



Processing 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 products/process for which certification is being applied for?
(eg Processing and exporting sweet corn, processing fruit into jams)

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.....

2. Certification Programme.

Please tick programme(s) applying for:

- BioGro Organic Programme Domestic Programme (for primary producers processing own produce)

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. Ownership:

Do you take ownership of the products processed? YES NO

Do you process/pack on behalf of other parties (ie toll processing service)? YES NO

5. Harvesting:

Are you responsible for harvesting any of the ingredients? YES NO

6. Distribution:

Are you responsible for the distribution of any or all the products? YES NO

6. Sublicensee:

Do you contract any outside operators that are not BioGro-certified to handle certified products? YES NO
(such as further processing (of crops etc) while you retain ownership)

If yes, provide details

7. Parallel Production:

Do you handle both organic and conventional products?
(eg organic and conventional fruit juice) YES NO

If yes, provide details

8. 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

9. 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

10. Accreditations

What other accreditations and certifications does your operation hold? Eg. ISO 9001, HACCP etc

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11. Manufacturing process

Have there been any changes to the production process or facilities? YES NO

If yes, provide details.....
.....

12. Product Range, Ingredients/Supplies, Recipes and Processing

Once we receive your renewal, your recipe and ingredients sheet will be sent electronically. Please check this sheet and update any changes and send it back to BioGro.

To confirm current recipes, please complete all parts of sheet. All details must be supplied detailing the total ingredients, their source, quantity and certification status.

Salt and water must be stated, but cannot be included in the percentage calculations of organic ingredients?

13. Non-compliant produce

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 spray drift, use of a prohibited input, positive residue test)? YES NO

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

14. Addition to scope

Do you want to add additional products or sites 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
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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.

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.

- Details of methods of preserving products. (If applicable) (Refer Module 4.4 Processing Section 4.3)
- Pest control protocols and records (Refer Module 4.4 Processing Section 4.3.2)
- Types of packaging used (Refer Module 4.4 Processing Section 4.4)
- Labeling approval. Evidence that labeling is in compliance. (Refer Module 4.4 Processing Section 4.5)
- Hygiene cleaning schedules and list of cleaners used. (Refer Module 4.4 Processing Section 4.2)
- Documentation verifying that all ingredients are free of any or not derived from any Genetically Modified Organisms (where applicable) (Refer Module 2.1 Certification System Section 7.11)
- Evidence that water used is of potable quality (Refer Module 4.4 Processing Section 4.2.2)
- 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.)
- Have available current copies of organic ingredients supplier's certificates. (If applicable)
- Evidence of compliance with Food Regulations, HACCP, OSH, quality assurance/management systems, NZFSA.
- Copies of any internal audits completed.
- Details of any other accreditations (e.g. ISO 9001).
- Reconciliation of the last 12 months production for the products applying for certification.
- Evidence of boiler compliance and scale calibration (if applicable).