



Input Renewal Application

Please complete all sections of this form as this will help your auditor and simplify the audit process. If you only market the product(s) and do not have access to information for any of the questions below, please tick N/A

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:

Physical Address:

.....

.....

Postal Address:

.....

.....

Phone (day): Phone (Mobile):

Fax: Email:

1. Give a brief description of this operation & the products to be certified:.

.....

.....

2. Formulation:

Has there been any change to your formulation since the last renewal? YES NO N/A
(eg addition or substitution of ingredients)

Has this been submitted for approval? YES NO

If no, please comment

Do you intend to change any formulations in the coming year? YES NO N/A

Complete a formulation sheet for any change in formulation that has not been approved or is proposed

3. Source of Ingredients:

Has there been any change to the source of any ingredient since the last renewal? YES NO N/A
(eg a new supplier)

Has this been submitted for approval? YES NO

If no, please comment

Do you intend to change the source of any ingredient in the coming year? YES NO N/A

Complete a formulation sheet for any change in source of ingredients that has not been approved or proposed.

4. Manufacturing:

Are you responsible for manufacturing the products? YES NO

If no, where and by whom are they manufactured?

Do you manufacture fertilizers with a nitrogen analysis greater than 3%? YES NO

5. Manufacturing process:

Has there been any change to manufacture of any product since the last renewal? YES NO N/A
(eg a change in extraction agent)

Has this been submitted for approval? YES NO

If no, please comment

Do you intend to change the manufacture of any product in the coming year? YES NO N/A

Complete a process sheet for any change to manufacturing that has not been approved or proposed.

6. Packing

Do you repack products? YES NO

If yes, provide details

7. Non-compliant product

Do you have a procedure for situations where you become aware that your product may no longer compliant with the BioGro Standards or export market requirements (eg use of a prohibited ingredient)?

YES NO

Provide details.....

.....

8. Parallel Production:

Do you handle both organic and conventional products YES NO

9. Sub-licensees:

Do you contract any outside operators that are not BioGro-certified to handle certified products? (eg extraction, packing or further processing while you retain ownership) YES NO

10. Distributors, wholesalers, retailers

Do you supply any distributors, wholesalers or retailers? YES NO

List distributors, wholesalers or retailers supplied.....

.....

11. Addition to scope

Do you want to add additional products or services to your certification? YES NO

If yes, please provide details below and complete a formulation sheet for each new product.

Provide details.....

12. 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 ..

.....

13. Has your organisation 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.

Declaration by Licensee

Declaration regarding formulations, ingredients, and manufacturing processes

I understand that:

- Certified organic operations which I supply with my input products must be certified to all organic labelling regulations and standards in the markets they supply, and
- Certified organic operations which I supply with my input products can only use inputs which are allowed under all the organic labelling regulations and standards in the markets they supply, and
- BioGro must assess the complete formulation of my input products against the requirements of all these organic labelling regulations and standards, and
- Incorrect or incomplete information supplied by me could mean loss of certification for certified operators and/or certified products with consequent significant economic loss.

I declare that:

1. The above information regarding the formulation(s), ingredients(s), and manufacturing process(es) of my input products to be certified is true, correct, and complete, and
2. Neither I, nor the manufacturer/supplier of my products, will change these formulations, ingredients (including sources of those ingredients), and manufacturing processes at any time without first obtaining written approval from BioGro for those changes.

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

Declaration regarding certification

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:** _____

What you need to send with the renewal application:

- Completed and signed renewal form.**
- Fee payment.**
- Updated formulation sheet**
For any change in ingredients that has not been approved or is proposed
For any change in source of ingredient that has not been approved or is proposed
- New source of ingredient**
For any change in source of ingredient that has not been approved or is proposed:
Technical specification sheet or current organic certificate as applicable
GMO declaration if applicable
- Updated process sheet**
For any change in manufacture that has not been approved or is proposed
- Compost production**
For each ingredient:
Updated source declarations statements
Updated residue tests
- New Products**
For each new product being submitted for certification:
Formulation sheet (including all active ingredients, inerts and adjuvants)
Process sheet
Technical specification sheet or current organic certificates for each ingredient
GMO declaration for each ingredient as applicable
- All agricultural ingredients**
Current and signed GMO declaration issued by the manufacturer of each ingredient in the formulation (please use the attached form).

Please be aware that incomplete applications will not be processed

What you need at the audit:

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 to be sighted by your auditor. Your auditor will advise if copies of documentation will be required for our records:

- Copy of the BioGro Organic Standard (ver 04 May 2009)
- Site plan of the facility (only required if there have been changes to the original site plan supplied)
- Evidence of compliance with MAF Agricultural Compounds and/or Veterinary Medicine Act (if applicable)
- Current copies of the relevant Resource Consents (if applicable)
- Compost Production:
 - Records e.g. temperature reached, any water added, frequency of turning/aerating product.
 - Correspondence from suppliers of all ingredients, verifying product type, source and purity.
- Copies of any internal audits completed
- Details of any other accreditations (eg ISO 9001)
- Recycling and waste management, practices and policies
- Records of all certified product handled over the previous 12 month period.
- Current copies of suppliers' organic certificates, technical specification sheets and GMO declarations as applicable
- Copies of any residue testing completed
- Types of packaging used
- Evidence that labelling is compliant.