

New Zealand Food Safety Authority
PO Box 2835, Wellington, New Zealand

*Registration and Performance Measurement
Criteria for Operators - Organic Products (NZFSA Standard OP3)*

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1 Background

The NZFSA Standard on Registration and Performance Measurement Criteria for Operators – Organic Products was developed as part of the NZFSA system for official assurances for organic products. It describes acceptable criteria (means for satisfying NZFSA) for the registration and ongoing performance measurement of operators participating in the NZFSA Official Organic Assurance Programme, and outlines relevant overseas market access requirements.

In this Programme, operators will assume responsibilities with registration for participation in the programme, including documenting and operating an organic management plan (OMP).

2 Summary

This Standard specifies requirements relating to the responsibilities of registered operators participating in the NZFSA Official Organic Assurance Programme that must be met prior to registration and for continued registration to participate in the Programme.

Appendix One outlines acceptable criteria for demonstrating that the outcomes in the Standard are achieved, including:

- an outline of the content of an OMP;
- developing an OMP that fully describes all operations;
- operating in accordance with an OMP assessed and verified by a recognised TPA;
- reviewing and revising an OMP;
- providing training to staff, contractors and visitors in their roles and responsibilities with respect to the OMP; and
- ongoing performance measurement of operators.

Proposals for alternative criteria may be approved by NZFSA, provided it can be demonstrated to NZFSA's satisfaction that the required outcomes will be achieved.

Appendix Two contains the technical specifications (i.e. rules of production) based on the relevant overseas market access requirements that relate to OMPs.

3 Outcome

Every party involved in the production, processing, transport, storage and/or export of organic products in the NZFSA Programme operates in accordance with an Organic Management Plan that is in compliance with the requirements of this standard and the overseas market, and has been assessed and verified by a TPA recognised by NZFSA.

4 Effective changes

This Standard introduces requirements for organic operators prior to registration for participation in the NZFSA Programme. It also introduces criteria for ongoing registration. This is a new Programme being developed at the request of the New Zealand Organic Products Exporters Group.

Within this Programme:

- the responsibilities with respect to OMPs rest with:
 - the owner of the organic products, for ensuring OMP coverage from production through all processes until the produce is sold, and
 - the person who is accountable for the operation(s) covered by the OMP, for maintaining the OMP and operating in accordance with the OMP;
- operators accountable for OMPs are registered with a TPA recognised by NZFSA;
- the outcomes to be delivered by the OMP are clarified;
- the methods of complying with the Official Assurance Programme must be included in the OMP;
- OMPs are assessed and verified by recognised Third Party Agencies; and
- Assessment and verification of the revised OMP is required when there is a significant change.

5 Implementation

All OMPs currently in operation for products requiring an official organic assurance must comply with this Standard within 12 months from the date of issue. For new OMPs, this standard will apply from the date of its issue by Circular or other means of official promulgation by NZFSA.

NZFSA Standard OP3, “Registration and Performance Measurement Criteria for Operators - Organic Products”

1.0 SCOPE

This Standard specifies the responsibilities and contains the outcomes for registered operators participating in the NZFSA Official Organic Assurance Programme in order to receive and maintain registration, and outlines criteria for Organic Management Plans (OMPs).

All operators registered to participate in the Programme must comply with this Standard.

The criteria outlined in Appendix One of this Standard were developed in consultation with industry to establish clear rules for verifying whether or not an operator should receive and maintain registration, whether or not they are operating in compliance with their OMP, and to assist parties to achieve the outcomes described in the Standard.

2.0 PURPOSE

This Standard was developed to provide a benchmark for assessment by a NZFSA recognised Third Party Agency of operators and their organic management plans.

Third Party Agencies recognised by NZFSA to deliver assessment and verification services for the Official Organic Assurance Programme and operators intending to gain registration for participation in the programme should read this document.

3.0 OUTCOME

Every party involved in the production, processing, transport, storage or export of organic products and participating in this Programme operates in accordance with an Organic Management Plan assessed and verified by a TPA recognised by NZFSA.

NZFSA is confident that when official assurances to competent authorities in overseas markets are issued for export consignments of organic products, the relevant official overseas market access requirements have been verified as met.

4.0 INTERRELATED REQUIREMENTS

The following standards must be read in conjunction with this Standard.

- NZFSA Technical Rules for Organic Production” (NZFSA Standard OP3, Appendix Two).
- NZFSA Standard OP1, “Accreditation, Recognition, and Performance Measurement Criteria for Third Party Agencies and their Personnel – Organic Products”.

- NZFSA Standard OP2, “Third Party Agency Responsibilities – Organic Products”.

5.0 ADDITIONAL RESOURCES

The following document is a useful resource.

- “Guide to the NZFSA Official Organic Assurance Programme”.

6.0 DEFINITIONS

NZFSA definitions of terms can be found in their “Glossary of Terms”, available on the NZFSA website (<http://www.nzfsa.govt.nz/dairy/publications/information-papers/glossary.htm>).

Accountable person – The person named in an Organic Management Plan who is responsible for all operations covered by the OMP, and for ensuring that those operations comply with regulatory requirements.

Assessment - Systematic examination of an individual, organisation, plan, programme, or system against regulatory requirements.

Assessor - A person who carries out an examination to determine the degree of conformity with prescribed criteria (i.e. documents and procedures).

Conflict of interest - Any circumstance that may undermine or detract from the impartiality and/or independence of an individual or organisation.

Contracting party - An organisation that has contracted the TPA to provide specified services as detailed in a contract.

Critical non-compliance - Any identified non-compliance is defined as critical if it affects the system’s ability to continue to provide confidence that the product meets the requirements of the relevant NZFSA Programme.

e.g. An action, event or omission which may result in:

- Failure of organic product to comply with the importing country requirements;
- Failure to identify when organic product is not conforming;
- Failure to stop a non-compliance;
- Failure to keep accurate and complete records;
- Failure to provide accurate, complete and timely reports;
- Failure to identify and segregate non-conforming organic product in accordance with the requirements of the Official Organic Assurance Programme;
- Failure to comply with an Organic Management Plan;
- Failure to prevent recurrence of a non-compliance; and/or
- Failure to rectify a non-compliance within the specified timeframe.

Director - Director, Dairy Export Standards & Systems, NZFSA.

Facilities - Machinery, equipment, premises, packaging and transport containers used during the production, harvesting, processing and handling of organic agricultural product and foodstuffs.

HACCP - Hazard Analysis Critical Control Point system adopted by the Codex Alimentarius Commission. HACCP is a systematic identification of hazards and the measures for their control to ensure the safety of food. It focuses on prevention rather than end-product testing.

MAF - Ministry of Agriculture and Forestry, New Zealand.

NZFSA Compliance - The Compliance and Investigation Group of NZFSA, reporting to the Director, Compliance and Investigation Group.

NZFSA: Export Standards & Systems - **Export Standards & Systems** of NZFSA, reporting to the Director, **Export Standards & Systems**.

Non-compliance - Any failure to comply with the requirements of the Official Assurance Programme.

Operator - A natural or legal person or business entity who has completed the registration process with a TPA and has the day to day management and/or contractual control of an organic management plan.

Subcontracted Operator – A natural or legal person or business entity that performs services on behalf of an operator.

Organic Management Plan (OMP) - A programme of conditions, processes, procedures, measures, and standards to be complied with, performed, undertaken, taken or met in relation to:

- any process or activity related to organic products, ingredients used in the processing of organic products, or both; and
- sampling, examination, inspection, and testing, or any of those actions relating to any such process or activity; and
- the recording and inspection of information relating to any such action;

and (without limiting the generality of the foregoing) may include conditions, processes, procedures, measures, or standards relating to the production, processing, storage, and/or transport of organic products.

Overseas market access requirement - Official sanitary, truth of labelling, and/or related specifications set by the relevant competent authority for the importation of animal or plant products.

Recognised - Recognised by the Director General of MAF.

Registration - The process whereby participation in the programme is formally confirmed and recorded. For the organic programme all operators are registered by the TPA. In addition, exporters participating in the programme need to apply for NZFSA registration.

Significant change - Any change made to key staff, environment, premises, production unit, equipment, facilities, process or product which may affect ability to meet the official programme requirements.

Surveillance assessment - A partial assessment to confirm selected components of a programme comply.

Third Party Agency (TPA) - An organisation recognised by NZFSA to carry out assessment (evaluation and/or verification) services.

Verification - The application of methods, procedures, tests and other checks, in addition to monitoring, to determine compliance with plans, programmes and systems, and to confirm the ongoing applicability of those.

7.0 REQUIREMENTS

To obtain registration to participate in this programme operators must do all of the following.

- Document an Organic Management Plan, including activities undertaken by subcontractors, to address requirements in this Standard and Appendix Two, The NZFSA Technical Rules for Organic Production.
- Arrange for an initial assessment and on-site verification of the OMP and ongoing verification by a Third Party Agency (TPA) that is recognised by NZFSA.
- Apply to a NZFSA recognised TPA for registration in the Programme.
- Pay any costs incurred with the registration and participation in the Programme.
- Operate in accordance with their verified OMP.
- Provide training to staff, contractors and visitors in their roles and responsibilities with respect to the OMP.
- Allow the TPA access to all premises, land, accounts and other relevant documentation to enable on-going assessment of the OMP at the assigned frequency.
- Report to the TPA any incidences that may require investigation to determine ongoing organic status of land or products.
- Agree to allow for any sampling and testing of soil and/or products for residues of prohibited substances as deemed necessary by the TPA.
- Provide evidence to the TPA to support consignment eligibility for an official organic assurance.
- Undertake corrective actions to address any non-compliance within the timeframe specified by the TPA.

- Allow the TPAs and NZFSA to share information on operator registration details to facilitate the operation of the programme and the issue of official assurances.
- Allow NZFSA representatives and importing country officials access to all premises, land, accounts and other relevant documentation to enable assessment of the NZFSA Official Organic Assurance Programme.

8.0 VERIFICATION

Verification of operator compliance with this Standard is undertaken by the TPA at the assigned frequency.

8.1 Criteria

The criteria for assessing compliance with the Standard are as follows.

- The means to achieve the requirements of this Standard are documented in an OMP assessed and verified by a TPA.
- The operator operates in accordance with that OMP.

8.2 Decision

The operator is non-compliant if one or more of the criteria for assessing compliance is not met.

8.3 Result

8.3.1 Compliant operators

Compliant operators are registered by a NZFSA recognised TPA to participate in the Official Organic Assurance Programme.

8.3.2 Non-compliant Operators

If a:

- deliberate non-compliance, or
- a critical non-compliance, or
- a non-compliance with prolonged effects

is found, the operator concerned will be prohibited to participate in the Official Organic Assurance Programme until the issue has been resolved to the satisfaction of NZFSA.

9.0 VERSION CONTROL

Version	Date	Status	By
Draft 000510	23 June 2000	Issued for internal comment	TA-OPP, NZFSA: Dairy & Plants
Draft 000711	11 July 2000	Issued for external comment	TA-OPP, NZFSA: Dairy & Plants
Draft 001016	16 October 2000	Issued for external comment	TA-OPP, NZFSA: Dairy & Plants
Draft 010216	16 February 2001		TA-OPP, NZFSA: Dairy & Plants
Version One	March 2001	Approved	Directors, NZFSA: Dairy & Plants and NZFSA: Animal Products

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Appendix One

CRITERIA FOR OPERATORS

Following are criteria against which an operator may be judged to achieve satisfactorily the requirements described in section 7 of this Standard. Operators who have demonstrated that they meet each of the criteria will be registered by a TPA to participate in the Official Organic Assurance Programme.

Proposals for alternative criteria will be accepted by NZFSA, provided it can be demonstrated to NZFSA's satisfaction that the required outcomes will be achieved.

1.0 ORGANIC MANAGEMENT PROGRAMMES

The OMP addresses the requirements of this Standard, including the Technical Rules for Organic Production (i.e. overseas market access requirements), as described in Appendix Two. The operator submits a copy of their management plan with their application for registration to the TPA for initial assessment and on-site verification.

The OMP addresses all parts of the supply chain through to export of the organic products and includes:

- The scope (i.e. coverage) of the plan;
- A full description of the production unit including inputs;
- Details of all activities undertaken by the subcontractors.
- Identification of all practical measures taken to ensure compliance with the requirements of NZFSA Standard OP3;
- Product identification and labelling, integrity, and security procedures;
- Control of non-conforming product;
- Contingency plans should deviations from an OMP be necessary; and
- Provisions for annual review.

The OMP may be developed using HACCP principles.

2.0 PRODUCT IDENTIFICATION, INTEGRITY, AND SECURITY CHECKING

The processes used to ensure product identification, integrity and security are documented within the organic management plan. Product is traceable from at least grower level to point of export. If official assurances are to be provided which require identification to below grower level (e.g. production site) then product is identifiable to that level.

2.1 Livestock units

Each animal is permanently identified using a technique that is suitable for the species and that is in accordance with Appendix Two to this Standard (the "NZFSA Food Technical Rules for Organic Production"). For large animals, identification is ear tags with unique numbers.

For small animals (e.g. sheep, hens), identification is by flock and may be a code which relates to that flock and the relevant operator.

Records are kept by the operator for all animals arriving: where they came from, when they arrived, and their organic status. Records are also kept for animals leaving: their age, number, date, weight, identification and destination.

(Note: guidance on transferring these details accurately and securely to existing vendor declaration forms will be provided in a later phase of the Programme.)

2.2 Labelling

Products that are provided with an official organic assurance are labelled in accordance with Appendix Two, NZFSA Technical Rules for Organic Production, section 10.

2.2 Inputs from other countries

Products under this programme may originate from a third country comply with Appendix Two, NZFSA Technical Rules for Organic Production, section 11.

3.0 CONTROL OF NON-CONFORMING PRODUCT

All products that have not been produced in accordance with this Programme are secured against export with an official organic assurance.

All organic product identified as non-conforming is isolated, appropriately labelled and is secured against either export with an official organic assurance, or use in the processing of organic products intended for export with an official organic assurance.

When organic product is identified as non-conforming a traceback is undertaken to determine:

- the extent of the non-conformance;
- the measures taken to identify and isolate all non-conforming product,
- the cause(s) of the non-conformance,
- the necessary corrective actions to ensure the current risk is effectively managed, and
- the necessary corrective actions to ensure that future product is in conformance.

Records are kept of the non-conformance and the outcomes of the traceback for 2 years.

4.0 OPERATOR REGISTRATION

Application for registration is made by completing the application form available from a NZFSA recognised TPA.

The application for registration contains the following information:

- The name and contact details of the person responsible for the OMP;
- The physical address of sites, with land valuation number(s) or other unique identifier if appropriate;
- The nature of the operations and the associated products;
- The date of the last application of any non-approved substances;
- A statement of agreement to comply with NZFSA Standard OP3;
- A statement of agreement to allow the TPA to release information on registration status, assessment reports etc.

A declaration of intent to maintain registration is provided to the TPA annually following initial registration.

5.0 TPA ACCESS

The TPA access requirements include access to storage, production premises, parcels of land, accounts and relevant supporting documentation and any other information the TPA deems necessary for the assessment of the OMP.

Operators should ensure that subcontractors agree to have their holding accessible for inspection if the TPA deems necessary for assessment of the OMP.

6.0 REPORTING TO TPA

Operation schedules are provided annually to the TPA and include the information contained in the example schedules in the annexes to this document.

Production reports are provided annually to the TPA, and include the schedule of production of crop products, giving a breakdown by production unit.

Any applications or suspected applications of prohibited substances are notified immediately to the TPA and include date, time, and suspected substance(s). This includes incidences of spray drift.

7.0 CHEMICAL RESIDUE TESTS

Access to the product or production site for the purposes of sampling for residue testing is provided. Results of any relevant residue testing may be provided to the TPA for consideration.

8.0 CONSIGNMENT ELIGIBILITY FOR OFFICIAL ORGANIC ASSURANCE

8.1 Production and control of official assurances

NZFSA assurances for organic products are produced and controlled by the systems currently operating for the issue of other NZFSA assurances for plant, animal and dairy products.

8.1.1 Plant products

Assurances are produced and controlled in accordance with MAF Plants Biosecurity Standard, PEO.MMR: “Design, Production, Distribution and use of MAF Plants Marks – Certificates and Seals”.

8.1.2 Dairy products

Assurances are produced and controlled by the Dairy and Plant Products Group of NZFSA.

8.1.3 Animal products

Assurances are produced and controlled by the NZFSA: Animal Products certification programme.

8.2 Assurance requests

Requests for official organic assurance are made by exporters registered by NZFSA to participate in this programme. The request identifies:

- the registered exporter operator,
- the registered producer or processor operator,
- the country of destination,
- the address of the place of production/processing,
- the marks and numbers, container number(s), number and kind,
- the trade name of product,
- the gross mass (kg)/net mass (kg)/alternative units, and
- the TPA of the registered operator.

9.0 CORRECTIVE ACTIONS

Corrective actions for any non-compliance and time frames for implementation are agreed with the TPA, and complied with.

10.0 PERFORMANCE MEASUREMENT OF OPERATORS

An operator participating in the NZFSA Official Organic Assurance programme is assigned one of the following performance assessment categories by their TPA, based on the operator's demonstrated compliance with regulatory requirements:

- Reduced Assessment,
- Standard/Entry Assessment, or
- Increased Assessment.

10.1 Reduced Assessment category

Operators in the Reduced Assessment category demonstrate that:

- there is at least a two year history of compliance with regulatory requirements;
- there is timely, accurate and complete reporting to the contracted TPA;
- critical non-compliance is managed appropriately, with risk analysis and actions taken to eliminate the risk of future non-compliance; and
- all non-conforming product is disposed of in accordance with the Programme requirements.

10.2 Standard/Entry Assessment category

Operators in the Standard/Entry Assessment category demonstrate that:

- there is ongoing compliance with regulatory requirements;
- there is timely, accurate and complete reporting to the contracted TPA;
- critical non-compliance is identified and managed in accordance with regulatory requirements; and
- all non-conforming product is disposed of in accordance with regulatory requirements.

10.3 Increased Assessment category

Any operator who:

- routinely fails to meet NZFSA requirements;
- provides inadequate or late reports; and/or
- does not have sufficient control mechanisms in place to give confidence that product is being produced under an organic management plan,

is assigned to the Increased Assessment category.

10.4 Entry classification

Following application for registration for participation in the NZFSA Official Organic Assurance Programme, the operator's demonstrated compliance is evaluated. Where the operator demonstrates an appropriate level of compliance, they are assigned to the Standard/Entry Assessment category. Where the operator fails to demonstrate compliance in any one or more areas, they are assigned to the Increased Assessment category. Operators under conversion are assigned to the Increased Assessment category.

10.5 Demonstration of compliance

The operator demonstrates continuous compliance at the level appropriate to the category to which they are assigned. Refer to Table A1.1 for the criteria used to determine compliance. Failure in any area to comply at the level appropriate to the category or the inability to demonstrate appropriate compliance results in reclassification to a category with higher levels of assessment.

Table A1.1 *Criteria for the demonstration of a level of compliance appropriate to each performance assessment category*

Area	Reduced Assessment	Standard/Entry Assessment	Increased Assessment
Production Unit/Premises	Production units/premises operating in accordance with the OMP assessed and verified by the TPA for two (2) or more seasons and all significant changes assessed and verified by the TPA prior to the change.	All production units/premises operating under an OMP assessed and verified by the TPA and all significant changes assessed and verified by the TPA.	Production units/premises conditionally operating under an OMP, or OMP assessed and verified by the TPA subject to certain conditions.
Organic Management Plan	The OMP is assessed and verified by the TPA, is current and is reviewed by the operator.	The OMP is assessed and verified by the TPA, and is current.	<ul style="list-style-type: none"> - The OMP is deficient, - the OMP is not fully implemented, - the OMP is not current, - the OMP requires assessment or verification, or - the OMP is in the process of assessment or verification.
Verification of compliance with OMP	Full compliance with OMP demonstrated for two years.	Isolated non-compliance with OMP, corrected by operator as required by TPA.	<ul style="list-style-type: none"> - Regular or persistent non-compliance with OMP, or - failure to complete corrective action required by TPA.
Reporting	<ul style="list-style-type: none"> - Regular and exception reports complete, accurate and on time for at least two years, and - proactively advises the TPA of any non-compliance identified and corrected. 	<ul style="list-style-type: none"> - Regular and exception reports complete, accurate and on time for at least one year, or - regular reports occasionally incomplete or late and exception reports are complete accurate and on time. 	<ul style="list-style-type: none"> - Regular or exception reports contain incomplete information or factual errors or are persistently late; or - exceptions are not reported.
Management of critical non-compliance	<ul style="list-style-type: none"> - Critical non-compliance identified, - full traceback completed to identify root causes, - corrective actions completed in a timely manner, - full analysis of the risk to the operation from this type of non-compliance completed, and - actions taken to eliminate the risk of potential non-compliance 	Critical non-compliance identified and managed according with NZFSA requirements.	<ul style="list-style-type: none"> - Critical non-compliance not identified, or - critical non-compliance are identified and inadequately managed

Area	Reduced Assessment	Standard/Entry Assessment	Increased Assessment
	or monitoring systems implemented to identify potential non-compliance in the operation.		
Control of non-conforming product	All non-conforming product disposed of in accordance with the OMP.	All non-conforming product disposed of in accordance with the OMP.	Non-conforming product not disposed of in accordance with the OMP.

10.6 Assessment requirements

The accountable person ensures that the assessments required for the performance assessment category to which they have been assigned are undertaken as specified.

The assessment requirements for each performance assessment category are specified in Table A1.2.

Table A1.2 *Assessment requirements for each performance assessment category*

Assessment	Performance assessment category		
	Reduced	Standard/Entry	Increased
	1 full assessment every 2 years. 1 surveillance assessment every other year.	1 full assessment every year.	At least 2 full assessments every year.
	Unannounced random surveillance assessments undertaken on at least 15% of registered operators annually		

10.7 Reclassification

10.7.1 Initiation of a review

A review of the category to which an operator is assigned is initiated when:

- A An operator lodges a written request with the TPA for reclassification to a category with decreased levels of assessment.**

An operator may request a review by notifying the TPA in writing, setting out reasons for seeking the review.

When, as a result of the review, the TPA is satisfied that the operator demonstrates compliance appropriate to the requested reclassification category, the assessment frequency can be reclassified as requested.

B The TPA determines reclassification to a category with increased levels of assessment is necessary

An operator is reclassified to a category with increased levels of assessment when:

- as a result of an assessment, the TPA identifies that the operator fails to demonstrate compliance with any one or more of the criteria for the category to which they are assigned; or
- the operator demands, requests, suggests, or pressures the TPA to censor or falsify an assessment report.

C A critical non-compliance is identified

When the TPA identifies critical non-compliance by an operator, a review of the operator's assessment frequency is initiated.

10.7.2 Review

The TPA reviews the category to which an operator is assigned and, where appropriate, assigns a new category.

This review considers all the available information including any case that has been provided in writing.

10.7.3 Outcome

The accountable person is advised of the outcome, by either:

- advice of the category to which they have been assigned, the frequency of assessments, and the date of effect; or
- confirmation of the existing category if there is no change of classification.

Annex A

CRITICAL FEATURES OF ORGANIC MANAGEMENT PLANS

This table summarises the critical features of organic management plans for the various types of operators. It is a summary only, **not** an alternative to following the requirements in this Standard.

Features of Mgt Plan	Exporter	Grower	Harvest	Packing	Storage	Processing*	Transport
Description of production unit, indicating: - area of organic production (hectares) per crop type - area of non-organic production (hectares) per crop type		X X X		X	X	X	
Land Valuation No./unique identifier		X		X	X	X	
Crop production method for each product: - control of P & D - maintenance of soil fertility		X					
Crop production schedule		X					
Schedule of operations	X	X	X	X	X	X	X
Background contamination from prohibited substances		X					
Date of the last application of a prohibited substance		X					
Separation of organic and non organic products from the same grower	X	X	X	X	X	X	X
Processing method						X	
Cleaning and separation of equipment and machinery		X	X	X	X	X	X
Method of physical post harvest separation of organic and non organic products	X	X	X	X	X	X	X
Product ID for traceability and labelling	X	X	X	X	X	X	X
List of registered operators	X						

* Includes slaughter, cutting, packing of organic livestock products.

Annex B

TEMPLATE FOR EXPORTER OPERATOR'S LIST OF REGISTERED OPERATORS SUPPLYING ORGANIC PRODUCT ORSERVICES FOR THE SEASON

Export company name: _____

NZFSA registration number: _____

Operator name and reg. no.		Contact details	Type of operator	Product type	Pre-harvest estimate of quantity to be supplied (kg)	Operation start date	Actual quantity supplied (kg) (TPA use only)

Name: _____

Designation: _____

Signature: _____

Date: _____

Annex C

TEMPLATE FOR PACKHOUSE OPERATOR'S INVENTORY CONTROL RECORD

Packhouse company name: _____

TPA registration number: _____

Date of arrival	Grower's name and TPA reg. no.		Product type	Arriving containers			Packing date	Kg packed for export	Kg sent to local mkt.	Kg sent to processing	Kg destroyed / waste	Total

Name of Packhouse Manager: _____

Date: _____

Signature: _____

Annex D

TEMPLATE FOR STORAGE FACILITY OPERATOR'S INVENTORY CONTROL RECORD

Export company name: _____

NZFSA registration number: _____

Storage Facilities: _____

TPA registration number: _____

Date	Type of product	Type of container product packaged in	Room number	Number of containers	Details of removal of product from storage room			
					Date	Sent for export	Disqualified for export	Total

Name: _____

Designation: _____

Signature: _____

Date: _____

Annex E

TEMPLATE FOR EXPORTER OPERATOR'S SHIPMENT SCHEDULE FOR ORGANIC PRODUCT FOR THE SEASON

Export company name: _____

NZFSA registration number: _____

Type of product	Operator supplying product or service	TPA reg. no.	Month of shipment (indicate with a mark)											
			1	2	3	4	5	6	7	8	9	10	11	12

Name: _____

Designation: _____

Signature: _____

Date: _____

Appendix Two

NZFSA TECHNICAL RULES FOR PRODUCTION (OVERSEAS MARKET ACCESS REQUIREMENTS)

It is the responsibility of exporters to identify and comply with all overseas market access requirements; non-compliance is at their commercial risk.

Where NZFSA provides official assurances to competent authorities of importing countries, the statements to which NZFSA attests must be verifiable.