



THE OLIVE PRESS

*PREMIUM NEW ZEALAND OLIVE OIL*

**2020 SEASON  
OLIVE PROCESSING  
&  
OIL PRODUCTION  
HANDBOOK**

Unite  
against  
COVID-19



**COVID-19 : SPECIAL EDITION**

## CONTENTS

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<b>COVID-19 : 'SAFE PRACTICE' &amp; ALERT LEVEL GUIDELINES</b> .....	3
<b>COVID-19 : NO CHANGE TO FOOD SAFETY STANDARDS</b> .....	4
<b>COVID-19 : 'SAFE PRACTICE' IN OPERATION - A CHECKLIST</b> .....	5
THE OLIVE PRESS - KEY INFORMATION .....	6
OPERATIONS & CERTIFICATION .....	7
PRE-HARVEST ASSESSMENT & PLANNING .....	8
OLIVE HARVEST .....	9
FRUIT BINS, STORAGE, TRANSPORT & FRUIT RECEIVING .....	10
OLIVE PROCESSING .....	11
OIL CONTAINERS, STORAGE, PACKAGING & DISTRIBUTION .....	12
CUSTOMER OBLIGATIONS .....	13
2020 HARVESTING & PROCESSING SUPPORT .....	14
2020 OLIVE FRUIT : OPTIONS FOR FRUIT SALE & DISPOSAL .....	15
2020 HARVESTING & PROCESSING RATES .....	16
2020 SCHEDULE OF FEES & CHARGES .....	17
THE OLIVE PRESS LIMITED : TERMS OF TRADE .....	18
2020 OLIVE HARVEST INFORMATION FORM .....	19
2020 SUPPLIER DECLARATION FORM .....	20
2020 OLIVE FRUIT RECEIPT FORM .....	21
THE OLIVE PRESS LIMITED : NP3 REGISTRATION .....	22
<b>ATTACHMENT - COVID-19 SAFE PRACTICE PROTOCOL</b>	

## COVID-19 : 'SAFE PRACTICE' & ALERT LEVEL GUIDELINES

### Moving from Alert Level 4

As TOP is already confirmed as an 'essential service registered for safe practice' under Alert Level 4, it is ready now to move seamlessly to operating under any future Alert Level – its Ministry of Primary Industries (MPI) registration number is 11442829544.

To comply with these requirements, TOP has implemented a *COVID-19 Safe Practice Protocol* to keep its staff safe and ensure it has appropriate procedures in place to prevent the spread of the coronavirus.

### Alert Level 3 – effective 11:59pm Monday 27 April 2020

Under Alert Level 3, all horticultural ventures can resume their activities so long as:

- i) They continue to observe at all times the same health & safety practices applicable to Level 4; and
- ii) Those businesses conducting such activities (including grove or home-based businesses) have a *COVID-19 Safety Plan* in place together with a *Contact Register* to facilitate contact tracing.

### Oil produced only for personal/family use

The good news is that with the lifting of the Level 4 'essential services' restriction, TOP will be permitted under Level 3 and below to resume processing fruit from customers who are producing oil only for their own/family's use i.e. the fruit is not being on-sold and the oil is not for resale.

Also, customers growing olives and producing oil only for personal/family consumption are not required to be NP1 or NP3 registered for food safety, but they will need to comply with TOP's various declarations covering fruit harvest, supply and receipt, applicable to all customers.

### Future changes to Alert Levels

Subject to continuing progress in eliminating the coronavirus, the Government has signalled a lowering to Alert Level 2 from 11 May 2020. While this suggests a possible easing in emergency restrictions, official advice to date indicates this is likely to relate only to "bubble" size and ability to travel, rather than hygiene and physical distancing requirements, which are key factors in limiting the spread of COVID-19.

In particular, the need to maintain a *Contact Register* is likely to remain throughout all Alert Levels, as it is critical to ensuring effective contact traceability in case of any future virus outbreak.

For those customers requiring further information about a *COVID-19 Safety Plan* or *Contact Register*, see –

- Olives New Zealand's *Fact Sheet for COVID-19 Level 3 Guidelines*.  
<https://www.olivesnz.org.nz/wp-content/uploads/2020/04/Fact-Sheet-COVID-19-Level-3-Guidelines-1.pdf>
- WorkSafe New Zealand's advice and resources (including a Word/PDF template) for a *COVID-19 Safety Plan*.  
<https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/covid-19-safety-plan-what-you-need-to-think-about/>
- WorkSafe New Zealand's advice as to what information should be recorded in a *Contact Register*.  
<https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/our-expectations-about-contact-tracing/>

*Customers, please note:*

- i) You must develop and implement a *COVID-19 Safety Plan* in readiness for the 2020 olive harvest.
- ii) You must ensure you are meticulous about maintaining a *Contact Register* that assures traceability.
- iii) TOP will be applying its *COVID-19 Safe Practice Protocol* for the duration of the 2020 olive harvest.

## COVID-19 : NO CHANGE TO FOOD SAFETY STANDARDS

### Food safety standards apply regardless of COVID-19

COVID-19 rules are a specific response to the coronavirus pandemic; they do not replace or remove the need for every olive business to comply with the food safety standards that have been in place since 2018.

### Compliance with food safety standards – a clarification

As the basis for ensuring consumer confidence, the Food Act 2014 sets out to “*achieve the safety and suitability of food for sale*” (including edible oils) and “*provide for risk-based measures that minimise and manage risks to public health, and protect and promote public health*”.

The NP1 and NP3 national programmes applicable under the Act to all olive businesses are comprehensive risk-based measures mandated for the purpose of “*achieving safe and suitable food by ...imposing controls on* (amongst other things) *traceability and recall requirements*”.

Traceability is one of the fundamental reasons why every grove owner growing olive fruit and/or producing oil for sale must be food safety registered, either directly with their local council under NP1 or through a grove manager or olive buyer i.e. by being specified under the location section of that entity’s registration.

Please note: An olive buyer who is not the grove’s manager should avoid including in their NP3 registration any olive grove they are unable to take responsibility for on matters concerning grove management (spraying, pruning, weed control, harvesting etc) and oil storage/packaging, where applicable.

*Customers growing olives and producing oil only for personal/family use and not for resale, do not need to be food-safety registered as the fruit/oil does not pose a public health risk. However, such customers must still comply with all other COVID-19 rules and TOP’s various declarations and processing requirements.*

### Options for unregistered growers wishing to sell fruit or oil

Grove owners wishing to sell their fruit/oil this coming season but unsure whether they are properly registered should, if under contract, first check with their grove manager and/or olive buyer.

Grove owners finding themselves unregistered should urgently contact their local council for advice on how to fast-track the process for NP1 registration. Most councils are understanding of such oversights and are usually supportive, particularly in the current coronavirus environment.

### Assurances required under TOP’s NP3 registration

As both grove manager and olive processor, TOP has verified NP3 multi-site registration directly with MPI authorising “*the management of leased olive groves and the processing of olive oil (including contract olive oil pressing), bottling and retail operations*”.

To comply with NP3 requirements for food processors, TOP needs to be assured that all food, ingredients and inputs are safe to use. This applies to all NP3-registered olive processors as part of the NP3 “*sourcing, receiving and tracing of food requirements*”.

Where TOP’s NP1/NP3-registered customers are buying fruit for processing from another grower, they should ensure that grower is appropriately registered. TOP can then be assured that the olives are safe to process.

Please note: This also applies to ingredients used as components for agrumato processing.

## COVID-19 : 'SAFE PRACTICE' IN OPERATION - A CHECKLIST

### 'Safe Practice Protocol' will overlay TOP's operation

Although the COVID-19 Alert Level 3 may change after 11 May, a range of safety requirements are expected to remain in place, particularly those relating to personal hygiene and physical distancing. TOP will therefore be applying its *COVID-19 Safe Practice Protocol* for the duration of the 2020 season.

### Implications of 'Safe Practice' for the 2020 season

TOP's adoption of 'Safe Practice' means it has committed its staff (and those they interact with) to:

1. Minimising non-essential travel/contact between olive groves and the processing plant.
2. Managing physical distancing & observing 'one-person-at-a-time' rule in using shared facilities.
3. Wearing appropriate PPE & complying with all enhanced personal hygiene requirements.
4. Reporting personal illness or suspected exposure to COVID-19 and self-isolating where appropriate.
5. Recording details of any personal contacts occurring during work operations.
6. Requesting declarations as appropriate e.g. health, private use, spray withholding periods.

This checklist sets out for customers and service providers how 'Safe Practice' will apply in principle to the various parts of its operation. The specifics of each operational activity are set out in the following pages.

#### *Harvesting & fruit reception:*

- Scheduling the press:
  - Customers must book the press prior to their fruit being harvested (no booking; no pressing)
  - Confirmed booking times must be met, otherwise the customer's batch will be queued
  - TOP's Harvest Co-ordinator will assist with any delays and re-scheduling
- Owners of TOP-harvested groves must ensure TOP staff have safe access to grove and facilities
- Receiving fruit:
  - Fruit must be received only in CHEP shuttle bins or other approved fruit bins
  - Harvest contractors must supply their own bins and maintain bin hygiene at all times
  - Self-harvested groves can either have their fruit collected by TOP's mobile CHEP bin service
  - Or deposit their fruit in TOP's CHEP bins placed at a designated point by the press
  - Delivered fruit must be accompanied by an **Olive Fruit Receipt Form** (attached)
- Where TOP staff are present, physical distancing must be maintained and personal contact avoided

#### *Processing & distribution:*

- Access to TOP's premises is prohibited under COVID-19 rules (unless by prior appointment)
- Oil containers must be arranged prior to harvest (no containers; no pressing)
- Clean & dry containers must be delivered to a designated point before pressing commences
- Bulk oil storage must be arranged at time of booking
- TOP is unable to accept further bottling orders until 1 August 2020

#### *Documentation & security:*

- Press bookings can be emailed to Katrina Bach at TOP from 28 April 2020 (forms attached)
- Bookings must be accompanied by:
  - The grower's NP1/NP3 registration, where applicable
  - **Olive Harvest Information & Supplier Declaration Forms** (attached)

## THE OLIVE PRESS - KEY INFORMATION

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### Location

14 Arbor Place (off Bidwills Cutting Road)  
Greytown 5794

### Press Operating Hours

- Subject to potential COVID-19 restrictions that may occur at any time, normal operating hours will be **8am to 6pm** on processing days during the harvest season (from mid-May to early August)
- Other hours *by prior arrangement only*.
- **No** casual processing - the press will **not** open unless it is booked.
- During COVID-19 restrictions, access to TOP's premises is prohibited without specific authorisation. We will also be closed from time to time during the season for essential cleaning and maintenance.

### Contact Details

*Press bookings, food safety & COVID-19 safe practice compliance*

Katrina Bach, Food Safety Co-ordinator - phone (027) 446 1868, email [katrina@theolivepress.co.nz](mailto:katrina@theolivepress.co.nz)

*Fruit receiving & oil production*

Dan Taylor, Processing Manager - phone (027) 420 5865, email [dan@theolivepress.co.nz](mailto:dan@theolivepress.co.nz)

*Harvest Co-ordination & delivery scheduling*

Georgie Jacobs, Harvest Co-ordinator - phone (021) 557 690, email [harvest@theolivepress.co.nz](mailto:harvest@theolivepress.co.nz)

*Operations support & oil dispatching*

Garry Lingard, Operations Manager - phone (021) 275 4262, email [garry@theolivepress.co.nz](mailto:garry@theolivepress.co.nz)

*Customer & service provider liaison, fruit purchasing*

Rod Lingard, Chairman - phone (027) 443 5996, email [rod@theolivepress.co.nz](mailto:rod@theolivepress.co.nz)

### Essential Steps

The four key tasks that customers should be planning to do as soon as possible are:

1. Get your grove(s) ready – page 8
2. Book the press – page 8
3. Send us **Olive Harvest Information & Supplier Declaration Forms** (attached).
4. If you are machine harvesting, contact the Harvest Co-ordinator to co-ordinate delivery of fruit with the press booking - do not leave this to chance.

## OPERATIONS & CERTIFICATION

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### 2020 Harvesting & Processing Teams

Welcome to TOP's nineteenth consecutive harvest. This year our teams will be involved in harvesting and processing fruit from a range of growers and other customers spanning the lower half of the North Island and Marlborough.

The two mechanical harvesters contracted to TOP this season have been supplied by *Olive Contractors Ltd* based in Wairarapa and the *Olive Trading Co.* of Auckland and come with their own harvester/transport operators. TOP is also assembling a hand harvesting team this year for those customers looking for a viable alternative to mechanical harvesting – see '2020 Harvesting & Processing Support' on page 14 for details.

TOP's Operations Manager *Garry Lingard* will be providing logistical support to both mechanical harvesters and the hand harvesting team.

This year, TOP's harvest will be co-ordinated by *Georgie Jacobs*, a new-generation Australian winemaker with global experience in both grape vintages and olive harvests. Georgie will be working closely with Dan and Richard to better synchronise grove harvesting with press bookings and processing scheduling.

TOP's olive processing & oil production team for this year will comprise:

- *Dan Taylor* - Processing Manager
- *Richard Hunt* – Senior Press Operator
- *Zach Newlove* - Assistant Press Operator / Harvester Operator (Simunovich Estate/OTC)
- *Phillip Hedderman* - Processing Intern / Harvester Operator (English vintage winemaker)
- *Josip Ravlić* – Processing Intern (Croatian agronomist/vintage winemaker)

As with past seasons, TOP's harvesting & processing teams will be ably supported by a host of experienced local and overseas horticultural workers and contractors, including a number staying over this year from the Wairarapa, Marlborough and Hawkes Bay vintages.

However, due to current COVID-19 travel restrictions and border controls, Pablo Voitzuk is unlikely to be able to join us for the olive harvest in New Zealand this season.

### Food Safety Programme - NP3 Registration

TOP is fully certified and compliant with all food safety requirements. The Certificate of Recognition verifying TOP's commitment to the Ministry for Primary Industries' Food Safety Programme NP3 is attached at the end of this Handbook.

### Maximum Residue Levels

Customers are reminded that any fruit presented for processing **must** comply with the *Ministry for Primary Industries Food Notice - Maximum Residue Levels for Agricultural Compounds*, dated 9 March 2020.

<https://www.mpi.govt.nz/dmsdocument/19550-maximum-residue-levels-for-agricultural-compounds>

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## PRE-HARVEST ASSESSMENT & PLANNING

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### Olive Fruit Assessment

Accurate fruit assessment is important so customers know when to book the press according to preferred flavour profiles and oil yield. While this task is the customer's responsibility, TOP can help those seeking assistance in assessing optimum ripeness and ideal harvest conditions and timing for their olive varieties.

Please contact Rod if you would like advice on how to best assess optimum ripeness for your fruit.

### Grove Readiness [ESSENTIAL STEP #1]

**Material Other than Olives (MOO)** - excessive leaf, twigs, stones, pine needles, plastic irrigators, various metal objects and other contaminants – all still seem to find their way into the system despite screens, blowers and washers deployed at various stages throughout the process.

To protect TOP's equipment and processing standards, and maintain the integrity of customer's fruit and oil quality, it is important these unwelcome nasties are kept out of the system by giving the grove a good once-over prior to harvesting.

Those using a mechanical harvester will also need to ensure the bottom metre of tree trunk is kept clear so the harvester can maximise its vibration technology.

### Booking the Press [ESSENTIAL STEP #2]

Although the season typically runs from mid-May to early August, we still operate on a demand-basis only – if there are no bookings, the plant will **not** open. At the peak of the season, there may be four mechanical harvesters working our region, which means the harvest will require careful planning and co-ordination.

To assist planning, customers must advise their **harvest estimate** (by volume with a plus-20% leeway) and their preferred **delivery date/time** by sending Katrina the **Olive Harvest Information Form** (included or website download) and preferably with the booking to secure a preferred harvest/processing slot. Don't risk compromising fruit and oil quality - **it is essential to accurately assess your fruit and book the press early!**

Customers must **book directly with Katrina** and ensure they include the Olive Harvest Information Form and **Supplier Declaration Form**. They should then **reconfirm their booking the day before delivery**. While TOP will always endeavour to accommodate any subsequent changes by customers, these cannot be guaranteed.

Frosted fruit will be given precedence ahead of other bookings but **only** if:

- i) The grower is a customer that already has a prior booking; **and**
- ii) The frosted fruit in question is not damaged (if so, it will be rejected).

***TOP reserves the right to change or vacate any booking where operational, food safety or workplace health & safety reasons dictate, in which case TOP will endeavour to provide as much notice as possible.***

### Supplier Declaration Forms [ESSENTIAL STEP #3]

**Supplier Declaration Forms** are required at the time the press is booked. **Important:** Please provide one form for each grove where product is sourced from various locations/groves. This is important so we can comply with our **COVID-19 Safe Practice Protocol** and our NP3 Food Safety registration.

***If the Supplier Declaration Form (see attached) is not completed in full, signed and provided prior to fruit delivery to the press, the booking will be vacated and the fruit not pressed until a new booking has been scheduled. TOP will not accept any responsibility for the fruit in these circumstances.***



## COVID-19 : SPECIAL EDITION



## OLIVE HARVEST

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### Harvesting [ESSENTIAL STEP #4]

**Mechanical Harvesting** - With a cropping rate of 60+ trees per hour, customers need to be organised when hiring a mechanical harvester – the grove should be cleared of any obstacles or food safety/workplace health & safety hazards and the trees selected for harvesting all by the time the harvester arrives.

For customers intending to use a TOP mechanical harvester, this must be indicated at the time the press booking is made. Please advise Katrina if both TOP harvesters are needed at the same time. Customers using Wairarapa Olive Harvesting should liaise with Andrew Priddle at the time their booking is made.

**Hand Harvesting** - For some customers, picking by hand is essential where mechanical harvesting is not an option e.g. when faced with 'sticky' olives; trees not pruned for mechanical harvesting or too closely spaced or on steep inclines unsafe for machinery; or sometimes just to glean trees after the harvester has passed. Other customers simply prefer, as part of their lifestyle or food production philosophy, to hand harvest.

Provided these customers can demonstrate, prior to harvest, their compliance with all of TOP's required processes involving Food Safety registration, our Supplier Declarations, and the **COVID-19 Safe Practice Protocol**, where appropriate, then TOP is fully committed to supporting their choice to hand harvest. In particular, such groves must be mowed and cleared of animal droppings **20 days** prior to harvest.

TOP provides two support options for hand harvested groves:

1. The customer to undertake their own hand harvesting according to their press booking and either deliver the fruit to the press or have it picked up from the grove by TOP; or
2. TOP to hand harvest the grove with a specialist team according to the customer's press booking, including transporting the fruit to the press for processing.

**Please note:** A customer's ability to hand harvest their grove may be affected by any COVID-19 Alert Level restrictions applying at the time, particularly in regard to assembling and managing a hand harvest team.

### Harvest Co-ordination

This season, TOP has a Harvest Co-ordinator to ensure customers' groves are harvested according to their confirmed press bookings, and to act as an interface with the Processing Manager in scheduling fruit pickup, deliveries and receipting formalities.

Once a press booking has been reconfirmed (no later than the day before harvesting), all subsequent enquiries from customers or service providers (contract harvesters) concerning harvesting, fruit deliveries/receipting and processing specifications, must be made only to Dan or the Harvest Co-ordinator.

### On-Grove Food Safety, Workplace Health & Safety and COVID-19 Safe Practice

- i) If fruit bins are being loaded to transport from a gravel platform (or soil), please ensure stones and soil are not caught on the pallet base as these can drop into the press hopper during unloading.
- ii) Food safety hygiene is essential in regard to handling of fruit.
- iii) Under the Health and Safety at Work Act 2015, olive groves are workplaces – so customers keep plenty of protective gear handy, including hats, boots, gloves and ear muffs/plugs – if you employ or contract people to work on any grove you are responsible for, then you are obliged to have an on-grove Health & Safety plan and comply with it at all times.
- iv) While any of the COVID-19 Alert Levels are in force, TOP's Safe Practice Protocol will apply to all on-grove activities, regardless of the method of harvesting or transportation.

## FRUIT BINS, STORAGE, TRANSPORT & FRUIT RECEIVING

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### Fruit Bins

Unless otherwise approved on an individual basis, TOP will only accept fruit from customers in the blue CHEP shuttle bins. The reasons for TOP adopting this standardised approach to bin management are:

- The bins are food-safety approved (robust, well-ventilated and free of DEHP plasticizers)
- They are readily available, cost-efficient and effective (collapsible, stackable and rotatable)
- CHEP is an 'essential support business registered for safe practice' under COVID-19, meaning:
  - It thoroughly cleans each bin no more than 24 hours prior to pickup from a depot; and
  - TOP is committed to steam-cleaning each bin after it has delivered fruit to the press

For customers using TOP's mechanical harvesters, sufficient bins will be supplied with the harvester/s (based on the *Olive Information Form* provided) and will be transported by TOP to the press.

Independent harvest contractors delivering fruit to TOP will need to supply their own approved bins and ensure that bin hygiene is observed at all times.

### Fruit Storage (prior to processing) & Fruit Pickup/Delivery

Ideally, fruit should be processed within 12 hours of harvest. However, provided it is dry, disease/frost free, and kept cool, it can be held safely (including undercover in the grove) for up to 24 hours before processing.

Depending on time of delivery, our aim is to process fruit the same day or at the very most, no later than the next processing day. However, this cannot always be guaranteed. Accordingly, customers should take into account the potential total fruit holdover time when making a booking.

It is the customer's responsibility to ensure fruit volume is no more than 20% above estimate; is covered in transit (especially on dusty gravel roads); and is picked up or delivered on the right day and time, otherwise the booking may be vacated and the fruit held over to another day and time at the customer's risk.

### Fruit Standards & Receiving

All our customers understand that clean, ripe fruit usually delivers the best quality oil and yield. Fruit that's unripe, shrivelled or affected by disease, frost or hail will not only produce a less than ideal result it could also compromise our pressing process. To avoid such a situation potentially affecting others, customers need to be aware - *TOP has the right to refuse damaged or diseased fruit.*

The press can handle some leaf and twig but excess amount can taint the oil and affect yield and quality. Mud, particularly from heavy clay soils, can also taint the resulting oil. These factors should be managed in-grove during harvest as part of food safety requirements. *A cleaning charge may be levied for pre-pressing fruit cleaning* - see Schedule of Charges.

All fruit received at or delivered to TOP for processing *must* be accompanied by a completed **Olive Fruit Receipt Form** (see attached) and properly receipted by Dan, TOP's Processing Manager.

Upon receipt, a Batch Card (in duplicate) will be raised, recording the following data:

- Customer name and grove/supplier location
- Olive varieties and total fruit weight (including bins)
- Condition and temperature of fruit upon arrival
- Number, type and state of oil containers upon arrival (are they clean & dry?)
- Any processing e.g. filtering, or oil storage requirements (including oil containers)

## OLIVE PROCESSING

### Fruit Supply Notification [Formal Advice to Customers]

Before fruit can be accepted for processing, you **must** comply with the following requirements:

1. **Notify** TOP that you have fruit for processing and state expected volume of fruit and harvesting date (see attached **Olive Harvest Information Form**).
2. **Provide** TOP a signed **Supplier Declaration Form** prior to harvesting declaring *that* the fruit supplied is free of contamination such as chemical residues, fungal spores, soil and stones, faeces of wild or domestic birds or animals, pathogenic organisms, bacteria, viruses or parasites; *that* the grove is free of harvesting obstacles and other food safety or workplace health & safety hazards if TOP is undertaking harvesting; *that* neither they nor any person connected with them has travelled overseas in the past 14 days or come into contact with someone who is a confirmed COVID-19 case or part of a COVID-19 cluster or has flu-like symptoms e.g. fever, cough, respiratory difficulties etc; and *that* they have a **COVID-19 Safety Plan** in place for harvesting that addresses hygiene, physical distancing, travel requirements and a **Contact Register** is maintained to facilitate contact tracing.
3. **Ensure** individual fruit bins are labelled, numbered, and completed with the following information:
  - ⇒ *Customer's name*
  - ⇒ *Customer/supplier grove (fruit source)*
  - ⇒ *Olive cultivar (fruit variety)*
  - ⇒ *Harvest date*

To assist customers, TOP will provide pre-printed labels. Please specify on the **Olive Harvest Information Form** the quantity of labels you estimate you will require (one per bin).

4. **Provide** TOP with a completed and signed **Olive Fruit Receipt Form** when the fruit is picked up (from the grove) or delivered to the press (by the customer or harvest contractor).

Our rationale for the above requests are:

- Site Operational Scheduling and ability to process on day of harvest;
- Compliance with our NP3 Food Safety Programme and Code of Practice;
- Control of food safety hazards from external sources;
- Product identification and traceability; and
- **COVID-19 Safe Practice compliance and contact traceability with potential COVID-19 cases.**

### Processing Standards & Options

TOP's goal is to extract the maximum amount of the available oil present in the customer's fruit. Needless to say, fruit ripeness, variety, quality and many other environmental factors have the capacity to influence the achievement of this goal.

We use approved talcs and enzymes (at no cost to customers) to improve oil yield where fruit condition is less than optimal e.g. high moisture content. While these have no effect on the oil and have been endorsed by the International Olive Council, TOP can provide customers with information regarding these products if they wish. Customers should advise us beforehand however if they prefer us not to use talcs or enzymes.

TOP's *agrumato* processing option is under review to see if it remains practicable to offer given COVID-19 Alert Levels and 'safe practice' restrictions on physical distancing between staff and avoiding contact. TOP will update this advice following the Government's decision on 11 May concerning a possible reduction to Alert Level 2. Please contact Rod if you wish to discuss this matter before 11 May.

## OIL CONTAINERS, STORAGE, PACKAGING & DISTRIBUTION

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### Oil Filtering & Bottling

TOP customers have the option of their oil being filtered as part of the production process. While this is a matter of personal preference, we consider filtering essential to enhancing shelf-life and to ensure the oil retains its organoleptic qualities.

Filtering also enables the oil to be bottled immediately after pressing. TOP calculates the added cost and oil loss between filtering and racking off are similar.

**Please note:** TOP's bottling line will be available for customers to bottle, package & distribute new season's oil (including 'First Pressings') from 1 August 2020.

### Oil Containers

TOP will accept only two types of container from customers to receive their oil – stainless steel and food-grade plastic jerry can or liner– *glass and other types of non-approved containers will be refused on food safety and workplace health & safety grounds.*

Receptacle cleanliness and hygiene are the customer's responsibility - please ensure each container has been spotlessly cleaned (with caustic soda, citric acid and water), properly dried, and has an efficient sealing device to retain the food-quality Argon that TOP adds to the oil after processing (to inhibit oxidation).

As TOP has a limited supply of small containers for sale, customers *must* ensure they have sufficient receptacles to receive the predicted amount of oil, to avoid embarrassment. *In the event of the customer having unsuitable, unclean or insufficient containers, TOP will substitute (and charge for) the appropriate size and number of 20-litre food-grade plastic jerry cans.*

For volume producers, we have our own 200-litre drums and 1000-litre pallecons available for a one-time hire fee plus storage if kept on site (these are not for sale and are to be returned) plus approved premium quality food-grade liners which are for sale- see Schedule of Charges.

Unless held by prior arrangement, customers are required to collect their oil from the press as soon as possible. Any oil not uplifted by 31 August 2020 will be transferred to bulk oil storage and charges will start accruing from that time.

### Bulk Oil Storage

Customers have the option of renting space to store their oil on site in 1000-litre pallecons or 200-litre drums, both with approved liners. TOP also has a high-speed oil pump and replacement liners for those customers wanting on-site oil storage and management – see Schedule of Charges.

Subject to TOP's prior inspection and approval (for compliance with its food and workplace safety plans), customers may use their own or independently-hired bulk oil containers.

**Please note:** The plastic fruit bins that TOP uses for harvesting, and the food-grade plastic containers and 200/1,000-litre liners that it has available for sale, have all been declared by their suppliers to be free of DEHP\* (Di (2-Ethylhexyl) Phthalate) which is a synthetic chemical compound used to make plastics flexible.

[Scientific research has shown that when DEHP comes into contact with olive fruit or oil (which is typically quite acidic), particles of the DEHP migrate to the olive product and contaminate it. This problem is potentially very serious as DEHP apparently has toxic effects on human reproduction and foetal development, which is why an increasing number of countries are banning food products from importation and/or sale where they contain DEHP in excess of 1.5ppm].

## CUSTOMER OBLIGATIONS

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### Customers required to have a COVID-19 Safety Plan in place

Customers will need to declare they have met the COVID-19 Safe Practice requirements including keeping an accurate and up-to-date Contact Register to facilitate contact tracing where necessary.

While the COVID-19 Alert Levels may change during this year's olive harvest, customers must ensure they continue to meet the applicable safe practice requirements for the duration of the season.

### TOP premises - On-site Food Safety, Health & Safety and COVID-19 Safe Practice

Customers are asked to observe all notices and respect all requests from staff, including instructions issued by them under the Food Act 2014 and the Health & Safety at Work Act 2015.

*Unless specifically authorised by the Processing Manager, customers must not access the processing area. Anyone entering the premises must sign in and wear ear plugs, hi-viz vest and safety glasses. Visitors are responsible for their own safety and floor markings/safety cones must be observed.*

Main workplace hazards include moving conveyor belts, moving forklift, noise, slippery floor and oil fumes when close to malaxing bins – *we repeat: eye/ear protection is essential and is available for visitors' use along with hi-viz vests.* Customers are asked to exercise judgment in conversing with staff during processing as distractions can compromise quality and may lead to accidents.

While any of the COVID-19 Alert Levels are in force, TOP's Safe Practice Protocol will apply to all on-site activities, with particular reference to personal hygiene, physical distancing and wearing of PPE.

*Where a customer is authorised to enter the premises for processing purposes (e.g. agrumato pressing) they do so at their own risk and must comply at all times with TOP's Food Safety and Health & Safety requirements and standards, and its COVID-19 Safe Practice Protocol, where applicable.*

### Oil Collection & Processing Records

Customers are responsible for checking the recorded weight of oil prior to collection, unless arrangements have been made for delivery.

TOP records all the relevant processing data – date received, date of processing, batch number, fruit variety & weight received, oil yield (by weight & volume) and any other relevant factors. This is recorded on a TOP label affixed to the customer's container and invoice.

While post-processing testing is the customer's responsibility, TOP can assist with extracting, preparing and delivering 3-bottle sample kits (100ml and 250ml sizes) if requested at time of booking or fruit delivery

## 2020 HARVESTING & PROCESSING SUPPORT

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### Mechanical Harvesting

To provide a more cost-effective harvesting service to customers while ensuring coverage of its own groves, TOP has secured for the whole season two highly-experienced harvest contractors:

- ***Olive Contractors Ltd***
  - Owned & operated by Wayne & Maureen Startup (The Founders and ex-The Village Press)
  - Caterpillar 289D + SICMA olive harvester & forklift attachments
  - based at The Olive Press, Greytown, Wairarapa
  - Email [wayne@olivecontractors.co.nz](mailto:wayne@olivecontractors.co.nz)
- ***Olive Trading Company***
  - Operated by Johnno Smith (also Simunovich Olive Estate)
  - Bernadelli tractor + Tornado olive harvester attachment
  - based in Auckland
  - Email [otc@xtra.co.nz](mailto:otc@xtra.co.nz)

These two contractors come with their own harvester/transport operators, plus we also have two of TOP harvest operators backing up in support.

All four operators are highly-experienced in utilising specialist horticultural/agricultural machinery, and two have Class 5 (truck & trailer) driving licences.

### Hand Harvesting

For customers seeking a hand harvesting alternative this year, TOP has assembled a specialist team of 8-10 hand harvesters utilising modern equipment (flappers & branch shakers) with traditional long ground nets.

#### Please note:

- i) The above services provided for mechanical and hand harvesting do not include the hire of CHEP bins or any other applicable service or fee or GST. These are set out under processing rates and fees section of the Handbook.
- ii) The use of TOP's mechanical harvesters and hand harvesting teams is subject to the customer's compliance at all times with all applicable Food Safety and Workplace Health & Safety policies, including specific requirements relating to COVID-19 Alert Levels.

### Processing Support

As in past years, TOP is again collaborating with two long-established and highly-regarded olive processors:

- ***Pressing Engagements*** - 40 Naples Street, Martinborough, Wairarapa 5794
  - Operates 2x OlioMio 2-phase decanters at 120/200kgs p/hr each, perfect for smaller batches
  - Contact Roger Smith on 06 306 6346 or email [roger-smith@xtra.co.nz](mailto:roger-smith@xtra.co.nz)
- ***Simunovich Olive Estate*** - 49 Main Road, Bombay, Auckland 2675
  - Operates a 1,000 kg p/hr Pieralisi 3-phase decanter and full bottling service
  - Offers toll processing in top half of North Island, provides emergency back-up to TOP
  - Email [johnno@simuolive.co.nz](mailto:johnno@simuolive.co.nz)

## 2020 OLIVE MARKET : OPTIONS FOR SELLING SURPLUS FRUIT

### Selling Olive Fruit on the Open Market

Customers looking to dispose of fruit grown on or sourced from an NP1 or NP3 food safety-registered grove, may wish to consider selling fruit to one or other of the following purchasers:

***The Olive Market*** - sales and distribution business wholly-owned by TOP

- Preference for groves with a minimum of 300 trees and pruned for mechanical harvesting
- Prepared to pay **\$1.00 per kg gross** at the press door for top quality olive fruit (by variety)
- Offer subject to the following terms:
  1. Prior inspection by TOP of grove/s, which must be food safety-registered
  2. Harvesting (\$6.50 p/tree) and transport (\$2.50 p/km) supplied by TOP
  3. TOP to determine harvest date/s, harvesting methods, and transport options
  4. Fruit being processed by TOP or TOP-approved processor
  5. EVOO being tested and certified by approved laboratory (NSW DPI or Modern Olives)
  6. Acceptance of payment schedule (net of harvest & transport costs) of:
    - First 50% tranche payable on 20<sup>th</sup> September 2020
    - Second 50% tranche payable on 20<sup>th</sup> December 2020
    - All payments subject to the resulting oils being certified as Extra Virgin Olive Oil
- Opportunities for multi-year supply contracts by private negotiation
- Contact Rod Lingard on 027 443 5996 or [rod@theolivepress.co.nz](mailto:rod@theolivepress.co.nz)

***The Founders Quality New Zealand Oils*** – Wayne & Maureen Startup (ex-The Village Press)

- Premium niche export-focused brand seeking professional olive grower suppliers to fulfil continued market success
- Ability to offer full turn-key option with own mechanical harvester and transport including bins
- Fruit purchased “on the tree”
- Open to growers wishing to secure ongoing supply to a proven olive oil marketer
- Contract olive fruit harvesting services also available
- All terms and conditions by private negotiation
- Contact Wayne on (021) 633 101, [wayne@founders.nz](mailto:wayne@founders.nz) or Maureen on (021) 376 398, [maureen@founders.nz](mailto:maureen@founders.nz)

### Other Options for Surplus Olive Fruit

In addition to the above, food safety-registered customers have other alternatives this year for their surplus olives where they find they have fruit in excess of their market requirements or don't intend to sell oil at all:

- i) **Commercial groves** (*proportionate pressing/purchasing for customers that don't need whole crop*)
  - TOP to acquire customer's whole crop by harvesting & processing fruit at its cost
  - Parties to confirm oil allocation share based on proportionate value of pressing/fruit purchase
- ii) **Small/medium groves** (*for growers wanting oil sufficient only for personal/family use*)
  - TOP to acquire customer's whole crop by harvesting & processing fruit at its cost
  - Customer to acquire, at no cost in return, 10% of oil (to a maximum of 60 litres) packaged either in 20-litre food-grade plastic containers or 500ml Marasca bottles

All fruit sale and purchase agreements subject, where applicable, to TOP's Harvesting & Processing Rates & Fees, TOP's Terms of Trade, and any oils produced being certified as Extra Virgin Olive Oil.



## 2020 HARVESTING & PROCESSING RATES

### 2020 Pricing Policy & COVID-19 Levy of 5%

Given the impact on business and the wider community from COVID-19, and as a commitment to help support the economic rebuild once the coronavirus pandemic is defeated, TOP will hold its existing rates, fees and charges to 2019 levels.

In the meantime, and to cover a portion of the additional costs involved in operating under COVID-19 Alert Level rules including the development and implementation of a *Safe Practice Protocol*, TOP will instead be charging customers a **COVID-19 Levy of 5%** on all services/sale transactions during the period the emergency restrictions remain in place or until 31 August 2020, whichever is the earlier date i.e. TOP will then revert to 2019 prices.

TOP reserves the right to review this undertaking in the event a further coronavirus outbreak results in the re-imposition of higher Alert Levels.

### Harvesting Rates

**Mechanical harvesting** (based on 2019 prices and includes forklift service):

- 299 trees or less > > \$8.00 per tree
- 300 trees or more > > \$6.50 per tree
- Transport (harvester and/or bins) > \$2.50 per km round trip from/to Greytown
  - Flat rate mileage (no gate fee)
  - Costs shared with split loads

**Hand harvesting** (includes use of all equipment and hand crates):

- 299 trees or less > > \$8.00 per tree
- 300 trees or more > > \$6.50 per tree
- CHEP bin trailer service > > \$50.00 pickup + \$1.50 per km round trip Greytown
  - Up to 6 bins (can separate varieties)
  - Max. trailer payload 2.75 tonnes

### Processing Rates

Net Fruit Weight	Price Per Kg
Up to 999kgs	\$1.15
1 – 4.99 tonnes	\$1.00
5 – 9.99 tonnes	85¢*
10 – 24.99 tonnes	75¢ *
25 – 49.99 tonnes	65¢ *
50 tonnes or more	55¢ *

\* Rates negotiable for high-volume customers entering 3-year contracts with specified conditions.

**Note 1:** Customers will be charged a rate according to their estimated seasonal throughput rather than individual batch weights, subject to minimum batch weights of 400 kgs. (A batch is defined as the total amount of fruit available for continuous processing in a single day, including any fruit held over from the previous day's delivery).

**Note 2:** Where seasonal throughput is less than estimated, customers will be charged at season end for any rate difference that may occur e.g. an estimated harvest of 12 tonnes originally priced at 75¢ per kg would all be charged retrospectively at 85¢ per kg if the actual seasonal throughput turned out to be only 8 tonnes.

**Note 3:** Batches will be charged, and customers invoiced in indivisible units, as per their status as growers or producers, not on the basis of any external branding or marketing or administrative arrangements.



## COVID-19 : SPECIAL EDITION



## 2020 SCHEDULE OF FEES & CHARGES

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### Service Fees

- *Pre-wash Fruit Sorting* – removal of non-olive material (MOO) – \$150 per tonne
- *Administration Charge* – \$50.00 per batch
- *Oil Filtering* – 10 cents per kg of oil flow from centrifugal decanter/separator

### Other Charges

- *CHEP SB1 Shuttle Bins* – \$15.00 each per day (\$499 each if damaged/not returned)
- *Container hire*
  - 1000-litre pod - \$100 first 3 months, then \$25 per month
  - 200-litre drum - \$10.00, to be returned within 3 months
- *Container purchase* – New range of Sansone *Europa* stainless steel welded containers
- *Oil Bladder purchase* – 200-litre - \$50.00; 1000-litre - \$80.00
- *Bird scarers* – gas guns available for hire, \$10.00 per day
- *Agrumato pressing* – \$300 processing and wash down charge per day
- *Storage* – Bulk oil and other items - 86¢ per cubic metre or part thereof per day
- *Racking-off* – \$75.00 per hour + replacement bladders, where required (see above)
 

[As an alternative to the Mori-TEM inline filter, TOP will rack off all unfiltered bulk oils remaining stored on its premises after 31 August 2020, and will invoice the customer accordingly, unless instructed otherwise]
- *Bottling*
  - Set up/clean down - \$150.00
  - Bottling - \$1.00 per bottle
  - Capping - 30¢ per cap (manual or machine-capped)
  - Heat-shrinking -30¢ per sleeve (over cap or cork)
  - Supply bottles, caps, sleeves – POA or supply own (subject to approval)
  - Labelling, packaging & distribution - POA
  - 3x bottle sample kit for testing, awards etc (including bottles & labels):
    - > \$50.00 for 250ml kit
    - > \$35.00 for 100ml kit
- *Call-out Charge* – minimum \$200.00 per call-out outside normal operating hours
- *Contracting Services* – \$75.00 per hour

### Payment Terms

Invoices and/or a detailed processing data sheet will be generated at the time of processing or supply of other services or soon after. ***TOP requires payment by cash, EFTPOS, direct credit or cheque prior to collection of oil, unless alternative arrangements have been made.***

Oil processing accounts remaining unpaid after 7 days will incur an interest charge of 1.75% per calendar month until paid; after 90 days have elapsed from the invoice issue date, the customer's oil may be sold to recover unpaid accounts plus interest and costs.

Invoices for other services are payable within 7 days of invoice dispatch, with interest as above and any costs to recover unpaid accounts charged for thereafter.



## COVID-19 : SPECIAL EDITION

## THE OLIVE PRESS LIMITED : TERMS OF TRADE

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1. TOP will usually be open daily for business from 8.00am to 6.00pm during the processing season, with variable hours available according to processing demand.
2. Customers will book the arranged date and time for delivering olive fruit to be processed by TOP. Some flexibility may be required with processing times and dates.
3. TOP reserves the right to change any booked processing dates and times or hold over until the next processing day any olives delivered for processing but will give Customers as much notice as possible of any change.
4. If Customers cannot meet the arranged fruit delivery dates and/or times or if fruit volumes differ by more than 20% of the initial booking, they must contact TOP prior to delivery. TOP will do its best to accommodate any changes.
5. Customers will deliver fruit to TOP in suitable bins clearly marked with the customer's name and olive fruit varieties. TOP reserves the right to reject any olives delivered for processing if the olives are unsuitable for processing due to spoilage, disease or contamination.
6. Customers will bring sufficient suitable containers (no glass) for oil collection at the time olives are delivered for processing. These must be clearly marked with customer's name and assigned oil varieties, where required.
7. Customers will be invoiced according to the weight and corresponding cost of each batch processed, as per TOP's Processing Rates and Schedule of Charges.
8. Unless alternative arrangements are made to prior to processing, Customers agree to pay TOP, by cash, EFTPOS, cheque or direct credit, all costs involved with processing olives and storing oil, prior to or upon collection of their oil or within 7 days, whichever is sooner.
9. TOP will comply with the highest standards applicable to the olive processing services. Please note however:
  - (a) Except as expressly otherwise provided above, all representations or warranties (statutory, express or implied) except any which may not lawfully be excluded, are expressly excluded.
  - (b) The Customer agrees for the purposes of the above that the olive processing services are provided to it for the purposes of business and accordingly the provisions of the Consumer Guarantees Act 1993 do not apply to the provision of such services.
  - (c) Under no circumstances will TOP or any of its officers, employees, contractors or agents be liable to the Customer in contract, in tort (including but not limited to negligence), in equity for breach of statutory duty or otherwise for loss (whether direct or indirect) of fruit, oil, profits, revenue, business, data or anticipated savings or for any indirect or consequential loss whatsoever.
  - (d) By supplying olives to TOP for processing, the Customer agrees to and accepts these Terms of Trade.
10. For the avoidance of doubt, any insurance relating to the Customer's property including (but not limited to) olive fruit, olive oil, processing products and containers, will be the Customer's sole responsibility. TOP does not insure customers' oil, containers, or other property.

## 2020 OLIVE HARVEST INFORMATION FORM

i) Multi-grower or multi-site customers – you must provide one form per grove address.

ii) All customers – you must have a COVID-19 Safety Plan in place prior to harvesting.

Customer Number: ..... (where existing customer)

Trade Name: .....

Contact Person: .....

Grove Address: .....

Email Address: .....

Phones: .....  
(Mobile) (Home)

Food Safety Licensor: ..... (local authority)

Site Registration Number: ..... (for NP1/NP3 suppliers)

### Harvest Volume Forecast Information:

1. Varietal ..... no. of trees ..... est. total weight (kgs) .....
2. Varietal ..... no. of trees ..... est. total weight (kgs) .....
3. Varietal ..... no. of trees ..... est. total weight (kgs) .....
4. Varietal ..... no. of trees ..... est. total weight (kgs) .....
5. Varietal ..... no. of trees ..... est. total weight (kgs) .....
6. Varietal ..... no. of trees ..... est. total weight (kgs) .....

Anticipated harvest start date: .....(subject to confirmed booking)

Intended harvester – please tick one:

- ☐ TOP mechanical harvester
- ☐ WOH mechanical harvester (independent)
- ☐ TOP hand harvest team
- ☐ Self-harvesting

Pre-printed bin labels – please specify quantity required for each variety .....

Please complete this form and email ASAP to: Katrina Bach - [katrina@theolivepress.co.nz](mailto:katrina@theolivepress.co.nz)



## COVID-19 : SPECIAL EDITION

## 2020 SUPPLIER DECLARATION FORM

1. Supplier: ..... Food Safety registration: .....  
 (Customer trading name) (Customer or grove NP1/NP3 number)

Source: .....  
 (Grove name and location)

2. Contamination: I/we declare that the fruit supplied is free of contamination such as chemical residues, fungal spores, soils & stones, faeces of wild or domestic birds or animals, pathogenic organisms, bacteria, viruses or parasites.

Spray History: Have any of the following spray groups been applied to any area of the above-mentioned grove at any time during the **20 days** prior to harvest?

	[Trade name of product]	[Stated withholding period]	[Circle one]	
Fungicides	.....	.....	YES	NO
Pesticides	.....	.....	YES	NO
Copper	.....	.....	YES	NO
Stroby	.....	.....	YES	NO
Foliar Fertilizer	.....	.....	YES	NO
Other	.....	.....	YES	NO

I/we declare that a spray diary is kept of the above grove, which is available upon request for inspection, and that we comply with the Maximum Residue Levels for Agriculture Compounds.

3. Grove Safety for TOP-harvested Groves: I/we confirm that the grove is free of obstacles to harvesting or other Food Safety or Workplace Health & Safety hazards.
4. Oil Quality Check: I/we accept responsibility for checking the condition of the processed oil upon collection from TOP and understand that no responsibility will be taken by TOP for product damaged or contaminated once it leaves the processing plant.
5. Terms of Trade: I/we confirm that we have read and accepted TOP's Terms of Trade, as per the company's website.

6. COVID-19 Requirements: Under its COVID-19 Safe Practice Protocol, TOP is committed to protecting its staff and public from the potential spread of COVID-19. Therefore, and while the COVID-19 Alert Levels are in place, TOP staff cannot have contact with (including on any grove) or admit to its premises, any person suspected of suffering from COVID-19 or of being part of a COVID-19 cluster.

I/we declare that we have not travelled overseas in the past 14 days or knowingly come into contact with someone who is a confirmed COVID-19 case or part of a COVID-19 cluster or has flu-like symptoms e.g. fever, cough, respiratory difficulties etc.

I/we declare that we have an appropriate COVID-19 Safety Plan in place for the 2020 harvest, including a Contact Register to facilitate contact tracing where necessary in the event of a COVID-19 outbreak.

I/we the undersigned declare, to the best of our knowledge and ability, that the above statements are a true and correct record/history of the facts as I/we understand them to be.

Signed..... Dated.....2020

Please complete this form and email ASAP to: Katrina Bach - [katrina@theolivepress.co.nz](mailto:katrina@theolivepress.co.nz)



### COVID-19 : SPECIAL EDITION

## 2020 OLIVE FRUIT RECEIPT FORM

<< *Must be provided with each & every batch of fruit delivered to the press* >>

Olive variety: ..... Total number of bins: .....  
(For grove blends, identify varieties over 10% of total)

Customer name: .....

Contact phone number/s: .....

Grove/business name: .....

Grove location/address: .....

Name of grower/supplier: .....

### Declarations:

- i) 2020 Olive Harvest Information Form provided > > > ☐Yes ☐No  
 ii) 2020 Supplier Declaration Form provided > > > ☐Yes ☐No  
 iii) Reconfirm no sprays have been applied in the 20 days prior to harvest > ☐Yes ☐No  
 iv) Confirm that **COVID-19 Safe Practice** requirements have been met > ☐Yes ☐No

### Processing Requirements:

Filtering? ☐Yes ☐No (If no, non-filtered oil stored with TOP after 31 August will be racked off)

Organic? ☐Yes ☐No (if yes, batch will be given priority for processing on day of press booking)

Use of IOC-approved talc? ☐Yes ☐No Use of IOC-approved enzyme? ☐Yes ☐No

Oil containers (State whether containers are TOP-supplied or customer's and description) .....

Additional instructions (Agrumato etc) .....

### Customer Declaration:

I/we confirm that the above information is true and correct

Signed ..... Dated .....

1. A signed form must be received by TOP prior to or at the time fruit is delivered to press.
2. Completed forms can be presented to TOP by:
  - Scanning/emailing to the Harvest Co-ordinator at [harvest@theolivepress.co.nz](mailto:harvest@theolivepress.co.nz)
  - Texting image to the Harvest Co-ordinator's mobile – 021 557 680
  - Handing in a signed form with the fruit when delivering to the press
3. Please don't hesitate to phone Dan on 027 420-5865 if any issues or concerns.

TO BE COMPLETED BY  THE OLIVE PRESS LTD	Date/time fruit received .....
	Fruit temperature upon arrival .....
	Fruit condition upon arrival .....
	Batch number allocated <input type="checkbox"/> Batch card completed <input type="checkbox"/>



## COVID-19 : SPECIAL EDITION

## THE OLIVE PRESS LIMITED : NP3 REGISTRATION

Assured Audits	
<p>Assured Audits New Zealand Ltd www.assuredaudits.co.nz PO Box 41 015, St Lukes Auckland 1346, New Zealand</p> <p>Phone: +64 9 846 8492 Mobile: 0274 726 657 Fax: +64 9 846 3492 Email: shane@assuredaudits.co.nz</p>	<p>Assured Audits New Zealand Ltd www.assuredaudits.co.nz PO Box 1058 Nelson 7040, New Zealand</p> <p>Phone: +64 3 540 3776 Mobile: 0272 749 215 Fax: +64 3 540 3776 Email: hmed@extra.co.nz</p>
<h3>Certificate of Recognition</h3> <p><b>This is to certify that the National Programme Level 3 of The Olive Press Ltd t/a The Olive Press 14 Arbor Place, Greytown</b></p> <p><b>has been verified and the good operating practices implemented by the company manage identified food safety hazards</b></p> <p><b>The Scope of the certification is</b> Implementation of a risk-based plan for the management of leased olive groves and the processing of olive oil (including contract olive oil pressing), bottling and retail operations</p> <p><b>Date of Certification:</b> 25<sup>th</sup> September 2019</p> <p><b>Expiry Date of Certificate:</b> 31<sup>st</sup> August 2021</p> <p><b>Signed by:</b>  Helen McDonald Director</p> <p><b>Certificate Number:</b> 1546A</p> <p></p> <p><small>This is not a legal document and cannot be used as such. The certificate is issued subject to the food safety management systems and procedures being maintained in compliance with the standards against which the company has been audited. This certificate remains the property of Assured Audits New Zealand Ltd to whom it must be returned if certification is withdrawn. Version 01</small></p>	



# COVID-19 SAFE PRACTICE PROTOCOL

Keeping our harvesting & processing staff and customers safe from the coronavirus pandemic

## This Protocol

As an “essential service registered for safe practice” by MPI (#11442829544), TOP is required to operate under COVID-19 Alert Level rules and implement policies that keep its staff and customers safe from the coronavirus pandemic during the 2020 olive harvest. While these rules are likely to change over time, this Protocol remains in place until otherwise advised by TOP.

## Observing existing arrangements for food safety and workplace health & safety

MPI and MBIE require, as a minimum, that essential workers in horticulture and food processing continue to observe the specific food safety (NP1 and NP3) and health & safety (WorkSafe) aspects of their jobs, and wear what is ‘business as usual’ i.e. the personal protective equipment (PPE) applicable to the task at hand.

## Basic hygiene under COVID-19 - the five fundamentals

Everyone doing “essential service” business with TOP - staff, customers, suppliers and service providers - must observe the following basic hygiene measures at all times while the COVID-19 rules are in place:

1. Washing hands often (for at least 20 seconds) and drying them thoroughly.
2. Coughing or sneezing into your elbow or tissue and binning the tissue immediately.
3. Regular cleaning of frequently touched surfaces and items such as tools and doorknobs.
4. Avoid touching face, eyes, mouth and nose if your hands are not clean.
5. Keeping your physical distance (no less than 2 metres) and staying home if you feel unwell.

The need for us all to observe these hygiene basics, at work as well as in the home, is critical to limiting interactions and reducing the spread of COVID-19. This means anyone harvesting, processing or in any other way handling olive fruit or oil, must be able to demonstrate they have met COVID-19 Safe Practice.

## What ‘Safe Practice’ means for TOP’s harvesting & processing staff

### *Training and compliance*

TOP staff will be fully trained in all aspects of the Protocol prior to starting work for the 2020 olive harvest and required to sign acceptance of it as a condition of engagement. While the Protocol relies upon trust and self-reporting to be effective, TOP will monitor safe practice so it can verify compliance to MPI if required.

### *Before, during and after work*

By signing acceptance of the Protocol, TOP staff also commit to:

- i) Observing social distancing while travelling to and from work and during meal and rest breaks; and
- ii) Maintaining their social bubble and staying at home while not at work.

TOP staff not observing ‘stay at home’ rules may be stood down from work.

**Unite  
against  
COVID-19**



**THE OLIVE PRESS**  
PREMIUM NEW ZEALAND OLIVE OIL



## Safe Practice in action on the job

### *Harvesting & processing procedures under review*

In addition to its NP3 policies, TOP is reviewing its harvesting and processing procedures to ensure they are fit-for-purpose under COVID-19 rules. Any changes will be highlighted in TOP's revised '2020 Olive Processing & Oil Production Handbook (COVID-19 edition)' and distributed prior to the start of harvest.

In principle, the changes will ensure that any non-essential travel/contact between olive groves and TOP premises (and within the processing plant itself) is minimised; that physical distancing is managed; and that staff observe a 'one-person-at-a-time' rule for using shared facilities on an olive grove or at TOP premises.

### *Additional PPE available where required or prudent*

While TOP staff currently wear various items of PPE depending on the task at hand e.g. hard hats, safety glasses, footwear, earmuffs, overalls, gloves and hi-viz gear, under COVID-19 rules staff may also access:

- Face masks (where physical distancing cannot be maintained e.g. in vehicles or personal contact)
- Hand sanitisers & wipes (after using tools & equipment or personal contact)
- Infrared thermometer (to check for elevated temperature as a sign of fever)

### *Self-reporting personal illness or suspected exposure to COVID-19*

Under the Protocol, TOP staff are trusted to report immediately any incidence of personal illness and/or suspected exposure to COVID-19. To encourage early self-reporting, TOP will:

- i) Require staff to complete a daily register of personal contacts outside their social bubble or home;
- ii) Expect unwell staff to remove themselves promptly from work and self-isolate where appropriate;
- iii) Request staff to seek medical advice in respect to any illness or suspected exposure to COVID-19;
- iv) Notify health authorities where exposure to COVID-19 is suspected; and
- v) Assist self-isolated staff with sick leave where appropriate and/or Government support packages.

## What 'Safe Practice' means for TOP's customers, suppliers, service providers and others

### *Avoiding physical contact with TOP staff*

TOP is required by MPI under COVID-19 rules to ensure its staff are protected by limiting access to the workplace; maintaining physical distancing; and keeping to a minimum any direct personal contact. In practice, this means customers, suppliers, service providers and others must comply with all TOP's policies and procedures under COVID-19, including:

- i) Making a confirmed appointment prior to accessing TOP premises or olive grove where TOP staff may be working;
- ii) Signing a COVID-19 Health Declaration prior to any plant appointment or grove visit that they:
  - Have not returned from international travel in the previous 14 days;
  - Have not had contact with a confirmed COVID-19 case or a COVID-19 cluster;
  - Do not have flu-like symptoms e.g. fever, cough, respiratory difficulties etc; and
- iii) Leaving the plant or olive grove immediately if requested to by TOP staff.

To assist customers navigate the challenging operational environment under COVID-19 rules and minimise the need for physical contact during the coronavirus pandemic, TOP is upgrading its data management and communications systems to ensure it continues to provide an efficient as well as safe essential service.

