

# *Processing, Packing, and Wholesale / Distribution*

**New Application** (ie first application to BioGro for this operation)

**Applicant Name:**

**BIO-GRO No:**

(if current member/licensee)

**Sector(s)** (indicate all sectors that are part of your certified organic operation):

- Processing (food and fiber)**
- Packing (both for own products and on behalf)**
- Storage facility (including Cool Storage)**
- Exporting**
- Importing**
- Wholesaling/Trading**
- Retailing**
- Cosmetics and Body Care Products**

*BioGro New Zealand - Organic Certification*

# Introduction

Thank you for certifying with BIO-GRO New Zealand.

Your application provides the information which BIO-GRO and your auditor need to assess your operation for certification.

Please note that this application form is available by email ([info@bio-gro.co.nz](mailto:info@bio-gro.co.nz)) from the BIO-GRO office. We encourage you to fill this form in by computer if possible to make it easier for you to do your renewal application each year.

There are three Sections to this application as well as the Appendix for supporting information:

- **Section 1 – Contact Details**
- **Section 2 – Product Range, Ingredients/Supplies, Recipes, Processes**
- **Section 3 – Operation Details**
- **Appendix 1 – Supporting Information**

Appendix 1 contains various forms and templates that you may require for your application or to use during the year. If you need duplicates then photocopy first, or contact the BIO-GRO office for spare copies. These can also be obtained by email from [info@bio-gro.co.nz](mailto:info@bio-gro.co.nz) .

The BIO-GRO Organic Standards are available in hard copy and online at [www.bio-gro.co.nz](http://www.bio-gro.co.nz) . You may need to refer to Module 2.1 Certification System, Module 4.4 Processing, Module 4.5 Distribution, and other sections while completing this application.

Once you have completed your application, ensure that you have a copy for yourself then send the original with your cheque to the BIO-GRO Office (address below). If sending in your cheque separately, be sure to indicate which application it corresponds to.

If you have done your application on computer, then email it to [info@bio-gro.co.nz](mailto:info@bio-gro.co.nz), and post the cheque to BIO-GRO at the same time.

***Should you have any problems do not hesitate to contact the BIO-GRO office so that we can help.***

**BIO-GRO New Zealand  
PO Box 9693  
Marion Square  
Wellington  
New Zealand**

**Ph. 04 801 9741  
Fax 04 801 9742**

**Email: [info@bio-gro.co.nz](mailto:info@bio-gro.co.nz)**

## Section 1 – Contact Details

DATE:				
<input type="checkbox"/> <b>Payment Attached</b> <input type="checkbox"/> <b>Please Invoice me</b> <input type="checkbox"/> <b>To be sent separately</b>				
BUSINESS NAME				
MAIN CONTACT		POSITION		
CONTACT 2		POSITION		
CONTACT 3		POSITION		
CONTACT 4		POSITION		
PHYSICAL ADDRESS		Site Name		
		Street Number/Name		
		Suburb		
		Town/City		
		Country		
POSTAL ADDRESS				
PH (DAY)		PHONE (HM)	PH (CELL)	
FAX		EMAIL		
<b>Scope(s)</b> (indicate those that apply)				
<input type="checkbox"/> Fruit and Vegetables – Fresh	<input type="checkbox"/> Dairy Products			
<input type="checkbox"/> Fruit and Vegetables - Processed	<input type="checkbox"/> Meat and Meat Products			
<input type="checkbox"/> Bakery	<input type="checkbox"/> Wool, Wool Products, and other textiles			
<input type="checkbox"/> Dried Goods	<input type="checkbox"/> Wines, Beers, Juices, Beverages			
<input type="checkbox"/> Flour milling	<input type="checkbox"/> Cosmetics and Bodycare products			
<input type="checkbox"/> Seeds				
<input type="checkbox"/> Other (list):				
<b>Markets</b>				
<b>Export Markets</b> (indicate those that apply)				
<input type="checkbox"/> EU Countries	<input type="checkbox"/> USA	<input type="checkbox"/> Japan	<input type="checkbox"/> Other (specify)	
<b>Exporters supplied</b> (list):				
<b>Domestic markets</b> (indicate those that apply):				
<input type="checkbox"/> Direct sales – gate, markets, shops, supermarkets, etc (list):				
<input type="checkbox"/> Distributor(s) (list):				









## Process Sheet – to be completed for all Sectors.

Use a separate Process Sheet for each of your different certified organic processes (eg jam making, apple packing, exporting squash, retailing fresh and dried goods, making face creams, etc). Two sheets are provided in this form – if you need more then duplicate or obtain extra sheets from the BioGro office.

You may supply your own Process Sheets / Operations Manual / etc instead of filling in these sheets, as long as it shows the chain of custody and all handling and manufacturing of the product from receiving ingredients/supplies through to the final product. If supplying your own documentation then either electronically paste into this form or attach to Appendix 1.

**Product Type or Product Brand Name(s)** (as listed in Section 2 – Product Range) :

Processed onsite       Processed under sub-license by:

Describe in detail the process from the ingredient/supplies stage through to the final product. Include all processes and sub-processes (eg milling, washing, grading, trimming, heating, etc) which you use to produce this product.

**BIO-GRO Office use only**

**Comments:**

**Signed:**

**Date:**

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**BIO-GRO Office use only**

**Comments:**

**Signed:**

**Date:**

### Section 3 – Operation Details

**New Applications** – Please complete all boxes in this section, unless this information is supplied in attached manuals.

**Renewal applications** – Only note any changes since your last application, unless the changes are included in new / revised manuals attached.

1. **Please provide a brief history and the aims and objectives of your operation.** State your mission statement if you have one.

2. **What is the legal status of your operation? List owner(s), partner(s), director(s), trustee(s).**

3. **What other accreditations and certifications does your operation hold?** (e.g.HACCP, BRC, EUREPGAP, ISO 9001 or another organic certification). *Attach copies of these certificates to Appendix 1.*

4. **Please list the current Manager(s) of your certified organic operation and their relevant qualifications and experience in this and other sectors.**

5. **Describe the Management and reporting structure of your operation.**

*You may use a flow chart on a separate sheet. Either electronically paste in to this form or attach to Appendix 1.*

6. **What is your employment policy ?**

**7. List staff or describe staffing** (number of fulltime staff, casual staff, etc). **What staff induction and training is conducted and how are training records maintained?**

*Attach any relevant staff manuals/procedures in Appendix 1.*

**8. Partial Certification:**

Do you produce non-certified organic products as well as certified organic ?

- YES                       NO

*If YES then complete the Parallel Production question below. If NO then go to 10. Sub-Licensees.*

**9. Parallel Production:**

Do you use the same type of ingredients/supplies or manufacture the same type of products in both certified organic and non-certified organic forms?

- YES    NO    *If YES then fill in the Parallel Production Form in Appendix 1.*

**10. Sub-Licensees:**

Do you contract any outside operators to provide part of your processing (other than transport) eg washing, juicing, packing, freezing, scouring, etc, while you retain ownership?

- YES    NO    *If YES, then fill in the Sub-Licensee Details Form(s) in Appendix 1..*

**11. Processing/packing/distributing own products or on behalf:**

Do you process/pack/distribute certified organic products -

- To be sold by you  
 Owned by other operator(s)  
 Both of the above

If processing/packing/distributing for other operators then list those operators here:

**12. Recycling and Energy Use:**

*State your policies on environmental management, recycling and energy use, and list ways in which you implement these policies. Attach any relevant manuals in Appendix 1.*

**13. How are pests controlled on your premises ?**

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**14. Please list pest control products used.**

<b>Name of Product</b>	<b>Supplier</b>	<b>Used for...</b>

**15. Are your premises ever fumigated?**  **Yes**  **No**

*If Yes then provide your procedure for fumigation and the fumigant(s) used.*

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**16. What cleaning products are used?**

<b>Name of Product</b>	<b>Supplier</b>	<b>Active Ingredient</b>	<b>Used for...</b>

**17. Describe the cleaning procedure performed prior to an organic production run. What records of cleandown are kept? (or attach your QA/Food Safety manual (eg HACCP) to Appendix 1)**

**18. How do you manage waste from your operation ?**

**19. What types of packaging do you use ? Attach any relevant specification sheets to Appendix 1**

**20. Is your packaging practically recyclable?**

**21. What is your product recall procedure ?**

**22. What is your complaints procedure ?**

**23. Do you conduct internal audits of your production processes and procedures?**

*If Yes then* - What is the frequency of internal audits? Who is responsible for conducting them? What records are kept?

### **Section 3a - Meat Processing: Abattoirs and Meatworks**

*If no processing of this type then go to Question 30*

**24. Who is responsible for ensuring that stock are not subjected to excessive travel time without feed or water, and how is this monitored?**

**25. What provisions are in place to ensure that certified stock which may be held for greater than 24 hrs in stock yards have access to a certified organic feed source?**

**26. How are certified organic animals identified in the stockyards prior to slaughter?**

**27. How are animals stunned before slaughter? Are audits conducted to ensure stunning equipment used is in effective working condition?**

**28. How are carcasses identified as organic during processing? If an ink stamp is used then give details of ink used and copy of stamp. If tagged please attach a copy of the tag to Appendix 1**

**29. If offal is processed for sale as organic how is it identified within the production system?**

### **Section 3b – Meat Processing: Butcheries**

*If no processing of this type then go to Question 33*

**30. How is meat stored to preserve its certification status in your chillers and display cabinets?**

**31. What records are kept of incoming carcasses and sales? Attach examples to Appendix 1**

**32. For multi-ingredient products (smallgoods etc) to be certified please include recipes and the production processes in Section 2.**

### Section 3c - Dairy Processing

*If no processing of this type then go to Question 34*

**33. Do you have a procedure for monitoring possible pesticide contamination in your milk supplies ?**

***If yes please describe or attach a copy of the sampling and testing procedures to Appendix 1.***

### Section 3d – Vegetables and Fruit Processing

*If no processing of this type then go to Question 35*

**34. How are copper levels and other pesticide levels monitored in fruit and vegetable products?**

### Section 3e - Winemaking and Beer Brewing

*If no processing of this type then go to Question 39*

**35. Do you add Sulfur Dioxide or Metabisulphites to wines? What is the 'trigger' for the addition of these compounds to your wines ?**

**36. What is your yeast source? Attach the GE free statement for your yeasts to Appendix 1.**

37. Do you practice chaptalisation?  Yes  No

If yes what type or sugar do you use?

38. What type of cork/screw cap is used ?

### Section 3f – Cosmetics and Bodycare Products

*If no processing of this type then go to Question 42*

39. What ingredients do you source which you have found are not yet available as certified organic? What steps are you taking to source these as certified organic ?

40. Which ingredient(s) act as preservatives in your products?

41. Which ingredients act as emulsifiers in your products?

## **Storage, Transport, and Distribution**

**42. Detail your inward goods procedure(s), including recording systems, which ensure the chain of custody and integrity (identification and separation) of all your certified organic ingredients/supplies. Specify any differences between any imported and locally sourced ingredients/supplies.**

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**43. Which transport operators do you use ? If you transport in bulk what procedures are used to clean before transport of certified organic products ?**

**44. How are certified organic products differentiated from non-certified organic products on invoices and packing slips?**

**45. How do you label and store your certified organic ingredients/supplies to preserve their integrity ?**

**46. How do you identify and record batches of processed products ?**  
*Attach example documents in Appendix 1.*

**47. How do you label and store your finished products to preserve their integrity ?**

**48. Do you manufacture or certified organic products for other operators ? *(provide details)***

**49. Do you use other operators to provide storage or distribution services ?**

# Appendix 1 – Supporting Information

**New Applications** – Please attach all supporting information as detailed below unless the required information is supplied in attached manuals.

**Renewal applications** – Only attach supporting information for any changes since your last application, such as extensions to your scope, new products, new sources of ingredients, etc. This may be supplied in revised manuals instead.

1. **Organic Certificates** – please attach copies of the Organic Certificates for all your certified organic and conversion ingredients/supplies listed in Section 2.

**Recertification** – all non-BioGro certified organic and conversion ingredients/supplies listed in Section 2 will be considered for recertification by BioGro.

2. **Labels** – please attach the proposed/completed label(s) for all of your certified organic product range listed in Section 2.

If you have parallel production (similar products as both certified organic and non-certified organic) then attach the label(s) for those products also.

**Packaging specifications** – attach any relevant packaging specifications

3. **Floor Plan** – please attach a floor plan(s) for your operation showing all relevant areas and equipment –

- Inward Goods
- Storage of Ingredients/Supplies
- Processing/Packing
- Storage of finished products
- Distribution
- Bait station location
- Any other key areas

4. **Statutory requirements** – please attach copies of the following where required –

- Health/Food Safety certificate(s)
- Resource Consent(s)
- Local Body approvals

5. **Other** – please attach any other relevant supporting information for your application, as below –

- Manual(s) - Operations, QA, Food Safety
- Recipe Sheets (if not in Section 2 or an attached manual)
- Process Sheets (if not in Section 2 or an attached manual)
- Specification Sheets and non-GMO statements for additives, processing aids, and ingredients of non-agricultural origin
- Non-GMO statements for non-certified organic ingredients
- Parallel Production Form (attached) if you have parallel production
- Sub-Licensee Details Form (attached) if you have sub-licensees

- Copies of certificates for Accreditations (eg ISO 9000) and other relevant certifications
- Property deeds, Lease agreements, etc (if required)
- Management reporting structure flowchart
- Staff – employment policies, induction, training, and review procedures
- Batch id and recording documents
- Meatworks and butchery id tags and recording documents
- Milk testing procedures
- Other (*please list*) :

### **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. 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.

**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 \_\_\_\_\_  
\_\_\_\_\_

**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. \_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

## Parallel Production Form

Only complete if you are also producing non-certified organic products.

	How do you clean all equipment and contact surfaces prior to organic production ? (except for equipment and contact surfaces dedicated to organics):
	How do you ensure that certified organic products are not mixed with non-certified organic products at all critical points ? - ie <ol style="list-style-type: none"> <li>1. Inward goods, and</li> <li>2. Storage of ingredients, and</li> <li>3. Processing/manufacture, and</li> <li>4. Storage of partially and completely finished products.</li> </ol>
	How are records maintained to clearly identify the chain of custody for certified organic products ? <i>Attach examples of documentation, labeling, or signage</i>
	Is parallel production included in documented staff training procedures?

Signed:

Date:

Position:

SUB-LICENSEE NAME					
MAIN CONTACT			POSITION		
PHYSICAL ADDRESS	Property Name				
	Street Name/Number				
	Suburb				
	Town/City				
	Country				
POSTAL ADDRESS					
PH (DAY)		PH (EVENING)		PH (Mobile)	
FAX			EMAIL		
<i>Processing supplied by Sub-Licensee-</i>					
PRODUCT BRAND NAME	PRODUCT TYPE (EG YOGHURT)	CONTAINER TYPES AND SIZES (KG,L,ML)	ESTIMATED ANNUAL PRODUCTION (# OF UNITS)		
Does the Sub-Licensee process certified organic products only ? <input type="checkbox"/> YES <input type="checkbox"/> NO					
<p>Attachments – Please attach the following documents for the Sub-Licensee operation -</p> <ul style="list-style-type: none"> <li>• Site map, and</li> <li>• Storage procedures for certified organic ingredients, and</li> <li>• Cleandown procedures, and</li> <li>• Processing procedures for the certified organic products, and</li> <li>• Parallel Production Form if there is parallel production</li> <li>• Agreement/Contract linking licensee and sub-licensee.</li> </ul> <p>These procedures must be agreed on and signed off by both the BioGro certified Licensee and the Sub-Licensee.</p> <p>It is the responsibility of the Licensee to ensure that the Sub-Licensee adheres to the agreed procedures.</p>					
Application completed by :					
Signature:					
Procedures agreed to:					
Licensee signature:					
Sub-Licensee signature:					

