



# OrganicFarmNZ

## PROPERTY MANAGEMENT PLAN for INDIVIDUAL

**SECTION A: APPLICANT AND PROPERTY DETAILS**

**DATE:**

**A1 THE APPLICANT(S)**

**A2 THE PROPERTY**

A1.1	Name(s)		A2.1	OrganicFarmNZ Producer number	
A1.2	Name of Property/Business		A2.2	OrganicFarmNZ Regional Body:	
A1.3	Property Address including RD number and postcode		A2.3	Are you a member of a Pod? If 'Yes', enter name of the Pod: If 'No', would you like to: (a) be a member of a Pod?, or (b) remain an individual grower?	
A1.4	Postal Address (if different from above)		A2.4	Current Certification Status:  Expiry date of current certificate:	Please highlight: Nil C0 C1 C2 Full
A1.5	Phone: Mobile: Email: Website:		A2.5	Total area of property (hectares):	
A1.6	Was the last audit a site audit or a paper audit?		A2.6	Partial Certification: is the entire property or part only to be organically certified?	Total area to be certified:
A1.7	Date of last <b>site</b> audit		A2.7	Brief description of nature of business/enterprise:	

**SECTION B: THE PROPERTY: LOCATION, LAND USE, HISTORY, VISION, MANAGEMENT PRACTICES**

<b>B1</b>	<b>Location Map</b>	<b>Applicant</b>	<b>CM</b>	<b>Auditor</b>
B1.1	Attach Property Location Map			
<b>B2</b>	<b>Land Use Map</b>			
B2.1	Attach Land Use Map			

<b>B3 History (prior to applying for certification)</b>		<b>Applicant</b>	<b>CM</b>	<b>Auditor</b>
B3.1	How long have you <b>owned/managed</b> this property?			
B3.2	Describe <b>any past land use and management</b> of the property that you know of, especially in the five years before you took over:			
B3.3	Do any of the use or management practices mentioned in B3.2 potentially affect the property's <b>potential for organic certification</b> ?			
B3.4	Have <b>prohibited inputs</b> been used on the property in the last three years? If 'yes' or unsure of the status of an input, list the products and years of use.			
B3.5	Have <b>restricted inputs</b> been used on the property in the last three years? If 'yes' or unsure of the status of an input, list the products and years of use.			
B3.6	When did you <b>begin conversion</b> towards 'organic' management of this property?			
B3.7	Have you <b>previously held</b> organic certification?			

	If 'yes' with whom, what years and what level of certification acquired?			
B3.8	Have you been declined application for certification? If 'yes' provide particulars.			
B3.9	Have you been certified and your certification cancelled? If 'yes' provide particulars.			

<b>B4</b>	<b>Personnel; Long Term Aims</b>	<b>Applicant</b>	<b>CM</b>	<b>Auditor</b>
B4.1	Name the person(s) responsible for the <b>day-to-day management</b> of the property:			
B4.2	What <b>sources</b> do you use for information, advice, and education on organics/natural farming practices?			
B4.3	What methods do you employ to ensure workers (temporary and permanent) <b>do not compromise the organic integrity</b> of the property?			
B4.4	What are your <b>long-term goals</b> for the organic management of the property?			
B4.5	Do you have <b>access</b> to and have you read the current Organic Standards? Do you need <b>clarification</b> of the Standards in any way in regard to your property or management?			
B4.6	Do you understand the <b>certification process</b> in the Organic Standards and the OrganicFarmNZ Operational Guidelines?			

B4.7	Are there other income generating or hobby activities carried out on the property by yourself or other persons that might influence your organic production?			
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<b>B5 Land Management Issues</b>		<b>Applicant</b>	<b>CM</b>	<b>Auditor</b>
B5.1.1	Are there any <b>sources of possible contamination</b> of your property eg from neighbours or road?			
B5.1.2	Describe what you have done to <b>reduce possible contamination</b> of your property from activities carried out on neighbouring properties/adjoining public land?			
B5.1.3	Describe the <b>water catchment</b> of the property.			
B5.1.4	Name all <b>sources of water used</b> on the property for irrigation, livestock, washing crops and machinery, food processing and ingredient in processed food.			
B5.1.5	Have you had any <b>water tests</b> conducted on any of the water sources listed in above, and if so, provide particulars? Does the water used in food washing and food processing comply with the Food Act 2014? For further information refer to our Food Act PMP			
B5.1.6	Describe any <b>possible effects</b> the source of any water might have on the quality of the water used on the property.			

B5.1.7	Describe how <b>water is used</b> on your property.			
B5.1.8	Describe any <b>erosion or other soil problems</b> you may have on the property and how you are managing them.			
B5.1.9	List any persistent <b>weeds, pests or diseases</b> (plant and animal) that affect your property and outline the methods you use to manage these.			
B5.1.10	Outline any <b>compulsory</b> Government or Regional Council pest or weed control measures on your property			
B5.1.11	Describe any <b>wild or natural areas</b> on your property, how these are protected and/or enhanced, and how they contribute to the overall biodiversity of your operation.			
B5.1.12	Are there any important <b>cultural, archaeological or wāhi tapu sites</b> on your property? If 'Yes', what are they and how are they maintained and/or protected?			

<b>B5.2 Land Management Practices</b>		<b>Applicant</b>	<b>CM</b>	<b>Auditor</b>
B5.2.1	Describe the methods you use to develop and maintain <b>soil structure</b> .			
B5.2.2	Describe the methods you use to build <b>soil fertility</b> .			
B5.2.3	Has your soil been tested for <b>heavy metal, DDT, DDE or other</b>			

	<b>pesticide residues?</b> <i>Attach test result to this application.</i> Did any of the results exceed the residue limits in Appendix A of the BioGro Standard?			
B5.2.4	Describe the methods you use to develop and maintain <b>pasture health and diversity</b> .			
B5.2.5	Describe the methods you use to develop and maintain a <b>healthy orchard or crop growing environment</b> .			
B5.2.6	Describe how you are <b>ensuring adequate biodiversity</b> within production areas and on the property generally.			
B5.2.7	Have you created a <b>defined quarantine area</b> on your property?			
B5.2.8	<b>List all machinery</b> used on the property and indicate whether it is dedicated 100% to organic use on the property.			
B5.2.9	Describe <b>machinery clean-down and reporting procedures</b> for all non-dedicated machinery and contractors' machinery used on the property.			

<b>B5.3 Land Management Activities</b>		<b>Applicant</b>	<b>CM</b>	<b>Auditor</b>
B5.3.1	Give details of your main <b>crop rotations</b> .			
B5.3.2	Give brief details of your <b>rotation and other grazing practices</b> for all livestock types.			
B5.3.3	Describe how you ensure your livestock receive an <b>appropriate</b>			

	<b>and balanced diet.</b> Include details of supplementary feeds.			
B5.3.4	List any <b>crops or products packed</b> on-farm If 'Yes', describe the types of packaging used If reusable packaging is used, how is it cleaned?			

**SECTION C: THE CURRENT YEAR ('this year') – [date] to [date]**

<b>C1.1</b>	<b>Changes to Sections B</b>	<b>Applicant</b>	<b>CM</b>	<b>Auditor</b>
	List (if any) <b>changes you have made this year to the information provided in Section B</b> of this Property Management Plan?			
C1.1.1	Have there been any changes to the farm map e.g. areas developed, orchard planted?			
C1.1.2	Has any new machinery been bought?			

**C1.2 CARS from last year**

List (if any) **corrective actions** required as a result of last year's certification round?

<b>Clause #</b>	<b>CAR #</b>	<b>Corrective Action confirmed/to be taken</b>	<b>By When?</b>

	<b>ACHIEVEMENT OF CARS</b>	<b>Applicant</b>	<b>CM</b>	<b>Auditor</b>
	Provide details of <b>corrective actions achieved</b> ; and Provide details of <b>corrective actions not yet achieved</b> , and reasons.			

C1.3	Short-term goals	Applicant	CM	Auditor
	Provide a brief account of the <b>short term goals</b> achieved for the property for this year, including reference to the long term goals mentioned in B4.4 above and to the short term goals mentioned in your last Property Management Plan.			

C2 Personnel		Applicant	CM	Auditor
C2.1	If there is more than one property manager listed in Section B4.1, <b>who will be present</b> at the Peer Review?			
C2.2	The Applicant confirms that personnel are trained and kept up-to-date with <b>current Organic Standards and OrganicFarmNZ Operational Guidelines at all times.</b>			
C2.3	Provide particulars of any <b>consultants or other advisers</b> to help with the organic management of your property this year?			
C2.4	Provide particulars of any <b>contractors</b> used on your property this year? <i>Provide contractor declaration.</i>			

C3 Property Management		Applicant	CM	Auditor
C3.1	Comment on the effectiveness of any <b>buffer zones (hedging)</b> this year eg spray drift/contamination.			

C3.2	Are all off-farm inputs recorded on the <i>Records spreadsheet</i> (including seeds, sprays etc.)? <i>Provide Records spreadsheet.</i>	NB: ALL RELATED DOCUMENTATION ON INPUTS MUST BE AVAILABLE AT PEER REVIEW AND FOR THE PAPER AUDIT		
C3.3	Have any prohibited or restricted inputs been used since the last audit? <i>Provide signed Restricted Inputs Application Form.</i>			
C3.4	Give particulars of any <b>prohibited inputs stored</b> on the property this year – <i>Provide Records spreadsheet.</i>			
C3.5	Have any non-certified inputs been used? <i>Provide Supplier Declarations</i>			
C3.6	List any instances where <b>machinery clean-down procedures</b> have not been used this year.			
C3.7	List any issues arising from <b>water discharge from clean-down and crop washing</b> on the property this year.			
C3.8	List any issues with <b>soil erosion, compaction or pugging</b> this year, or flooding or drought.			
C3.9	What has been done this year to <b>preserve or enhance biodiversity</b> on the property?			

<b>C4</b>	<b>Produce/products:</b>			
<b>C4.1</b>	List all <b>crops/products/ livestock</b> being produced on the property this year.	<b>Certified produce for sale</b> (List separately if required).	<b>Uncertified produce for sale.</b>	<b>Other produce/livestock not for sale.</b>
<b>C4.2</b>	<b>List the produce you want to appear on the Organic Produce</b>			

	<b>Certificate issued by OrganicFarmNZ</b>	
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<b>C5 PRACTICES</b>		<b>Applicant</b>	<b>CM</b>	<b>Auditor</b>
C5.1	What was the date of the last <b>soil fertility (including organic matter) and/or leaf test</b> ?			
C5.2	<b>Attach test results if conducted this year and compare with previous test results.</b>			
C5.3	Describe any management practices used this year (in addition to those described in B5.2.1) <b>to improve soil health and productivity.</b>			
C5.4	Comment on the <b>compost</b> made this year- provide records of hot composting.			
C5.5	List any <b>green crops, cover crops and areas fallowed</b> this year.			
C5.6	List <b>nutrient or pest/disease problems experienced this year and describe treatments or management practices (eg sprays or other applications)</b> used this year. These should be recorded on the <i>Records Spreadsheet (Sprays)</i>			
C5.7	Provide details of the <b>seeds used</b> this year – record <i>on inputs schedule</i> with verification of certification or declaration of uncertified status.			

<b>C6 Livestock on Property this year</b>		<b>Applicant</b>	<b>CM</b>	<b>Auditor</b>
C6.1	List particulars of <b>all livestock</b> on the property this year – any new livestock brought in?			
C6.2	Provide details of livestock quarantined on the property this year.			
C6.3	For any livestock feed not-certified, provide <b>Supplier declarations</b> .			

<b>C7 Other information</b>		<b>Applicant</b>	<b>CM</b>	<b>Auditor</b>
C7.1	Is there any additional information that you think is relevant to this Property Management Plan?			
C7.2	<b>Production/Sales Records</b> – these should be available for audit			

<b>C8 Forward Planning</b>		<b>Applicant</b>	<b>CM</b>	<b>Auditor</b>
	Is a <i>Restricted Inputs Application Form</i> attached for the possible use of restricted inputs in the next 12 months?			

## **Applicant's Privacy Act Authorisations and Declaration**

### **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.

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 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 *Compliance Procedures* and *Operational Guidelines* (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 *Compliance Procedures* and *Operational Guidelines*.

**Signed by the Applicant:**

**Date:**

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Flags/questions for Auditor?

Signed: ..... (Cert Manager)

Date: .....

**Audit – Paper or Site Visit (please circle)**

**Date of Audit:**

Corrective Actions Required						
Clause #	CAR #	Corrective Action confirmed/to be taken				By When?
What level of certification is the auditor recommending?		Nil	C0	C1	C2	Full
Recommendations & Comments						

Auditor	
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**Signed by the Auditor:**



