

# OrganicFarmNZ

## Guidelines for completing the Property Management Plan

All applicants must complete an annual Property Management Plan (PMP). The PMP is important because:

- ✓ It provides details of past, present and future developments on your property;
- ✓ It provides the Pod Peer Review team and/or the Auditor with a detailed insight into your property and your plans for the future;
- ✓ It provides the foundation for evaluating how your property complies with OrganicFarmNZ Standards.

### Please note:

- ✓ Ensure the documentation you are using is the latest version. To check – go to: [www.organicfarm.org.nz](http://www.organicfarm.org.nz)
  - ✓ Please write clearly – this is most important. If using a computer, please use a different font and bold print so your responses stand out from the questions.
  - ✓ Your Regional Body requires the original copy; keep a photocopy for your own files.
  - ✓ If only part of your property is to be certified (i.e. partial certification) this needs to be made clear – especially on the maps.

### MAPS

Use a black pen to draw your maps. Feel free to use colour to explain land use, especially if partial certification is being applied for. The maps take time to do, but are vital for the Auditor to understand your property without a site visit. Once your maps are done, they can be copied for future use. Ensure your boundaries are made clear. If you do not use the actual templates provided on Pages 3 and 4, use them as a guideline, and remove blank pages 3 and 4 before submitting your PMP. Two maps are required:

- ✓ **Land Use Map.** This is a close-up of your property and should show all land use activities on your property.
- ✓ **Physical Location Map.** This should show how to get to your property, and show the road name, any specific landmarks along with neighbouring land use.

### SOIL TESTS

A soil test (including organic matter) is required in the first year of certification together with any requested residue tests. A subsequent soil test (including organic matter) is required prior to the Producer moving to full certification.

### INPUTS SCHEDULE (Appendix 1)

A record of all items brought onto the property which are used on your land, crops or animals. Any restricted substance must first receive prior approval from your Regional Body Certification Manager (CM). Letters or affidavits or declarations from the provider of brought-in products should be kept on file, and checked by your Pod at the annual Pod Peer Review. If correct, they do not need to be attached to the PMP, but should be kept on file. If you are missing any records, this will generate a Corrective Action (CA). Any CA's will be followed up by the Pod Leader and/or the CM.

### Completing the Property Management Plan

- ✓ Every question in the PMP must be answered. If a question is 'Not Applicable' write "N/A" **and explain why.**
- ✓ For assistance with completing your PMP, contact your Pod Leader or your CM.

After completing your PMP, it should be sent to your Pod Leader to check (in some instances the CM will review them first). It is then circulated amongst your fellow Pod members well in advance of the Pod Peer Review. The Pod Leader is responsible for sending the PMP to the CM after the Pod Peer Review has been completed. For individual certifications (when you are not a member of a Pod) you should send your completed PMP directly to your regional CM. Where there is no Regional Body, a copy should be sent to the OrganicFarmNZ National Office.