

NON-CAV CONTRACTORS

COMMUNICATING REQUIREMENTS EMAIL TEMPLATE

As you work with non-CAV contractors this season, check in with them to ensure they know what needs to be in place.

To help you communicate the requirements to anyone you are working with, we have drafted an e-mail that includes useful links that will support contractors in providing the necessary documentation.

Copy the text below into your e-mail - make any necessary adjustments for your orchard or situation (be sure to adjust the highlighted yellow sections to suit your situation) and send!

Dear [CONTRACTOR],

Thank you for working with us on the orchard this year. You may be aware, the kiwifruit industry has some requirements for non-CAV contractors. These requirements help ensure that our orchards and people are protected by ensuring biosecurity, food safety, and health and safety standards are upheld across the industry.

These requirements are in place for all non-CAV contractors whose work involves the movement of a risk item on or off kiwifruit orchards. Risk items include machinery, equipment and tools, personal effects, kiwifruit plant material, and/or compost. We'll be asked at our annual Zespri GAP audit to have records on file that show the non-CAV contractors we work with are meeting these requirements > this allows our industry to be certified to GLOBALG.A.P. standards, which is a minimum requirement for supplying fruit in many markets around the world.

Below is an overview of what is required, and some links to help you.

- Biosecurity plan
 - Non-CAV contractors will need to have a biosecurity plan in place.
 - Kiwifruit Vine Health (KVH) has templates for Non-CAV Biosecurity Plans available in both PDF and Word versions and can be accessed here:
<https://kvh.org.nz/protocols-movement-controls/contractors>
 - Why is this plan needed? It's part of the kiwifruit industry's Biosecurity pathway plan, which is how we meet our legislative commitments for biosecurity under NZ law. It also helps protect our kiwifruit industry from biosecurity pests and disease. Biosecurity is only effective when everyone plays their part!

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- Health and Safety plan
 - Non-CAV contractors need to have their own Health and Safety plan in place.
 - Helpful resources to develop a Health and Safety plan include:
 - Risk Assessment and Procedures:
<https://industry.zespri.com/gap-units/all-units/health-and-safety/risk-assessment-communications-and-procedures/>
 - WorkSafe's Keep Safe Toolkit:
<https://www.worksafe.govt.nz/topic-and-industry/agriculture/keep-safe-keep-farming-toolkit/>
 - NZKGI Health and Safety Guidance: for the H&S Wheel Template
<https://www.nzkgi.org.nz/what-we-do/health-safety>
 - Also, there are H&S consultants available to support you in developing a plan such as
<https://www.saferworkplace.co.nz/>
 - Why is a Health and Safety plan needed? Everyone should be able to return home from work healthy and safe. Under New Zealand law, anyone making decisions or in control of risks associated with an activity that holds potential to cause harm (both physically and mentally) may be personally liable. Completing a Health and Safety plan is one step that helps you to meet Workplace Health and Safety legislation.
- Orchard Services Agreement
 - Kiwifruit growers need to have Orchard Services Agreements in place with all contractors we work with. This document protects both of us, while ensuring that many of the GLOBALG.A.P. requirements for subcontractors are met.
 - A signed Orchard Services Agreement with a privacy clause needs to be in place before work commences on orchard. We should both keep a copy on file for our records.
 - This agreement will confirm you have a Biosecurity Plan and Health and Safety plan in place.
 - NZKGI provides a template for Orchard Services Agreements that we can use. The template can be found here: <https://www.nzkgi.org.nz/orchard-services-agreement/> or you can attach a copy of an Orchard Services Agreement you've prepared for them to sign.

If you have any questions or would like further information about the new requirements, please visit Zespri's industry website at industry.zespri.com or e-mail Zespri at compliance@zespri.com.

Thank-you for your co-operation and we look forward to working with you.

Kind regards,

[NAME]