

New Zealand GAP: Social Practice add-on CERTIFICATION PROCESS



Register for NZGAP Social Practice

- a. Complete registration form which you can access [online](#),
- b. Registration fee and audit fee to be paid.



Checklist and Guidelines

- a. Receive Social Practice Checklist, Guidelines and templates in the post.
- b. Access an online version of the Social Practice checklist for self-assessment on NZGAP website.
- c. Download Checklist, Guidelines and templates from NZGAP website.
www.nzgap.co.nz Programmes | Social Practice add on



Prepare for your audit

- a. Complete online self-assessment using the Social Practice checklist to prepare for your audit. Key sections of the checklist and guidelines are:
 - ✓ Self-Declaration and Policies,
 - ✓ Employment agreements,
 - ✓ Remuneration/Employee records
 - ✓ Training,
 - ✓ Employment of youth,
 - ✓ Accommodation,
 - ✓ Complaints procedure,
 - ✓ Labour hire contractors
- b. Review and implement any required changes using the checklist (online and hard copy), templates and guidelines.
- c. There are some additional Social Practice guidelines available on the NZGAP website.
www.nzgap.co.nz Growers | Guidelines



Audit Options: Stand-alone OR Add-on

- a. Add-on: at your next NZGAP audit OR
- b. Stand-alone: audit requested by your market or by your business within the next 12 months (or before your next NZGAP audit)*
*stand-alone audits will incur additional audit costs above the set audit fee to cover auditor travel and time



Social Practice Audit

- a. Your market will get in touch if the audit is required prior to your next NZGAP audit,
- b. For stand alone audits (as per market request or business request), liaise with your certification body to arrange a date for the audit,
- c. If included as part of the NZGAP audit, your certification body will get in touch to arrange a date.



Implement Continuous Improvement

- a. If there are any issues identified during the audit, do not panic. You are given 28 days to make corrective actions and close out any non-compliances.
- b. Continue to implement good social practice for your employees.



Audit Cycle

The social practice audit cycle will align with the NZGAP audit cycle.
Audits scheduled in Year 1, Year 2 and every 3 years after.