



# Packhouse 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](mailto:info@biogro.co.nz) or Fax to 04 801 9742

Licensee/ Trading Name: ..... BioGro No:..... Operation ID CO .....

Main Contact: .....

Packhouse Manager: .....

Physical Address: .....

Postal Address: .....

Phone (day): .....Phone (Mobile): .....

Fax: ..... Email: .....

## 1. What products do you pack? .....

## 2. Certification Programme.

Please tick programme(s) applying for:

- BioGro Organic Programme       Domestic Programme (for primary producers packing own product)

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).....

## 5. Parallel Production:

Do you pack the same product which will be sold with different certification status?       YES    NO  
(eg organic and conventional pipfruit, organic and conversion pipfruit)

If yes, provide details.....

## 6. Harvesting:

Are you responsible for harvesting the products packed?       YES    NO

**7. Transport procedures:**

Do you transport your own products?  YES  NO  
If no, provide details of transport operators used .....

**8. Ownership:**

Do you take ownership of the products packed?  YES  NO  
Do you pack on behalf of other parties (ie don't take ownership of products packed)?  YES  NO

**9. Exporter, processors, wholesalers, retailers**

Do you export your own products?  YES  NO  
List exporters supplied .....

Do you supply any processors?  YES  NO  
List processors supplied .....

Do you supply any wholesalers or retailers?  YES  NO  
List wholesalers or retailers supplied .....

**10. 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.....  
.....

**11. 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.....  
.....

**12. Addition to scope**

Do you want to add additional products or properties 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.....  
.....

**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 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. ....

**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 is compliant.
- Hygiene cleaning schedules & list of cleaners used.
- Recycling and waste management practices and policies.
- Site plan of the facility. *(Only required if there have been changes to the original site plan supplied)*
- Evidence of compliance with Food Regulations, HACCP, OSH, quality assurance/management systems, NZFSA.
- Copies of any internal audits completed
- Details of any other accreditations (ISO 9001)
- Records of all certified product handled over the previous 12 month period.
- Evidence that water used is of potable quality *(If applicable)*
- Current copies of supplier's organic certificates.