



# Responsibilities

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>0 Responsibilities</b>			
0.1 Your registered information with Zespri is up-to-date	All contractors must be registered with Zespri as a contractor and always keep details up-to-date via the industry.zespri.com website	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
0.2 The annual inspection is completed prior to the CAV/ Interim CAV expiry	A CAV expiry reminder is automatically sent to contractors 8 weeks prior to expiry. An inspection must be booked in well before the expiry date to ensure compliance is maintained. If the contractor has the inspection after the expiry of the CAV, reasons for an expired CAV/ICAV must be recorded and a non-compliance raised.	<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 contractor is to present a completed Am I Ready Checklist at the inspection to validate the contractor systems are in place and that they are prepared for the inspection.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
0.4 Has your business, or anyone involved in the operational management, staff support/ services or supervision of staff been under investigation by a government authority (for example, the Labour Inspectorate, IRD)	The contractor must declare if the business, or anyone involved in the operational management, staff support/services or supervision of staff, 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	Contractors must meet all GAP and GRASP requirements at the inspection before a CAV is issued.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
0.6 The contractor's documented system controlled	The contractor can either document a procedure or describe the management of GAP/GRASP documents. There must be a method of tracking document changes (i.e. version/date) and the contractor can demonstrate using the most recent version.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
0.7 There have been no changes since the last inspection	The contractor details are checked at the inspection. N/A for first inspection contractors	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
0.8 What is the size of your business, how many employees have you at the time of the inspection, in peak season, and who you work for are explained	Questions that will be asked at the inspection. For new businesses; does the contractor have work opportunities, if so who? How does the contractor intend to recruit workers? Where does the business operation intend to work?	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
0.9 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 and a job description.  NOTE: If the supervisor is the contractor, the person must demonstrate that they are experienced and competent to induct/train/supervise workers on orchard. Records must be maintained.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY