

Auditor's Checklist - Individual

To be completed by a nominated Auditor. Before proceeding with this audit, the Auditor should have;

- The OrganicFarmNZ Standards.
- A copy of the Individual's Property Management Plan (PMP) including attachments.
- A copy of the Certification Manager Checklist for this property.
- The day-to day Manager must be present.

1.0 APPLICANT INFORMATION

Applicant's name(s)

Producer Number (if known)

Name of Regional Body.....

Has an audit previously been made on this property? YES NO If yes, date

2.0 MAPS

2.1 Land Use Is the map accurate?	YES NO Note any possible improvements to the map:
2.2 Property Location Is the map accurate?	YES NO Note any possible improvements to the map:

3.0 HISTORY AND DEVELOPMENT

3.1 Does the applicant have a copy of the OFNZ Standards and BIOGRO NZ Production Modules and Appendices (sighted at audit)? Has the applicant stated that they have read these standards?	YES NO YES NO
3.3 In the PMP has the use of prohibited chemicals been recorded, including livestock drenches, in the past 3 years on this property? If so, what is the date of the last recorded use?	YES NO
3.4 Are there prohibited chemicals stored on the property? If so, what is the reason given for the storage of these chemicals on the property?	YES NO Reason:

4.0 AIMS AND OBJECTIVES (The Vision)

Do the ideas and on-farm activities outlined in the PMP fit with what the Auditor observes at the time of the audit? Consider here crops and livestock management, tree plantings, pasture renovation, development projects etc.	
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5.0 MANAGEMENT

5.1 Is the (or a) person responsible for day-to-day management of the property present at the audit? Note: If the day-to day manager is not present then the audit cannot proceed and must be rescheduled.	YES NO Comments
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6.0 LAND MANAGEMENT

6.1 BUFFER ZONES

Is there an obvious risk of contamination from spray drift or other contamination from immediate neighbours?	YES NO Comments
If so, are there buffer zones or strategies in place to inhibit spray drift?	YES NO Comments

6.2 WATER

Are crops regularly irrigated or watered?	YES NO NA
If so, have water tests been sighted by the Auditor?	YES NO NA
Is water reticulated to troughs for animals (incl. poultry)?	YES NO NA
Are crops washed on the property?	YES NO NA
Is this water discharged to a dedicated area?	YES NO NA
Is there any observable negative environmental impact from the water discharge?	YES NO Describe:

6.3 EROSION

Is there visible damage to the environment? (e.g. pugging in gate ways, slips, river erosion etc)	Nil Not Significant / Significant Describe:
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6.4 BIODIVERSITY

Is there evidence of bio-diversity enhancement whereby the property owner is deliberately diversifying the production environment and surrounding areas? This can include crop and sward diversity, wild areas, well managed plantings, predator strips, shrubs planted to attract beneficial insects and birds etc.	YES NO
Grade the level of biodiversity development. Circle the number you think best fits the level of biodiversity development on this property.	1 2 3 4 5 6 7 8 9 10 Beginning (1).... Well established (10) Comments:

6.5 SOIL

Have soil tests results been sighted by the auditor? Record the date of the last soil test provided by the producer:	YES NO Date:
Is there a soil fertility building programme in place that uses minerals or trace elements?	YES NO

Is compost made on the property?	YES NO NA
Are compost heaps present on the property at the time of the audit?	YES NO NA
Estimate the volume of compost on display (m3)	Volume:
Has the auditor sighted the Off-farm Inputs Schedule including potting mixes, seeds, fertilisers etc?	YES NO
Do all the inputs recorded in the input schedule and sighted on the property during the Audit comply with Standards and have site affidavits been provided for inputs from non-certified sources of off-farm inputs?	YES NO NA Comments:

7.0 GENERAL MANAGEMENT

7.1 CROPS

Are green crops grown routinely?	YES NO NA
Are cover crops, mixed herb leys, green crops etc growing at the time of the audit?	YES NO NA
Is any part of the property in a planned fallow? If so, estimate the area of fallow as a percentage of the total productive area as sighted at time of audit.	YES NO%
Is there ground cover between tree crops (includes grasses)?	YES NO NA
Are the weed management practices being implemented on the property providing effective control? Indicators of poor weed control can be areas of noxious weeds, weeds seeding, weed infested overgrown crops with stunted growth. 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.	YES PARTIALLY NO N/A Comments:

7.3 PESTS & DISEASES

Are pests or diseases in crops and/or livestock reported in the PMP?	YES NO
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 and soils are in balance. Hence in the comments section below, if you circle 'significant' or 'rampant', you must then provide details of the pests and or diseases and explain why they are considered a problem.	Nil Minor / Significant Rampant Comment:

7.4 LIVESTOCK

Are there animals (including poultry) on the farm?	YES NO NA
List animal types seen on the property at time of the audit.	
Do the animals that are fed brought-in feed receive certified organic feed as per the Standards?	YES NO NA Comments:
Is the Quarantine Area sighted by the Auditor accurately marked on the Property Land Use Map?	YES NO NA
Are there any animals in quarantine at the time of the property audit?	YES NO NA

If yes, note how these animals have been tagged or identified? What is the reason for their quarantine?	
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7.9 MACHINERY

<p>Ask the property owner to show all machinery stored on the property. Does the machinery seen at the audit match the machinery list provided in the PMP?</p> <p>For partially certified properties clean down procedures should be documented by the property owner and submitted for approval in writing to the CM. At the property audit the Auditor must be satisfied that dedicated machinery is clearly labelled 'organic' and that machinery used to apply non-approved inputs is cleaned appropriately as per the approved process. The property owner must explain or demonstrate the clean down process and provide visual evidence that there is a dedicated clean down area.</p>	<p>YES NO NA</p> <p>Comments:</p>
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8.0 PROCESSING & PACKAGING

Are food products manufactured on-farm? Applies to products like jams, pickles etc	YES NO NA
If so, has the food preparation area's 'Health Certificate' been sighted?	YES NO NA
Are products packed on-farm? Into boxes, plastic sleeves etc.	YES NO NA
If so, please describe the types of packing and containers used to transport products:	

9.0 RECORDS

Has a crop spray diary been sighted by the auditor?	YES NO NA
Has a livestock treatment diary been sighted by the auditor?	YES NO NA
Does all the plant or animal treatment material sighted at the audit or noted in the management plan comply with the Standards?	YES NO NA
Are there sales records for all certified product sold from the property (receipt books etc)?	<p>YES NO</p> <p>Comments:</p>

Note: The record-keeping question is an important one particularly for operators who buy in product (certified and/or uncertified) from other producers to sell at shops, road side stalls or sell at markets.

RECOMMENDATION – Copy for the Certification Committee

At the end of each audit the Auditor is required to collectively overview what they have seen and heard and record their responses. Note the Auditor does 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.

The immediate task of the Auditor 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	Action by when?

What is the current certification status of the property? Nil CO C1 C2 Full

What level of certification is recommended? Nil CO C1 C2 Full

(In most cases new certification begins at CO. For exceptions, review the OFNZ Standards about retrospective certification.)

General Comments:

Signed (Auditor) Date

RECOMMENDATION – Copy for the Property Owner/s

NB: This page is to be removed and handed to the Property Owner(s) after the audit completed

The info below should be a 'carbon copy' from the previous page "Recommendation – copy for the Certification Committee"

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

Clause #	CA#	Corrective action to be taken	Action by when?

What level of certification is recommended? Nil CO C1 C2 Full

(In most cases new certification begins at CO. For exceptions, review the OrganicFarmNZ rules about retrospective certification.)

General Comments:

Signed (Auditor) Date