

2. SPREADMARK APPLICATION PROCESSES

This section of the Groundspread Application Practices of the Spreadmark Code of Practice contains the following material:

- 2.1 The Procedure for Spreadmark Accreditation
- 2.2 Application Form for Spreadmark Accreditation of Groundspread Companies

2.1 PROCEDURE FOR SPREADMARK ACCREDITATION

SCOPE

This is the procedure for the accreditation of companies under the Spreadmark Scheme.

APPLICATION FOR ACCREDITATION FOR GROUNDSREAD COMPANIES

1. Enquiries regarding Spreadmark accreditation of groundspread companies may be directed to the Executive Director of the Fertiliser Quality Council who will forward an official Spreadmark Accreditation Application Form.
2. Applications for accreditation from fertiliser spreading companies to the Executive Director will be in writing on the official application form and must be accompanied by the application fee. The application fee is not refundable in the event that application does not proceed or is unsuccessful.
3. Upon receipt of the application form the Executive Director shall verify that the application is complete and that the appropriate fee is attached. The applicant company is then deemed to be a Spreadmark applicant company.
4. The Executive Director then forwards the application to the Spreadmark Auditor who will undertake a pre-accreditation audit against the Spreadmark System Standard. The Auditor will then make a confidential recommendation to the Executive Director on the applicant company's ability to meet the requirements of the Spreadmark Code.
5. If the Auditor finds that the requirements are met they shall recommend accreditation to the Executive Director and they shall recommend an accreditation period. The period of accreditation will normally be for a period of two years but shorter period may be recommended. This will occur if companies have systems that are not fully in conformance. The term would depend on the severity of the non-conformances. In this circumstance the Auditor may also recommend conditional accreditation. Companies may elect to have additional special audits at their own cost.

If the Auditor does not consider the requirements of the Spreadmark Code to be met then the applicant company will be advised in writing of improvements that need to be made.

6. If the applicant company has been recommended for Spreadmark accreditation, the Executive Director amends the register of Spreadmark Accredited Companies and issues the company with a signed Spreadmark Company Accreditation Certificate with the expiry date noted.

APPLICATION FOR SPREADMARK COMPANY REGISTRATION FOR A GROUNDSREAD COMPANY

This form is to be used by fertiliser groundspreading companies that seek Spreadmark registration for their company.

When complete, attach a cheque for \$200 + GST (\$225) to cover the application fee and send to:

The Executive Director
Federated Farmers
PO Box 414
ASHBURTON

Company Name:
Postal Address:
Physical address:
Contact Person:
Phone Number:
Fax Number:
Other Contacts:
Number of Spreaders in Company Fleet:

We recognise that the Spreadmark scheme requires companies to have in place:

- spreading machinery with testing performance data as prescribed by Spreadmark;
- drivers trained to an acceptable standard; and
- a simple but documented management system showing how the outcomes will be met.

We agree that upon being granted Spreadmark accreditation we:

- will abide by the Spreadmark Codes of Conduct;
- will abide by such Rules, Protocols and Policies as are made by the Fertiliser Quality Council;
- will pay the annual Spreadmark promotion and administration levy;
- allow reasonable access to the appointed Spreadmark Auditor; and
- pay the auditor such audit fees as are due.

We agree that if Spreadmark accreditation is withdrawn or lapses all mention of Spreadmark made in the companies publications or on the companies vehicles or any other use of the Spreadmark trademark will cease.

.....
(Signature)

.....
(Name)

.....
(Date)

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