

# CONTRACTOR GAP & GRASP AM I READY CHECKLIST



# CONTRACTOR RESPONSIBILITIES

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>0 Responsibilities</b>					
0.1	Mandatory	Your registered information with Zespri is up-to-date.	<ul style="list-style-type: none"> <li>The Contractor is able to demonstrate login to industry.zespri.com</li> <li>The portal information is correct and up-to-date</li> </ul> <p><i>Note: if there are difficulties with access while demonstrating login at an inspection/ <a href="#">assessment</a>, the inspector/ <a href="#">auditor</a> is to email <a href="mailto:compliance.mail@zespri.com">compliance.mail@zespri.com</a> with the issues and record the finding in the report evidence</i></p>		<ul style="list-style-type: none"> <li><a href="#">Zespri Industry Website</a></li> </ul>
0.2	Mandatory	The annual inspection/ <a href="#">assessment</a> is completed prior to the CAV/Interim CAV expiry.	<ul style="list-style-type: none"> <li>A CAV expiry reminder email is automatically sent to contractors on the first on the month 8 weeks prior to expiry</li> <li>Contractor is to book the inspection/ <a href="#">assessment</a> well before your CAV expires</li> <li>Contractor cannot complete any work on a kiwifruit orchard unless with a valid CAV, with a current date</li> </ul>		

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0.3	Mandatory	An Am I Ready Checklist has been completed for all the registered activities and available.	<ul style="list-style-type: none"> <li>Complete an Am I Ready Checklist prior to inspection/<a href="#">assessment</a> to ensure you have all the documents and records ready for your annual inspection/<a href="#">assessment</a></li> </ul>		<ul style="list-style-type: none"> <li>Contractor Am I Ready Checklist 2025</li> </ul>
0.4	Mandatory	Has your business or any representative responsible for management or operational functions of this business been subject to any investigation or regulatory enquiry that relates to the compliance and conduct expectations of the Zespri GLOBAL.G.A.P Contractor program.	<ul style="list-style-type: none"> <li>The contractor must declare when the business, or anyone involved in the operational management, staff support/services or supervision of staff, is under investigation by a government authority</li> </ul>		

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0.5	Mandatory	What is the size of your business, how many employees have you at the time of the inspection/ <a href="#">assessment</a> , in peak season, and who you work for are explained	<ul style="list-style-type: none"> <li>Record the organisational structure of your business;               <ul style="list-style-type: none"> <li>Shareholders:</li> <li>Directors:</li> <li>PCBU:</li> <li>Day to day operations manager:</li> <li>Office Administration/ payroll:</li> <li>RGSP responsible for Health and Safety/ GRASP:</li> <li># Employees at peak season or harvest period when the highest number of workers is present during activities registered</li> <li># Employees at the time of the inspection/ <a href="#">assessment</a></li> <li>Growers working for:</li> <li>Provide the details of all contractors engaged in the preceding 12 months:</li> </ul> </li> <li>For new businesses; do you have work opportunities, if so who?</li> <li>How do you intend to recruit workers?</li> <li>Where does the business operation intend to work?</li> </ul>		<ul style="list-style-type: none"> <li>Refer to GAP 1.5.1</li> </ul>
0.6	Mandatory	The higher level of protection to workers is applied, taking into consideration any differences between national, local legislation and GRASP.	<ul style="list-style-type: none"> <li>The term “higher level of protection” refers to the regulation which provides better protection or benefits to the worker; NZ Legislation v GRASP</li> <li>Contractors must meet all GRASP requirements at the inspection/ <a href="#">assessment</a> before a CAV is issued</li> <li>There must be no infringements of employee rights</li> </ul>		

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0.7	Mandatory	Privacy Act 2020 requirements for all records are implemented.	<ul style="list-style-type: none"> <li>All Employers must develop a Privacy Policy and make this available to all employees. It is recommended that additional communications (e.g. posters) are used to raise awareness of the policy</li> <li>The inspector/ <a href="#">auditor</a> will ensure that a Privacy Policy is in place before conducting the audit</li> <li>All data containing personal information or unique identifiers must also be stored in accordance with the Privacy Act Principle 5, refer to Glossary</li> <li>A Person may not be identifiable to others</li> <li>It is also recommended that businesses complete a privacy impact assessment available on the Privacy Commissioner website <a href="https://privacy.org.nz/responsibilities/privacy-impact-assessments/">https://privacy.org.nz/responsibilities/privacy-impact-assessments/</a> )</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">New Zealand National Interpretation Guidelines</a></li> <li><a href="#">Privacy Impact Assessment</a></li> <li><a href="https://elearning.privacy.org.nz/">https://elearning.privacy.org.nz/</a></li> </ul>

# GAP” AM I READY CHECKLIST

## 1. SYSTEMS

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>1.3 Outsourced Activities</b>					
1.3.1	Mandatory	CAVs are provided to all growers whose orchards they work on including subcontractors used.	<ul style="list-style-type: none"> <li>Copies of all contractor CAVs are provided prior to starting work</li> <li>Contractors who use subcontractors must obtain CAVs and provide to the growers</li> <li>Orchard Services Agreements with all growers are held</li> <li>For Tier 1/Interim CAVs sub-contractors cannot be used until the contractor holds a full 12month CAV</li> </ul>		<ul style="list-style-type: none"> <li>Contractor CAVs</li> <li><a href="#">Orchard Services Agreements</a></li> <li><del><a href="#">Orchard Health, Safety &amp; Food Safety Acknowledgment Record</a></del></li> <li><a href="https://industry.zespri.com/contractors/approved-contractor-list/">https://industry.zespri.com/contractors/approved-contractor-list/</a></li> </ul>
<b>1.4 Complaints &amp; Records</b>					
1.4.1	Mandatory	There is a complaint process relating to both internal and external issues that ensures complaints are managed appropriately.	<ul style="list-style-type: none"> <li>A documented process is held to communicate GAP internal and external issues</li> <li>All issues are recorded</li> <li>A record of the investigation and follow up of issues is kept</li> <li>Local authority investigations are reported</li> <li><del><a href="#">Sanctions are reported to Zespri</a></del></li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Complaints and Suggestion Process</a></li> <li><a href="#">Complaints and Suggestion Record Form</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
			<i>Note: where GRASP is part of your inspection/ <a href="#">audit</a> scope use Section 3 Complaints Process</i>		
1.4.2	Mandatory	A procedure is in place to manage and control documents and records.	<ul style="list-style-type: none"> <li>A procedure is in place to manage documentation, ensuring the most updated version of documents are accessible i.e. the policies, procedures and records maintained for GAP inspection/ <a href="#">audit</a></li> <li>This can be done by tracking the documents through version control by setting               <ul style="list-style-type: none"> <li>a version number or</li> <li>a version date or other forms of tracking</li> </ul> </li> </ul>		
1.4.45	Mandatory	All records are up-to-date and kept for a minimum of 7 years.	<ul style="list-style-type: none"> <li>Records for inspection purposes are up to date</li> <li>Keep all records for at least 7 years and ensure they are readily accessible at annual inspections/ <a href="#">audits</a></li> <li>If records are held offsite, they shall be retrievable for the inspection/ <a href="#">audit</a></li> </ul>		<ul style="list-style-type: none"> <li>Records related to the Principles and Criteria</li> </ul>

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<b>1.5 Roles, Training &amp; Competencies</b>					
1.5.1	Mandatory	The roles and responsibilities of workers who have an impact on the implementation of the GAP requirements are defined.	<ul style="list-style-type: none"> <li>People with key roles related to the requirements of the standard are identified as a minimum the person responsible for food safety and health and safety</li> <li>The job title, function, position in organisation and responsibilities are listed</li> <li>There is a Workers Representation, or Management GRASP Liaison Job Description <del>(if applicable)</del></li> <li>Alternates are listed, where applicable, in case of absences</li> </ul>		<ul style="list-style-type: none"> <li>Job Descriptions</li> <li>Organisation Chart</li> <li><a href="#">Induction &amp; Training Record Form</a></li> <li><a href="#">Group Training Record Form</a></li> <li><a href="#">Roles, Training and Competencies Record Form</a></li> </ul>
1.5.2	Mandatory	Individuals responsible for technical decision making on inputs can demonstrate competency.	<ul style="list-style-type: none"> <li>It is demonstrated through experience, training, resource documentation, that the person(s) making the decisions on input (e.g. spray, fertiliser) applications is competent to do so</li> <li>This person is following industry &amp; legal requirements in regard to the use of products</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Roles, Training and Competencies Record Form</a></li> </ul>
1.5.3	Mandatory	Workers have the skills, training and competencies required for their tasks.	<ul style="list-style-type: none"> <li>Training is provided for tasks that require specific skills</li> <li>Evidence of training and qualifications are held</li> <li>All on-orchard workers have received food safety training</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Induction &amp; Training Record Form</a></li> </ul>



Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
1.5.4	Mandatory	Workers have been trained on site health and safety requirements.	<ul style="list-style-type: none"> <li>Record of training are signed by each <a href="#">worker employee</a></li> <li>Health and Safety training is provided annually to all <a href="#">workers staff</a></li> <li>Training meets what has been identified in the Risk Assessment and all required instructions</li> <li>Training shall be given to new <a href="#">workers staff</a>, including any that have had new tasks assigned</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Induction &amp; Training Record Form</a></li> <li><a href="#">Group Training Record Form</a></li> </ul>
1.5.5	Mandatory	Trained first aid person is onsite whilst orchard activities are taking place.	<ul style="list-style-type: none"> <li>A trained first aid person is always onsite during orchard activities</li> <li>First aid training dated within the expiry on the certificate</li> <li>One trained first aider per 50 people</li> </ul>		<ul style="list-style-type: none"> <li>Valid First Aid Training Certificate(s)</li> </ul>
1.5.6	Mandatory	Records of all training activities are kept.	<ul style="list-style-type: none"> <li>Complete induction and training for each employee</li> <li>Keep records of all training including</li> <li>the date and duration</li> <li>Topics covered</li> <li>Trainer or training provider</li> <li>Names of attendees and evidence of attendance (e.g. signature)</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Induction &amp; Training Record Form</a></li> <li><a href="#">Group Training Record Form</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>1.6 Continuous Improvement</b>					
1.6.1	Mandatory	Corrective actions from previous <a href="#">audit inspection</a> (s) are documented and implemented.	<ul style="list-style-type: none"> <li>A copy of the Inspection Summary Report and Full Report from the previous year(s) <a href="#">audit inspection</a> is kept</li> <li>Ensure corrective action requests have been completed in the agreed timeframe and are closed in the above reports</li> </ul>		<ul style="list-style-type: none"> <li>KIT Inspection Summary Report</li> <li>KIT Inspection Full Report</li> </ul>
1.6.2	Mandatory	A continuous improvement plan is in place and implemented.	<ul style="list-style-type: none"> <li>A Continuous Improvement Plan is documented and maintained</li> <li>Objectives are described with a status, planned activity, target outcome and an estimated date of achievement</li> <li>There is evidence to support the implementation of objectives</li> <li>This is a living document to be used over three years</li> <li>Objectives and targets can originate in different places, e.g. <ul style="list-style-type: none"> <li>risk assessments, action plans, corrective actions required from the last <a href="#">audit inspection</a></li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Continuous Improvement Plan Form</a></li> <li><a href="#">Continuous Improvement Plan Spreadsheet</a></li> <li>KIT Summary Report</li> </ul>

## 2. BIOSECURITY

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>2.2 Biosecurity</b>					
2.2.1	Mandatory	A Kiwifruit Orchard Contractor Biosecurity Plan has been completed and implemented.	<ul style="list-style-type: none"> <li>A documented biosecurity plan shall be available and implemented. The plan shall include: <ul style="list-style-type: none"> <li>Actions and considerations to reduce the risk of unwanted pests and diseases on orchard and the surrounding environment</li> </ul> </li> <li>Actions taken to protect the orchard and the environment</li> <li>Reviewed annually</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">KVH Biosecurity Plan - What you need to know for contractors</a></li> </ul>

### 3. NUTRIENT MANAGEMENT

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>3.3 Fertiliser Application Records</b>					
3.3.1	Mandatory	There are up to date records of all fertiliser applications.	<ul style="list-style-type: none"> <li>Fertiliser applications must be recorded in the Zespri fertiliser diary system or the grower's own fertiliser record (for both organic and inorganic)</li> <li>Included must be a reference to KPIN (Kiwifruit Property Identification Number) and other location information such as maturity area or blocks</li> <li>Include date of application</li> <li>Include name and type of fertiliser</li> <li>Include amount (rate or concentration as applicable)</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Code of Practice for Fertiliser Nutrient Management - March 2023</a></li> <li><a href="#">Spreadmark-Code-of-Practice-April-2025</a></li> <li><a href="#">Fertiliser Application Record Form</a></li> </ul>
3.3.2	Mandatory	Fertiliser application records include the name of the applicator.	<ul style="list-style-type: none"> <li>Name of individual applicator(s) must be recorded</li> <li>Name of CAV Contractor (with PMO #)</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Fertiliser Application Record Form</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>3.4 Fertiliser Storage</b>					
3.4.1	Mandatory	A fertiliser stock inventory system is in place.	<ul style="list-style-type: none"> <li>• Stock update can be based on a record from fertiliser contractor based on fertiliser applied on orchard</li> <li>• Ensure the fertiliser inventory record is updated within a month of stock movement (i.e. purchase or use) by the grower or contractor if instructed</li> <li>• Products that pose a risk to food safety and limited shelf life are used in the correct order</li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">Fertiliser Inventory Record Form</a></li> <li>• <a href="#">Worksafe Inventory Requirements</a></li> </ul>
3.4.2	Mandatory	Fertilisers and bio stimulants are stored in an appropriate manner.	<ul style="list-style-type: none"> <li>• Fertilisers and bio stimulants are stored:               <ul style="list-style-type: none"> <li>- Separately from agrichemicals and any fruit</li> <li>- So that cross contamination is prevented</li> <li>- At least 25M from water sources</li> <li>- Measures to prevent water sources from pollution</li> <li>- Clearly identified on a property / orchard map</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">Code of Practice for Fertiliser Nutrient Management - March 2023</a></li> <li>• <a href="#">Spreadmark-Code-of-Practice-April-2025</a></li> <li>• Property Map / Orchard Map (obtain copy(s) from the grower)</li> </ul>

## 4. ENVIRONMENT

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>4.4 Waste &amp; Pollution</b>					
4.4.4	Mandatory	Litter fragments and small pieces of packaging material and other waste are removed from the orchard.	<ul style="list-style-type: none"> <li>Litter and waste are either placed in rubbish bins provided or removed from the orchard after the orchard activities are complete</li> </ul>		
4.4.6	Mandatory	Water used for washing and cleaning purposes on orchard is disposed of in a responsible way.	<ul style="list-style-type: none"> <li>Wash water disposal from cleaning down contaminated equipment or machinery (e.g., spray equipment, fertiliser equipment, tank washings) does not risk contaminating the environment, local water sources or impacting on the health of staff, visitors or local communities</li> <li>Controls are in place to mitigate the impact of contaminated wash water (e.g. recorded on the fertiliser / spray application record)</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Fertiliser Application Record Form</a></li> <li>Spray Job Sheet (obtain copy(s) from the grower)</li> </ul>

## 6. AGRICHEMICALS

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>6.1 Agrichemical Understanding &amp; Planning</b>					
6.1.1	Mandatory	There is a job sheet for each spray application.	<p>Check each spray job sheet covers;</p> <ul style="list-style-type: none"> <li>Check that the latest <a href="#">version of the Crop Protection Standard is on file.</a> <del>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.</del> <a href="#">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</a></li> <li>Measures taken to prevent spray drift</li> <li>Notifications, who will be notified and how (grower or contractor)</li> <li><a href="#">The orchard/s map is current</a></li> <li><a href="#">Orchards planted right next to a boundary must have drift mitigation for these areas specified</a></li> <li>Sensitive areas</li> <li>Buffer zone requirements are met</li> <li>AI nozzles are used when required</li> <li>Agrichemical disposal requirements</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Spray Job Sheets</a></li> <li><a href="#">Zespri Crop Protection Standard (includes Allowed Other Compounds (AOC) list)</a></li> <li><a href="#">Registered Chemical Applicator-Flow Chart</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
6.1.2	Mandatory	Re-entry procedures are in place.	<ul style="list-style-type: none"> <li>Follow the grower procedures 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> </ul> </li> <li>Re-entry signage is used on the orchard when required</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Zespri Crop Protection Standard (includes Allowed Other Compounds (AOC) list)</a></li> <li>— Spray Job Sheets</li> <li>Product Label</li> </ul>
<b>6.2 Agchem Storage</b>					
6.2.1	Mandatory	Agricultural compounds are stored in a location that is sound and secure, in accordance with local regulations, including the display of appropriate signage.	<ul style="list-style-type: none"> <li>Keep agrichemicals in stores that are structurally sound and kept locked at all times</li> <li>All chemicals and fuels that need an approved handler test certificate must be locked away when not in use</li> <li>Keys to locks should be kept out of the hands of children and unauthorised people. It is good practice to lock away all chemicals and fuels, not just ones that require an approved handler</li> <li>Check the store has the appropriate signage displayed for the contents of the store, as a minimum "HAZCHEM 2WE agrichemicals" and "No smoking" sign</li> <li>HSNO classification of product stored are known and recorded on the inventory</li> <li>Any special storage requirements are known and recorded on the inventory for each product based on its</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Zespri Crop Protection Standard (includes Allowed Other Compounds (AOC) list)</a></li> <li><a href="#">Agrichemical Inventory Record Form</a></li> <li>— NZS 8409:2021 Management of Agrichemicals</li> <li><a href="#">Worksafe NZ Health &amp; Safety Resources including 'Safety Data Sheets in the Workplace - quick guide'</a></li> <li><a href="#">Growsafe NZ</a></li> <li><a href="#">Working safely with chemicals and fuels - Worksafe NZ</a></li> <li>Local and Regional Council Regulations</li> </ul>



Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
			hazardous properties (e.g., explosiveness, flammability) and compatibility to other hazardous products <ul style="list-style-type: none"> <li>The store is able to hold all types and amounts agrichemicals</li> <li>The store may also be required to meet territorial authority (regional and district plans) requirements and building consent</li> <li>If the storage shed(s) are the responsibility of the MSO, report any issues when entering/using for any spray application</li> </ul>		
6.2.4	Mandatory	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, and storage temperatures that meet label requirements</li> <li>Has a reliable source of lighting (natural OR artificial) so that product labels can be easily read. 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> <li>Shelving is made from non-absorbent material</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Growsafe Forms and Templates</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
6.2.5	Mandatory	Obsolete agrichemicals are stored, identified and disposed of via approved channels.	<ul style="list-style-type: none"> <li>Keep obsolete agrichemicals securely stored and identified separately from products in use</li> <li>Expired obsolete agrichemicals are disposed of</li> <li>Options include returning agrichemicals to the supplier</li> <li>Dispose of via approved channels (e.g. Agrecovery)</li> <li>Keep records of the disposal (on your agrichemical inventory)</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Agrecovery</a></li> </ul>
6.2.6	Mandatory	Products are stored appropriately within the agrichemical store.	<ul style="list-style-type: none"> <li>In original packaging and stored according to group type</li> <li>Liquids below powders</li> <li>Products for kiwifruit separate from products for anything else</li> <li>No risk of cross contamination or risk to worker health &amp; safety</li> <li>A current SDS for each product stored (no older than 5-years)</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Worksafe NZ Health &amp; Safety Resources including 'Safety Data Sheets in the Workplace - quick guide'</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
6.2.7	Mandatory	A product inventory is in place for all stored agrichemicals, fertilisers and biostimulants	<ul style="list-style-type: none"> <li>The Health and Safety at Work (Hazardous Substances) Regulations 2017 has specified that the documented product inventory must meet the following requirements:</li> <li>Prepare and keep a list (an inventory) of all the hazardous substances used, handled, manufactured, or stored at your workplace, including hazardous waste <ul style="list-style-type: none"> <li>The inventory shall be updated within a month of stock movement of stock</li> <li>Ensure that it is available to emergency services workers</li> <li>A record of special storage requirements for agrichemical and fertiliser products stored onsite</li> <li>Applicable for businesses that hold/store agrichemicals on site. A Safety Data Sheet (SDS) must also be available for each hazardous substance stored</li> </ul> </li> <li>Hold two copies of the Inventory, one in the shed and one kept elsewhere in the event of a fire</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Worksafe creating an inventory</a></li> <li><a href="#">Agrichemical Inventory Record Form</a></li> <li><a href="#">Worksafe managing your hazardous substances Inventory</a></li> </ul>

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<b>6.3 Agrichemical Use</b>					
6.3.1	Mandatory	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), if applicable</li> <li>Product label instructions are followed</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Zespri Crop Protection Standard (includes Allowed Other Compounds (AOC) list)</a></li> </ul>
6.3.2	Mandatory	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 appropriately registered Growsafe certification persons handle agrichemicals</li> <li>Offer medical checks to those employees exposed to significant volumes of agrichemicals or other hazardous substances</li> </ul>		<ul style="list-style-type: none"> <li>Product label instructions</li> <li><a href="#">Growsafe® - Which certificate do I need?</a></li> <li>GROWSAFE® Certificate</li> <li><a href="#">WorkSafe Work Related Health Monitoring: Fact Sheet</a></li> </ul>
6.3.4	Mandatory	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 on 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> <li>Options for disposal of surplus are detailed in the spray job sheet</li> </ul>		<ul style="list-style-type: none"> <li>Spray Job Sheet instructions</li> <li>Product label instructions</li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
			<ul style="list-style-type: none"> <li>Keep records of the application of surplus mix</li> </ul>		
<b>6.4 Agrichemical Containers</b>					
6.4.1	Mandatory	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>Official collection systems including Agrecovery are used to dispose of empty containers</li> <li>Record disposal methods on the spray job sheet</li> </ul>		<ul style="list-style-type: none"> <li>Spray Job Sheet instructions</li> <li>Disposal receipts</li> <li><a href="https://agrecovery.co.nz/">https://agrecovery.co.nz/</a></li> </ul>
6.4.3	Mandatory	Empty agrichemical containers are rinsed at least three times with water before storage and disposal. The wash water is disposed of in a way that does not risk compromising the environment.	<ul style="list-style-type: none"> <li>Empty agrichemical containers are pressure rinsed and rinsed at least three times with water before they are stored and disposed of</li> <li>Where applicable, documented instructions for rinsing are followed</li> <li>The wash water to be disposed of in a way that does not contaminate the environment (e.g. designated disposal area)</li> <li>Controls to mitigate the risk environmental contamination wash water are recorded</li> </ul>		<ul style="list-style-type: none"> <li>Spray Job Sheet instructions</li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
6.4.4	Mandatory	Empty agrichemical containers are not reused for other purposes.	<ul style="list-style-type: none"> <li>Empty agrichemical containers are only used to transport the identical product</li> <li>Empty agrichemical containers are not reused</li> <li>Containers are cleaned, punctured, and securely stored empty prior to disposal</li> <li>Do not use agrichemical containers for any purpose other than to hold or transport the identical product</li> </ul>		
<b>6.5 Agrichemical Records</b>					
6.5.1	Mandatory	Invoices or procurement documentation for all agrichemicals are kept.	<ul style="list-style-type: none"> <li>Keep on file the invoice or other documentation of purchase / procurement of all agrichemicals</li> </ul>		<ul style="list-style-type: none"> <li>Agrichemical invoices</li> </ul>
6.5.2	Mandatory	Full records of all agrichemical applications are kept.	<ul style="list-style-type: none"> <li>Record all applications in spray diary</li> </ul>		<ul style="list-style-type: none"> <li>Spray Job Sheet</li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
6.5.3	Mandatory	Records for any other substances applied to the water, soil or irrigation system are kept.	<ul style="list-style-type: none"> <li>Keep full records of any other substances used on the orchard</li> <li>Keep records for any justified approvals to go with these substances</li> </ul>		<ul style="list-style-type: none"> <li>Other invoices</li> <li>Zespri Justified Approvals</li> <li>Spray Job Sheet</li> </ul>
6.5.4	Mandatory	<del>Preharvest intervals are complied with.</del>	<ul style="list-style-type: none"> <li><del>Record all pre-harvest spray applications in the Zespri Spray Diary.</del></li> </ul>		<ul style="list-style-type: none"> <li><del>Zespri Spray Diary records (and clearance notifications)</del></li> </ul>

## 7. FOOD SAFETY

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>7.1 Policy &amp; Risk Assessment</b>					
7.1.1	Mandatory	There is a documented food safety policy signed by the person responsible for food safety.	<ul style="list-style-type: none"> <li>A Food Safety Policy is documented and retained</li> <li>The policy is signed by the person designated as responsible for food safety</li> </ul>		<ul style="list-style-type: none"> <li>Food Safety Policy</li> </ul>
7.1.3	Mandatory	There is a written Food Safety Risk Assessment.	<ul style="list-style-type: none"> <li>Complete a Food Safety Risk Assessment that covers all related risks and how to control them</li> <li>Record hazards that could pose a food safety risk, not just the food safety of people handling the fruit</li> <li>Consider cross contamination risk from bins, equipment, transport, fruit in contact with ground or other sources</li> <li>Consider allergen risks that could also occur as a result of cross contamination with other products or objects</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Food Safety Risk Assessment Form</a></li> </ul>



Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>7.3 Water</b>					
7.3.1	Mandatory	There is a water quality risk assessment, if you are bringing water onto an orchard.	<ul style="list-style-type: none"> <li>The risks associated with any preharvest water used are documented in food safety risk assessment (i.e., for mixing spray chemicals)</li> <li>The frequency of water testing (where applicable) is documented in the risk assessment</li> <li>Appropriate action is taken to mitigate any identified risk</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Food Safety Risk Assessment Form</a></li> </ul>
7.3.2	Mandatory	Water is tested in accordance with the risk assessment.	<ul style="list-style-type: none"> <li>Water sources are tested at the frequency documented in the risk assessment</li> <li>Water test results are on file</li> <li>Records of water testing that detail who is responsible for the sampling, the method of sample collection, the laboratory used for testing and the location sampled are kept</li> <li>ISO accredited laboratories are used for any testing (e.g., water testing)</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Food Safety Risk Assessment Form</a></li> <li>Water Test Results</li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>7.4 People Hygiene</b>					
7.4.1	Mandatory	Documented hygiene instructions are in place to minimise food safety risks.	<ul style="list-style-type: none"> <li>Have documented food safety instructions that are conveyed to all workers handling the fruit, as a minimum;               <ul style="list-style-type: none"> <li>Personal food safety instructions (i.e. clean hands, smoking, eating, and drinking)</li> <li>Operational food safety instructions (i.e. clothing &amp; gloves, animals)</li> <li>Notification (i.e. suffering from symptoms of infectious disease)</li> </ul> </li> <li>Equipment and cleaning (i.e. bins, tractors, picking bags)</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Orchard Food Safety Rules</a></li> </ul>
7.4.2	Mandatory	Adequate handwashing facilities are available to all who come into contact with the fruit.	<ul style="list-style-type: none"> <li>Have documented food safety procedures that are conveyed to all workers handling the fruit</li> <li>Ensure food safety instructions are followed</li> <li>Ensure handwashing occurs before handling the fruit, after eating and using the toilet</li> <li>Food safety instructions have been reviewed annually</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Orchard Food Safety Rules</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
7.4.3	Mandatory	Clean and stocked toilets are provided for workers, and are easily accessible.	<ul style="list-style-type: none"> <li>Ensure that toilets are: <ul style="list-style-type: none"> <li>Provided in the vicinity of work (<del>vicinity</del> – "the area near or surrounding a particular place")</li> <li>Designed and located so as to minimise risk of contamination</li> <li>Clean, maintained and stocked</li> <li>Report any issues that do not meet this Principle to Pre- Harvest <a href="mailto:preharvest.mailbox@zespri.com">preharvest.mailbox@zespri.com</a></li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Orchard Food Safety Rules</a></li> </ul>
<b>7.5 Equipment, Machinery &amp; Services</b>					
7.5.1	Mandatory	Vehicles and equipment used for loading, transport or storage of harvested product are cleaned, maintained and appropriate for use.	<ul style="list-style-type: none"> <li>All vehicles used on orchard for loading, transport of harvested kiwifruit or any other use that comes in contact with produce are in good condition and clean to prevent contamination</li> <li>All vehicles on the orchard(s) are safe for use</li> <li>All vehicles provided for transport of workers on public roads have a current Warrant of Fitness</li> <li>Keep records for any maintenance carried out on application equipment and a record of annual calibration</li> <li>The person calibrating equipment need to be able to show that they are competent to do so. (This may be through having a documented calibration procedure to follow, C.V. outlining competency)</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Food Safety Risk Assessment Form</a></li> <li>Current WOF and registration</li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
7.5.2	Mandatory	Equipment is stored in such a way as to prevent product contamination.	<ul style="list-style-type: none"> <li>• Check all picking equipment is clean, maintained and sanitised before use</li> <li>• Use only food grade products (cleaners and sanitisers) and store these in a way that does not risk contamination of kiwifruit</li> <li>• Ensure any equipment or tools that is in contact with chemicals are handled, stored and washed separately from anything in contact with the kiwifruit</li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">MPI Approved Maintenance Compounds (Non-Dairy) Manual</a></li> </ul>
7.5.3	Mandatory	Containers used on orchard including for harvest are cleaned, maintained, and appropriate for use.	<ul style="list-style-type: none"> <li>• Containers are constructed to facilitate cleaning and maintenance</li> <li>• Reusable containers are cleaned before use</li> <li>• Cleaning procedures for containers and frequency is in accordance with outcome of food safety risk assessment</li> <li>• Harvest containers are used exclusively for kiwifruit</li> <li>• Bags, Gloves etc used for harvesting and fruit handling have been cleaned and sanitised</li> <li>• Do not store anything other than kiwifruit in the bins or use the picking gloves and bags for anything other than for marketable produce</li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">Food Safety Risk Assessment Form</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
7.5.4	Mandatory	The control of suppliers of inputs and services is covered in the Food Safety Risk Assessment.	<ul style="list-style-type: none"> <li>• Include suppliers of inputs and services in the Food Safety Risk Assessment</li> <li>• Document how you will control any food safety risk associated with suppliers of inputs or services</li> <li>• Record all agrichemical and nutrient inputs and services (i.e. sub-contractors) and have back-up suppliers</li> <li>• Consider services that are outside of the Contractor CAV program and products that are purchased outside of approved list (i.e. supermarkets)</li> <li>• Chemicals used are on the MPI approved compounds list</li> <li>• Have documented orchard services agreements between the contractor and grower</li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">NZKGI Orchard Services Agreement</a></li> <li>• <a href="#">Guidelines for Fresh Produce Food Safety 2022</a></li> <li>• Approved Supplier List</li> <li>• <a href="#">MPI Approved Maintenance Compounds (Non-Dairy) Manual</a></li> </ul>
7.5.5	Mandatory	Equipment, tools, and devices are fit for purpose and maintained.	<ul style="list-style-type: none"> <li>• Equipment, tools, and devices coming into contact with products shall be made of materials that are safe for contact with products (nontoxic) and designed and constructed to ensure that they can be cleaned, disinfected, and maintained to avoid contamination</li> <li>• Equipment, tools, and devices, even those not coming into direct contact with products (e.g. scales, plant protection product (PPP) or fertiliser application equipment, jugs), shall be identified, maintained, routinely verified, and calibrated at least annually</li> <li>• Calibration shall be traceable to a national or international standard or method. Equipment</li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">Equipment &amp; Machinery Maintenance Record Form</a></li> <li>• Calibration records</li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
			<p>maintenance, calibration and repairs shall be documented. Maintenance activities shall not present risks to food safety, the environment or workers</p> <ul style="list-style-type: none"> <li>• PPP sprayers - calibration of PPP application machinery (automatic and nonautomatic) shall have been verified for correct operation within the last 12 months, verification shall be certified or documented either by participation in an official scheme (where it exists) or by having been carried out by a person who can demonstrate their competency</li> <li>• Fertigation equipment - at a minimum, annual maintenance records shall be kept for all methods of fertigation machinery/techniques used</li> <li>• Keep records on the maintenance of all machinery used on the orchard</li> </ul>		

## 8. HEALTH & SAFETY

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>8.1 Risk Assessment &amp; Procedures</b>					
8.1.1	Mandatory	Documented health and safety risk assessment in place.	<ul style="list-style-type: none"> <li>Completed Health &amp; Safety Risk assessment showing the hazards &amp; clear risk mitigation/control measures</li> <li>Risk Assessment reviewed annually</li> <li>Log all incidents, accidents and near misses in the register</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Keep Safe Toolkit</a></li> <li><a href="#">NZKGI Health and Safety Guidance</a></li> <li><a href="#">Accident and Incident Register Form</a></li> </ul>
8.1.2	Mandatory	Documented health and safety policy and procedures in place.	<ul style="list-style-type: none"> <li>Documents are relevant to the orchard activities and facilities</li> <li>Reviewed annually</li> <li>Health and safety procedures specific to the contracting activities undertaken as identified in the health and safety risk assessment</li> <li>H &amp; S procedures to include contingency plans for workers to be able to remove themselves from the area</li> <li>Any accidents/incidents are reviewed, and corrective action put in place</li> </ul>		<ul style="list-style-type: none"> <li>Health &amp; Safety Risk Assessment and Procedures (tailored for your activities)</li> <li><a href="#">Accident and Incident Register Form</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
8.1.3	Mandatory	Accident and emergency procedures are available and signs visually displayed.	<ul style="list-style-type: none"> <li>Accident &amp; Emergency procedures are available</li> <li>Orchard signs are clearly displayed and in visible locations for workers</li> <li>Potential hazard signs are clearly displayed and in visible locations for workers</li> <li>Procedures and signs in predominant language and/or a pictorial display</li> </ul>		<ul style="list-style-type: none"> <li>Accident &amp; Emergency Procedures</li> <li>Accident &amp; Emergency Signs</li> <li><a href="#">Accident and Incident Register Form</a></li> </ul>
8.1.4	Mandatory	A person responsible for health and safety is named.	<ul style="list-style-type: none"> <li>Person conducting a business or undertaking (PCBU) in control of the risk holds the primary duty of care to ensure the health and safety of every person of the contracting company on orchard, as far as reasonably practicable</li> <li>This includes monitoring of the workplace to prevent harm</li> <li>The person responsible for workers health, safety, food safety and welfare is known as the RGSP "Responsible for GRASP"</li> <li>The person responsible must be identified on the Health &amp; Safety Policy as the person responsible for workers health, safety, food safety and welfare</li> <li>Organisational structure identifying the job functions and responsibilities of at least those employees whose activities affect food safety shall be established, implemented, and maintained</li> </ul>		<ul style="list-style-type: none"> <li>All policies signed by the PCBU/RGSP</li> </ul>



Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
8.1.5	Mandatory	Communication on health and safety between management and workers in place.	<ul style="list-style-type: none"> <li>Hold regular meetings with workers to discuss any relevant health, safety issues</li> <li>Record when the meeting took place, what raised in the meeting, and any action taken in response to any communication on the issue(s)</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Toolbox Meeting Template</a></li> </ul>
<b>8.2 Agrichemical Safety</b>					
8.2.1	Mandatory	All workers in contact with agrichemicals or other hazardous substances have access to health checks.	<ul style="list-style-type: none"> <li>Health &amp; Safety Risk assessment in place including the use of chemical use in relation to agrichemical use and health</li> <li>Control measures in place to address any identified risks</li> <li>Records of action taken</li> <li>Evidence that workers have information on how to access to health checks</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Fact Sheet: Work related health monitoring</a></li> <li><a href="#">NZKGI website, Health &amp; Safety resources</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
8.2.2	Mandatory	Employees and subcontractors are equipped with suitable PPE.	<ul style="list-style-type: none"> <li>All PPE to meet legal requirements</li> <li>Required PPE to be available, effectively used and in good repair</li> <li>PPE as identified in the Risk assessment to be available for on orchard operations</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Zespri Crop Protection Standard (includes Allowed Other Compounds (AOC) list)</a></li> <li><a href="#">HSNO Classification table</a></li> </ul>
8.2.3	Mandatory	PPE is maintained, cleaned and stored properly to prevent risk of contamination.	<ul style="list-style-type: none"> <li>PPE kept clean in relation to the level of potential contamination</li> <li>PPE is laundered separately from personal items</li> <li>Dirty and/or damaged PPE is disposed of</li> <li>PPE stored in manner that prevents cross contamination with chemicals</li> </ul>		
8.2.4	Mandatory	PPE is used when required by workers.	<ul style="list-style-type: none"> <li>Records in place to show that PPE is used</li> <li>Evidence that supply of single use PPE in place or records to show it has been replaced and restocked</li> </ul>		

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
8.2.5	Mandatory	Facilities in place to deal with accidental operator contamination.	<ul style="list-style-type: none"> <li>PPE provided includes eye wash facilities, clean water</li> <li>PPE should be near to the chemical storage, mixing/filling area</li> <li>First aid kit with relevant material available</li> <li>SDS first-aid measures are followed</li> </ul>		<ul style="list-style-type: none"> <li>Eye Wash</li> <li>First Aid Kit</li> <li><a href="#">Safety Data Sheets in the Workplace - quick guide</a></li> </ul>
8.2.6	Mandatory	Instructions and guidance on any hazardous substances provided.	<ul style="list-style-type: none"> <li>SDS are readily available for all agrichemicals handled on site</li> <li>H &amp; S agrichemical signage in place</li> <li>H &amp; S agrichemical instructions available</li> <li>Training records for agrichemical applicators</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Safety Data Sheets in the Workplace - quick guide</a></li> <li>Training Records</li> </ul>
8.2.7	Mandatory	Agrichemicals are transported between sites in a safe manner.	<ul style="list-style-type: none"> <li>Transport of chemicals meets required legal requirements</li> <li>An accident &amp; emergency procedure is available near the agrichemical storage</li> <li>Growsafe certification and workbook</li> <li>Vehicles used for transportation of agrichemicals are adequate for the task i.e. size, type etc</li> <li>PPE provide for handling chemicals during transport</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">GROWSAFE® workbook</a></li> <li><a href="#">HSNO Classification table</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
8.2.8	Mandatory	An accident procedure is available near the agrichemical storage.	<ul style="list-style-type: none"> <li>Accident and emergency procedures shall be displayed in a location visible to people on the orchard (within 10m of the plant protection product store, mixing areas, and all filling stations). These shall include a map, contact person, and list of emergency numbers               <ul style="list-style-type: none"> <li>In addition, contractors that store hazardous substances on site may be required to have an emergency response plan in accordance with the Health and Safety at Work (Hazardous Substances) Regulation 2017</li> <li>The content of an accident and emergency response plan must cover all required information as set out in the Health and Safety at Work (Hazardous Substances) Regulations 2017</li> <li>Safety Data Sheets (SDS) must be available for each hazardous substance stored: <a href="#">Worksafe NZ - Safety Data Sheets</a></li> <li>Refer to the section 'what is an emergency response plan?' for detail of what should be included in the plan</li> <li>SDSs must include how to respond to emergencies based on the hazardous substance product</li> <li>SDSs stored in a location where workers and emergency services can easily find them</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li><a href="#">HSNO Classification table</a></li> <li>Accident and emergency procedures including emergency contact list</li> <li><a href="#">Safety Data Sheets in the Workplace - quick guide</a></li> <li>Emergency Response Plan (if applicable)</li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>8.3 Accommodation, Facilities &amp; Resources</b>					
8.3.1	Mandatory	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>• The accommodation has potable drinking water, toilets and fitted to an approved drainage system</li> <li>• Providing accommodation for RSE workers</li> <li>• <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></li> <li>• Settlement information employer must give to an AEWV employee</li> <li>• <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></li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">Residential Tenancies (Healthy Homes Standards) Regulations 2019</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
8.3.2	Mandatory	First aid kit available, locations identified in the risk assessment.	<ul style="list-style-type: none"> <li>Complete with contents and               <ul style="list-style-type: none"> <li>Location readily available - location stated in Risk Assessment</li> <li>Signage where it can be found (available with purchase)</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>Health &amp; Safety Risk Assessment Record</li> </ul>
8.3.3	Mandatory	Workers have access to clean drinking water and areas to eat and rest.	<ul style="list-style-type: none"> <li>Drinking water must always be provided at no cost to the workers</li> <li>Worker access to drinking water must not be restricted</li> <li>Designated eating and drinking are for workers provided</li> <li>A clean place provided to store workers food</li> </ul>		
8.3.4	Mandatory	Any transportation provided to workers is safe and complies with all related NZ laws.	<ul style="list-style-type: none"> <li>Vehicles are safe</li> <li>Vehicles meet NZ legal requirements</li> <li>Records of vehicle checks</li> </ul>		<ul style="list-style-type: none"> <li>Current WOF and registration</li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
8.3.5	Mandatory	Suitable changing facilities are available where required.	<ul style="list-style-type: none"> <li>The changing facility are available when required               <ul style="list-style-type: none"> <li>Used to change clothing and protective outer garments (as required)</li> <li>May not be required if PPE is applied over existing clothing</li> </ul> </li> </ul>		

# “GRASP” AM I READY CHECKLIST

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>1 Right Of Association And Representation</b>					
1.1	Mandatory	The right or refrain of workers to join and/or form trade unions or other worker organisations of their choice is respected, in accordance with applicable national legal requirements.	<ul style="list-style-type: none"> <li>Keep records of visits of trade union representatives, and/or contacts of trade union representatives, etc.</li> <li>These shall be available and known to the worker representation and/or management GRASP liaison (where applicable)</li> </ul> <p><i>NOTE: To display contacts of trade union representatives at the site or be available</i></p>		<ul style="list-style-type: none"> <li><a href="#">Amalgamated Workers Union NZ</a></li> <li><a href="#">Toolbox Meeting Template</a></li> </ul>



Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>2 Worker Representation</b>					
2.1	Mandatory	Current workers have decided on appropriate representation to help assess, communicate and monitor their interests.	<p>Possible types of representation for the workers:</p> <ul style="list-style-type: none"> <li>• Maintain the same representation as in the previous production cycle</li> <li>• Using the representative(s) of a trade union organisation to represent workers</li> <li>• Use a new chosen form of representation (from this list)</li> <li>• Decide not to have collective representation</li> </ul> <p>Representation can be:</p> <ul style="list-style-type: none"> <li>• A person or group of persons</li> <li>• A representative of a labour organisation legally active at the site</li> <li>• A trade union representative, a delegate, work councils, or any other type operating legally</li> <li>• Any other type that provides opportunity to the workers to raise their voice (i.e. a documented, regular worker organised meetings led by the workers to discuss issues)</li> </ul> <p>A management GRASP liaison:</p> <ul style="list-style-type: none"> <li>• When workers decide against all of the options above and individually self-represent before management</li> <li>• When workers with five or fewer workers during a production year decide not to have a collective representation, a written declaration shall be provided</li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">Toolbox Meeting Template</a></li> <li>• Meeting Records</li> <li>• <a href="#">Contractor Worker Representation Management GRASP Liaison Decision Tree</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
			<p>by the workers, and management or supervisory staff shall take the role of the management GRASP liaison</p> <p>This self-representation is appropriate when:</p> <ul style="list-style-type: none"> <li>• The decision has taken place in the ongoing year or production cycle</li> <li>• It consists of workers currently employed and present at the site</li> </ul> <p>If there is an appointed worker representation or management GRASP liaison, they must be present for at least part of the assessment</p>		
2.1.1	Mandatory	When workers decide to represent themselves, this is detailed in the employment agreement, stating that they can represent themselves.	<ul style="list-style-type: none"> <li>• When workers decide on self-representation, a management GRASP liaison shall be chosen by management</li> <li>• Management shall keep a written declaration indicating relevant information regarding the worker decision to self-represent</li> <li>• This can be detailed in the employment agreements</li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">Employment Agreements</a></li> </ul>
2.2	Mandatory	The type of worker representation is decided during the time with the highest presence of workers, and is communicated by management to all workers.	<ul style="list-style-type: none"> <li>• The worker representation/management GRASP liaison decision process takes place during the most recent peak season or harvest period when the highest number of workers is present during activities registered with the MSO/Contractor</li> </ul>		

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
2.3	Mandatory	The worker representation/management liaison has been instructed on their role, duties, and rights within GRASP.	<p>The worker representation or management GRASP liaison have received instructions on their duties, including but not limited to:</p> <ul style="list-style-type: none"> <li>• The main role, duties, and rights shall include providing information on:</li> <li>• The complaint process to all workers</li> <li>• Meeting with workers</li> <li>• Sharing information from management</li> <li>• Facilitating worker contact with the different labour unions (if applicable) and contact with the local labour authorities</li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">Worker Representation Induction &amp; Training Record Form</a></li> </ul>
2.4	Mandatory	There is documentary evidence of monthly gatherings between workers, their representation, management GRASP liaison on issues relating to GRASP and are informed of the GRASP assessment at least two working days before the date of inspection.	<ul style="list-style-type: none"> <li>• The workers attend monthly gatherings during the peak season and/or harvest period</li> </ul> <p><i>NOTE: The monthly gatherings shall at least take place during the time when the highest number of workers are present within the registered activities of the MSO/Contractor</i></p> <p><i>NOTE: The gatherings include informing the workers and worker representation of any GRASP assessment at least two days before the date of the assessment</i></p> <p><i>NOTE: For an appointed management GRASP liaison, workers shall meet monthly with the management liaison</i></p>		<ul style="list-style-type: none"> <li>• <a href="#">Toolbox Meeting Template</a></li> <li>• Meeting Records</li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
			<p><i>NOTE: Gatherings may take the form of meetings or conversations where information is exchanged, provided workers can speak/ask freely. As conditions allow, the gatherings can take place in a single group, smaller groups, or one-to-one sessions</i></p> <p>Discussion of GRASP related issues shall include as a minimum:</p> <ul style="list-style-type: none"> <li>• Information on schedules, wages, changes in labour conditions and any other working condition of the workers</li> <li>• Information on the human rights policy</li> </ul> <p>The importance of the complaint process and how to use it</p>		

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>3 Complaint Process</b>					
3.1	Mandatory	A confidential complaint process is available to be used by workers free of any retaliation or penalty.	<ul style="list-style-type: none"> <li>The complaints process shall be simple and available to all employed labour</li> <li>The complaints process shall be available in the predominant language(s) of the workforce and/or pictograms</li> </ul>		
3.2	Mandatory	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> <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> </ul>		<ul style="list-style-type: none"> <li><a href="#">Complaints and Suggestions Process</a></li> <li><a href="#">Complaint and Suggestions Record Form</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
			<ul style="list-style-type: none"> <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> <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.</li> </ul> <p>Examples of their complaints can be:</p> <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> <p><i>NOTE: For short-term workers, the process shall provide shorter resolution times</i></p>		

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
3.3	Mandatory	The workers and worker representation has been instructed on how to use the complaint process.	<ul style="list-style-type: none"> <li>The worker representation shall be made aware that the worker must authorise the worker representation to file a complaint on their behalf</li> <li>The worker representation shall be made aware of the obligation to keep all the information confidential</li> <li>If applicable, a document of the worker's consent to have the worker representation act on their behalf shall be filed. When this representation is requested by the worker, to protect the anonymity of the complainant, the process shall respect the request and continue without affecting the outcome</li> <li>Where workers decide not to have a form of representation, workers shall be allowed to request help from other fellow workers. In these cases, a management GRASP liaison shall provide the information to the worker, person, or organisation (independent from the MSO/Contractor) selected to support them in filing the complaint</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Induction &amp; Training Record Form</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
3.4	Mandatory	There is one or more places to file complaints, at least one should be independent of the supervisory staff, and is publicly available and accessible.	<p>The place(s) to file complaints can be</p> <ul style="list-style-type: none"> <li>• A designated person of the workers at the orchard</li> <li>• A designated place where the complaint process information is available, accessible and known to the workers</li> <li>• The appointed person to receive complaints is known by the workers</li> <li>• An appointed worker representation/management GRASP liaison</li> <li>• A process to file a complaint which provides an anonymous option</li> </ul> <p>If there is worker representation, any complaint received must be in confidence and no sharing of details</p> <p>The MSO/Contractor shall inform the representative of any complaints they receive directly</p> <p>Workers shall be informed about at least one grievance channel independent of supervisory staff. For example, a place out of sight of management staff at the orchard, the Zespri "Speak-Up Line"</p> <p>Definition: "supervisory staff" shall refer to any employee in contact with workers or with supervising duties at the orchard (e.g. orchard manager, team supervisor)</p>		<ul style="list-style-type: none"> <li>• <a href="#">Zespri Industry Website - Reporting Issues</a></li> <li>• <a href="#">Speak Up Line</a></li> <li>• <a href="#">See Something, Say Something Poster- English</a></li> <li>• <a href="#">See Something, Say Something Poster- Punjabi</a></li> </ul>



Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
			<p>If the MSO/Contractor does not have supervisory staff, the MSO/Contractor shall have knowledge of the complaints process</p> <p>Definition: “<i>independent of supervisory staff</i>” shall indicate a place or a person/persons/organisation independent from management (i.e. phone number of an authority, NGO, or third-party organisation), so that individuals with a complaint cannot be intimidated</p> <ul style="list-style-type: none"> <li>NOTE: MSO/Contractor can additionally include a community representative or organisation as another place to file complaints</li> </ul>		
3.5	Mandatory	Complaints are resolved during the worker employment, in a fair and timely manner.	<p>The complaints process shall describe options of a positive or negative answer (resolution), or no resolution with explanation of why there was no resolution</p> <p>For anonymous complaints, the answer (resolution) shall be a general notice posted on workers notice boards or places without reference to any worker</p> <p>Complaints shall be resolved</p> <ul style="list-style-type: none"> <li>For employees <u>and contractors/subcontracted workers</u>, up to 30 days after filing or before the last day of employment (if this is less than 30 days after filing)</li> </ul>		

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
			<ul style="list-style-type: none"> <li>If a complaint cannot be resolved during the time indicated, the reason for late resolution and evidence of resolution notification shall be documented</li> </ul> <p><i>NOTE: documentary proof that the resolution was included with the last pay check, mailed within 30 days, no resolution was possible and the worker was notified of this</i></p> <p><i>NOTE: If there is worker representation, the MSO/Contractor shall notify the representative(s) about the complaints and outcomes</i></p>		
3.6	Mandatory	A summary record of complaints over the past 24 months is kept.			<ul style="list-style-type: none"> <li>Record of complaints</li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>4 Human Rights Policies</b>					
4.1	<b>Mandatory</b>	The human rights policy contains and complies with all points referred to in the ILO core labour conventions.	<p>The human rights policy shall, at a minimum</p> <ul style="list-style-type: none"> <li>Follow all local laws and regulations</li> <li>Respect the workers' rights included in the ILO Core Labor Conventions</li> <li>Commit to respecting human rights as indicated in the UN Guiding Principles on Business and Human Rights.</li> <li>Avoid and does not engage in, support, or tolerate discrimination in employment practices</li> <li>Not support or tolerate the use of or threats of corporal punishment, mental or physical coercion, bullying, harassment, or abuse of any kind</li> <li>State no worker is held in debt bondage or forced to work for an employer, labour recruiter, or other entity to pay off debt</li> <li>Prohibit any involvement in any act of corruption, extortion, embezzlement, as well as in any form of bribery, whether directly or indirectly</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Human Rights Policy</a></li> <li><a href="#">Human Rights Policy - Hindi</a></li> <li><a href="#">Human Rights Policy - Japanese</a></li> <li><a href="#">Human Rights Policy - Korean</a></li> <li><a href="#">Human Rights Policy - Punjabi</a></li> <li><a href="#">Human Rights Policy - French</a></li> <li><a href="#">Human Rights Policy - Samoan</a></li> <li><a href="#">Human Rights Policy - Tongan</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
4.2	Mandatory	The contents of the human rights policy are communicated to workers and visitors.	<ul style="list-style-type: none"> <li>Definition: “communicated” information is always available in plain language so it is understood and/or pictograms to assist explanation, e.g., orchard noticeboards, handouts (evidence of handouts shall be presented)</li> <li>If contents are displayed, they shall be in a common area available to all workers (e.g., resting, eating, changing areas, etc.) with explanation to where to file complaints</li> </ul>		
4.3	Mandatory	All supervisory staff is informed about the contents of the human rights policy.	<ul style="list-style-type: none"> <li>Definition: “informed” shall require that, all management staff are provided with a copy of the human rights policy, an explanation of the human rights policy is included in the induction process of any new management staff member</li> <li>Definition: “supervisory staff” shall refer to any staff member in contact with workers or with supervising duties at the site (i.e., foreman, manager, crew supervisor, etc.)</li> <li>If the MSO / Contractor does not have such staff, the producer shall have knowledge of the GRASP criteria on this topic</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Induction &amp; Training Record Form</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
4.4	Mandatory	The human rights policy is reviewed every three years, or when there is a change to labour legislation, or a change in GRASP, whichever occurs the soonest.	<ul style="list-style-type: none"> <li>The human rights policy is reviewed by the person responsible for GRASP (RPGSP) or who signed the policy when there is a change to labour legislation, or a change in GRASP, whichever occurs the soonest</li> </ul>		

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>5 Access To Labour Regulation Information</b>					
5.1	Mandatory	The workers and the worker representation are provided with easy-to-understand and current information on New Zealand employment rights.	<ul style="list-style-type: none"> <li>Definition: “easy-to-understand” <ul style="list-style-type: none"> <li>If access is provided electronically, a device such as a computer shall always be connected and available and workers shall have received instructions on how to operate the device</li> <li>If written information such as NIGs or pictogram information is displayed, the information shall be available in the predominant language(s) of the workforce</li> </ul> </li> <li>Definition: “up-to-date” shall require that information is from the current regulation on the topics of the criteria</li> </ul> <p><i>NOTE: Under NZ law the Person Conducting Business or Undertaking (PCBU) has the primary duty to ensure Health and Safety. so the PCBU could be the same person as the person responsible for GRASP (RPGSP)</i></p> <p><i>NOTE: <a href="#">Good practice is to use the Employment NZ ‘Employment-Rights-Quick-Guide’ factsheet as a handout</a></i></p>		<ul style="list-style-type: none"> <li><a href="https://www.employment.govt.nz/assets/uploads/documents/starting-employment/quick-guide/Employment-Rights-Quick-Guide.pdf">https://www.employment.govt.nz/assets/uploads/documents/starting-employment/quick-guide/Employment-Rights-Quick-Guide.pdf</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
5.2	Mandatory	<p>The person(s) responsible for worker welfare have completed the Employment NZ employer modules.</p> <ol style="list-style-type: none"> <li><a href="#">1. An introduction to your employment rights (employees)</a></li> <li><a href="#">2. Hours of work (employees)</a></li> <li><a href="#">3. Working arrangements (employees)</a></li> <li><a href="#">4. Resolving employment disputes (employees)</a></li> <li><a href="#">5. An introduction to your employment obligations (employer)</a></li> <li><a href="#">6. Working arrangements (employer)</a></li> <li><a href="#">7. Resolving employment disputes (employer)</a></li> </ol>	<ul style="list-style-type: none"> <li>The person(s) responsible for worker welfare has completed the Employment NZ employer modules and <a href="#">the employee rights module</a> and has knowledge about or access to regulations on New Zealand employment requirements</li> <li>When there is worker representation, the responsible GRASP person (RGSP) must provide them with the <a href="#">knowledge of relevant legislation</a></li> <li>When employees are representing themselves each must <a href="#">be provided with knowledge of employment regulations</a></li> </ul> <p><i>NOTE: Best practice is for the Management GRASP Liaison or Worker Representation to complete the Employment NZ modules</i></p>		<ul style="list-style-type: none"> <li><a href="#">Employment legislation   Employment New Zealand</a></li> <li><a href="https://www.employment.govt.nz/employment-new-zealand/online-learning">https://www.employment.govt.nz/employment-new-zealand/online-learning</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>6 Terms Of Employment Documents And Forced Labor Indicators</b>					
6.1	Mandatory	Workers are legally eligible to work at the site and on the activities assigned.	<ul style="list-style-type: none"> <li>Each worker is to provide information on their legal eligibility to work.</li> <li>A verification process or method to assess this eligibility is implemented, including; <ul style="list-style-type: none"> <li>Working permits, (when required for non-nationals)</li> <li>Legal minimum age of employment (for young workers)</li> <li>Parental consent for workers at legal minimum age of employment (when required by law)</li> <li>Residency permits, working cards, or other documents with relevant information.</li> </ul> </li> <li>Any ID, permit, or document to presented verify shall always be returned to the worker immediately</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Immigration NZ - Visaview</a></li> </ul>
6.2	Mandatory	All workers have entered work voluntarily and freely.	<ul style="list-style-type: none"> <li>Details of the employment process (documentary or verbal) shall be provided, indicating when the acceptance of work/employment happens and by whom</li> <li>If family members of the worker have been employed, the family members (worker's spouse, children, or any other family members) have been separately and voluntarily contracted</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Pre-Employment Information Form</a></li> </ul>



Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
			<ul style="list-style-type: none"> <li>Definition: “debt bondage” shall refer to a debt which can never be paid due to the conditions, terms, and circumstances of the debt</li> </ul>		
6.3	Mandatory	Only legally authorised labour contractors are able to operate when such registration exists.	<ul style="list-style-type: none"> <li>Definition: “contracted” shall include all organisations used by the MSO/Contractor during the year since the last assessment</li> <li>Definition: “registration” includes basic legal permits and official business registration to operate as a legal entity or business</li> <li>There is a verification process or method for checking the registration of contractors (i.e. CAV)</li> <li>If employment agencies are used (e.g., check the licence, business registration, permits, and registration documents where available, etc.)</li> <li>Copies of the verification resources (e.g., documents, copies, certification, etc.) shall be kept by the MSO/Contractor</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Orchard Services Agreement Template</a></li> <li>Contractor CAV(s)</li> <li><a href="#">Zespri Contractor List</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
6.4	Mandatory	There is a document of the employment terms and conditions which is available for each worker and has existed from the start of employment.	<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 employee and employer</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Employment Agreements</a></li> </ul>
6.5	Mandatory	The worker’s full name, nationality, date of birth is verified by the employer before employment and has been correctly included in the employment terms and conditions document.	<ul style="list-style-type: none"> <li>There is a process or method for checking the information to verify that details in the workers’ terms and conditions documents are correct</li> <li>A check of worker ID, working permit, passport, birth certificate) and a copy kept on file for all workers, including very short-term workers</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Pre-Employment Information Form</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
6.6	Mandatory	The employment terms and conditions document must include up-to-date basic information and comply with national legislation and collective bargaining agreements (if applicable) at the time of employment.	<ul style="list-style-type: none"> <li>• Definition: “up to date” shall require a record of employment changes (changes in hours, type of activity, wages, location, housing, transport, basic information on holidays and maternity leave rights or sick leave, etc.) that will apply</li> <li>• If the worker lives in on-site housing arrangements, the document shall clearly indicate the weekly days off and/or weekly work shifts</li> <li>• Definition: “contract type” shall refer to the distinction between permanent, seasonal, period or day labourer, or subcontracted employment</li> <li>• Definition: “wages” shall require including a clear calculation of wages (i.e. contract rate/piece work, shift work, extended or even 24/7 availability), and final rate to be paid shall also be included in the employment terms and conditions</li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">Things an Employment Agreement should contain</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
6.7	Mandatory	Changes to the employment terms and conditions document have been recorded, communicated, and accepted by the worker.	<ul style="list-style-type: none"> <li>Definition: “changes” shall cover any modification to the original terms including period of employment, contract type (i.e., permanent, fixed or casual worker), wages, working hours, breaks, and the basic job description</li> <li>Definition: “communicated” shall require documentary evidence of the agreement to all changes, e.g., a document change is signed and dated by the worker, annex with a summary of changes with dates and with the worker’s signature and date</li> <li>Definition: “recorded” shall require all changes to be included in the employment terms document or other documents accessible to the worker</li> <li>If there are no changes from workers employment terms, compliance is achieved</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Workplace Change Process Outline</a></li> </ul>
6.8	Mandatory	Workers have access to their terms and conditions document and other relevant records during previous and current production cycles.	<ul style="list-style-type: none"> <li>Compliance shall require: <ul style="list-style-type: none"> <li>- Availability of employment terms and conditions at assessment</li> <li>- Demonstrate access of current workers to the information at any time during the working day</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Privacy Act 2020 Privacy Principles</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>7 Payments</b>					
7.1	Mandatory	Person/s responsible for the processing of payroll has sufficient knowledge and suitable systems in place to administer employee remuneration.	<ul style="list-style-type: none"> <li>The person/organisation responsible for payroll shows can demonstrate experience and there is a suitable system in place for the documentation of the wages transfer (e.g. employee's signature on payslip, bank transfer)</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Induction and Training Record Form</a></li> </ul>
7.2	Mandatory	Provide a register of all workers employed and those present on the date of the inspection.	<ul style="list-style-type: none"> <li>The register is a reference to be used by the assessor and not to be kept</li> <li>Once the assessment is completed, the assessor shall return the register to the MSO/Contractor without keeping copies</li> <li>The register shall include all workers of the current (calendar/seasonal) year or at least those employed since the last assessment</li> </ul>		<ul style="list-style-type: none"> <li>Current Register of Workers / Payroll Register</li> </ul>
7.3	Mandatory	Payments to workers are made in accordance with the worker terms and conditions documents.	<ul style="list-style-type: none"> <li>Records of payments correspond with the terms of employment on               <ul style="list-style-type: none"> <li>Dates/Intervals of payments</li> <li>Type of payment notification used, (e.g. e-mail)</li> <li>Amount of payments</li> <li>Method of payments (e.g. bank transfer)</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>Employment Agreements</li> <li>Payslips</li> <li>Bank Statements</li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
7.4	Mandatory	The workers are notified about when payments are made.	<ul style="list-style-type: none"> <li>Definition: “<i>notified</i>” shall include making general announcements that payments will be made and there shall be information in the common rest areas of workers, e-mail, telephone messages, etc. in the predominant language(s) of the workforce and/or pictograms</li> </ul>		
7.5	Mandatory	The record of payment information is accessible to current workers and kept on file for at least 24 months.	<ul style="list-style-type: none"> <li>Definition: “<i>accessible</i>” shall require that the worker can look at personal payment information at the site, or it is provided when requested</li> <li>Employment and IRD records must be retained for seven (7) years</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Privacy Act 2020 Privacy Principles</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>8 Wages</b>					
8.1	Mandatory	Payslips or registers show the hours worked (including overtime), or a calculation paid of harvest amount, the net wages and paid breaks.	<ul style="list-style-type: none"> <li>All specified items are to be correct according to national labour regulations               <ul style="list-style-type: none"> <li>- Amount paid for regular time and overtime</li> <li>- Regular working time/contract rate/any other figure used for payment calculation</li> <li>- Paid breaks</li> </ul> </li> <li>Written pay slips shall be maintained for all current workers and available upon request for the pay period concerned each time that workers are paid</li> </ul>		<ul style="list-style-type: none"> <li>Time Recording Records</li> <li>Payslips</li> <li>Bank Statements</li> </ul>
8.2	Mandatory	Wages, payments, number of hours, government social security/pension contributions, payroll taxes in the payslip comply with the employment terms and conditions document according to national labour regulations.	<ul style="list-style-type: none"> <li>All specified items on the payslips are to be correct according to national labour regulations:               <ul style="list-style-type: none"> <li>- Social security payments/pension contributions</li> <li>- Payroll taxes</li> </ul> </li> <li>Wages/payments (at least minimum wage)</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Employment NZ – Pay and Deductions</a></li> <li><a href="#">Pay &amp; Wages</a></li> <li><a href="#">Deductions &amp; Premiums</a></li> <li>Employment Agreements</li> <li>Payslips</li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
8.3	Mandatory	All workers earn at least the national minimum wage (and/or the collective bargain agreement wage) within regular working hours.	<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 and AEWV programmes) is obtained within regular working hours</li> <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>		<ul style="list-style-type: none"> <li><a href="#">Employment NZ - Minimum Wage Rates</a></li> </ul>
8.4	Mandatory	Any deductions from wages and salaries are included in the pay slip and are legally justified in writing, clearly explained, accepted by the worker and retained on file.	<ul style="list-style-type: none"> <li>Pay slips shall include deduction information. There shall be records explaining the deductions</li> <li>In the case of prior loans and advances, deductions from wages made for their repayment shall not exceed the limits prescribed by national law</li> <li>Workers shall be duly informed of the terms and conditions for granting and repayment of advances and loans</li> <li><a href="#">Under the Wages Protection Act 1983 (WPA) which prohibits any deductions from an employee's wages without any notice, there are exceptions. One being, if a court directs a deduction to be made. There is no requirement to give notice to the employee of the courts' direction but it would be good to do so</a></li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Employment NZ - Pay and Deductions</a></li> <li><a href="#">Employment NZ - Pay and Deductions</a></li> </ul>



Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
8.5	Mandatory	All records and employee payments are kept for 7-years. Documents are stored securely and effectively controlled.	<ul style="list-style-type: none"> <li>The MSO/Contractor must demonstrate these records exist and are retained (even if the employee has left)</li> <li>Checks are made as to where the documents are stored to confirm they are secure and are controlled</li> <li><a href="#">Privacy Act 2020 requirements for all records are implemented</a></li> </ul>		

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>9 Working Age, Child Labor, And Young Workers</b>					
9.1	Mandatory	Records indicate compliance with national legislation regarding minimum age of employment.	<ul style="list-style-type: none"> <li>The MSO/Contractor records must show compliance with national legislation regarding minimum age of employment</li> <li>If children - as core family members - are working on the orchard, they are not engaged in work that is dangerous to their health and safety, jeopardizes their development or prevents them from finishing their compulsory school education</li> </ul>		<ul style="list-style-type: none"> <li>Current Register of Workers / Payroll Register</li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
9.2	Mandatory	No worker under the age of 18 is engaged in night work or tasks that are hazardous in nature at the site.	<ul style="list-style-type: none"> <li>Check and verify that minors are not engaged in work that is dangerous to their health and safety (according to the applicable IFA All Farm Base Module and local laws), jeopardises their development or prevents them from finishing their compulsory school education</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Employment NZ - Young Employees</a></li> </ul>
9.4	Mandatory	Supervisory staff have been informed of the legal requirements on working age when workers are under the age 18.	<ul style="list-style-type: none"> <li>Definition “<i>supervisory staff</i>” shall refer to any staff member in contact with workers or with supervising duties at the site (e.g. foreman, manager, crew supervisor, etc.). If the producer does not have such staff, the contractor shall have knowledge of the GRASP criteria on this topic</li> </ul>		

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>10 Compulsory School Age And School Access</b>					
10.1	Mandatory	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 <del>farms</del> <u>orchards</u>, 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>		<ul style="list-style-type: none"> <li><a href="#">Employment NZ - Young Employees</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>11 Time Recording Systems</b>					
11.1	Mandatory	A time recording system is in place and suitable for the type and the size of the business/entity.	<ul style="list-style-type: none"> <li>The system shall provide management and all workers with information on the number of hours worked</li> <li>For each worker, the system shall provide the exact in and out times for each day for the easy verification and confirmation by the workers</li> <li>Examples of suitable systems include a time record sheet, a check clock, electronic cards, phone app. etc.</li> </ul>		<ul style="list-style-type: none"> <li>A time record sheet</li> <li>A check clock</li> <li>Electronic cards</li> <li>Phone app.</li> <li>Online password protected program</li> </ul>
11.2	Mandatory	The system provides a record of the regular working hours (any overtime), the effective daily breaks, weekly breaks and holidays for each worker.	<ul style="list-style-type: none"> <li>The record shall include a description of the calculation of working hours (i.e., new forms of shift work, average number of hours worked, flex-time arrangements, compressed work weeks, on-call work, along with extended or even 24/7 availability shall be reflected in the time recording system)</li> <li>In countries where the legislation and/or collective bargaining agreements allow for flexible working hours, compensation of break hours, schedule changes due to weather, day accumulation or compensation, and other similar forms of wage calculation, the system shall provide a record of how these forms of calculation are applied</li> </ul>		<ul style="list-style-type: none"> <li>Payroll software system</li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
11.3	Mandatory	All workers are instructed on the time recording system and on checking the system.	<ul style="list-style-type: none"> <li>Definition: “<i>instructed</i>” 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 (e.g., induction)</li> <li>For very short-term workers, this information shall be provided in the first meeting of working instructions (e.g., induction)</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Induction &amp; Training Record Form</a></li> </ul>
11.4	Mandatory	Each worker has access to check their record of hours before or at the moment of wage payment that is easily understood by the workers.	<ul style="list-style-type: none"> <li>Definition: “<i>access</i>” shall require that every worker has the possibility to check their record of hours before payment and the possibility to file a complaint using that information</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Privacy Act 2020 Privacy Principles</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>12 Working Hours &amp; Breaks</b>					
12.1	Mandatory	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><i>NOTE: Good Practice the MSO/Contractor provides the employment NZ <a href="#">module-factsheets</a></i></p> <p><i>NOTE: Refer to the National Interpretation Guidelines in the Regulations tab</i></p>		<ul style="list-style-type: none"> <li>Time recording records</li> </ul>
12.2	Mandatory	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>If national legislation or bargaining agreements include averaging arrangements, this method can be used in calculations.</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> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>Time recording records</li> <li>Payroll Records</li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
			<ul style="list-style-type: none"> <li>- And/or risk assessment of the nature of work considered so that workload does not increase risk to safety and health</li> </ul>		
12.3	Mandatory	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)</li> <li>• The employer must have a system to calculate rest breaks.</li> <li>• There must be records (e.g., employment agreements, timesheets\, payslips)</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>		<ul style="list-style-type: none"> <li>• Time recording records</li> <li>• Payslips</li> </ul>
12.4	Mandatory	Supervisory staff are instructed about the safeguards in place to protect the workers' health and safety when working over the regular weekly working time and/or over the peak season weekly working time. workers.	<ul style="list-style-type: none"> <li>• Definition: "supervisory staff" shall refer to any staff member in contact with workers or with supervising duties at the site (e.g. orchard manager, orchard supervisor, etc.)</li> <li>• If there are no such staff, the grower shall have knowledge of the GRASP criteria on this topic and shall have safeguards in place</li> <li>• There shall be a record of the safeguards in place to protect the workers' health and safety</li> </ul>		

Ref	L e v e l	Principle	Criteria	Check Y/N/NA	Resources/Records
12.5	M a n d a t o r y	Workers are communicated to effectively use the rest breaks/days during peak season.	<ul style="list-style-type: none"><li>Definition: “<i>communicate</i>” shall require providing information during the weekly schedule or in the working instructions given during the day</li></ul>		<ul style="list-style-type: none"><li><a href="#">Induction &amp; Training Record Form</a></li></ul>



Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
<b>13 Disciplinary Procedures</b>					
13.1	Mandatory	Workers are informed about the terms of the written disciplinary procedure, and that any deduction from wages as a disciplinary measure is prohibited.	<ul style="list-style-type: none"> <li>The process shall be simple and available to all employed workers. The written disciplinary process shall include and explain these steps as a minimum: <ul style="list-style-type: none"> <li>Disciplinary hearing</li> <li>Decision</li> <li>Appeal or revision</li> <li>Final decision (corrective measures)</li> </ul> </li> <li>Compliance shall require: <ul style="list-style-type: none"> <li>The procedure is explained to workers</li> <li>The written procedure is available to workers</li> </ul> </li> <li>Information on the procedures shall be available in the predominant language(s) of the workforce and/or pictograms (especially for workers who cannot read) <ul style="list-style-type: none"> <li>Orchard sign boards</li> <li>Handouts given directly to workers (evidence of accessibility of handouts shall be presented)</li> </ul> </li> <li>Special attention shall be paid to workers with very short-term contracts</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Disciplinary Procedure</a></li> </ul>

Ref	Level	Principle	Criteria	Check Y/N/NA	Resources/Records
13.2	Mandatory	Records are kept of any disciplinary actions taken during the last 24 months.	<ul style="list-style-type: none"> <li>Records shall include information on the name of the worker, disciplinary situation and resolution, and start and end date of procedure</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Disciplinary Procedure</a></li> </ul>

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## GRASP GLOSSARY

### GRASP GLOSSARY - DEFINITIONS USED IN GRASP DOCUMENTS

For the application of the GRASP Add-on, the terms below are defined as follows. These definitions apply to all GRASP related documents.

Term	Definition
<b>contract substitution</b>	The practice of changing the terms of employment to which the worker originally agreed, either in writing or verbally. The most straightforward form of contract substitution occurs when the worker signs a contract in their country of origin and, on arrival in their country of destination, they are asked/required/coerced to sign a new contract.
<b>core family member</b>	Persons who are related in a direct line to the producer (this does not apply to employed managers) and live in the same household as the producer. May include parents, spouses, siblings, and children, but does not include aunts/uncles, cousins, or other relatives.
<b>debt bondage</b>	A practice in which a person is forced to work as a means of repaying a debt or any other obligation
<b>employment - permanent</b>	An open-ended contract concluded directly with the worker
<b>employment - subcontracted</b>	A contract concluded with an agency/labour supplier (not directly with the worker)
<b>employment - temporary</b>	A fixed-term contract concluded directly with the worker
<b>family farm</b>	A farm run as a family's core business by the core family members (see definition above)
<b>forced labour</b>	Forced or compulsory labour is all work or services which are exacted from any person under the threat of a penalty and for which the person has not offered themselves voluntarily.
<b>foreign worker</b>	Workers with valid work permit but without permanent legal residency in the country of work, expected to leave the country when permit expires.
<b>GLOBALG.A.P. GR</b>	GLOBALG.A.P. general regulations - rules that apply to the GLOBALG.A.P. Integrated Farm Assurance standard
<b>GLOBALG.A.P. Risk Assessment on Social Practice (GRASP)</b>	A voluntary assessment of the social practices implemented on the farm. The outcome of the assessment does not affect the GLOBALG.A.P. certification but provides additional information about workers to supply chain partners (on working conditions and workers' well-being) who have been granted access to the results via bookmarking.
<b>GRASP GR</b>	GRASP general rules - rules that only apply to GRASP-specific topics
<b>GRASP national interpretation guideline (GRASP NIG)</b>	A document that provides guidance on the implementation of the GRASP principles and criteria (P&Cs) at a national level, in accordance with local labour laws. It is developed by local stakeholders and goes through a transparent approval procedure. Once approved, the GRASP NIG becomes a normative GLOBALG.A.P. document. This implies that all certification bodies that work in the respective country must include this

Term	Definition
	NIG in their certification procedures. The GRASP NIG can never override the GRASP general rules or P&Cs.
<b>legal minimum age of employment</b>	Based on International Labour Organization (ILO) Convention 138, the minimum age is 15 years and 13 years for light work. In countries to which the exceptions in ILO Convention 138 apply, the minimum age for light work is 14 years and 12 years.
<b>living wage</b>	Remuneration received for a standard working week by a worker in a specific place that is sufficient to afford a decent standard of living for the worker and their family. Elements of a decent standard of living include food, water, housing, education, health care, transport, clothing, and other essential needs including provisions for unexpected events.
<b>Major Must</b>	One of the two levels of P&C with which the producer is required to comply to obtain a GRASP letter of conformance. Producers shall comply with <b>100% of all Major Must principles and criteria.</b>
<b>management</b>	A term used to describe the person or persons operationally responsible for production and the workers. The producer might employ the management - in that case the person or persons will also be treated as normal workers. The term management most often also refers to the producer.
<b>management GRASP liaison</b>	A person designated by farm management to provide guidance to all workers on the rights and procedures included in GRASP. That person is obliged to provide two-way communication: from the workers to management and from management to the workers.
<b>Minor Must</b>	One of the two levels of P&C with which the producer is required to comply to obtain a GRASP letter of conformance. Producers shall comply with a minimum of <b>70% of all Minor Musts in year 1</b> , and a minimum of <b>75% of all Minor Musts from year 2 onwards.</b>
<b>national worker</b>	Workers with permanent legal residency and work permit in the country of work.
<b>producer</b>	A person (individual) or business (company, individual producer, or producer group) that is legally responsible for the production processes and the products relevant to the scope of GRASP (certified to a GLOBALG.A.P. standard), who has the legal responsibility for the products sold by that person or business.
<b>registration</b>	In the GRASP checklist, registration refers to the list of all the workers present on the day of the assessment.
<b>subcontracted worker</b>	A worker who provides labor, equipment, and/or materials to perform the main farming activities of agricultural production on the premises of the farm or product handling unit without a direct contract with the producer. The “main farming activity” refers to those activities directly related to the production of the product (e.g., including the pruning of fruit trees, but excluding farm barn building).
<b>supervisory staff</b>	Any staff in contact with workers or with supervising duties on the production site. (e.g., foreman, manager, crew supervisor, etc.) If the producer does not use such staff, then the producer is considered supervisory staff for the purposes of GRASP P&Cs.

Term	Definition
<b>worker</b>	Any person that provides labour activities to a producer in exchange for payment. This includes permanent, casual, seasonal, apprentice, subcontracted, migrant, piece-rate workers and those receiving some form of “in-kind” payment.
<b>worker representation</b>	A system on the farm defined by the workers without producer influence. It provides the opportunity to the workers to raise their voice. The system on the farm may be: <ul style="list-style-type: none"> <li>- A person or group of persons</li> <li>- A representative of a collective labour organization legally active on the farm: a trade union representative, a delegate, work councils, or any other form operating legally</li> <li>- Any other form that provides opportunity to the workers to raise their voice (i.e., a documented, regularly repeated meeting organized and led by the workers to discuss issues)</li> </ul>
<b>young worker</b>	Any worker that satisfies the following requirements: younger than 18 (or younger than the age of majority if that is above 18 years) and older than the legal minimum age of employment or work

## GRASP GLOSSARY

### PRIVACY ACT 2020 REQUIREMENTS FOR ALL RECORDS - PRINCIPLES USED IN GRASP v2

Principles of Protection	Privacy Act 2020
<b>Principle 1</b>	<p>Purpose for collection of personal information: organisations must only collect personal information if it is for a lawful purpose connected with their functions or activities, and the information is necessary for that purpose. This principle is about data minimisation. When asking people for their personal information, think carefully about why you are collecting it. Don't collect people's identifiers such as name, phone number, etc unless it's necessary for your collection purpose. If the personal information you are asking for isn't necessary to achieve something closely linked to your organisation's activities, you shouldn't collect it.</p>
<b>Principle 2</b>	<p>Source of personal information - collect it from the individual: personal information should be collected directly from the person it is about. The best source of information about a person is usually the person themselves. Collecting information from the person concerned means they know what is going on and have some control over their information.</p> <p>It won't always be possible to collect information directly from the person concerned so organisations can collect it from other people in certain situations. For instance:</p> <ul style="list-style-type: none"> <li>if the person concerned authorises collection from someone else</li> <li>if the information is collected from a publicly available source</li> <li>if collecting information from the person directly is not really practicable or would undermine the purpose of collection.</li> </ul> <p>Sometimes, information can be collected from other sources for law enforcement and court proceedings.</p>
<b>Principle 3</b>	<p>Collection of information from subject - what to tell the individual: organisations should be open about why they are collecting personal information and what they will do with it. This principle is about helping people understand the reasons you are collecting their information.</p> <p>When an organisation collects personal information, it must take reasonable steps to make sure that the person knows:</p> <ul style="list-style-type: none"> <li>- why it's being collected</li> <li>- who will receive it</li> <li>- whether giving it is compulsory or voluntary</li> <li>- what will happen if the information isn't provided.</li> </ul> <p>Sometimes there may be good reasons for not letting a person know about the collection - for example, if it would undermine the purpose of the collection to protect law enforcement investigations, or it's just not possible to tell the person.</p>

Principles of Protection	Privacy Act 2020
<b>Principle 4</b>	<p>Manner of collection - personal information must be collected in a way that is lawful and seen as fair and reasonable in the circumstances.</p> <p>What is fair depends a lot on the circumstances like the individual concerned (age and capacity) and the natural sensitivity of the information. Note that threatening, coercive, or misleading behaviour when collecting information from an individual could well be considered unfair.</p> <p>If you break the law when collecting information, then you have collected information unlawfully.</p> <p>What is fair also depends on the circumstances, such as the purpose for collection, the degree to which the collection intrudes on privacy, and the time and place it was collected.</p> <p>You need to take particular care when collecting information from children and young people. It may not be fair to collect information from children in the same manner as you would from an adult. You may need to take special care with the information of young people to address any power imbalance, and to obtain their genuine consent for the collection (or the authorisation) of their family/whānau.</p>
<b>Principle 5</b>	<p>Storage and security of information: organisations must ensure there are safeguards in place that are reasonable in the circumstances to prevent loss, misuse or disclosure of personal information.</p> <p>If an organisation has a serious privacy breach it must notify the Office of the Privacy Commissioner as soon as possible (within 72 hours).</p>
<b>Principle 6</b>	<p>Access to personal information: people have a right to ask for access to their own personal information.</p> <p>Generally, an organisation must provide access to the personal information it holds about someone if the person in question asks to see it.</p> <p>People can only ask for information about themselves. The Privacy Act does not allow you to request information about another person, unless you are acting on that person's behalf and have written permission.</p> <p>The rules for how an organisation must respond to a request for personal information are set out in <a href="#">Part 4, Subpart 1 of the Privacy Act 2020</a>.</p>
<b>Principle 7</b>	<p>Correction of personal information: a person has a right to ask an organisation or business to correct information about them if they think it is wrong.</p> <p>If an organisation does not agree that the information needs correcting, an individual can ask that an agency attach a statement of correction to its records, and the agency should take reasonable steps to do so.</p> <p>The rules for how an organisation must respond to a corrections request are set out in <a href="#">Part 4, Subpart 2 of the Privacy Act 2020</a></p>



Principles of Protection	Privacy Act 2020
Principle 8	Accuracy of personal information: an organisation must check before using or disclosing personal information that it is accurate, up to date, complete, relevant and not misleading.
Principle 9	Retention of personal information: an organisation should not keep personal information for longer than it is required for the purpose it may lawfully be used.
Source	<a href="https://www.privacy.org.nz/privacy-act-2020/privacy-principles/">https://www.privacy.org.nz/privacy-act-2020/privacy-principles/</a>