



# 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



# Traceability and Record-Keeping

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>1 GAP – Traceability and Record Keeping</b>			
1.1 There are no outstanding <b>non-compliances</b> from the last annual inspection or any subsequent inspections	<b>Best Practise: where there are repeat non-compliances, the contractor maintains a record of these and how improvements are made is detailed.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
1.2 A CAV is provided to all growers whose orchard/s are worked on and any contractors if applicable	Provide your CAV to all MSOs (growers) who you provide work to. This must be done BEFORE any work is undertaken on the orchard. Ensure that your CAV is valid for the time that you will be working. CAVs are valid for one year. An inspection needs to be booked in well before the expiry date to ensure compliance is maintained.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
1.3 When sub-contractors are used CAVs are obtained from them before engaging their services	<b>If the contractor has used any sub-contractors then the CAV of the sub-contractor/s must be held.</b> <b>Sub-contractors cannot be used until the contractor holds a full 12 month CAV. Record the CAV details of sub-contractors used, must cover food safety.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
1.4 There is a complaint / suggestion procedure available, through which employees can make a complaint <b>or suggestion</b>	There must be a procedure tailored to the contractor business (not a Zespri document) that details how complaints and suggestions are captured, recorded, investigated and followed up on, and the procedure must be communicated to all staff (e.g. as part of their induction process).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
1.5 Employees have been informed about the complaint procedure	Employees are informed of the process for making a complaint or suggestion. This could be included in the induction training for employees, or it could be included as an appendix to their contract.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
1.6 The complaint/suggestion procedure specifies a time frame to resolve complaints	The documented procedure specifies a resolution timeframe.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
1.7 The complaint/suggestion procedure states that employees will not be penalised for filing complaints or suggestions	The documented procedure specifies an employee will not be penalised for making a complaint or a suggestion.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
1.8 Complaints and suggestions are discussed in meetings between the employees and management	Hold regular (at least annual) meetings with workers to discuss any relevant health and safety issues. Record when the meeting took place, and anything raised in the meeting, any action taken in response to any communication on this issue.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
1.9 All complaints and suggestions are followed up on, recorded <b>and must be considered/implemented as continuous improvements</b>	The documented procedure details that any complaint or suggestion is recorded covering the issue, follow up, resolution with the employee and agreed. <b>NOTE: As part of the regular meeting, the contractor must record that this is a standard agenda item and any actions are recorded. These will include employee suggestions that have resulted in improvements to the contractor systems.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Traceability and Record-Keeping

## Checklist

Control Point	Description	Tick Appropriate Box	Option
1.10 All records, including those relating to food safety, required during the inspection are accessible	<p>The contractor must develop policies and processes to meet the Contractor GAP/GRASP requirements. The policies, procedures and risk assessments must be documented, implemented and records must be maintained.</p> <p>Electronic records are valid and, when they are used, the contractor is responsible for maintaining backup of the information.</p> <p>This may be undertaken with the assistance of an external consultant.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
1.11 The contractor follows the NZ law requirements to keep records for 7 years Documents are stored securely and effectively controlled	<p>Retain records for 7 years.</p> <p>Inspection checks are made as to where the documents are stored to confirm they are secure and are effectively controlled.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY



# Worker Health and Safety

Am I ready checklist

Control Point	Description	Tick Appropriate Box	Option
<b>2.1 GAP – Risk Assessment, Communication and Procedures</b>			
2.1.1 There is a written health and safety risk assessment covering all risks to employees	There must be a completed Health and Safety Risk Assessment documented that is appropriate for conditions on the orchard and covers the risks of employees while working on an orchard. The assessment must be reviewed annually to ensure that it remains relevant and appropriate to the activities undertaken. This also applies for sole operators as they must consider their own HS as well as growers, visitors or the general public.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.1.2 There is a written health and safety policy	There must be a documented health and safety policy that covers the activities the contractor is involved in. This must be signed by the director/management.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.1.3 There are written health and safety rules for the contracting business	The health, safety and hygiene rules shall include the points identified in the risk assessment and detail the management's responsibilities for the health, safety of employee's visitors and consumers with the relevant action areas concerned with clear and viable targets. This shall include accident and emergency procedures, hygiene procedures, dealing with any identified risks in the working situation, etc. The policy shall be reviewed and updated when the risk assessment changes at least every 12 months.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.1.4 The health and safety rules include issues identified in the health and safety risk assessment	The health and safety procedures/rules shall address the points identified in the risk assessment and shall be appropriate for the orchard operations. They could also include accident and emergency procedures and contingency plans, dealing with any identified risks in the working situation, etc. The procedures shall be reviewed annually and updated when the risk assessment changes.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.1.5 A member of management is identifiable as responsible for workers health, safety, food safety and welfare	Documentation is available that demonstrates that a clearly identified, named member of management has the responsibility for ensuring compliance with, and implementation of existing, and relevant national and local regulations on workers' health, safety, food safety and welfare.  <b>A clear organisational structure identifying the job functions and responsibilities of at least those employees whose activities affect food safety shall be established, implemented, and maintained. For example, employment agreements for pickers and policies for management.</b>  <b>The person responsible must be identified on the Health &amp; Safety Policy as the person responsible for workers health, safety, food safety and welfare.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.1.6 Accident and emergency procedures for the contracting business are available	Accident and Emergency Procedures must be documented and available that cover as a minimum: the contact person, an up to date list of emergency contact numbers, where to find the nearest available phone, how to contact medical services, the location of first aid, how to report accidents and dangerous incidents.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY



# Worker Health and Safety

## Am I ready checklist

Control Point	Description	Tick Appropriate Box	Option
2.1.7 Accident and emergency procedures are communicated to all staff	Accident procedures shall be clearly displayed in a visible location for workers, visitors and subcontractors in the predominant languages of the workforce and/or pictograms. The procedures must be communicated to all staff (i.e. part of their induction training).	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.1.8 Are accidents and incidents recorded? Review incidents since the last inspection and detail issues	When accidents do occur, it is vital employers learn from these incidents and take reasonable steps to reduce the risk of injury, illness and fatality in the future. This is done by keeping records of every workplace accident that occurs, regardless of how serious. Any accident that poses a risk to personnel or property, or requires medical attention and/or a police investigation, must be reported. Whether the incident happens to a permanent employee, agency worker, contractor, visitor or customer – the event must be documented.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.1.9 Have there been any notifiable events?	Under the new Health and Safety at Work Act that came in 4 April 2016, certain events must be notified to the regulator – WorkSafe New Zealand. <a href="https://www.sitesafe.org.nz/guides-resources/practical-safety-advice/notifiable-events/">https://www.sitesafe.org.nz/guides-resources/practical-safety-advice/notifiable-events/</a>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
<b>2.2 Health &amp; Safety Training</b>			
2.2.1 Workers have received health and safety training based on the health and safety rules	Conduct health and safety training with all staff according to the requirements of the documented risk assessment. Use the Health and Safety and Accident and Emergency Procedures in the training.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.2.2 There are records kept of health and safety training that include the topic, trainer, date, names and signatures	Training records must be kept for health & safety and accident & emergency training detailing the topic, trainer, date, names and signatures of staff.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.2.3 Workers who are operating dangerous or complex equipment have certificates of competence, and/or details of other qualifications	Ensure that staff have the appropriate training, competencies and/or licenses required for operating other equipment. This must be listed in the Health and Safety Risk Assessment.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
2.2.4 There is always at least one person trained in first aid present on the orchard whenever on-orchard activities are being carried out	Ensure that there is always someone with a first aid certificate present on the orchard whenever work is being carried out	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY



# Worker Health and Safety

## Am I ready checklist

Control Point	Description	Tick Appropriate Box	Option
<b>2.3 Hazards and First Aid</b>			
2.3.1 There are procedures available for all equipment and machinery to ensure safe handling by operators Have job safety analysis (or similar) of operators been completed to ensure ongoing competency?	Keep records on the maintenance of all machinery used. Operating procedures shall include having records that identify workers who carry out such tasks, show proof of competence e.g job safety analysis, certificates of training and/or records of training with proof of attendance. This shall include compliance with applicable legislation.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
2.3.2 Any transport provided for workers on the orchard and between orchards is safe and compliant with national regulations	Vehicles or vessels shall be safe for workers and, when used to transport workers on public roads, shall comply with national safety regulations	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY if applicable
2.3.3 There is a complete first aid kit available close to the place where work is being carried out	Ensure that a first aid kit is always available whenever on-orchard activities are carried out. This needs to be accessible to all staff and in the vicinity of the work being carried out	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY



# Employee's Representative(s)

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>3 GRASP – Employee's Representative(s)</b>			
3.1 There is an appropriate employee's representation to decide upon, communicate and monitor the interests of the employees before the management	<p>This control point can be met in one of two ways: 1) An employees' representative is elected or nominated. 2) Individual employment agreements include a clause that states employees have the right to represent themselves and explain what the dispute resolution process is.</p> <p>The employees' representative cannot be management. Must be selected and recognised by employees. The representative must clearly represent the interest of employees.</p> <p>If there is no employee's representative elected or nominated and there is no detail in the employment contracts as per above, then the control point is not met and the answer No to all sub-control points.</p> <p>This control point does not over-ride the right of NZ employees to first approach their employer to resolve any employment issues (i.e. they do not have to go through the representative if there is one).</p> <p>If there is an appointed employees' representative then they must be present for at least part of the assessment (they must be present for the control points relevant to employee representation, which are 1, 2, 3, 4, 8, 9, 10 and 11). If they are not present then control point cannot be met.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
3.1.1 Is there a dispute resolution clause in the employment agreement and state the fact that they can represent themselves?	<p>The Employment Agreement must state; "Due to the transient nature of the workforce, the employee representative can be nominated" and "Employees can represent themselves".</p> <p>If the above is not met then the control point is NO.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
3.2 The election or nomination takes place in the ongoing year or production period and is communicated to all employees	The election/nomination procedure has been defined and communicated to all employees.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
3.3 Votes were carried out fairly and openly	<p>Documentation shows that the election and the counting of votes were carried out fairly and openly. In case of representative(s) not elected but nominated, there is a document justifying why elections could not take place (see 3.1.1).</p> <p>Evidence shows that employees decided on the representation during an employees' meeting, free of management influence, by their own decision and in a transparent way where all opinions were heard.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
3.4 The results of the election were communicated to all employees	The results of the election (name of the employee's representative) were communicated to all employees.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
3.5 The election/nomination has taken place in the ongoing year and the representative is still employed by the business	<p>The employees' meeting to decide on the representation took place in the ongoing year or production period during the time with the most presence of workers based on agricultural activities. The representation is current (all employees involved are still being employed).</p> <p>NOTE: For meetings, there should be evidence that every time that a meeting had taken place, all employees were present.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Employee's Representative(s)

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>3 GRASP – Employee's Representative(s)</b>			
3.6 The representative is aware of their role and rights and this is included in a JD	This employees' representative(s) shall be aware of his/her/their role and rights and be able to discuss complaints and suggestions with the management.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
3.7 There are regular meetings between the employees representative and the management, where social practice issues are addressed	Meetings between employees' representative(s) and management occurs at accurate frequencies. The dialogue taking place in such meetings is duly documented.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY





# Self-Declaration on Good Social Practices

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>4 GRASP – Self-Declaration on Good Social Practices</b>			
4.1 There is a declaration on social practice that contains at least all points referred to in the ILO core labour conventions	<p>Does the contractor's Good Social Practice Policy contain the core labour standards are a set of four fundamental, universal and indivisible human rights:</p> <ul style="list-style-type: none"> <li>• Freedom from forced labour</li> <li>• Freedom from child labour</li> <li>• Freedom from discrimination at work</li> <li>• Freedom to form and join a union, and to bargain collectively</li> </ul> <p>There are two main New Zealand laws that specifically promote and protect human rights. One is the Human Rights Act 1993, and the other is the Bill of Rights Act 1990.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
4.2 The declaration has been signed by management and by the employees' representative	Management and the employees' representative (when applicable) have signed and displayed a self-declaration assuring good social practice and human rights of all employees.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
4.3 The declaration is actively communicated to the employees	The declaration is actively communicated to the employees during the employees meetings (with the representation, where applicable) and also is displayed in the orchard, in the different working instructions languages (where applicable).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
4.4 During meetings between the management and the employee representation, the responsible person for the implementation of GRASP and the employees' representation informs and check how the policies of the declaration are put into practice	<p>During all the meetings between the management and the employee representation, the responsible person for the implementation of GRASP and the employees' representation informs and checks how the policies of the declaration are put into practice.</p> <p>NOTE: As Best Practice have the Employees' Representative complete the Employment NZ employee module "An Introduction to Your Employment Rights"</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
4.5 There is no contradiction of core labour standards to the self-declaration on good social practice in the employment agreement contract	Contradiction to the ILO stated in 4.1	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	BEST PRACTICE
4.6 The declaration is checked and revised at least every 3 years	The declaration is checked by management and revised at least every 3 years, or whenever necessary and then explained to the employees before being signed again by employees' representation.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	BEST PRACTICE



# Access to National Labour Regulations



## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>5 GRASP – Access to National Labour Regulations</b>			
5.1 Those responsible are fully aware of their legal obligations and know where to access information on New Zealand labour law to ensure that these obligations are met and provides the employees representative with the information	<p>If there is an employees’ representative then they must have knowledge of the relevant legislation to meet this control point. If there is no representative then the contractor themselves or the person responsible for worker welfare must have this knowledge.</p> <p>NOTE: Under NZ law the Person Conducting Business or Undertaking (PCBU) has the primary duty to ensure health and safety. So the PCBU would be the same person as the person responsible for GRASP. This must be a different person from the employee representative if there is one.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
5.2 The person(s) responsible for worker welfare has completed the Employment NZ employer modules. knowledge about or access to regulations on gross and minimum wages and deductions from wages	<p>If there is an employees’ representative the responsible person must provide them with the knowledge of the relevant legislation to meet this control point.</p> <p>NOTE Best Practice is for the ER to complete Employee Rights module.</p> <p>If there is no representative then the person responsible for worker welfare must have this knowledge and completed all the modules. Also, if employees are representing themselves then they must all have knowledge of the regulations.</p> <p>NOTE: Best Practice is to use the employee rights module factsheet as a handout.</p> <p>If the contractor has not completed the modules – this control point has not been met and is NO.  <a href="https://www.employment.govt.nz/about/employment-law/legislation/">https://www.employment.govt.nz/about/employment-law/legislation/</a></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY



# Working Contracts

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>6 GRASP – Working Contracts</b>			
6.1 There are written employment contracts for all employees signed by both parties	The contractor must maintain valid copies of working contracts for every employees. The contractor must use a contract that is compliant with applicable legislation and/or collective bargaining agreements and indicate at least full names, a job description, date of entry, wage and the period of employment.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
6.2 All employees have received a copy of the signed employment agreement	The contracts must be signed by both the employee and the employer. The employee must received a copy.  NOTE: if the employee does not wish to receive a coy of the contract, the contractor must record this on the employers copy and be signed by the employee as acknowledgement.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
6.3 Employees have the correct contract according to national legislation	What contracts do you use; seasonal, fixed term, permanent. Ensure a contract is issued to each employee for each activity; harvest, summer pruning, winter pruning and ensure that the correct contract is in place for that employee.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
6.4 Employment agreements and attachments include basic information (e.g. permanent, fixed term, seasonal)	<ul style="list-style-type: none"> <li>• According to the Employment Relations Act 2000 sections 65 and 69OJ and the Holidays Act 2003 section 52, an employment agreement must include the following;               <ol style="list-style-type: none"> <li>1. the names of the employee and employer concerned</li> <li>2. a description of the work to be performed by the employee</li> <li>3. an indication of where the employee is to perform the work</li> <li>4. an indication of the arrangements relating to the times the employee is to work</li> <li>5. the wages or salary payable to the employee</li> <li>6. a plain language explanation of the services available for the resolution of employment relationship problems, including a reference to the period of 90 days within which a personal grievance must be raised</li> <li>7. an employee protection provision requiring an Employer to provide information and consider comments in restructuring situations and include a process that the employer must follow in negotiating with a new employer about the restructuring</li> <li>8. a provision that confirms the right of the employee to be paid at least time and a half for working on a public holiday.</li> </ol> </li> <li>• It is best practice to include a privacy clause in the employee contract which outlines that a third party may see records e.g. employee representative or Inspector.</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY



# Working Contracts

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>6 GRASP – Working Contracts</b>			
6.5 If the Contractor has added anything else to the employment agreement and/or schedules, there is no contradiction to the New Zealand Employment Law	Provide evidence that the EAs/schedules/deductions meet all the requirements under NZ legislation. NOTE: Ensure that there is nothing illegal in the contract – such as requirement for deduction from wages.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
6.6 Do the employment records indicate the legal status to work either by a work permit or birth certificate and/or passport. Has the Contractor verified work permits (using visa view for example)	Provide evidence that any non-national employees working for the contractor indicate their legal status to be employed. A valid working permit is available. NOTE: Best Practice is to use Visa View and keep records of the visa checks (either soft or hard copy).	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY



# Payslips

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>7 GRASP – Payslips</b>			
7.1 Person/s responsible for the processing of payroll has sufficient knowledge and suitable systems in place to administer employee remuneration	<p>Detail the person/organisation responsible for payroll. From the payslips reviewed, detail any deductions that are authorised to be processed with employee remuneration (i.e. Kiwisaver).</p> <p>The employer shows adequate documentation of the salary transfer (e.g. employee's signature on payslip, bank transfer). Employees sign or receive copies of payslips/pay register that make the payment transparent and comprehensible for them. Regular payment of the employees during the last 24 months is documented.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
7.2 Are payslips issued for payment in defined intervals?	The payslip for payment is made in defined intervals (e.g. payslips or pay registers) is available for the employees to receive.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
7.3 Payments are made in accordance with the contract, payslips indicate that payments are made by bank transfer, or a signature on a payslip for cash wages received	Payslips or registers indicate that payments are made in accordance with the working contracts (e.g. employees signature on payslips, bank transfer etc).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
7.4 There is documentary evidence that a copy of the payslip is provided to each employee regularly	GRASP requires the employee receives a copy of regular payment, as in a payslip.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
7.5 If the payment is calculated on a contract rate (piece rate), does the payslip show at least legal minimum wage on average (i.e. weekly) within regular working hours and paid breaks.	<p>The payslip must show the calculation from contract rate to hourly rate, show top up if needed to gain at least minimum wage. Hours worked must be shown.</p> <p>NOTE: Paid breaks must be shown on the payslip, when a contract rate is defined, at the calculated hourly rate if higher than minimum wage.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Wages

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>8 GRASP – Wages</b>			
8.1 Complete traceabilities on random workers, pick week ending that contains statutory holiday; record details of compliance requirements of: <ul style="list-style-type: none"> <li>- contract</li> <li>- legal right to work (visa, passport, visa view etc)</li> <li>- time sheets</li> <li>- payslips</li> <li>- contractor bank statement wage payments</li> </ul>	<p>Wages and overtime payment documented on the pay slips/pay registers indicate compliance with legal regulations (minimum wages) and/or collective bargaining agreements as specified in the GRASP National Interpretation Guideline. If payment is calculated per unit, employees shall be able to gain at least the legal minimum wage (on average) within regular working hours.</p> <p>NOTE: Minimum Wages are regulated by statute under the Minimum Wage Act 1983. Minimum Wages change with the discretion of the Government and are published under Legislative Instrument as Minimum Wage orders.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
8.2 All records and employee payments are kept for 7-years  <b>Documents are stored securely and effectively controlled</b>	<p><b>The contractor must demonstrate these records exist and are retained (even if the employee has left).</b></p> <p><b>Inspection checks are made as to where the documents are stored to confirm they are secure and are effectively controlled.</b></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Non-Employment of Minors

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>9 GRASP – Non-Employment of Minors</b>			
9.1 Records indicate compliance with national legislation regarding minimum age of employment	Records reviewed must indicate compliance with national legislation regarding minimum age of employment. If not covered by national legislation, children below the age of 15 are not employed.  If children – as core family members – are working on the farm, they are not engaged in work that is dangerous to their health and safety, jeopardizes their development or prevents them from finishing their compulsory school education	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
9.2 If children are working they are not engaged in work that is dangerous to their health and safety, jeopardises their development or prevents them from school education	No child under the age of 16 is employed during school hours.  No child under the age of 15 is employed to do work at or with machinery at the workplace.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Access to Compulsory School Education



## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>10 GRASP – Access to Compulsory School Education</b>			
10.1 Children of employees living on the company's sites have access to compulsory school education	There is documented evidence that children of employees at compulsory schooling age (according to national legislation) living on the farm have access to compulsory school education, either through provided transport to a public school or through on-site schooling.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
10.2 There is a list all children in the age of compulsory schooling age living on the company's sites	There is a list all children in the age of compulsory schooling age living on the company's sites, with sufficient indications on name, name of parents, date of birth, school attendance, etc. Children of management may be excluded.  There should be no children (aged 6 to 16) present in the workplace during school hours without justification.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	BEST PRACTICE
10.3 There is transport facilities available if children cannot reach school within acceptable walking distance	Detail if transport is provided where applicable.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	BEST PRACTICE
10.4 There is on-site schooling system when access to schools is not available	Are any children working on the orchard who are also home schooled? If so, check schooling is available and meets NZ requirements.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	BEST PRACTICE





# Time Recording System

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>11 GRASP – Time Recording System</b>			
11.1 There is a time recording system that shows daily working time and overtime for the employees	The time recording system appropriate to the size of the company (e.g. time record sheet, check clock, electronic cards, etc.) is implemented and explained to the employees.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
11.2 A time recording system is implemented, appropriate to the size of the company (e.g. time record sheet, check clock, electronic cards etc)	NZ law requires the employer to have a wage and time record which includes “where necessary for the calculation of the employees pay” the number of hours and employee has worked per day and the wages paid to the employee for each pay period	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
11.3 The records indicate the regular working time for employees on a daily base	The number of hours an employee has worked for per day must be recorded. It is critical that hours of work are kept in order to determine average hourly rate to compensate for breaks.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
11.4 The records indicate the overtime hours as defined by contracts for all employees on a daily basis	All hours of work are recorded including any overtime hours.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
11.5 The records indicate the breaks/holidays days for the employees (on a daily basis)	To work out leave and public holiday entitlements you need to know the pattern of hours and days that are worked. Breaks taken and holidays taken are recorded for each employee. Every employee regardless of the type of employment is entitled to at least 4 weeks annual leave per year. For some employees (e.g. fixed term and casual) it may be appropriate to pay annual leave as “pay as you go” if the employee agrees to it. This must be recorded separately in the records.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
11.6 The working records are regularly approved by the employees (i.e. regularly signed record sheet, checking clock)	There is evidence that system records are regularly checked and approved by the employees (e.g. regularly signed record sheet, checking clock).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
11.7 Access to these records is provided to the Employees’ Representative	Access to these records is always provided to the employees and to the employees’ representative(s) when applicable. NOTE: Principle 10 of the Privacy Act requires that personal information should only be used for the purpose for which it was collected, unless one of the exceptions in the Privacy Act applies. One of those exceptions is where the use is for a directly related purpose. A similar exception applies in relation to disclosing information to a third party under Principle 11 of the Act. In this case where an employer engages an inspector to conduct an inspection, the inspector is acting as an agent. Employers may wish to advise employees that some of the private information relating to contract and wage records may be made available for audit purposes. If requested by the employee, this information may also be made available to the employee representative. To inform employees that this information may be sighted by a third party it is recommended that you include a clause in their employment agreement.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Working Hours and Breaks

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>12 GRASP – Working Hours and Breaks</b>			
12.1 Information on valid labour regulation regarding working hours and breaks is available (e.g. in the GRASP National Interpretation Guideline)	This information available on the employment nz website. Employees must be aware of their rights. <a href="https://employment.elearning.ac.nz/">https://employment.elearning.ac.nz/</a> website.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
12.2 Working hours including overtime as shown in the records indicate compliance with legal regulations	Overtime payments are not a legal requirement in New Zealand. Ensure that all working hours are recorded and are kept within the maximum as detailed in 12.4.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
12.3 Rest breaks/days as shown in the records indicate compliance with national regulations and guaranteed	Rest breaks are to be paid at the employees earning rate. For piece rate, rest break payments rates are to be paid based on the rate the employee will have been receiving at the time of the break.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
12.4 Regular weekly working time does not exceed 48 hours During peak season, weekly working time does not exceed 60 hours	In NZ there is no law regarding maximum working hours. We recognise that the nature of the industry means that work is seasonal and there may be more than one “peak season” depending on the type of work carried out.  The intention of the control point is to ensure that people are not overworked. Obviously employee health and safety is a big concern when there are long hours over a continuous period.  Usual working hours should not exceed 48 hours a week.  During peak times the AVERAGE working week should not exceed 60 hours. (note this is an average across the whole peak times so some weeks there may be an exceedance of 60hrs, as long as the average of all weeks doesn’t exceed 60hrs).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Hygiene

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>13.1 GAP – Risk Assessment and Procedures</b>			
13.1.1 There is a written hygiene risk assessment	A completed Hygiene Risk Assessment must be available that covers all hygiene related risks and how to eliminate, isolate or control them. Must be signed and dated and reviewed annually.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.1.2 The hygiene risk assessment includes the risks to be managed at harvest, on-orchard transport process and those risks identified in your biosecurity plan	The risk assessment must include all risks applicable to harvest including transport on the orchard, between orchards when applicable and those risks identified in your biosecurity plan.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
13.1.3 There is a documented hygiene policy and signed by the member of management who is identifiable as responsible for workers hygiene, food safety and welfare	The contractor must identify the person(s) whose roles and responsibilities that impact on food safety are clearly identified.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.1.4 There are documented hygiene instructions for the harvesting operations and the effectiveness of the hygiene instructions is measured to eliminate food safety risks	Check that the hygiene instructions/rules have been reviewed annually and are displayed in a format that the workers will understand if they don't speak the English language. How do they communicate the rules? The instructions must include – COVID-19 requirements are current – evaluating whether workers are fit to return to work after illness. – housekeeping, cleaning, and disinfection, with descriptions of how these activities are implemented, maintained, and monitored. NOTE: Best Practice to encourage the persons responsible for worker's welfare to subscribe to the NZKGI Newsletter <a href="https://www.nzkgi.org.nz/what-we-do/subscribe-to-our-newsletter/">https://www.nzkgi.org.nz/what-we-do/subscribe-to-our-newsletter/</a>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.1.5 The instructions include the immediate notification to management or supervisor of any relevant infections or conditions. This includes any signs of illness (e.g. fever, vomiting, jaundice, diarrhea), whereby these workers shall be restricted from direct contact with the product and food-contact surfaces. The instructions include an evaluation that workers are fit to return to work after illness	The contractor has hygiene instructions visibly displayed for workers and visitors provided by way of clear signs (pictures) and or in the predominant language of the workforce. The instructions must also be based on the results of the hygiene risk assessment and include at a minimum – the need to wash hands, the need to cover skin cuts, limitation on smoking, eating and drinking to designated areas, notification of any relevant infections or conditions. this includes any signs of illness (e.g. vomiting, jaundice, diarrhoea) whereby these workers shall be restricted from direct contact with the product, notification of product contamination with bodily fluids, the use of suitable protective clothing, where the individuals activities might pose a risk of contamination to the product. Signs with the main hygiene instructions shall be visibly displayed in the relevant locations and include clear instructions that hands shall be washed before handling produce. Workers handling ready to eat products shall wash their hands prior to start of work, after each visit to a toilet, after handling contaminated material, after smoking or eating, after breaks, prior to returning to work and at any other time when their hands may have become a source of contamination. Smoking, eating, chewing and drinking are confined to designated work areas particularly away from crops awaiting harvest.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY



# Hygiene

## Checklist

Control Point	Description	Tick Appropriate Box	Option
13.1.6 The KVH Kiwifruit Orchard Contractor Biosecurity Plan is completed, reviewed annually and retained on file	<p>There is a high biosecurity risk associated with kiwifruit orchard contractors, who routinely move machinery, equipment, tools, people, kiwifruit plant material and/or compost into, within and between orchards.</p> <p>Contractors with a valid CAV shall complete a biosecurity plan and keep it on file with their records for the annual inspection. The plan shall be reviewed annually.</p> <p>Contractors shall identify which risks are relevant to them in their business and are required to put systems in place to manage them. Anything brought onto an orchard needs to be clean and free of plant material and soil.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
<b>13.2 Hygiene Training</b>			
13.2.1 All workers have received hygiene training according to the hygiene instructions and Contractor Biosecurity Plan	Hygiene training shall be conducted with all workers as per the documented hygiene instructions and the contractors biosecurity plan.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.2.2 There are records of hygiene training kept	Worker training records must be available for hygiene training detailing the topic, trainer, date, names and signatures of staff.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
<b>13.3 Facilities and Equipment</b>			
13.3.1 Harvest bins – are checked for cleanliness and are in good condition prior to use	Someone (supervisor) must have checked the bins for cleanliness to make sure there is no evidence of physical contamination, especially checking for bird droppings and mud build up on the bottom on bins as they will end up being stacked on top of each other. No broken bins are allowed to be used. Any broken or dirty bins must be set aside.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.2 Bin loading area – is clean, free from mud and any other potential contamination Have any issues identified that are grower responsibilities been reported to Zespri?	<p>The area where the bins are marshalled and stored shall be free of mud, loose soil, animals, faeces, or anything else that may contaminate the bins.</p> <p>Is the bin loading area suitable, separate from the orchard, not on the roadside</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.3 Picking bags – checked for cleanliness prior to use and before resuming picking after a break. Where cleaning chemicals are used to clean the bags, are they suitable for their intended use? Where are the chemicals stored? When purchased by the contractor, picking bags are fit for purpose and a product specification is held on file.	<p>Picking bags must be checked by the supervisor before starting work for the day. All picking bags must be visually clean and free of any debris. They must be checked for cleanliness before returning to work after a break.</p> <p>If chemicals are used for cleaning the bags are they suitable for their intended use? who cleans them? Where are the chemicals stored?</p> <p>Specified requirements or specifications shall be maintained for all inputs to the process, including services that are purchased or provided and have an effect on food safety. A review process of the specified requirements or specifications shall be in place (i.e annually in the hygiene risk assessment).</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
13.3.4 Gloves – are changed between orchards as a minimum or sooner if they become soiled or contaminated	Gloves must be changed between each orchard. They must be changed sooner if they become soiled or contaminated. The supervisor must check gloves before starting work.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Hygiene

## Checklist

Control Point	Description	Tick Appropriate Box	Option
13.3.5 Gloves – are removed and stored appropriately during breaks	During breaks gloves must not be placed on the ground, or taken into toilet facilities. They must be stored appropriately – i.e. left in the picking bag.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
13.3.6 Toilets – workers have access to a fixed or mobile toilet that is clean and easily accessible	Toilet facilities must be easily accessible of where picking is taking place.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.7 Toilets – the toilets are clean and stocked	Toilets must be clean and must have sufficient toilet paper provided.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.8 Hand washing facilities – are provided within easy access from where harvest is taking place	Hand washing facilities need to be close enough that workers use them after using the toilet and during breaks.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.9 Hand washing facilities – there is hygiene signage displayed	Instructions to wash hands as a minimum must be displayed.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.10 Handwashing facilities – the water used is proven potable, or if not then handwashing is used in conjunction with hand sanitiser	This must include clean water (town supply or water test to prove potable). If water is not proven potable then hand sanitiser shall also be provided in addition to soap and water.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.11 Handwashing facilities – include liquid soap, single use towels and a receptacle to dispose of towels	There must be liquid soap, single use towels and a rubbish bin provided wherever hand-washing facilities are present. Bar soap and material handtowels are not acceptable.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
13.3.12 Vehicles – any vehicles used for loading are cleaned and maintained as to avoid product contamination	Ensure that vehicles and any other equipment used in loading are in good condition and are clean. Especially for vehicles picking up bins.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.13 Workers have access to clean food storage areas, somewhere sheltered to have meals, and drinking water	Provide a sheltered area for workers to eat that is away from fruit that has been removed from the vine. Anywhere with shade is sufficient, it does not need to be inside a building. Normal drinking water (unless town supply) has to be proven potable (i.e. water test). Providing bottled water will also be sufficient.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
13.3.14 Hygiene instructions are followed	Workers must follow the hygiene instructions given to them. This should be checked by monitoring work. Especially focus on ensuring that workers are washing their hands after eating, smoking, drinking and before handling the fruit.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Hygiene

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>13.4 Onsite Other Vine Work</b>			
13.4.1 Toilets – workers have access to a fixed or mobile toilet that is clean and easily accessible	Toilet facilities <b>must be easily accessible</b> of where work is taking place.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.4.2 Toilets – the toilets are clean and stocked	Toilets must be clean and must have sufficient toilet paper provided.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.4.3 Hand washing facilities – are provided within easy access from where work is taking place	Hand washing facilities <b>need to be close enough that workers use them after</b> using the toilet and during breaks.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
13.4.4 Workers have somewhere sheltered to have meals and somewhere to store food	Provide a sheltered area for workers to eat that is away from fruit that has been removed from the vine. Anywhere with shade is sufficient, it does not need to be inside a building. Normal drinking water (unless town supply) has to be proven potable (i.e. water test). Providing bottled water will also be sufficient.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
13.4.5 Hygiene instructions are followed	Workers must follow the hygiene instructions given to them. This should be checked by monitoring work. Especially focus on ensuring that workers are washing their hands after eating, smoking, drinking and before handling the fruit.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Nutrient Management

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>14.1 GAP – Fertiliser Application</b>			
14.1.1 All applications of soil and foliar fertilisers have been recorded including: the block reference, application dates, fertiliser types, quantities applied and method of application	Records are kept of all fertiliser applications detailing the geographical area, and the name or reference of the farm where the registered product crop is located, the exact dates (day, month, year) of the application, the trade name, type of fertiliser (e.g. NPK) and concentrations, amount of product to be applied in weight or volume (the actual quantify applied relative to a unit of area or number of plants or unit of time per volume of fertigation is detailed in the records of all fertiliser applications. The actual quantity shall be recorded, as this is not necessarily the same as the recommendation, the method and machinery used In the case the method/application is always the same, it is acceptable to record these details only once. The application method may be irrigation or mechanical distribution. Equipment may be manual or mechanical.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
14.1.2 All applications of soil and foliar fertilisers been recorded including: The operator name	The name of the operator who has applied the fertiliser is detailed in the record of all fertiliser applications. If a single individual makes all of the applications, it is acceptable to record the operator details only once. If there is a team of workers performing the fertilisation, all of them need to be listed in the records.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
14.1.3 The interval between the application of organic fertiliser and harvest is sufficient as to not compromise food safety	The timing of application of any organic matter/ fertiliser must not pose a food safety risk. This should be written into the organic matter risk assessment.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
<b>14.2 Nutrient Content</b>			
14.2.1 The content of major nutrients (NPK) of applied fertilisers is known	There must be evidence of the NPK content for all purchased fertiliser used in the last 12 months.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
14.2.2 Inorganic fertilisers are accompanied by documented evidence of chemical content, including heavy metals	Documented evidence detailing chemical content, including heavy metals is available for all inorganic fertilisers used within the last 12 months.	<input type="checkbox"/> YES <input type="checkbox"/> NO	BEST PRACTICE
<b>14.3 Equipment and Protective Clothing</b>			
14.3.1 All application equipment is kept in good condition	The equipment used in the application of plant protection products (e.g. spray tanks, knapsacks) is stored in a secure way that prevents product contamination or other materials that may enter into contact with the edible part of the harvested products.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
14.3.2 All application equipment is calibrated at least annually and records are kept	A record of annual calibration must be kept for application equipment. The person calibrating the equipment needs to be able to show that they are competent to do so. This may be through having a documented calibration procedure to follow, C.V outlining competency.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Nutrient Management

## Checklist

Control Point	Description	Tick Appropriate Box	Option
14.3.3 All employees are equipped with suitable protective clothing in accordance with legal requirements and/or label instructions	Complete sets of protective clothing which enable label instructions and/or legal requirements and/or requirements as authorized by a competent authority to be complied with are available on the farm, utilised and in a good state of repair. To comply with label requirements or operation of the farm, this may include some of the following: rubber boots or other appropriate footwear, waterproof clothing, protective overalls, rubber gloves, face masks, appropriate respiratory equipment (including replacement filters), ear and eye protection devices etc. as required by label or operations on-farm operations.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
14.3.4 Protective clothing is cleaned after use and stored in such a way as to prevent contamination of personal clothing or equipment	Protective clothing is kept clean according to the type of use and degree of potential contamination and in a ventilated place. Cleaning protective clothing and equipment includes separate washing from private clothing. Wash reusable gloves before removal. Dirty and damaged protective clothing and equipment and expired filter cartridges shall be disposed of appropriately. Single use items (e.g. gloves, overalls) shall be disposed of after one use. All protective clothing and equipment including replacements filters etc, shall be stored outside of the plant products storage facility and physically separated from any other chemicals that might cause contamination of the clothing or equipment.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
<b>14.4 Fertiliser Storage</b>			
14.4.1 Fertilisers are stored separately from agrichemicals, fertilisers are stored in compliance with local and national legislation and codes of practice, especially in regards to the identification of hazard areas	Store all fertilisers separately from plant protection products and in compliance with NZS 8409:2004 (ensuring that hazard and risk areas are identified). Foliar fertilisers can be stored in the same shed as long as they are stored separately and are sealed	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
14.4.2 Fertilisers are stored in an area that is covered, clean and dry	The covered area is suitable to protect all inorganic fertilisers (e.g. powders, granules or liquids) from atmospheric influences (e.g. sunlight, frost, rain, high temperature). Based on a risk assessment (fertiliser type, weather conditions, storage duration and location), plastic coverage could be acceptable. It is permitted to store lime and gypsum in the field. As long as the storage requirements on the MSDS are complied with, bulk fertilisers can be stored outside in containers. Inorganic fertilisers (e.g. powders, granules or liquids) are stored in an area that is free from waste, does not constitute a breeding place for rodents, and where spillage and leakage may be cleared away. The storage area for all inorganic fertilisers (e.g. powders, granules or liquids) is well ventilated and free from rainwater or heavy condensation. Storage cannot be directly on the soil except for lime/gypsum.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY





# Nutrient Management

## Checklist

Control Point	Description	Tick Appropriate Box	Option
14.4.3 Fertilisers are stored in a manner that reduces the risk of contamination of water sources and the environment	<p>All fertilisers are stored in a manner that poses minimum risk of contamination to water sources. Liquid fertiliser stores/tanks shall be surrounded by an impermeable barrier according to contain a capacity to 110% of the volume of the largest container, if there is no applicable legislation.</p> <p>Organic fertilisers shall be stored in a designated area, Appropriate measures, adequate according to the risk assessment in AF 1.2.1, have been taken to prevent contamination of water sources (e.g. concrete foundation and walls, specially built leak proof container, etc.) or shall be at least 25m from all water sources.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
14.4.4 Fertilisers are stored separately from fruit (both unharvested and harvested)	Fertilisers shall not be stored with harvested products.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
14.4.5 There is an up to date fertiliser stock inventory or stock calculation listing: incoming fertiliser and records of use available	The stock inventory (type and amount of fertilisers stored) shall be updated within a month after there is movement of the stock (in and out). A stock update can be calculated by registration of supply (invoices or other records of incoming fertilisers) and use (treatments/applications), but there shall be regular checks of the actual content so as to avoid deviations with calculations.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Agrichemical Management

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>15.1 GAP – Crop Protection Selection/Programme</b>			
15.1.1	A current copy of the allowed products for use on the crop/s is held (i.e. the Crop Protection Standard)	A list is available for the commercial brand names of plant protection products (including their active ingredient composition, or beneficial organisms) that are authorised on crops being or which have been, grown on the farm within the last 12 months. NOTE: The Zespri Crop Protection Standard can be considered the complete list of all approved products as it is designed in line with all market requirements.	<input type="checkbox"/> YES <input type="checkbox"/> NO MANDATORY
15.1.2	All product application requirements detailed in the applicable Crop Protection Standard are adhered to and only allowed compounds applied when justified and as per the product label instructions	Comply with the Zespri CPS and hold Justified Approvals on file for any applications outside of the CPS. All the plant protection products applied are officially and currently authorised or permitted by the appropriate governmental organisation in the country of application. All the plant protection products applied to the crop are suitable and can be justified (according to label recommendations or official registration body publication) for the pest, disease, weed or target of the plant protection product intervention. If the producer uses an off label PPP, there shall be evidence of official approval for use of that PPP on that crop in that country.	<input type="checkbox"/> YES <input type="checkbox"/> NO MANDATORY
15.1.3	Invoices of all agrichemicals are kept	Invoices or packing slips of all plant protection products used shall be kept for record keeping and available at the time of the external inspection.	<input type="checkbox"/> YES <input type="checkbox"/> NO MANDATORY
15.1.4	The person selecting the agrichemicals can demonstrate their competence	The names and competencies of those persons offering crop protection advice must be recorded (i.e. who is deciding what product to apply and when). Experience and/or qualifications (e.g. a CV/letter outlining competence). Consider: GROWSAFE® certificate, books, bulletins, Industry Field Days attended). NOTE: The person making the decisions on spraying needs to make decisions based on the rules of the Zespri Crop Protection Standard. They should be able to demonstrate their competency based on qualifications or experience in the industry and attendance at information sessions etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A MANDATORY
15.1.5	The contractor understands their role in regards to residue assurance and the importance of good agricultural practices in reducing the risk of residues occurring on fruit	Must comply with all requirements of the Crop Protection Standard. For kiwifruit this includes reading and understanding the information Zespri has provided on residue assurance and how the residue testing programme works.	<input type="checkbox"/> YES <input type="checkbox"/> NO MANDATORY
<b>15.2 Handling</b>			
15.2.1	All personnel who handle and apply agrichemicals hold the appropriate GROWSAFE® certificate	There are documented and available copies of the GROWSAFE® certificates of all the personnel who handle and apply agrichemicals.	<input type="checkbox"/> YES <input type="checkbox"/> NO MANDATORY
15.2.2	Safety advice for substances hazardous to worker health is available	Keep Material Safety Data Sheets (MSDS) readily accessible for all products used (or stored on the orchard).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A MANDATORY



# Agrichemical Management

## Checklist

Control Point	Description	Tick Appropriate Box	Option
15.2.3	All workers who have contact with agrichemicals or other hazardous substances are offered the possibility to be submitted to annual health checks	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	BEST PRACTICE
15.2.4	There are documented procedures dealing with re-entry times	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.2.5	Notification been given to the occupiers of all adjoining properties and road side signage erected prior to all proposed spray applications in accordance with local authority regulations	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.2.6	Surplus application mixes or tank washings are disposed of in a way that does not compromise food safety or the environment	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.2.7	Active measures are taken to prevent pesticide drift and these are documented	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
15.2.8	If concentrate agrichemicals are transported on or between orchards, they are transported in a safe and secure manner	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.2.9	Methods of application documented in the Crop Protection Standard have been complied with	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY



# Agrichemical Management

## Checklist

Control Point	Description	Tick Appropriate Box	Option
15.2.10 The contractor adheres to anti-resistance product use requirements as per the Crop Protection Standard and/or the product label	<p>When the level of a pest, disease or weed requires repeated controls in the crops, there is evidence that anti-resistance recommendations (where available) are followed.</p> <p>Follow the Zespri Crop Protection Programme and label recommendations to restrict the over-use of products. Adhere to rules around the use of certain products in the CPS as to the number of applications allowed before switching to another product.</p> <p>Follow the Zespri Justified Approval process if applications are outside of the Crop Protection Programme.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
<b>15.3 Application Equipment and Protective Clothing</b>			
15.3.1 Spray application equipment kept in good condition	The equipment is kept in a good state of repair with documented evidence of up to date maintenance sheets for all repairs, oil changes, etc. undertaken. e.g. plant protection product sprayers.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
15.3.2 Spray application equipment is calibrated at least annually and records of calibration are kept	A record of annual calibration must be kept. The person calibrating the equipment needs to be able to show that they are competent to do so. This may be through having a documented calibration procedure to follow, C.V outlining competency.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
15.3.3 The contractor is involved in an independent calibration-certification scheme, where available	This can be met by sourcing an independent GROWSAFE® Registered Calibrator or by someone (including the Grower themselves) that has the GROWSAFE® Advanced appropriate certificate, or at a minimum successfully completed the calibration module within the advanced certificate. Otherwise there is no other scheme currently available.	<input type="checkbox"/> YES <input type="checkbox"/> NO	BEST PRACTICE
15.3.4 The equipment used for measuring and mixing agrichemicals is calibrated annually and records are kept	The appropriate measuring and mixing equipment must be available it must be calibrated annually (can be done with another measuring jug if it is glass or has been measured against a verified scale or test weight). Records of the calibration must be kept.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
15.3.5 All employees are equipped with suitable protective clothing in accordance with legal requirements and/or label instructions	<p>Complete sets of protective clothing which enable label instructions and/or legal requirements and/or requirements as authorized by a competent authority to be complied with are available, utilised and in a good state of repair. To comply with label requirements or application of chemicals, this may include some of the following: rubber boots or other appropriate footwear, waterproof clothing, protective overalls, rubber gloves, face masks, appropriate respiratory equipment (including replacement filters), ear and eye protection devices etc. as required by label or application of chemicals.</p> <p>NOTE: Ensure that all workers are equipped with the appropriate protective clothing for their job."</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY



# Agrichemical Management

## Checklist

Control Point	Description	Tick Appropriate Box	Option
15.3.6	<p>Protective clothing and equipment (e.g. spray tanks, knapsacks) is cleaned after use and is stored in such a way as to prevent product contamination</p> <p>Protective clothing is kept clean according to the type of use and degree of potential contamination and in a ventilated place. Cleaning protective clothing and equipment includes separate washing from private clothing. Wash reusable gloves before removal. Dirty and damaged protective clothing and equipment and expired filter cartridges shall be disposed of appropriately. Single use items (e.g. gloves, overalls) shall be disposed of after one use. All protective clothing and equipment including replacements filters etc, shall be stored outside of the plant products storage facility and physically separated from any other chemicals that might cause contamination of the clothing or equipment.</p> <p>NOTE: Wash contaminated clothing and equipment separately from private clothing. Keep clean according to type of use and degree of potential contamination. Store protective equipment and clothing outside the outside the chemical store and away from chemicals in a well ventilated area. Use filter cartridges etc. as per manufacturers standards.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
<b>15.4 Mixing and Measuring</b>			
15.4.1	<p>The correct handling and filling procedures are followed when measuring and mixing agrichemicals, as stated on the label</p> <p>Facilities, including appropriate measuring equipment, shall be adequate for mixing plant protection products, so that the correct handling and filling procedures, as stated on the label, can be followed.</p> <p>The label instructions must be followed when measuring and mixing and only GROWSAFE® certified personnel are allowed to handle agrichemicals.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
15.4.2	<p>If there are water sources used other than from the orchards that are sprayed is there a water risk assessment completed?</p> <p>Ensure all water used for mixing chemicals must be tested to ensure that it meets the criteria for clean water. If the contractor uses water other than the orchards, the water source must be part of the Risk Assessment, with an annual test as part of the control measures.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
15.4.3	<p>If other water sources are used then are they tested based on the outcome of the risk assessment?</p> <p>NOTE: follow from the MSO guidelines under water quality and water conservation – CCP 6</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
<b>15.5 Disposal</b>			
15.5.1	<p>The disposal of empty agrichemical containers, or items contaminated with agrichemicals, complies with local regulations, occurs in a manner that avoids exposure to humans and contamination of the environment</p> <p>Producers shall dispose of empty PPP containers using a secure storage point, a safe handling system prior to the disposal, and a disposal method that complies with applicable legislation and avoids exposure to people and contamination of the environment (watercourses, flora and fauna). All the relevant national, regional and local regulations and legislation, if such exist, have been complied with regarding the disposal of empty PPP containers.</p> <p>NOTE: Dispose of empty containers as per local legislation ensuring that exposure to humans and the environment is avoided. Hold receipts to demonstrate this. Record disposal methods in your Spray Plan.</p> <p>NOTE: Receipts to demonstrate how containers are disposed of must be retained.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Agrichemical Management

## Checklist

Control Point	Description	Tick Appropriate Box	Option
15.5.2 Official collection and disposal systems are used and empty containers are stored securely, labelled and handled according to the rules of the system	Where official collection and disposal systems exist, there are documented records of participation by the producer. All the empty plant protection product containers, once emptied, shall be adequately stored, labelled, handled and disposed of, according to the requirements of official collection and disposal schemes, where applicable. There is a designated secure store point for all empty containers prior to disposal that is isolated from the crop and packaging materials (i.e. permanently marked via signage and locked with physically restricted access for persons and fauna).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.5.3 Empty containers are rinsed at least three times with water and the wash-water from empty containers is disposed of in an environmentally safe manner	Pressure rinsing equipment for plant protection product containers shall be installed on the plant protection product application machinery there is pressure-rinsing equipment for containers or there are clear written instructions to rinse each container 3 times prior to its disposal.  Either via the use of a container-handling device or via written procedure for the application equipment operators, the rinsate from the empty plant protection product containers is always put back into the application equipment tank when mixing or disposed of in a manner that does not compromise either food safety or the environment.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.5.4 Obsolete agrichemicals and any other hazardous substances and materials are securely maintained, identified and disposed of by authorised or approved channels	There are records that indicate that obsolete plant protection products have been disposed of via officially authorised channels. When this is not possible, obsolete plant protection products are securely maintained and identifiable.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.5.5 Empty agrichemical containers are not used for purposes other than containing and transporting the identical product	Agrichemical containers must not be used around the orchard for any purpose other than to hold or transport the identical product.  Re-use of containers shall be thoroughly cleaned before use and shall not be used to contain any substance for human or animal consumption. If a container is re-used for other purposes, it shall only be refilled with a like agrichemical and shall be provided with an appropriate label.  NOTE: refer to NZS Management of Agrichemicals (NZS 8409:1999), clause 6.5.4.1.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
<b>15.6 Agrichemical Storage</b>			
15.6.1 Agricultural compounds are stored in a location that is sound and secure, in accordance with local regulations, including the display of appropriate signage	The plant protection product storage facilities are built in a manner which is structurally sound and robust. Storage capacity shall be appropriate for the highest amount of PPPs that need to be stored during the PPP application season, and the PPPs are stored in a way that is not dangerous for the workers and does not create a risk of cross- contamination between them or with other products.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY



# Agrichemical Management

## Checklist

Control Point	Description	Tick Appropriate Box	Option
15.6.2 Agricultural compounds are stored in a location that is well lit, well ventilated, and appropriate to temperature conditions	<p>The plant protection products are stored according to label storage requirements. The PPP storage facilities have sufficient and constant ventilation of fresh air to avoid a build-up of harmful vapours.</p> <p>They have or are located in areas with sufficient illumination by natural or artificial lighting to ensure that all product labels can be easily read while on the shelves.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.6.3 Agricultural compounds are stored in a location that is away from other materials	The minimum requirement is to prevent cross contamination between plant protection products and other surfaces or materials that may enter into contact with the edible part of the crop by the use of a physical barrier (wall, sheeting etc.).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.6.4 Storage shelving is made of non-absorbent material	The plant protection product storage facilities are equipped with shelving that is not-absorbent in case of spillage (e.g. metal, rigid plastic, or covered with impermeable liner, etc.).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.6.5 Liquids are stored on shelves below powders at all times	All the plant protection products that are liquid formulations are stored on shelving that is never above those products that are powder or granular formulations.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.6.6 Agricultural compounds are stored in their original packaging and grouped according to type	<p>All the plant protection products that are currently in the storage facility are kept in the original containers and packs. In the case of breakage only, the new package shall contain all the information of the original label.</p> <p>Keep products in their original packaging and grouped together by product type. In case of breakage, ensure any new packaging that the product is transferred into is labelled.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.6.7 Agricultural compounds that are approved for use on the crop are stored separately, within the store, from those used for other purposes or other crops	<p>Plant protection products used for purposes other than for registered and/or certified crops (i.e. for in the garden) are clearly identified and stored separately in the plant protection product store.</p> <p>Keep all products used on other crops clearly labelled and separated in the store. If multiple crops are sprayed then make sure that the products are separated in the store and labelled so that it is clear which products are allowed for use on which crop.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.6.8 The store is able to retain spillage	The plant protection product storage facilities have retaining tanks or products are bunded according to 110% of the volume of the largest container or stored liquid, to ensure that there cannot be any leakage, seepage or contamination to the exterior of the facility.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.6.9 There are facilities to deal with spillage in the store	The storage facilities and all designated fixed filling/mixing areas are equipped with a container of absorbent inert materials such as sand, floor brush and dustpan and plastic bags that must be in a fixed location to be used exclusively in case of spillage of plant protection product.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Agrichemical Management

## Checklist

Control Point	Description	Tick Appropriate Box	Option
15.6.10 Keys and access to the store are limited to those workers with training in the handling of agrichemicals	<p>The storage facilities are kept locked and physical access is only granted in the presence of persons who can demonstrate training in the safe handling and use of plant protection products.</p> <p>Keep access to the store restricted to those persons appropriately trained (i.e. GROWSAFE®).</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.6.11 The product inventory is documented and readily available	<p>The stock (type and amount of PPPs stored – number of units, e.g. bottles is allowed) shall be updated within a month after there is a movement of the stock (in and out). The stock update can be calculated by registration of supply (invoices or other records of incoming PPPs) and use (treatments/applications), but there shall be regular checks of the actual content to avoid deviations with calculations.</p> <p>Keep an up to date inventory for the store available (one copy for the store and one kept elsewhere) and update this monthly.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.6.12 There are facilities to deal with accidental operator contamination within 10m of the agrichemical store, the facilities are accessible at all times	<p>All plant protection product storage facilities and all filling/mixing areas have eye washing amenities, a source of clean water at a distance no farther than 10m, and a first aid kit containing the relevant aid material (e.g. a pesticide first aid kit might need aid material for corrosive chemicals or alkaline liquid in case of swallowing, and might not need bandages and splints), all of which are clearly and permanently marked via signage.</p> <p>NOTE: Keep a source of clean water accident and emergency procedures, and a first aid kit within 10m of the plant protection product store. Ensure a first aid kit is accessible whenever any activities are being carried out on the orchard.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
15.6.13 Are accident and emergency procedures visually displayed (within 10m of the spray shed, mixing and filling areas, where applicable) and communicated to all associated with orchard activities?	<p>Display accident and emergency procedures in a location visible to people on the orchard (within 10m of the plant protection product store, mixing areas and all filling stations). WorkSafe requires businesses to hold an accident and emergency response plan which must be tested at least every 12 months (or within three months if there is a change to the plan).</p> <p>The content of your accident and emergency response plan must cover the WorkSafe requirements and include Safety Data Sheets (SDS) for each hazardous substance stored onsite: <a href="https://worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/emergency-plans/">https://worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/emergency-plans/</a></p> <p>SDSs must include recording how to respond to emergencies based on the hazardous substance product and stored in a location where workers and emergency services can easily find them.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY





# Onsite Harvest

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>16 GAP –Onsite Harvest</b>			
16.1 Fruit handling – there is no evidence of dropped fruit being placed into picking bags or bins?	Fruit is not allowed to be picked up and put into bins once it has been dropped.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.2 Hygiene monitoring – Is there a supervisor that monitors staff are following hygiene procedures, i.e. washing hands during breaks before returning to work?	Someone must be visually checking that hygiene procedures are being followed. Records are not required to be kept.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.3 Hygiene practices – do workers wash their hands after eating, smoking, and going to the toilet, before handling the fruit?	Workers must be observed carrying out handwashing as per the hygiene instructions.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.4 Hygiene practices – no smoking within the fruit picking area or in the vicinity of bins?	No smoking is allowed near the fruit at any time. There should be a designated area for smoking and hands must be washed afterwards.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.5 Clothing – fit for purpose and free of embellishments that may detach and contaminate the product?	Any clothing with loose parts, fraying etc. that could come off and drop into harvest bags/bins is not allowed to be worn.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.6 Jewellery – none worn that have the potential to contaminate the product?	Any loose jewellery that could come off and drop into bags/bins is not allowed to be worn.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.7 Animals – there is no evidence of animal activity within the orchard during harvest?	There must be no dogs/other domestic animals within the orchard during harvest. Every effort to keep away wild animals/birds must be made.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.8 Question worker: What are the hand-washing procedures, reporting of illness and return to work procedures?	While at work, all employees and contractors shall take all practicable steps to ensure good hygiene practices are followed to avoid product contamination and disease transmission.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.9 Question worker: What are the emergency procedures (i.e. where to find the first aid kit, who has first aid training, where is the nearest phone)?	Ensure all employees are aware of the orchard emergency and evacuation procedures.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Onsite Harvest

## Checklist

Control Point	Description	Tick Appropriate Box	Option
16.10 Question worker: What requirements have you been asked to complete for COVID-19 before starting work on orchard?	<p>The inspector will discuss:</p> <ol style="list-style-type: none"><li>1. Pre Employment Protocols</li><li>2. Prior to Entry to an orchard Protocols</li><li>3. Good Hygiene Practices (Appendix 2)</li><li>4. All sick staff must go home immediately (Records must be kept for a period no less than 8 weeks after entering COVID-19 Alert Level 1)</li><li>5. Distancing and the use of Masks</li><li>6. Site registers, Tracer app., manual sign in (visitor register appendix 1)</li><li>7. Site and Equipment Hygiene (Appendix 3)</li><li>8. Communicate risks and good practice to all staff (Appendix 4 or equivalent)</li></ol> <p>NOTE: Best Practice to encourage the persons responsible for worker's welfare to subscribe to the NZKGI Newsletter <a href="https://www.nzkgi.org.nz/what-we-do/subscribe-to-our-newsletter/">https://www.nzkgi.org.nz/what-we-do/subscribe-to-our-newsletter/</a></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Onsite GRASP

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>17 GRASP – Onsite GRASP</b>			
17.1 Question worker: Legal status – get names and check evidence of legal right to work	Ensure that workers are legally eligible to work in NZ: • Keep copies of overseas employees’ passports/ work visas on file.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
17.2 Question worker: How do you make a complaint if you have one – do you know the procedure?	All employees should be informed of the complaint/ suggestion procedure as part of their induction training.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
17.3 Question worker: Have you signed an employment agreement contract with your employer?	All employment agreements must be signed by both the employer and employee.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
17.4 Question worker: Have you been given a copy of the signed employment agreement contract?	The employees must be provided with an employee agreement and copies kept on file. When the employee does not wish to be given a copy, there must be evidence of this on the contractor's copy.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
17.5 Question worker: Are you provided with a payslip giving evidence of payment for hours worked?	A payslip must be provided to the employee.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
17.6 Question worker: Are you paid according to your contract?	The pay rate in the employment agreement must correspond to the rate on the payslip.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
17.7 Question worker: Has your employer communicated their Good Social Practices Declaration – how was this done?	The contractors Good Social Practices Declaration is actively communicated to the employees.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
17.8 Question worker: What are the emergency procedures (i.e. where to find the first aid kit, who has first aid training, where is the nearest phone).	The answers need to reflect the health and safety procedures and the accident and emergency procedures for the contractor which should have been included in the workers training.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



# Onsite GRASP

## Checklist

Control Point	Description	Tick Appropriate Box	Option
<b>17 GRASP – Onsite GRASP</b>			
17.9 Question worker: What requirements have you been asked to complete for COVID-19 before starting worker on orchard?	<p>The inspector will ask the worker about:</p> <ol style="list-style-type: none"> <li>1. Pre Employment Protocols</li> <li>2. Prior to Entry to an orchard Protocols</li> <li>3. Good Hygiene Practices (Appendix 2)</li> <li>4. All sick staff must go home immediately (Records must be kept for a period no less than 8 weeks after entering COVID-19 Alert Level 1)</li> <li>5. Distancing and the use of Masks</li> <li>6. Site registers, Tracer app., manual sign in (visitor register appendix 1)</li> <li>7. Site and Equipment Hygiene (Appendix 3)</li> <li>8. Communicate risks and good practice to all staff (Appendix 4 or equivalent)</li> </ol> <p>NOTE: Best Practice to encourage the persons responsible for worker’s welfare to subscribe to the NZKGI Newsletter <a href="https://www.nzkgi.org.nz/what-we-do/subscribe-to-our-newsletter/">https://www.nzkgi.org.nz/what-we-do/subscribe-to-our-newsletter/</a></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
17.10 Question worker: What are the hand-washing procedures, reporting of illness and return to work procedures?	<p>The answers must reflect the hygiene instructions and policies which must have been included in the workers training.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY