



# Responsibilities

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>0 Responsibilities</b>			
0.1 Your registered information with Zespri is up-to-date	Get the Contractor to demonstrate log into the industry.zespri.com	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
0.2 The annual inspection is completed prior to the CAV/ Interim CAV expiry	Record the CAV expiry date presented by the Contractor.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
0.3 The 'Am I Ready' checklists for each units has been completed and available for review	The new Am I Ready checklists must be used by contractors – particularly new contractors and the working copy saved for review at the inspection.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
0.4 Has your business, company director(s) or anyone employed in your business, been under investigation by a government authority (for example, the Labour Inspectorate, IRD)	Must declare if the business, or anyone employed in your business, is under investigation by a government authority.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
0.5 The documents and records reviewed during the inspection demonstrate that the contractor systems are working and fully meet the requirements of GAP and GRASP	Where multiple issues are identified that relate to the implementation of the systems; raise a non-compliance for System Failure – failure to implement systems at this clause.  This is where you can assign a not compliant due to multiple issues identified that relate to the implementation of the system; failure to implement GAP and GRASP systems. Typically used at a follow up or investigation.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
0.6 Any changes since the last inspection	Check contact details on the assessment in KIT, number of employees, scope changes, company ownership/director.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
0.7 The size of your business, how many employees you have now, in peak season, number of teams you run and who you work for are explained	Record details of a contract or SLA or invoice of the business they work for.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
0.8 There is supervisor training relevant to their duties	Each supervisor is trained and competent to train others in H&S, Hygiene and GRASP. There must be records of this training.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY