



Exporter Renewal Application

Please complete all sections of this form as this will help your auditor and simplify the audit process. If any questions are non-applicable then put NA.

Once completed keep a copy for yourself and either:
post to BioGro New Zealand, PO Box 9693, Marion Square, Wellington, 6141
or Email: info@biogro.co.nz or Fax to 04 801 9742

Licensee/ Trading Name: BioGro No: Operation ID CO

Main Contact:

Manager:

Physical Address:

.....

.....

Postal Address:

.....

.....

Phone (day): Phone (Mobile):

Fax: Email:

1. Give a brief description of the operation and product range for which certification is being applied for?.

(eg exporting apples to USA).....

2 Certification Programme.

Please tick programme(s) applying for:

BioGro Organic Programme

IFOAM is now optional for the BioGro Organic Programme (*Note: IFOAM is not available for Domestic programme*)

Yes I would like to be on the IFOAM accredited programme.

No I do not need to be on the IFOAM accredited programme

If on the BioGro Organic Programme and exporting, please indicate additional export market certifications required
(*Note: additional fees apply for Canada (COR) and Japan (JAS) programmes*)

Europe (MAF OOAP; Technical rules: EU)

Taiwan (MAF OOAP; Technical rules: Taiwan)

USA (MAF OOAP; NOP)

Switzerland (MAF OOAP; Technical rules: Switzerland)

Canada (BioGro COR certification)

Japan: (BioGro JAS certification)

3. Markets

Please indicate markets products are exported to:

NZ Australia EU/UK USA Canada Japan Taiwan Korea China

Other (please specify).....

4. Products being exported

Please indicate product types being exported

Fresh Crops Fresh Fruit Dairy Meat Seafood Honey

Processed crops Processed Fruit Baked goods Beverages Wine Beer

Wool/textiles Health & Beauty care other (specify)

5. NZFSA registration:

Are you currently registered with the NZFSA OOAP as an exporter of organic product? YES NO

6. Accreditations

What other accreditations and certifications does your operation hold? (eg ISO9001, VegFed etc)

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7. Repacking:

Do you repack products? YES NO

If yes, provide details.....

Is the product repacked outside New Zealand? YES NO

If yes, provide details.....

8. Parallel Production:

Do you export the same product which will be sold with different certification status? YES NO

(eg organic and conventional pipfruit, organic and conversion pipfruit)

If yes, list product range and markets

9. Sublicensee:

Do you contract any outside operators that are not BioGro-certified to handle certified products? YES NO

(such as washing, packing or further processing (of crops, livestock products, etc) while you retain ownership)

If yes, provide details.....

10. FAS/FAB facilities, Stevedores, Export Agents

List the FAS/FAB facilities, Stevedores, Export Agents used

.....

List any storage facilities used while product is under your control.....

.....

11. Labeling

Is reference made to the BioGro trademark/logo, status and BioGro number on the product/ packaging?

YES NO

Has the labeling/packaging being approved by BioGro?

YES NO

List what packaging is used to export products.....

.....

.....

12. Non-compliant produce

Do you have a procedure for situations where you become aware that your produce may no longer compliant with the BioGro Standards or export market requirements (eg spray drift, use of a prohibited input, positive residue test)?

YES NO

Provide details.....

.....

13. Product Range, Source and or destination for produce exported or imported

Product	Source/Supplier	Export Destination

14. Addition to scope

Do you want to add additional products to your certification?

YES NO

If yes, please provide details below. *Please note: the auditor will not be able to include any change to your scope at the audit unless it has been assessed by the BioGro office before your audit.*

Provide details.....
.....

15. Have you previously held or do you currently hold organic certification with another certification body?

YES NO

If you answered YES to this question, please provide details of the certifier, certification scope and status
.....

16. Has your organization ever been declined or refused certification by another certification body?

YES NO

If you answered YES to this question, please provide information regarding actions taken to correct the deficiencies leading to the refusal.
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Declaration by Licensee

I declare that the information contained in this application is a true record of my past management practices for the period specified and a true description of my intended management over the next 12 months. I understand that confidential information held by BioGro NZ Ltd may be disclosed to BioGro’s accreditation bodies, or if it is required to do so by law. If disclosure is a legal requirement, you will be informed of such disclosure.

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

Please have the following information available at the audit. Your auditor will record any relevant information as appropriate. It is likely that documentation need only be sighted by your auditor. Your auditor will advise if copies of documentation will be required for our records:

- Pest control protocols and records
- Types of packaging used.
- Labeling. Evidence that labeling in compliant.
- Site plan of the facility. *(Only required if produce is stored while under your control.)*
- Details of any other accreditations (ISO 9001)
- Records of all certified product handled over the previous 12 month period *(e.g. reconciliation of product sourced and product exported)*
- Current copies of suppliers organic certificates.
- Documentation verifying that product exported is compliant with the country of destination regulatory requirements