|  |  |  |  |
| --- | --- | --- | --- |
| **Business name:** |  | **Date:** |  |
| Product handled by the business is traceable “one step down” (point of production) and “one step up” (destination/ intended customer).  |
| Crop Selected to Trace  |  | Variety  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Growing Locations | SiteAddress(es) |  | Date (s)Planted (or N/A) |  | Block(s)/ Beds |  | Row(s) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Pre-Harvest Treatments  | Spray Diary checked and WHP met? Y / N / N/A (Circle) | Post-Harvest Treatments  | Records checked and WHP met? Y / N / N/A (Circle) | Comments  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Product Harvested  | Date of Harvest | Quantity | Grade *(where applicable)* | Produce received from other suppliers\* |
| Supplier | Quantity | Received date/ Batch code |
| Refer F13 Harvest, Packing and Dispatch Record. |  |  |  |  |  |  |
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|  |  |  |  |  |  |

\*If produce is not sourced from other growers - this is N/A

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Product Packed  | Date of Packing | Quantity | Grade | Packaging Materials Used |
| Type | Quantity | Batch code |
| Refer F13 Harvest, Packing and Dispatch Record. |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- |
| Product Dispatch  | Batch details | Quantity | Customer &/or destination | Consignment or dispatch reference | Dispatch date  |
| Refer Dispatch Records |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Product selected has been able to be successfully traced.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |  |