

# SUMMARY OF CHANGES 2024

## ZESPRI GLOBAL G.A.P. CONTRACTOR PROGRAMME

[NOTE: CHANGES ARE IN BLUE.](#)

[You can download the full Contractor Am I Ready Checklist HERE.](#)

For more information on these changes or to discuss this further email [compliance.mail@zespri.com](mailto:compliance.mail@zespri.com)

## “GAP” AM I READY CHECKLIST

Ref	Principle	Criteria
<b>6.1 Agrichemical Understanding &amp; Planning</b>		
6.1.1	<p><del>There is a Spray Plan for each KPIN and is available.</del></p> <p><u>There is a job sheet for each spray application.</u></p>	<p>Check each <u>spray job sheet Orchard Spray Plan</u> covers;</p> <ul style="list-style-type: none"> <li>• <u>Check that the latest requirement in the Crop Protection Standard regarding the removal of remnant fruit after harvest and prior to the application of Hydrogen Cyanamide has been adhered to and noted in the Spray Job Sheet OR revised 2024 version of the Property Spray Plan Form. Remnant fruit should be dropped to the ground and mulched prior to application to reduce the risk of birds feeding in orchard during and after spray applications</u></li> <li>• Measures taken to prevent spray drift <del>to and from the orchard</del></li> <li>• Notifications, who will be notified and how (grower or contractor)</li> <li>• The orchard/s map is current <del>(updated annually)</del></li> <li>• Sensitive areas</li> <li>• <del>Industry shelter</del> <u>Buffer zone</u> requirements are met</li> </ul> <p>All nozzles are used when required</p>

6.1.2	Re-entry procedures are in place.	<ul style="list-style-type: none"> <li>Follow the grower procedures <del>in the property spray plan</del>, and includes;               <ul style="list-style-type: none"> <li>Know what the re-entry periods are for the products used</li> <li>Agrichemical label for re-entry information</li> <li><del>How re-entry periods are managed for the orchard/s</del></li> </ul> </li> </ul> <p>Re-entry signage is used on the orchard when required</p>
<b>6.2 Agchem Storage</b>		
6.2.4	Agrichemical compounds are stored in a location that is well lit, well ventilated, appropriate to temperature conditions and able to retain and manage spillage.	<ul style="list-style-type: none"> <li>The store has fire protection, nearby water supply, fire extinguishers, moisture and heat control</li> <li>Ensure that the store has ventilation, <u>and storage temperatures that meet label requirements</u></li> <li><del>Has a reliable source of lighting (natural OR artificial) so that product labels can be easily read</del> <u>has a reliable source of lighting (natural OR artificial) so that product labels can be easily read</u></li> <li>There is bunding or retaining tanks for 110% of the largest stored liquid</li> <li>A spill kit is available in a fixed location</li> </ul> <p>Shelving is made from non-absorbent material</p>
<b>6.3 Agrichemical Use</b>		
6.3.1	The Zespri Crop Protection Standard is followed.	<ul style="list-style-type: none"> <li>Have access to and follow the most up to date version of the CPS</li> <li>Know the process for obtaining a Justified Approval (JA), <u>if applicable</u></li> </ul> <p>Product label instructions are followed</p>
6.3.2	Agrichemicals are mixed and handled appropriately.	<ul style="list-style-type: none"> <li>Use adequate measuring equipment for mixing</li> <li>Follow label instructions regarding filling, mixing, and handling</li> <li>Ensure only <u>appropriately</u> registered Growsafe certification persons handle agrichemicals</li> </ul> <p>Offer medical checks to those employees exposed to significant volumes of agrichemicals or other hazardous substances</p>
6.3.4	Surplus agrichemical or other application mixes are disposed of responsibly.	<ul style="list-style-type: none"> <li>Surplus spray tank washings of agrichemical products are used on crop as the first method of disposal, within the restrictions outlined <del>in-on</del> the label</li> <li>Surplus mixes and tank washings are disposed of in a way that does not risk compromising the food safety &amp; environment (refer to 4.4.6)</li> </ul>

		<ul style="list-style-type: none"> <li>Options for disposal of surplus are <del>written</del> <u>detailed</u> in the <del>Sspray Plan</del> <u>spray job sheet</u></li> <li>Keep records of the application of surplus mix</li> </ul>
<b>6.4 Agrichemical Containers</b>		
6.4.1	Empty agrichemical containers are stored and disposed of appropriately that meet local regulations and does not risk compromising the environment or human health.	<ul style="list-style-type: none"> <li>Dispose of empty containers as per local legislation ensuring that exposure to humans and the environment is avoided</li> <li>Empty containers stored onsite in a designated location and kept secure (locked away) to prevent unsafe human exposure to contents or contaminating product and environment</li> <li><del>Hold receipts to demonstrate disposal</del></li> <li><del>Where possible, o</del> Official collection systems including Agrecovery are used to dispose of empty containers</li> <li><del>Follow Record</del> disposal methods <del>in</del> <u>on the Property Spray Plan spray job sheet</u></li> </ul>
<b>8.3 Accommodation, Facilities &amp; Resources</b>		
8.3.1	On site living accommodation meets regulatory requirements and equipped accordingly.	<ul style="list-style-type: none"> <li>The accommodation is legally compliant</li> <li>The accommodation is habitable</li> <li>The accommodation is watertight (sound roof), has windows and doors</li> <li>The accommodation is hygienic for safe food production</li> <li><del>The accommodation has potable drinking water, toilets and fitted to an approved drainage system</del></li> <li><del>Providing accommodation for RSE workers</del></li> <li><del><a href="https://www.immigration.govt.nz/employ-migrants/hiring-a-migrant/employ-workers-through-the-rse-scheme/apply-reapply-for-rse-status/providing-accommodation-for-rse-workers">https://www.immigration.govt.nz/employ-migrants/hiring-a-migrant/employ-workers-through-the-rse-scheme/apply-reapply-for-rse-status/providing-accommodation-for-rse-workers</a></del></li> <li><del>Settlement information employer must give to an AEWV employee</del></li> <li><del><a href="https://www.immigration.govt.nz/employ-migrants/new-employer-accreditation-and-work-visa/settlement-information-for-employers-hiring-workers-on-aewvs">https://www.immigration.govt.nz/employ-migrants/new-employer-accreditation-and-work-visa/settlement-information-for-employers-hiring-workers-on-aewvs</a></del></li> </ul>
8.3.3	Workers have access to clean drinking water and areas to eat and rest.	<ul style="list-style-type: none"> <li><del>Readily available potable water supply for workers to use</del></li> </ul>

		<ul style="list-style-type: none"> <li>• <a href="#">Drinking water must always be provided at no cost to the workers</a></li> <li>• <a href="#">Worker access to drinking water must not be restricted</a></li> <li>• Designated eating and drinking are for workers provided</li> <li>• A clean place provided to store workers food</li> </ul>
8.3.5	<a href="#">Suitable changing facilities are available where required.</a>	<ul style="list-style-type: none"> <li>• <a href="#">The changing facility are available when required</a> <ul style="list-style-type: none"> <li>- <a href="#">Used to change clothing and protective outer garments (as required)</a></li> <li>- <a href="#">May not be required if PPE is applied over existing clothing</a></li> </ul> </li> </ul>

## “GRASP” AM I READY CHECKLIST

3 Complaint Process		
3.2	The easy-to-understand complaint instructions, is implemented and are provided to all workers.	<ul style="list-style-type: none"> <li>• The compliant process shall be available in the predominant language(s) of the workforce and/or pictograms (especially for workers who cannot read)</li> </ul> <p><i>NOTE: Examples of documents to review are; a employment NZ factsheet to handout, orchard sign boards, process handouts to workers/contractors (evidence of accessibility of handouts must be presented)</i></p> <ul style="list-style-type: none"> <li>• The process shall indicate how and where to file the complaint information, time for resolution, who will answer, and a clear statement that the process will be confidential without prejudice to workers’ right to go to court and that there is no retaliation or penalty for using the process</li> <li>• The process provides any worker with possibilities to file and get an answer to the complaint in an appropriate time and in a confidential form.</li> <li>• The complaints process shall also cover verbal complaints that can be sorted out immediately with a personal conversation/meeting conducted in a language understood by the worker.</li> <li>• There shall be evidence that workers/contractors received a copy of the document, e.g. electronic delivery with proof of receipt by the worker/contractor.</li> </ul>

		<ul style="list-style-type: none"> <li>• When instructions are posted, evidence shall indicate clearly where to find the instructions (i.e. on the lunch room noticeboard).</li> <li>• Where there is an option for immediately resolving complaints, the meeting/conversation shall be conducted in a language understood by the worker and shall be documented.</li> <li>• On Orchard Contractors shall have access to the Grower/MSO complaint procedure. Contracted workers shall receive these instructions and be entitled to file complaints. Examples of their complaints can be:             <ul style="list-style-type: none"> <li>• within the scope of the commercial contract (e.g., conditions or hours of work at the orchard are not as indicated) or</li> <li>• outside of the scope of the commercial contract (e.g., direct employer does not provide good housing accommodation).</li> </ul> </li> </ul> <p><i>NOTE: For short-term workers, the process shall provide shorter resolution times</i></p>
<p><b>6 Terms Of Employment Documents And Forced Labor Indicators</b></p>		
<p>6.4</p>	<p>There is a document of the employment terms and conditions which is available for each worker and has existed from the start of employment.</p>	<ul style="list-style-type: none"> <li>• Definition: “document with the employment terms and conditions” shall indicate a record in writing, such as an appropriate employment agreement, schedules, letter of employment</li> <li>• The evidence may consist of several documents with the information             <ul style="list-style-type: none"> <li>- Documents shall be understood by workers (i.e. available in the predominant language(s) of the workforce, or with proof showing that workers understand the document)</li> <li>- The worker shall have a copy and /or these documents shall be accessible</li> <li>- Documents shall include a date of acceptance of the agreement and the employment starting date</li> <li>- The agreement shall be signed and dated by the <a href="#">worker employee and employer</a></li> </ul> </li> </ul>
<p><b>8 Wages</b></p>		
<p>8.3</p>	<p>All workers earn at least the national minimum wage (and/or the collective bargain agreement wage) within regular working hours.</p>	<ul style="list-style-type: none"> <li>• When worker wages are calculated per piece, quota, or unit, this system shall record that minimum wage and/or the collective bargaining agreement wage (e.g. RSE <a href="#">and AEWV programmes</a>) is obtained within regular working hours</li> </ul>

		<ul style="list-style-type: none"> <li>All workers, regardless of their gender, citizenship, or migrant status, shall receive the same remuneration for equal jobs and qualification even when remuneration is above minimum wage</li> </ul>
<b>10 Compulsory School Age And School Access</b>		
10.1	There is documented evidence that children of employees at compulsory schooling age (according to national legislation) living or working on the orchard have access to compulsory school education, either through provided transport to a public school or through on-site schooling.	<ul style="list-style-type: none"> <li>Definition: “any children” shall include children legally working (i.e., children on family-<a href="#">farms orchards</a>, children at legal age of employment, etc.), children of workers and of supervisory staff (including the owner, operator, etc.)</li> <li>If the age of compulsory school completion is higher than the set legal minimum age of employment and children below the age of compulsory school completion are hired, the MSO/Contractor shall guarantee that any worker below the age of completion of compulsory school shall have access to school education</li> <li>Definition: “access to school education” shall require that children have the possibility to enrol in and attend school (i.e. school is reachable within a reasonable distance, school route is safe, etc.)</li> </ul>
<b>11 Time Recording Systems</b>		
11.3	All workers are instructed on the time recording system and on checking the system.	<ul style="list-style-type: none"> <li>Definition: “instructed” requires that communication to the workers on how and where to check the information (e.g. providing information in a meeting, communicating it when hiring combined with signs or noticeboard announcements at payday schedule, maintaining a daily signed record sheet, checking clock report, mobile app., providing a summary with code of each worker to maintain confidentiality, etc.)</li> <li>This information shall be explained to all new workers <a href="#">(e.g., induction)</a></li> <li>For very short-term workers, this information shall be provided in the first meeting of working instructions (e.g., induction)</li> </ul>
<b>12 Working Hours &amp; Breaks</b>		
12.1	Working hours (including overtime, night work and rest days/breaks) with indication of peak/harvesting season are shown in the records.	<ul style="list-style-type: none"> <li>Records of working hours, overtime, night work instructions and breaks shall be available.</li> <li>For family orchards this shall be checked with the working conditions for children and young workers</li> </ul> <p><b>NOTE:</b> <a href="#">Best- Good Practice</a> the <a href="#">MSO/Contractor</a> provides the <a href="#">employment NZ module</a></p>

		<p><i>factsheets</i></p> <p><i>NOTE: Refer to the National Interpretation Guidelines in the Regulations tab</i></p>
12.2	Total weekly working hours (including overtime) as shown in the employment agreement records indicate compliance with national legislation (and collective bargaining agreements).	<ul style="list-style-type: none"> <li>• <u>If national legislation or bargaining agreements include averaging arrangements, this method can be used in calculations.</u></li> <li>• Safeguards shall be in place to protect the workers’ health and safety, including a strategy to balance hours with breaks and monitoring the health and levels of productivity of the worker.</li> <li>• Safeguards can include;               <ul style="list-style-type: none"> <li>- Providing preventive breaks</li> <li>- monitoring fatigue through increases in work accidents</li> <li>- Shift systems designed to minimize fatigue accumulation</li> <li>- And/or risk assessment of the nature of work considered so that workload does not increase risk to safety and health</li> <li>- <del>If national legislation sets total weekly working hour limits higher than 60 hours (including overtime) in peak season and/or agricultural workers are exempt from overtime limitations, the employer reports the total weekly hours worked and which appropriate safeguards are in place to protect the workers’ health and safety</del></li> </ul> </li> </ul>
12.3	Rest breaks/days as shown in the records indicate compliance with national regulations (and/or collective bargaining agreements).	<ul style="list-style-type: none"> <li>• The MSO/Contractor shall have records of rest breaks/days for each worker complying with national regulations. (Use NIG as a guide <del>but relying on legal regulations</del>)</li> <li>• <u>The employer must have a system to calculate rest breaks and who makes checks.</u></li> <li>• There must be records <u>(e.g., employment agreements, timesheets\, payslips)</u></li> </ul> <p><i>NOTE: Rest breaks are to be paid at the workers hourly rate. For contract/piece rate, rest break payments are to be paid at the calculated hourly rate</i></p>