Please circle or note)	CA#
1.01	Producer(s) Name(s)		
1.02	OFNZ Producer No. (if known)		
1.04	Name of property/business		
1.09	Regional Body		
1.10	Name of Pod		
1.11	Has a Pod Peer Review previously been made on this property?	Yes No If so, when?.....	
1.12	What is the current certification of the property?	Nil C0 C1 C2 Full	
1.2	Is the total area of the property to be covered by certification or only partially?	Full Partial	

2.0 MAPS

2.1	<p>Land Use Map</p> <p>Is the map accurate & basically to scale?</p> <p>Are land uses clearly shown?</p> <p>Are boundaries clearly marked?</p> <p>Is a North-point arrow shown?</p> <p>Is the Quarantine area shown?</p> <p>If the property is only being partially certified – is the area clearly shown?</p> <p><i>Note any possible improvements to the map.</i></p>	<p>Please circle</p> <p style="text-align: center;">Yes No</p> <p style="text-align: center;">Yes No</p> <p style="text-align: center;">Yes No</p> <p style="text-align: center;">Yes No</p> <p style="text-align: center;">Yes No N/A</p> <p style="text-align: center;">Yes No N/A</p>	
2.2	<p>Property Location Map</p> <p>Is the map accurate?</p> <p>Does it show clearly how to get to the property?</p> <p>Is a North-point arrow shown?</p> <p>Are boundaries clearly marked?</p> <p>Is neighbouring land use detailed?</p> <p><i>Note any possible improvements to the map.</i></p>	<p style="text-align: center;">Yes No</p> <p style="text-align: center;">Yes No</p> <p style="text-align: center;">Yes No</p> <p style="text-align: center;">Yes No</p> <p style="text-align: center;">Yes No</p>	

3.0 HISTORY & DEVELOPMENT

No.	Clause	Details & Comments (Please circle or note)	CA#
3.2.1	<p>Prohibited Inputs – previous use In the PMP has the use of Prohibited Inputs been recorded on this property within the last 3 years?</p> <p>If so, list product used and date of last recorded use.</p> <p>This includes livestock drenches, antibiotics, chemical weed control etc.</p> <p>If you are unsure of the status of an input used include it.</p>	<p style="text-align: center;">Yes No</p>	
3.2.2	<p>Prohibited Inputs - stored Are prohibited chemicals stored on the property?</p> <p>Are they stored in a separate lockable cupboard to that of organic chemicals?</p> <p>What is the reason for the storage of these chemicals on the property?</p> <p>List Prohibited chemicals:</p>	<p style="text-align: center;">Yes No</p> <p style="text-align: center;">Yes No</p> <p>Reason:</p>	

4.0 AIMS & OBJECTIVES

No.	Clause	Details & Comments (Please circle or note)	CA#
4.1	<p>The Vision Do the ideas and on-farm activities outlined in the PMP fit with what the Pod Members observe at the time of the Peer Review?</p> <p>Consider here crops and livestock management, tree planting, pasture renovation, development projects etc.</p>	<p>Yes No</p> <p>Comments:</p>	

5.0 MANAGEMENT

5.1	Is the (or one of the) day-to-day manager(s) of the property present at the Peer Review?	<p>Yes No</p> <p>Note: if not, then the Peer Review <u>must</u> <u>be re-scheduled</u>.</p>	
5.3	If staff are employed, have they been through training programmes?		
	Does the Applicant have a copy of the OFNZ Standards? (should be sighted)	<p>Yes No</p>	
	Has the Applicant stated that they have read these standards?	<p>Yes No</p>	
	Assessment of understanding:	<p>Good Fair Poor</p>	

6.0 LAND MANAGEMENT

6.1	<p>Buffer Zones Is there an obvious risk of contamination from spray drift or other contamination from the immediate neighbours?</p>	<p>Yes No</p> <p>Comments:</p>	
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No.	Clause	Details & Comments (Please circle or note)	CA#
6.1	If so, are there buffer zones or strategies in place to inhibit spray drift?	<p style="text-align: center;">Yes No</p> <p>Comments:</p>	
6.2	<p>Water</p> <p>Are crops regularly irrigated or watered?</p> <p>If so, have water tests been conducted and is water potable?</p> <p>Is water reticulated to troughs for animals (including poultry)?</p> <p>Are crops washed on the property?</p> <p>If so, is this water discharged to a dedicated area?</p> <p>Is there any observable negative environmental impact from the water discharge?</p>	<p>Please Circle</p> <p style="text-align: center;">Yes No</p> <p>Conducted: Yes No</p> <p>If so, when?</p> <p>Potable: Yes No</p> <p style="text-align: center;">Yes No N/A</p> <p style="text-align: center;">Yes No N/A</p> <p style="text-align: center;">Yes No N/A</p> <p style="text-align: center;">Yes No N/A</p> <p>Describe:</p>	
6.3	<p>Erosion</p> <p>Is there visible damage to the property eg pugging in gateways, slips, river erosion, etc?</p>	<p style="text-align: center;">Nil Not Significant Significant</p> <p>Describe:</p>	

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6.4	Bio-Diversity Is there evidence of biodiversity enhancement whereby the property owner is deliberately diversifying the production environment and surrounding areas? <i>This can include crop and sward diversity, wild areas, as well as managed plantings, such as predator strips and shrubs planted to attract beneficial insects and birds.</i>	Yes No Comments:							
Grade the level of biodiversity development. Please circle the box you think fits the level of biodiversity development on this property. 1= limited biodiversity 10= well established.									
1	2	3	4	5	6	7	8	9	10
Comments:									
6.5	Soil Have soil tests results been sighted by the Pod? Has the organic matter content been recorded?	Yes No Yes No							
	Record the date of the last soil test (as sighted at this Peer Review).								
	Is there a soil fertility building programme in place?	Yes No							
	<ul style="list-style-type: none"> ▪ Is compost made on the property? ▪ Are any inputs sourced off site? ▪ Has a system of compost production been recorded i.e. hot compost, sheet compost etc? ▪ Has a temperature and turning diary been maintained? ▪ If so, has a declaration been supplied? ▪ Is compost production in action at this time? ▪ If so, what is the estimated volume (cu m3)? 	Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A Comments: _____							

No.	Clause	Details & Comments (Please circle or note)	CA#
	Have livestock grazing rotation issues been covered for stock, taking into consideration the breed and age of the animals?	Yes No N/A	
7.3	Livestock Nutrition Do animals that are fed brought-in feed receive certified feed as per the OrganicFarmNZ Standards?	Yes No N/A Comments:	
7.4	Pest & Weed Control Has any compulsory governmental or regional council pest or weed control been undertaken eg possums, noxious weeds etc. Are the weed management practices being implemented on the property providing effective control? Indicators of poor weed control can be areas of noxious weeds, weed seeding, weed infested overgrown crops with stunted growth. <i>The impact of weeds on a crop can yield varying points of view therefore care must be taken to ensure producers view points are considered before an assessment is made.</i>	Yes No If so, what? Yes Partially No N/A Comments:	
7.5	Plant & Animal Health Has a crop spray (or treatment) diary been sighted by the Pod? This must record: area sprayed, product used, justification, rate applied, date and Regional Body approval if restricted input used. Can you see pests or disease on crops or animals? The purpose of this question is to gain some insight into the extent to which the natural controls, plant and animal health are in balance. Thus in the comments section, if you tick 'significant' or 'rampant' you must also then provide details of the pests and/or the disease and explain why they are considered to be a problem.	Yes No N/A Comments: Nil Minor Significant Rampant Comments:	

No.	Clause	Details & Comments (Please circle or note)	CA#
	<p>Has a livestock treatment diary been sighted by the Pod? This must record: date treated, date in-and-out of quarantine, product used, label meat with-holding time, justification, next paddock.</p> <p>Do all the plant or animal treatment materials sighted at the Peer Review or noted in the PMP comply with the OrganicFarmNZ Standards? Has Certification Manager approval been obtained for the use of any restricted inputs?</p>	<p>Yes No N/A Comments:</p> <p>Yes No N/A Comments:</p> <p>Yes No N/A Comments:</p>	
7.6	<p>Introduced Livestock & Quarantine Are there any animals in quarantine at the time of the property review? If so, note how these animals have been tagged or identified.</p>	<p>Yes No N/A Comments:</p>	
7.7	<p>Machinery Does the machinery seen at the review match the machinery list provided in the PMP? Ask the property owner to show all machinery stored on the property.</p>	<p>Yes No N/A Comments:</p>	
7.7.1	<p>Clean Down – for partially certified properties</p> <ul style="list-style-type: none"> ▪ Is machinery on the property clearly labelled 'organic' or 'non-organic'? ▪ Has the clean down procedure been approved in writing by the Regional Body? ▪ Is the Pod satisfied that clean down procedures are followed? <p>The property manager must explain or demonstrate the clean down process and provide visual evidence that there is a dedicated clean down area.</p>	<p>Yes No N/A Yes No N/A Yes No N/A Comments:</p>	
7.8	<p>Contractors Has a declaration been supplied by farm contractors for their clean down?</p>	<p>Yes No N/A Comments:</p>	

8.0 GENERAL MANAGEMENT

No.	Clause	Details & Comments (Please circle or note)	CA#
8.1	<p>Processing</p> <p>Are food products manufactured on-farm? The applies to products like jams, pickles etc</p> <p>If so, has the food preparation area's Health Certificate been sighted? List Certificate number & expiry date:</p> <p>Are any inputs (eg sugar, honey, preservatives etc) used in this processing?</p> <p>If so, are they shown on the schedule of off-farm inputs?</p>	<p style="text-align: center;">Yes No</p> <p style="text-align: center;">Yes No</p> <p>Number _____</p> <p>Expiry Date _____</p> <p style="text-align: center;">Yes No</p> <p style="text-align: center;">Yes No</p>	
8.2	<p>Packaging</p> <p>Are crops or products packed on-farm?</p> <p>If so, describe the types of packing and containers used to transport products i.e. are they new? If not, how are they cleaned? How do they protect the product etc.</p>	<p style="text-align: center;">Yes No</p> <p>Comments:</p>	

9.0 ADDITIONAL INFORMATION

9.0	<p>Are there any additional comments that you think are relevant to this Peer Review?</p>		
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10.0 RECORDS

The record keeping question is an important one, particularly for operators who buy in product from other producers to on-sell.

If property managers/owners are reluctant to show any of their records to the peer review team, they have the option of providing the documentation to the independent auditor.

No.	Clause	Details & Comments (Please circle or note)	CA#
	Production / Sales records Are there production / sales records providing total quantities? If not, comments:	Yes No N/A Comments:	
	Inputs Schedule Do all the inputs recorded in the Input Schedule and those sighted on the property at the review comply with the OrganicFarmNZ Standards for Brought-in Materials? Are they supported by certificates? Have declarations been provided for inputs from non-certified sources of off-farm inputs. Has prior approval (i.e. derogations) from the Regional Body been obtained for all restricted inputs?	Yes No N/A Comments: Yes No N/A Comments: Yes No N/A Comments:	
	Compost Diary Inputs, turning and temperature recorded?	Yes No N/A Comments:	
	Livestock Livestock Treatment Diary – sighted? Incoming Livestock Diary – sighted? Quarantine Diary – up-to-date?	Yes No N/A Yes No N/A Yes No N/A Comments:	
	Spray Diary Has a spray/crop treatment diary been sighted?	Yes No N/A Comments:	
	Soil / Water Tests Organic Matter – sighted? Chemical Residues – sighted? Heavy Metals – sighted? DDT test – sighted? Water Quality tests – sighted?	Yes No If so, dated? Yes No Yes No Yes No Yes No Yes No Comments:	
	Fertiliser schedule – sighted?	Yes No	

Recommendation – copy for the Certification Committee

At the end of each Peer Review, the Pod is required to collectively overview what they have seen and heard and record their responses.

Note the peer review team do not finally decide on the level of certification the property will receive. The final decision on the certification status will be made by the Regional Body Certification Committee based on this Pod Peer Review Report and the independent Auditors report.

The immediate task of the Peer Review team is to identify the specific actions required by the property owner in order that they comply with the Standards.

With specific reference to the Standards, list any Corrective Actions Required that must be met before a certificate can be awarded.

Clause #	CA #	Corrective Action to be taken	By When?

<p>What level of certification is this Pod recommending? (Please circle)</p> <p>By default, new certification begins at C0. This <u>may</u> be adjusted by the Regional Body Certification Committee.</p>	<table style="margin: auto;"> <tr> <td style="padding: 0 10px;">Nil</td> <td style="padding: 0 10px;">C0</td> <td style="padding: 0 10px;">C1</td> </tr> <tr> <td style="padding: 0 10px;">C2</td> <td style="padding: 0 10px;">Full</td> <td> </td> </tr> </table>	Nil	C0	C1	C2	Full	
Nil	C0	C1					
C2	Full						

Recommendations & Comments (Note: if different Pod members disagree on the certification level/status – these views should be noted.)

Pod Members

Are all Pod Members present?	Yes No	Date:
Name	Signature	
Pod Leader		
Pod Reviewer		

Recommendation – copy for the Property Owner(s)

Note: This page is to be removed and handed to the Property Owner(s) after the Pod Peer Review is completed

Property Owner's Name(s).....

Note: The information entered below should be a 'carbon copy' from the previous page "Recommendation – copy for the Certification Committee"

With specific reference to the Standards, list any Corrective Actions Required that must be met before a certificate can be awarded.

Clause #	CA #	Corrective Action to be taken	By When?

What level of certification is this Pod recommending? (Please circle) By default, new certification begins at C0. This <u>may</u> be adjusted by the Regional Body Certification Committee.	Nil C0 C1 C2 Full
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Recommendations & Comments (Note: if different pod members disagree on the certification level/status – these views should be noted.)

Signed: **Date:**
Pod Reviewer

Signed: **Date:**
Property Owner(s)