

# NZGAP

## ENVIRONMENT MANAGEMENT SYSTEM (EMS) ADD-ON

### AUDIT CHECKLIST (v1.4 July 2019)

Business Details	
NZGAP Number:	
Business Name (Legal Entity):	
Business owner (s):	
Physical address (main site):	
Responsible manager:	
Certification Body Details	
Certification Body (tick):	AsureQuality <input type="checkbox"/> SGS <input type="checkbox"/>
Auditor Name:	
Audit date:	

*Audit Checklist for Horticulture  
Farm Environment Plans (FEPs)*

Assessment Summary (complete after the assessment)		Total Number of Questions:
Total number of non-compliances:		53
Total number of initial Major "C" non-compliances:		15
Total number of initial Major "M" non-compliances:		25
Total number of initial Recommendations "R" not met:		13
<b>Corrective actions to be completed before (date):</b>		
Signature of Auditor:		
Signature of Responsible Manager:		



**GAP/ Farm Environment Plan Adviser:**

Adviser (s) Details (complete if an external or certified adviser has helped with the development of this EMS)					Council Approved (required in some regions)		
Name:	Area of expertise*	Business Name:	Phone	Email	Y	N	NA

\*Examples of environmental advisers are: farm environment plan adviser, nutrient management adviser, agronomist, irrigation consultant

**Nutrient Budget:**

Nutrient Budget Information (complete only if nutrient budget is required and has been completed)	
Nutrient budget name and version (e.g. NCheck)	
Nutrient Loss for current year (kg/ha/yr)	
Nitrogen Loss for previous year (kg/ha/yr)	
Nutrient Loss Target (kg/ha/yr)	
Nutrient Baseline (kg/ha/yr)	
Nutrient Limit (kg/ha/yr)	

**Farm / Property Details**

Total Area Owned: \_\_\_\_\_

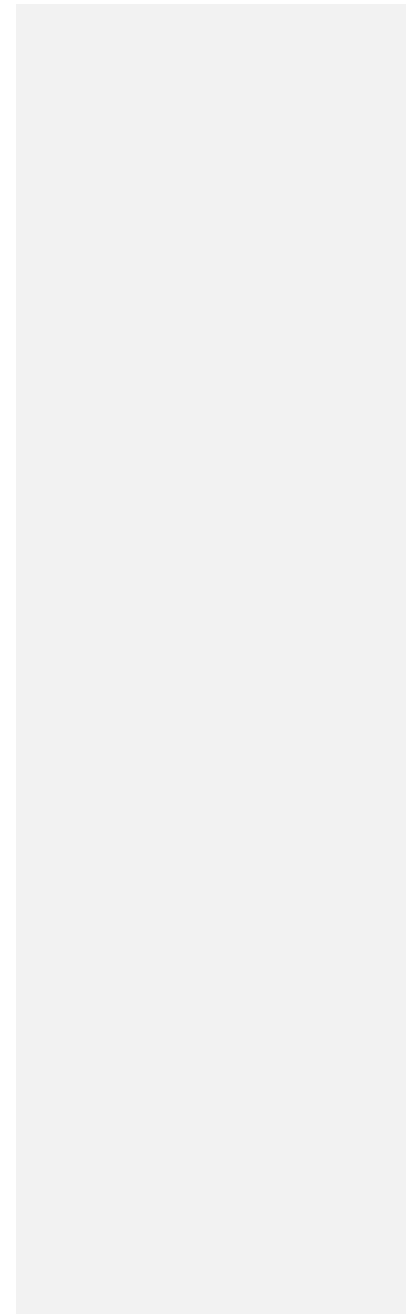
Total Area Leased: \_\_\_\_\_

**Legal Descriptions:** (attach list if more space needed)

Block Name	Owned (tick)	Leased (tick)	Title Legal Description	Area (ha)

**Resource Consents held:** (attach list if more space needed)

Consent type: (e.g. Water take/use, Land use, nutrient discharge)	Consent number:



CHECKLIST GUIDANCE							
<b>Question Categories</b>	<p>Questions to achieve and maintain certification are categorised into 3 levels:            'C' – is a critical non-compliance. All 'C's must be met within 7 days of the assessment            'M' – is a major non-compliance and applicable 'M's must be met within 28 of the assessment            'R' – is a recommendation only</p> <p>There is no limit to the number of non-conformances that can be accumulated during an assessment, however all non-conformances must be closed out before certification is achieved. The occurrence of non-conformances may also result in follow up action such as targeted audits.</p>						
<b>Compliance</b>	<p>Y = Complaint            N = Non-compliance issued with comments            N/A = Not applicable for this assessment. Grower must comment to explain why a question is not applicable</p> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> <td style="text-align: center;">NA</td> </tr> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; background-color: #cccccc;"></td> </tr> </table> <p><b>“NO N/A” DENOTES A REQUIREMENT WHERE ‘NOT APPLICABLE’ DOES NOT APPLY</b></p>	Y	N	NA			
Y	N	NA					
<b>Comments</b>	Auditor comments are required for all Critical and Major non-conformances and these shall be reflected in the assessment report.						
<b>Assessment Report</b>	A copy of the assessment report shall be provided to the grower after completion. A copy of the assessment report may also be provided to NZGAP. The grower shall make the previous assessment report available for the current assessment.						
<b>Implementation Guideline</b>	This checklist is accompanied by the Environment Management System Add-on Implementation Guideline which outlines what action/evidence is required to comply with each question, and where more relevant information can be found (e.g. industry guidance).						
<b>Farm Environment Plan (FEP) Template</b>	Evidence for this assessment is supported by a Farm Environment Plan template which identifies the environment risks of the activity, plus the Good Management Practices (GMPs) and Best Management Practices (BMPs) in place or planned to manage and reduce risks to the environment.						
<b>NZGAP Regional Guide</b>	A guide for NZGAP growers, NZGAP auditors, and regulators in each region. This guide demonstrates alignment of the New Zealand GAP (NZGAP) Environment Management System (EMS) add-on with Farm Environment Plan requirements of each regional and sub-regional plan.						

1. Organisation and Management							
Ref	Question	Y	N	NA	Comment	Evidence Provided	Level
1.1	Does top management demonstrate leadership and commitment to effectively implement this Environment Management System?						C
1.2	Have interested parties (e.g. community, local authority) been determined and have their relevant needs and expectations been identified?						R
1.3	Has an Environment Policy Statement been established and implemented?						R

2. Planning and Objectives							
Ref	Question	Y	N	NA	Comment	Evidence Provided	Level
2.1	Has the scope of this assessment (i.e. current land use and location) been determined?						C
2.2	Have the environmental aspects (e.g. soil management) to be covered by this EMS been determined?						C
2.3	Have short and long-term environmental objectives been established for the relevant environmental aspects?						M
2.4	Have targets been set/adopted to reduce environmental impact and enhance the surrounding environment?						M

### 3. Support for Implementation of the EMS

Ref	Question	Y	N	NA	Comment	Evidence Provided	Level
3.1	Has the Farm Environment Plan been prepared by an approved adviser where required by the local authority?						C
3.2	Is advice on nutrient, soil and irrigation management obtained from an adviser or agronomist, and can they illustrate their competence by providing evidence of appropriate training and/or qualifications? If advice is not obtained from an adviser, is the grower's experience complemented by evidence of technical knowledge?						C
3.3	If a nutrient budget has been prepared for the property, has it been completed by a certified nutrient management adviser where required?						C
3.4	Have environmental training needs of relevant staff been identified and has training been provided or planned where necessary?						M
3.5	Are appropriate elements of the EMS (e.g. environmental risks, mitigations and actions) communicated to relevant staff and/or contractors?						M

4. Resource Consents							
Ref	Question	Y	N	NA	Comment	Evidence Provided	Level
4.1	Does the grower hold current <b>water extraction and use</b> consents, or other local authority approvals (e.g. permitted activity), where required?						R
4.2	Does the business hold current <b>land use</b> consents, or other local authority approvals (e.g. permitted activity), where required?						R
4.3	Does the grower hold current <b>discharge</b> consents (air/land/water) or other local authority approvals (e.g. permitted activity), where required?						R

5. Property Plan (Map)							
Ref	Question	Y	N	NA	Comment	Evidence Provided	Level
5.1	Has an up to date property plan (e.g. map) been prepared which details important site features as required by the local authority (Template 5A)?						C

6. Soil Management							
Ref	Question	Y	N	NA	Comment	Evidence Provided	Level
<b>Soil quality, health, structure and fertility</b>							
6.1	Has a soil assessment been completed to determine soil quality, health, structure and fertility (Template 6A)?						C
6.2	Have techniques been used to maintain or improve soil quality, health, structure and fertility (Template 6B)?						M
<b>Erosion and Sediment control (cultivated, bare or erosion prone soil)</b>							
6.3	Has the risk of soil erosion and sediment loss been assessed for the property (Template 6C) and paddocks (Template 6D – cultivated or bare soil)?						C
6.4	Are appropriate measures implemented (or planned) and maintained to stop or control surface water entering the paddock (Template 6E)?						M
6.5	Are appropriate measures implemented (or planned) and maintained to reduce or minimise the risk of soil erosion (Template 6F)?						M
6.6	Are appropriate measures implemented (or planned) and maintained to reduce or minimise sediment loss (Template 6G)?						M
6.7	Are records kept for cultivations, sowing, planting, and other relevant field operations (e.g. wheel track ripping)?						M
6.8	Do any newly adopted mitigations/measures meet the minimum design and operation requirements outlined in relevant industry guidance and codes of practice (e.g. sediment retention ponds)?						M

**Comment [DF1]:** Moved to Template 6C



7. Nutrient Management							
Ref	Question	Y	N	NA	Comment	Evidence Provided	Level
7.1	Has the risk of nutrient loss been assessed for the property (Template 7A) and growing activity (Templates 7B)?						C
7.2	Are measures implemented (or planned) to improve nutrient uptake and minimise nutrient loss to the environment (Template 7C)?						M
7.3	Are fertilisers handled, stored and used to minimise the risk of spillage and contamination of the environment?						C
7.4	Is all fertiliser spreading equipment calibrated so that it can accurately deliver the recommended treatment?						M
7.5	Is there an appropriate system in place for recording the application of organic and inorganic nutrients and conditioners (including both soil and foliar applications)?						M
7.6	Is water used in nutrient solutions stored and discharged according to industry guidance local authority rules where required (Guideline for Greenhouse Nutrient Solution Discharge)?						M
7.7	Have measures been taken to recycle nutrients where feasible and appropriate (e.g. hydroponics)?						R

7. Nutrient Management							
Ref	Question	Y	N	NA	Comment	Evidence Provided	Level
<b>Nutrient Budget: (Note: Level for questions 7.10-7.13 is "Critical" if required by resource consent or local authority rules)</b>							
7.8	Has a current nutrient budget been prepared for the property, where required, using a tool approved by the local authority (e.g. OVERSEER, NCheck)?						R
7.9	Has an assessment of the nutrient budget been completed and has it been determined to be robust and accurate?						R
7.10	Has a Nutrient Loss Baseline been calculated for the property where required by the local authority?						R
7.11	Does the current nutrient budget show compliance with regulatory limits (e.g. local limit or resource consent limit)?						R

8. Irrigation and Water Management							
Ref	Question	Y	N	NA	Comment	Evidence Provided	Level
8.1	Has an environmental risk assessment been completed for all water uses (Template 8A)?						C
8.2	Are measures implemented or planned to ensure that water use is optimised and risks to the environment are minimised (Template 8B)?						M
8.3	Is the irrigation system assessed, maintained, calibrated and evaluated to ensure optimal performance?						M
8.4	Are appropriate records of irrigation applications kept?						M
8.5	Has major new irrigation infrastructure been designed and installed in accordance with industry standards and codes of practice? Have new irrigation systems been commissioned?						R
8.6	Is water used for floatation, washing and cleaning disposed of in accordance with industry guidance and local authority rules where required (e.g. Vegetable Washwater Discharge Code of Practice)?						M
8.7	If identified as feasible (considering impacts on food safety), have measures been taken to collect and/or recycle water?						R

9. Water Body Management							
Ref	Question	Y	N	NA	Comment	Evidence Provided	Level
9.1	Has an environmental assessment of waterways, drains and point sources (e.g. waste storage) been undertaken to determine if there are any risks of contamination from the property?						C
9.2	Are measures in place to protect waterways from contamination using appropriate containment, barriers, setbacks, buffers or riparian planting?						M
9.3	If livestock are part of cropping rotations, are they excluded from applicable waterways where required?						M
9.4	Are waterways and drains managed to protect and enhance biodiversity and mahinga kai values (traditional value of food resources) (Template 9A and 9B)?						M

### 10. Environmental Actions and Continuous Improvement

Ref	Question	Y	N	NA	Comment	Evidence Provided	Level
10.1	Has an adequate environmental action plan been developed which includes short-term and long-term actions (Template 10A plus 6C, 7C and 8B)?						C
10.2	Have processes been established to ensure that the actions identified in the environmental action plan are undertaken?						M
10.3	Have identified actions been completed to an acceptable standard in accordance with the timelines in the environmental action plan?						M
10.4	Are existing environmental mitigations managed and maintained to ensure their ongoing effectiveness?						M
10.5	Have any aspirational environmental actions or enhancements been implemented (i.e. Best Management Practice)?						R
10.6	Has the EMS been reviewed at planned intervals (at least annually), to support continuous improvement and ensure its continuing suitability, adequacy and effectiveness?						C

11. Assessment Summary					
Question Reference	Question Level (C, M, R)	Audit findings	Required Action	Due Date	Close Out Date