



Property Management Plan – Processors

Notes:

- This PMP is for processing operations including: jam making, bread making, honey extraction, meat processing, all those things that go on in a registered premises and seedling/nursery operations.
- All details must be completed in full before your application will be processed.
- If more than one property is being put forward for certification, please complete a separate Property Management Plan for each location.
- If you have a mixed enterprise (production & processing), attach a Property Management Plan also.
- For your audit, please retain a file of product certification information, declarations, affidavits, etc.

THIS APPLICATION IS TO:

Register for OFNZ certification / Renew my OFNZ certification	A fee for \$ is enclosed
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1. APPLICANT DETAILS

Name(s):

OFNZ producer number (if known):

Name of property/business:

Postal address:

Property Address (incl. St/RD #):

Phone (day): Phone (evening): Mobile: Fax:

Email address:

1.1. CERTIFICATION DETAILS

OFNZ Regional Body administering your certification:

Current certification status: NIL / FULL

Date current certification expires:

Have you had a property audit by an Auditor? YES / NO If so, date of last audit:

Are you (or do you want to be) a member of a Pod? YES / NO

Name of your Pod (if applicable):

Is property/business to be wholly or partially certified?

Please give a general description of your business/enterprise:

2. MAPS

2.1 Land use map

Include: North point arrow and all land use activities including: house, buildings, buffer zones, etc. If property is only partially certified – clearly define what area is to be certified.

If you have an already existing map or property plan that fits the purpose, please feel free to use it.

2.2 Physical location map

Please include a map of how to get to your property

3. HISTORY AND CURRENT DEVELOPMENT

3.1 Certification Have you previously been certified organic? If so, by whom, when and what was your status?	
3.2 Organic Advice From whom do you get your advice about organic production methods? Eg. friends, neighbours, a paid consultant?	
3.3 Activities Are there any other income generating or hobby activities carried out on the property by yourself or other persons – including buildings that are leased out?	Other activities:

4. BUSINESS MANAGEMENT

4.1 Management Name the person/s who is/are responsible for daily management of your property. <i>Note: At least one of the persons from this box must be present at the Pod Peer Review/Audit</i>	
4.2 Workers List all the people working in your premises (full-time, part-time, volunteers, family members) and their responsibilities.	
4.3 Training Describe past and present training and learning programmes in organics for (a) yourself and (b) Persons working on your property <i>This may include training facilitated or conducted by yourself and include the basics to ensure organic integrity of property is not compromised.</i>	(a) Yourself: (b) Others:
4.4 Legal Requirements List the licences and regulations that you require for your enterprise and indicate if they are current.	

5. PREMISES/PROPERTY MANAGEMENT

<p>5.1 Buffer Zones</p> <p>Can you identify any obvious sources of <i>possible</i> contamination to organic products produced on your property?</p> <p>Describe what you have done to reduce possible contamination of your property.</p>	
<p>5.2 Water Source</p> <p>Describe the water source.</p> <p>Describe the possible impact the source of the water may have on the quality of the water used on the property.</p>	<p>Water source:</p> <p>Impacts on water quality</p>
<p>5.3 Water Test</p> <p>Have you had any water tests in the last 3 years?</p>	<p>Water tests:</p> <p>Attached:</p>
<p>5.4 Energy Saving</p> <p>Describe any energy saving systems you have on the property and the extent to which they contribute to the overall energy use on the property.</p>	
<p>5.5 Waste Disposal</p> <p>Describe the method by which you dispose of solid waste.</p> <p>Describe the method by which you dispose of liquid waste.</p>	<p>Solid waste:</p> <p>Liquid waste:</p>
<p>5.6 Recycling</p> <p>Explain how you implement a recycling policy for waste or surplus materials produced by your enterprise.</p>	
<p>5.7. Cleaning</p> <p>Do your cleaning products conform to the BioGro Standards?</p>	
<p>5.8 Clean Down</p> <p>Are your premises used for making non-organic products?</p> <p>If yes, describe clean down operations.</p>	
<p>5.9 Pests</p> <p>Identify any pests in your premises for which you apply treatments.</p> <p>List pest control products.</p>	<p>Pests:</p> <p>Products used & when:</p>

6. PACKAGING/LABELLING

<p>6.1 Packaging</p> <p>Are products packed on-premises?</p> <p>Describe the type/s of packaging used?</p> <p>Eg. New, used, cardboard, plastic (and type) glass etc.</p>	<p>YES / NO</p> <p>Type/s:</p>
<p>6.2. Reusing</p> <p>If reuseable packaging is used, how is it cleaned?</p>	
<p>6.3 Labelling</p> <p>Are products labelled according to the standards?</p>	
<p>6.4 Labelling Process</p> <p>Describe your labelling information, process and certification.</p> <p>Eg. Hand-written, printed?</p>	

7. MACHINERY

Section 7 is applicable for plant/seedling nurseries only.

<p>7.1 Machinery</p> <p>Provide a list of all machinery used on the property AND indicate whether the machinery is dedicated 100% to organic use on this property.</p>	<p>List Machinery used</p> <p>Dedicated YES/NO</p>
<p>7.2 Clean Down</p> <p>Describe clean down and reporting procedures for all non-dedicated machinery.</p> <p><i>If all machinery is dedicated organic only answer "N/A".</i></p> <p><i>You need to ensure that wash down areas are appropriate for the scale of your operation. Written permission from the Certification Manager may be required for approval of machinery clean down for partially certified properties.</i></p>	
<p>7.3 Contractors</p> <p>List the tasks that contractors carry out on your property.</p> <p><i>Note that when contractors with non-dedicated machinery come on to your property they will need to have cleaned their machinery before they come on to your property. Evidence of appropriate clean down procedures may be requested at the property audit or by the Certification Manager depending on the type of machinery used on your property.</i></p>	<p>List of contractors AND Tasks carried out:</p>

Checklist

Property Management Plan completed	YES / NO
Fee attached	YES / NO
Maps completed	YES / NO
Input schedule (including cleaning products)	YES / NO
Restricted Inputs Application Form	YES / NO
Current licensing certificates (eg. From Health Dept and Local Council)	YES / NO
Water quality tests	YES / NO
Production records	YES / NO
PMP circulated to and checked by other Pod Members	YES / NO / N/A
Pod Leader checked and signed	YES / NO / N/A
Are there other attachments	YES / NO

Privacy Act 1993 Authorisations

I/We authorise OrganicFarmNZ (including its regional bodies) to:

- (a) Collect from, and disclose to, any person ("**person**") information in connection with this Property Management Plan for the purpose of assessing this Plan and my/our application for certification; and
- (b) Disclose to any person whether or not I/we have been granted certification from OrganicFarmNZ and/or the products in which we have been granted certification.

I/We also authorise each person to provide any information about me/us to OrganicFarmNZ which OrganicFarmNZ may require in connection with assessing this Property Management Plan.

I/We understand that, under the Privacy Act 1993, I/we may have rights of access to, and correction of, personal information held by OrganicFarmNZ about me/us.

Declaration

I/We hereby declare that:

- (a) The information provided by me/us in this Property Management Plan:
 - (i) is true, accurate and complete;
 - (ii) is not false or misleading in any respect; and
 - (iii) represents my/our processes, inputs and outputs in
 - (iv) the business or property which is subject to this application for certification; and
- (b) I/we have disclosed to OrganicFarmNZ all information that has reasonable bearing on whether or not OrganicFarmNZ will grant me/us certification.

By submitting this Property Management Plan, I/we agree to accept and be bound by OrganicFarmNZ's Production Rules and Standards (as may be amended from time to time).

OrganicFarmNZ reserves the right, at any time, to terminate any certification given by OrganicFarmNZ if I/we:

- (a) Have withheld any information from, or given false or misleading information in, or in connection with this Property Management Plan; or
- (b) Fail to comply with OrganicFarmNZ's Production Rules and Standards.

Name:

Signature:

Date: