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| --- | --- | --- | --- | --- | --- |
| Business name: |  | | | | |
| Completed by: |  | Signature: |  | Date of completion: |  |

Workers completing sections of this internal audit are independent of the practices being assessed (where possible).

| **Element** | **Compliance Criteria** | **Yes or No** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **R** | **Freshcare Rules** | | |
| **R1** | The Scope of Certification of the business is in accordance with the Rules. |  |  |
| **R10** | The Freshcare Logo is used by the Business (where used the below questions need to also be checked): |  |  |
| - The Freshcare Logo has been approved by Freshcare |  |  |
| - The Freshcare Logo contains the correct information |  |  |
| - The Freshcare logo is NOT on consumer facing packaging (punnets, flow-wrap etc, cartons that is final product packaging) |  |  |

| **Element** | **Compliance Criteria** | | **Yes or No** | **Comments/further actions required** |
| --- | --- | --- | --- | --- |
| **M1** | **Scope and commitment** | | | |
| **M1.1** | **Define the business scope and the scope of Freshcare certification.** | | | |
| M1.1.1 | The scope of Freshcare certification is defined by the owner or appropriate senior manager. | |  |  |
| M1.1.2 | All business enterprises and activities undertaken are recorded. | |  |  |
| M1.1.3 | Flowcharts are completed to document the crops and activities for which Freshcare certification is required. | |  |  |
| **M1.2** | **Identify property areas, infrastructure and local activities on a property map.** | | | |
| M1.2.1 | A property map is documented and maintained. The map identifies:   * property boundaries and adjacent infrastructure such as public roads and public places (schools, sports fields) * local activities that may impact food safety (other agricultural enterprises, waste treatment plants) * production areas and growing sites * farmhouses, buildings, sheds, on-farm roads and access points * toilet facilities, septic tanks and seepage pads * workers accommodation and facilities * bulk fuel storage, including underground tanks * chemical storage areas, mixing areas, equipment clean-down areas, dip sites (postharvest, livestock) and disposal trenches/evaporation ponds * storage sites for waste, including controlled wastes (empty chemical containers awaiting collection) * fertiliser and soil additive storage, composting/ageing and mixing/loading areas * areas that are contaminated (persistent chemicals, heavy metals, fertilisers, waste, physical contaminants) * water sources, extraction points and delivery infrastructure. | |  |  |
| **M1.3** | **Define the roles, responsibilities and reporting relationships of workers responsible for the management of food safety and quality** | | | |
| M1.3.1 | The owner and/or appropriate senior manager provides suitably qualified workers to implement, maintain, review and improve the food safety program of the business. | |  |  |
| M1.3.2 | The organisational structure of the business is documented and must include:   * workers responsible for the management of food safety and quality * reporting relationships of all workers whose roles may affect food safety and quality | |  |  |
| M1.3.3 | Position descriptions are documented for workers responsible for the management of food safety and quality. | |  |  |
| M1.3.4 | The organisational structure, roles and responsibilities are reviewed at least annually or when changes occur. A record is kept | |  |  |
| M1.3.5 | The organisational structure, roles and responsibilities are communicated to all workers. | |  |  |
| **M1.4** | **Document the business commitment to the Freshcare Standard.** | | | |
| M1.4.1 | A Food Safety & Quality Policy is documented and must include measurable objectives. | |  |  |
| M1.4.2 | The owner or appropriate senior manager signs the Food Safety & Quality Policy committing to support and comply with the Freshcare Food Safety & Quality Standard, Freshcare Rules and all legislative requirements. | |  |  |
| M1.4.3 | The Food safety & Quality Policy statement is communicated to all workers. | |  |  |
| M1.4.4 | The Food Safety & Quality Policy is reviewed at least annually, and when changes occur that may impact food safety or quality. A record is kept. | |  |  |
| **M2** | **Documentation** | | | |
| **M2.1** | **Procedures and/or work instructions are maintained for activities that impact food safety or quality.** | | | |
| M2.1.1 | Procedures and/or work instructions are documented and implemented for activities that impact food safety or quality. | |  |  |
| M2.1.2 | Procedures and/or work instructions are reviewed at least annually or when changes to processes/tasks occur. | |  |  |
| **M2.2** | **Verify compliance with the Freshcare Standard through relevant documents and records.** | | | |
| M2.2.1 | Current editions of the Freshcare Food Safety & Quality Standard and the Freshcare Rules (R) are kept. | |  |  |
| M2.2.2 | All records and documents required to verify compliance to this Standard are legible and must include:   * title * date of issue or version number * business name * name of person completing the record and date of completion. | |  |  |
| M2.2.3 | As documents and records change, out-of-date versions are replaced. | |  |  |
| M2.2.4 | All records are securely stored and kept for a minimum of two years (or longer if required by legislation or customers). | |  |  |
| **M3** | **Training** | | | |
| **M3.1** | **Complete Freshcare training.** | | | |
| M3.1.1 | A management representative completes approved Freshcare Food Safety & Quality training.  Evidence is kept. *(See Appendix A-M3).* | |  |  |
| **M3.2** | **Train all workers who complete tasks relevant to this Standard to ensure a base level of food safety awareness.** | | | |
| M3.2.1 | Training is provided for workers who complete tasks relevant to the Freshcare Food Safety & Quality Standard. | |  |  |
| M3.2.2 | All workers must receive basic food safety training before starting work. | |  |  |
| M3.2.3 | Training is provided in the relevant language for workers and/or pictorially | |  |  |
| M3.2.4 | A record of internal and external training is kept and must include:   * name and signature of trainee * name of trainer or training provider * topic of the training * date of training and expiry date (when applicable). | |  |  |
| *M3.2.5* | *The owner or appropriate senior manager completes a review of training to support food safety and quality and:*   * *identify worker needs for re-training* * *identify opportunities for professional development* * *ensure appropriate qualifications and licenses are maintained.* | |  |  |
| M3.2.6 | A review of training is conducted at least annually or when processes and/or workers change. | |  |  |
| **M4** | **Internal audit, corrective *and preventative* action** | | | |
| **M4.1** | **Conduct internal audits to verify ongoing compliance with this Standard.** | | | |
| M4.1.1 | An internal audit of all activities and records relevant to the Freshcare Food Safety & Quality Standard is conducted at least annually, or when changes occur that may impact food safety.  A record is kept. | |  |  |
| M4.1.2 | Workers responsible for completing sections of the internal audit are identified and, where possible, are independent of the practices being assessed. | |  |  |
| **M4.2** | **Complete corrective actions for any non-compliance.** | | | |
| M4.2.1 | A Corrective Action Record (CAR) must be completed when the requirements of the Freshcare Food Safety & Quality Standard, Freshcare Rules or legislation are not being met, as identified by:   * routine activities * internal audits * annual external audits * complaints * produce identified as being contaminated, or potentially contaminated * incidents. | |  |  |
| M4.2.2 | A Corrective Action Record must include:   * description of the problem * cause of the problem * whether or not the problem has occurred before * short term fix (action taken to fix the problem) * long term fix (action taken to prevent the problem recurring) * confirmation that short term and long-term actions are completed and effective * name and signature of person completing the review * date of the review. | |  |  |
| M4.2.3 | Reoccurrences of non-compliance are reviewed by the owner or appropriate senior manager. | |  |  |
| **M4.3** | **Conduct a management review of compliance and documentation.** | | | |
| M4.3.1 | A management review of compliance is conducted at least annually. A record of the review is kept and must include:   * internal and external audits * corrective *and preventative* actions * customer feedback * complaints * training * the food safety and quality policy and measurable objectives. | |  |  |
| **M5** | **Customer requirements** | | | |
| **M5.1** | **Comply with customer specifications.** | | | |
| M5.1.1 | Where a written product specification has been provided by, or agreed with a customer, a copy of the specification is kept. | |  |  |
| M5.1.2 | Product is checked to ensure it meets the agreed specification before dispatch, when required by the customer.  A record is kept. | |  |  |
| M5.1.3 | If product does not meet the agreed specification, the customer is informed of the variation and the agreed course of action is implemented and recorded. | |  |  |
| **Section completed by:** | |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | | **Yes or No** | **Comments/further actions required** |
| --- | --- | --- | --- | --- |
| **F1** | **Hazard analysis** | | | |
| **F1.1** | **Conduct risk assessments for persistent chemicals.** | | | |
| F1.1.1 | Risk assessments are conducted for each growing site to determine the risk of persistent chemical contamination of produce from the soil/growing medium.  A record is kept. *(See Appendix RA-F1.1).* | |  |  |
| F1.1.2 | If the risk assessments conducted in F1.1.1 determine the risk of the hazard is high, relevant control measures, monitoring and verification activities are implemented. *(See Appendix RA-F1.1).* | |  |  |
| **F1.2** | **Conduct risk assessments for heavy metals.** | | | |
| F1.2.1 | Risk assessments are conducted for each growing site to determine the risk of heavy metal contamination of produce from the soil/growing medium.  A record is kept. *(See Appendix RA-F1.2).* | |  |  |
| F1.2.2 | If the risk assessments conducted in F1.2.1 determine the risk of the hazard is high, relevant control measures, monitoring and verification activities are implemented. *(See Appendix RA-F1.2).* | |  |  |
| **F1.3** | **Conduct risk assessments for fertilisers and soil additives.** | | | |
| F1.3.1 | Risk assessments are conducted for all growing sites to determine the risk of microbial contamination of produce from fertilisers and/or soil additives.  A record is kept. *(See Appendix RA-F1.3).* | |  |  |
| F1.3.2 | If the risk assessments conducted in F1.3.1 determine the risk of the hazard is high, relevant control measures, monitoring and verification activities are implemented. *(See Appendix RA-F1.3).* | |  |  |
| **F1.4** | **Conduct risk assessments for preharvest water.** | | | |
| F1.4.1 | Risk assessments are conducted for all preharvest water used to determine the risk of microbial contamination of produce from preharvest water.  A record is kept. *(See Appendix RA-F1.4).* | |  |  |
| F1.4.2 | If the risk assessments conducted in F1.4.1 determine the risk of the hazard is high, relevant control measures, monitoring and verification activities are implemented. *(See Appendix RA-F1.4).* | |  |  |
| **F1.5** | **Where an additional food safety hazard is identified within the scope of this Standard, a risk assessment is conducted, and additional actions implemented if required by the hazard analysis.** | | | |
| F1.5.1 | A risk assessment must be conducted for any additional food safety hazard identified within the scope of the Freshcare Standard Food Safety & Quality.  A record is kept. | |  |  |
| F1.5.2 | If the risk assessment conducted in F1.5.1 determines the risk of the hazard identified is high, relevant control measures, monitoring and verification activities are implemented. | |  |
| **F1.6** | **Where an aspect of this Standard is not implemented, it is supported by a risk assessment detailing reasons for exclusion.** | | | |
| F1.6.1 | A risk assessment must be conducted to support any aspect of the Freshcare Standard Food Safety & Quality that is not implemented and must clearly detail the reason for any exclusion.  A record is kept. | |  |  |
| **F1.7** | **Review risk assessments at least annually.** | | | |
| F1.7.1 | All risk assessments are reviewed at least annually, or when changes occur that may impact the significance of the hazards. | |  |  |
| **Section completed by:** | |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | | **Yes or No** | **Comments/further actions required** |
| --- | --- | --- | --- | --- |
| **F2** | **Growing site** | | | |
| **F2.1** | **Manage growing sites to minimise the risk of contaminating produce.** | | | |
| F2.1.1 | If the risk assessment conducted in F1.1 identified the risk of persistent chemical contamination of produce from the soil/growing medium is high, the additional control measures specified in the risk assessment are implemented. *(See Appendix RA-F1.1).* | |  |  |
| F2.1.2 | If the risk assessment conducted in F1.2 identified the risk of heavy metal contamination of produce from the soil/growing medium is high, the additional control measures specified in the risk assessment are implemented. *(See Appendix A-F5 and RA-F1.2).* | |  |  |
| F2.1.3 | Growing sites are assessed for potential of spray drift. | |  |  |
| F2.1.4 | Where spray drift is likely, plantings are planned to minimise the risk of contaminating non-target produce. | |  |  |
| F2.1.5 | For growing sites affected by a flood event, planting must be scheduled to ensure the period between flood water subsiding and harvest exceeds 90 days for produce where the harvestable part is grown in, or has direct contact with the soil, and may be eaten uncooked. | |  |  |
| F2.1.6 | Livestock is not permitted on growing sites within:   * 90 days of intended harvest date for produce where the harvestable part is grown in, or has direct contact with the soil, and may be eaten uncooked, or * 45 days of intended harvest date for all other produce. | |  |  |
| F2.1.7 | Growing sites are assessed for potential of physical contamination. | |  |  |
| F2.1.8 | Where physical contamination is likely, sites are inspected before ground preparation and physical contaminants are removed or managed to minimise the risk of contaminating produce. | |  |  |
| F2.1.9 | Sites/areas contaminated with physical contaminants are identified on the property map. | |  |  |
| **Section completed by:** | |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | | **Yes or No** | **Comments/further actions required** |
| --- | --- | --- | --- | --- |
| **F3** | **Planting materials** | | | |
| **F3.1** | **Manage planting materials to minimise the risk of contaminating produce.** | | | |
| F3.1.1 | Planting materials are purchased from suppliers that are managed in accordance with the supplier requirements specified in F11.1. | |  |  |
| **Section completed by:** | |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | | **Yes or No** | **Comments/further actions required** |
| --- | --- | --- | --- | --- |
| **F4** | **Chemicals** | | | |
| **F4.1** | **Obtain properly labelled chemicals from approved suppliers and ensure labels remain legible.** | | | |
| F4.1.1 | Chemicals are purchased from suppliers that are managed in accordance with the supplier requirements specified in F11.1. | |  |  |
| F4.1.2 | Chemical containers are adequately labelled and in acceptable condition on receival. | |  |  |
| F4.1.3 | Deteriorating chemical labels are replaced immediately with a legible copy. | |  |  |
| F4.1.4 | All chemicals purchased are recorded in a chemical inventory.  A record is kept and must include:   * date received * place of purchase * name of chemical * batch number (where available) * expiry date or date of manufacture * quantity. | |  |  |
| **F4.2** | **Store, manage and dispose of chemicals to minimise the risk of contaminating produce.** | | | |
| F4.2.1 | Chemical storage areas are:   * located and constructed to minimise the risk of contaminating produce directly, or indirectly, through contamination of growing sites or water sources * structurally sound, adequately lit, well ventilated and constructed to protect chemicals from direct sunlight and weather exposure * equipped with a spill kit to contain and manage chemical spills * secure, with access restricted to authorised workers. | |  |  |
| F4.2.2 | Chemicals are stored in designated separate areas for each category of chemical, and for chemicals awaiting disposal. | |  |  |
| F4.2.3 | Chemicals are stored in original containers according to directions on the container label.  If a chemical is transferred to another container for storage purposes, the new container is a clean chemical container and a copy of the chemical label is applied to the new container. | |  |  |
| F4.2.4 | Stored chemicals are checked at least annually to identify and segregate chemicals for disposal that have:   * exceeded the label expiry date * exceeded the permit expiry date * had their registration withdrawn * containers that are leaking, corroded or have illegible labels. | |  |  |
| F4.2.5 | A record of the check is kept and must include:   * date of the check * name and quantity of chemicals awaiting disposal * name of authorised person conducting the check. | |  |  |
| F4.2.6 | Unusable chemicals and empty chemical containers are legally disposed of through registered collection agencies or approved off-farm disposal areas. A record of disposal is kept. | |  |  |
| **F4.3** | **Train and authorise workers who store, handle, apply and dispose of chemicals.** | | | |
| F4.3.1 | Workers involved in the supervision of the storage, handling, application and disposal of chemicals:   * have successfully completed a recognised chemical users’ course, or equivalent *(See Appendix A-F4)* * are competent in chemical storage, handling, application and disposal as specified by the Freshcare Standard Food Safety & Quality. | |  |  |
| F4.3.2 | Workers authorised to store, handle, apply and dispose of chemicals have been trained. | |  |  |
| F4.3.3 | A register of workers authorised to store, handle, apply and/or dispose of chemicals is maintained and displayed in the chemical storage area. | |  |  |
| **F4.4** | **Use chemicals according to regulatory, label and market requirements.** | | | |
| F4.4.1 | Chemicals are used and applied:   * according to label directions, or * under ‘off-label permits’ issued by the Australian Pesticides and Veterinary Medicines Authority (APVMA), with a current copy of the permit kept, or * according to relevant state legislation for ‘off-label use’, and * according to specific customer and/or destination market requirements. | |  |  |
| F4.4.2 | Chemicals are checked for their withholding period before use. | |  |  |
| **F4.5** | **Avoid potential for spray drift.** | | | |
| F4.5.1 | Chemicals are not applied when the risk of contaminating adjacent crops or off-target areas with spray drift is high. | |  |  |
| F4.5.2 | Potential and actual spray drift incidents are identified. A record is kept. | |  |  |
| **F4.6** | **Maintain and calibrate chemical application equipment.** | | | |
| F4.6.1 | Chemical application equipment is maintained and checked for effective operation before and during each use. | |  |  |
| F4.6.2 | Equipment is calibrated at least annually or as per manufacturer’s instructions and immediately after spray nozzles are replaced. | |  |  |
| F4.6.3 | Equipment is calibrated using a recognised method. A record of calibration is kept and must include:   * date of calibration * method of calibration and results * name of person calibrating the equipment. | |  |  |
| **F4.7** | **Manage mixing and disposal of chemical solutions to minimise the risk of contaminating produce.** | | | |
| F4.7.1 | Chemical mixing areas are located to minimise the risk of contaminating produce directly, or indirectly, through contamination of growing site or water sources. | |  |  |
| F4.7.2 | Leftover chemical solutions are disposed of according to label directions where specified, or in a manner that minimises the risk of contaminating produce directly, or indirectly, through contamination of growing site or water sources. | |  |  |
| **F4.8** | **Record all chemical applications.** | | | |
| F4.8.1 | Records of all preharvest chemical applications are kept and must include:   * application date * start and finish times * location and crop * chemical used (including batch number if available) * rate of application and quantity applied * equipment and/or method used to apply the chemical * withholding period (WHP) or earliest harvest date (EHD) * wind speed and direction * name and signature of person who applied the chemical. | |  |  |
| F4.8.2 | Records of all postharvest chemical treatments are kept and must include:   * treatment date and time * produce treated * chemical used (including batch number if available) * rate of application and/or quantity applied * equipment and/or method used to apply the chemical * withholding period (WHP) (where applicable) * name and signature of person who carried out the chemical treatment. | |  |  |
| **F4.9** | **Test produce for chemical residues to verify that chemicals are applied correctly, withholding periods are observed and produce complies with MRLs.** | | | |
| F4.9.1 | A chemical residue test is conducted before initial Freshcare certification and then annually, or more frequently, if required by a customer specification. | |  |  |
| F4.9.2 | A chemical residue test is:   * a multi-screen test that includes chemicals used in the spray program * conducted on a random sample of produce that has had all preharvest and postharvest chemical treatments completed and is ready for sale and/or consumption * conducted by a *competent* laboratory with NATA accreditation (or accredited to ISO/IEC 17025) for the analysis of chemical residues in fresh produce. | |  |  |
| F4.9.3 | Chemical residue levels do not exceed:   * Maximum Residue Limits (MRLs) as specified by Food Standards Australia New Zealand (FSANZ) * Maximum Residue Limits (MRLs) as specified by a customer and/or the importing country (where applicable). | |  |  |
| **Section completed by:** | |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | | **Yes or No** | **Comments/further actions required** |
| --- | --- | --- | --- | --- |
| **F5** | **Fertilisers and soil additives** | | | |
| **F5.1** | **Manage fertilisers and soil additives to minimise the risk of contaminating produce.** | | | |
| F5.1.1 | Human effluent or biosolids are not used. | |  |  |
| F5.1.2 | Fertilisers and soil additives comply with heavy metal limits specified in AS4454-2012 Composts soil conditioners and mulches. *(See Appendix A-F5).* | |  |  |
| F5.1.3 | Storage sites for fertilisers and soil additives are located, constructed and maintained to minimise the risk of contaminating produce directly, or indirectly, through contamination of growing site or water sources. | |  |  |
| F5.1.4 | Specified exclusion periods between application of fertilisers and soil additives and crop harvest (identified in the risk assessment conducted in F1.3) must be observed. *(See Appendix A-F5 and RA-F1.3).* | |  |  |
| F5.1.5 | Fertilisers and soil additives containing manures and/or food waste used within the specified exclusion periods must be treated using an approved treatment process. Evidence is kept. *(See Appendix A-F5).* | |  |  |
| F5.1.6 | Liquid or foliar sprays, derived from untreated manures, that may contact the harvestable part of the crop must not be used within:   * 90 days of intended harvest date for produce that may be eaten uncooked, or * 45 days of intended harvest date for all other produce. | |  |  |
| F5.1.7 | All other liquid or foliar sprays that may contact the harvestable part of the crop must meet preharvest water requirements. | |  |  |
| F5.1.8 | Fertilisers and soil additives are not applied when the risk of contaminating off-target areas due to wind drift and/or runoff is high. | |  |  |
| F5.1.9 | Records of all fertiliser and soil additive applications are kept and must include:   * application date * location and crop * product used * rate of application * wind speed and direction * method of application/incorporation name of person applying the fertilisers and soil additives. | |  |  |
| **Section completed by:** | |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes or No** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **F6** | **Water** | | |
| **F6.1** | **Manage and maintain water sources and infrastructure.** | | |
| F6.1.1 | All water sources used preharvest and postharvest are identified.  A record is kept. |  |  |
| F6.1.2 | Water sources are monitored and managed to minimise potential contamination from:   * human activities * livestock and domestic animals * wildlife (where possible) * adjacent activities. |  |  |
| F6.1.3 | Water extraction points, water storage and delivery infrastructure and irrigation equipment is monitored and maintained. |  |  |
| F6.1.4 | Water storage tanks, water dumps, flumes and treatment tanks are:   * suitable for intended purpose * constructed of materials that will not contaminate the water * clean and maintained. |  |  |
| **F6.2** | **Manage preharvest water to minimise the risk of contaminating produce.** | | |
| F6.2.1 | Water sources contaminated by toxic algae are not used if preharvest water directly contacts the harvestable part of the crop. |  |  |

| **Element** | **Compliance Criteria** | **Yes or No** | **Comments/further actions required** |
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| F6.2.2 | Reclaimed or recycled water used meets the appropriate specification as defined in the Australian Guidelines for Water Recycling (2006). Water suppliers provide test results that verify water quality. |  |  |
| F6.2.3 | If the risk assessment conducted in F1.4 identified the risk of microbial contamination of produce from preharvest water use is high, all water used within 48 hours of harvest must meet *E. coli* <100 cfu/100mL.. Evidence is kept. *(See Appendix A-F6 and RA-1.4).* |  |  |
| F6.2.4 | Produce that has come into contact with flood water is not harvested unless it meets limits of *E. coli* <10 cfu/g and *Salmonella* Not Detected/25g, or customer specifications. |  |  |
| **F6.3** | **Manage postharvest water to minimise the risk of contaminating produce.** | | |
| F6.3.1 | Water sources contaminated by toxic algae are not used postharvest. |  |  |
| F6.3.2 | Water used postharvest for pre-washing (removing soil and debris) where there is a subsequent wash step, must meet *E. coli* <100 cfu/100mL. Evidence is kept. *(See Appendix A-F6).* |  |  |
| F6.3.3 | All other water used postharvest is suitable for the intended purpose and not a source of food safety risk, and meets, or is treated to achieve, *E. coli* <1 cfu/100mL. Evidence is kept. *(See Appendix A-F6)* |  |  |
| F6.3.4 | Water in recirculation systems, water dumps, flumes and treatment tanks, is treated and/or changed at an appropriate frequency to maintain water quality, *E. coli* <1 cfu/100mL.  A record is kept. |  |  |
| F6.3.5 | Any variations to postharvest water quality must be supported by a risk assessment and associated documentation and be verified at audit. |  |  |
| **F6.4** | **Manage all other water usage.** | | |
| F6.4.1 | Water used for hand washing is suitable for the intended purpose and not a source of food safety risk, and meets, or is treated to achieve, *E. coli* <1 cfu/100mL. Evidence is kept.  Where water is not proven to meet *E. coli* <1 cfu/100mL an alcohol-based hand sanitiser must be used after washing hands with soap and water. *(See Appendix A-F6).* |  |  |

| **Element** | **Compliance Criteria** | | **Yes or No** | **Comments/further actions required** |
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| F6.4.2 | Water used for cleaning equipment, containers or other produce contact surfaces is suitable for the intended purpose and not a source of food safety risk, and meets, or is treated to achieve, *E. coli* <1 cfu/100mL. Evidence is kept. *(See Appendix A-F6).* | |  |  |
| F6.4.3 | Any variations to water quality must be supported by a risk assessment and associated documentation and be verified at audit. | |  |  |
| **Section completed by:** | |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | | **Yes or No** | **Comments/further actions required** |
| --- | --- | --- | --- | --- |
| **F7** | **Allergens** | | | |
| **F7.1** | **Identify and manage potential sources of allergens.** | | | |
| F7.1.1 | Raw material inputs are reviewed for known allergens. | |  |  |
| F7.1.2 | If allergens are identified, an allergen management plan is documented and must include:   * a list of all raw materials and/or produce containing allergens * how these products are used, stored and handled * control measures to prevent cross-contamination. | |  |  |
| F7.1.3 | Workers are trained:  • to identify, avoid introducing and remove allergens  • in allergen control measures (where required). | |  |  |
| **F7.2** | **Manage allergen labelling.** | | | |
| F7.2.1 | Labelling of packed product that contains, or may contain, allergens is compliant with allergen labelling regulations in the country of production and/or the country of destination. | |  |  |
| **Section completed by:** | |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | | **Yes or No** | **Comments/further actions required** | |
| --- | --- | --- | --- | --- | --- |
| **F8** | **Premises, facilities, equipment, tools, packaging and vehicles** | | | | |
| **F8.1** | **Construct and maintain growing, handling, packing and storage facilities to ensure they are suitable for the production and preparation of produce.** | | | | |
| F8.1.1 | Produce growing, handling, packing (including in-field packing) and storage facilities are located, designed, constructed and maintained (interior and exterior) to minimise the risk of contaminating produce. | |  |  | |
| F8.1.2 | Mezzanine floors, walkways and stairs are designed and constructed to minimise the risk of contaminating produce. | |  |  | |
| F8.1.3 | Lighting in growing, packing and storage areas is adequate for the tasks performed. | |  |  | |
| F8.1.4 | Lights above produce handling and storage areas are fitted with shatter proof covers and/or shatter proof bulbs. | |  |  | |
| F8.1.5 | Glass, hard or brittle plastic, ceramic or similar materials are removed from produce handling and storage areas. Where this is not possible, precautions are taken to ensure these materials do not contaminate produce. | |  |  | |
| F8.1.6 | Items that are not needed for production are removed from produce handling and storage areas. Items needed for production are managed to minimise the risk of contaminating produce. | |  |  | |
| F8.1.7 | Surfaces that contact produce in the packing area are cleaned and maintained to ensure they do not contaminate produce. | |  |  | |
| F8.1.8 | Produce is not stored with or near materials that may present a risk of contaminating produce. | |  |  | |
| F8.1.9 | Chemicals, grease, oil, fuel and farm machinery are segregated from packing and produce storage areas. | |  |  | |
| F8.1.10 | Workshop equipment is not operated during production or is screened to prevent contamination of produce. | |  |  | |
| F8.1.11 | Facilities are kept clean and are subject to regular cleaning. | |  |  | |
| **F8.2** | **Construct and maintain facilities for handling and packing produce for retail sale (includes, but is not limited to, retail crates, pre-packs).** | | | | |
| F8.2.1 | The packing and storage of produce for retail sale is conducted in a designated clean area and constructed and maintained to minimise the risk of contaminating packed produce. | |  |  | |
| F8.2.2 | Hand washing facilities are easily accessed by workers before entry into the packing area. | |  |  | |
| F8.2.3 | Facilities are reviewed at the start of the production season and at least weekly during operation. A record is kept. | |  |  | |
| **F8.3** | **Provide and maintain toilets and hand washing facilities to minimise the risk of contaminating produce.** | | | | |
| F8.3.1 | Toilets and hand washing facilities must be:   * located to minimise the risk of contaminating produce and maximise accessibility * provided to accommodate the number of workers * kept clean, and regularly maintained and serviced * designed to ensure hygienic removal of waste and to minimise the risk of contaminating produce directly, or indirectly, through contamination of growing site or water sources * equipped with running water (as specified in F6.4.1), liquid soap, mechanism/s for effective hand drying, and waste disposal facilities *(See Appendix A-F8)* * hand washing instructions are displayed. | |  | |  |
| F8.3.2 | For produce that has an edible skin and may be eaten uncooked, all workers must apply hand sanitiser (*after completing handwashing*) before handling produce or materials that may come into contact with produce. | |  | |  |
| **F8.4** | **Construct and maintain septic, waste and drainage systems to minimise the risk of contaminating produce.** | | | | |
| F8.4.1 | Septic, waste disposal and drainage systems are designed, located and constructed to minimise the risk of contaminating produce directly, or indirectly, through contamination of growing site or water sources. | |  | |  |
| F8.4.2 | Drains are designed to:   * prevent ponding in areas where produce is handled and stored * prevent pests entering the facility * enable regular cleaning. | |  | |  |
| F8.4.3 | Drains must be kept clean. | |  | |  |
| **F8.5** | **Maintain and clean tools, equipment and containers that contact produce.** | | | | |
| F8.5.1 | Tools, equipment, and containers are made of substances that are non-toxic, and designed and constructed to enable regular cleaning and maintenance. | |  | |  |
| F8.5.2 | Tools, equipment, and containers are stored in a manner that minimises contamination. | |  | |  |
| F8.5.3 | Handheld harvesting tools are cleaned each day before use and accounted for at the end of each day. | |  | |  |
| F8.5.4 | For produce that has an edible skin, and may be eaten uncooked:   * produce containers used at harvest are handled to avoid produce being contaminated by soil or other physical contaminants * a food grade liner is used when containers cannot be effectively cleaned. | |  | |  |
| F8.5.5 | Wooden bins and pallets are checked for cleanliness, odours, foreign objects, pest infestation and protruding nails or splinters.  Where required, bins and pallets are cleaned, repaired, rejected or covered with a protective material. | |  | |  |
| F8.5.6 | Containers used for storing waste, chemicals or dangerous substances are clearly identified and not used for produce. | |  | |  |
| **F8.6** | **Maintain monitoring and measuring equipment.** | | | | |
| F8.6.1 | Monitoring and measuring equipment is identified, checked for operational efficiency and accuracy, and calibrated using a recognised method at a predetermined frequency. A record is kept. | |  | |  |
| **F8.7** | **Manage packaging materials to minimise the risk of contaminating produce.** | | | | |
| F8.7.1 | Packaging materials used for retail sale are food grade. | |  | |  |
| F8.7.2 | Packaging materials are stored in a manner that minimises contamination. | |  | |  |
| F8.7.3 | All packaging is checked for cleanliness, foreign objects and pest infestation. Where required, packaging is cleaned, rejected or covered with a protective material. | |  | |  |
| **F8.8** | **Construct and maintain cooling systems to minimise the risk of contaminating produce.** | | | | |
| F8.8.1 | Cooling systems are checked to ensure they are operating at specified temperatures. Systems are maintained and calibrated. | |  | |  |
| F8.8.2 | Measures are taken to prevent condensate and defrost water from cooling systems contacting produce. | |  | |  |
| **F8.9** | **Manage produce transport vehicles to minimise the risk of contaminating produce.** | | | | |
| F8.9.1 | Produce is not transported under conditions or with other goods that present a potential source of contamination. | |  | |  |
| F8.9.2 | Transport vehicles are checked before use for cleanliness, foreign objects and pest infestation. Where necessary, vehicles are cleaned to prevent contamination of produce. | |  | |  |
| F8.9.3 | Transport refrigeration systems are checked to ensure they are operating at specified temperatures. | |  | |  |
| **F8.10** | **Preventative maintenance, and cleaning is effective to minimise the risk of contaminating produce.** | | | | |
| F8.10.1 | A documented plan of preventive maintenance is followed. The plan describes:   * areas/equipment * details of maintenance * frequency of maintenance * name of person responsible for ensuring maintenance is completed. | |  | |  |
| F8.10.2 | A documented plan is followed for cleaning of produce handling and storage areas, equipment, containers, materials and vehicles that come into contact with produce. The plan describes:   * areas and items to be cleaned * cleaning agents and the methods used * frequency of cleaning * name of person responsible for ensuring cleaning is completed. | |  | |  |
| F8.10.3 | Chemicals used for cleaning are approved for use in a food handling area and are used according to label instructions. | |  | |  |
| F8.10.4 | Cleaning materials and equipment are stored and managed to minimise the risk of contaminating produce. | |  | |  |
| F8.10.5 | Monitoring activities are undertaken to ensure cleaning is effective. | |  | |  |
| **F8.11** | **Waste is managed and appropriately disposed of.** | | | | |
| F8.11.1 | Waste containers are provided, appropriate for use, clearly identified and emptied on a regular basis. | |  | |  |
| F8.11.2 | Waste disposal is appropriate for the type of waste generated. | |  | |  |
| F8.11.3 | Waste storage and disposal sites are located to minimise the risk of contaminating produce, are clearly identified and kept clean and tidy. | |  | |  |
| **Section completed by:** | |  | **Date of completion:** | |  |

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| **Element** | **Compliance Criteria** | | **Yes or No** | **Comments/further actions required** |
| **F9** | **Animals and pests** | | | |
| **F9.1** | **Measures are taken to minimise animal and pest presence.** | | | |
| F9.1.1 | In and around areas where produce is grown, packed and stored, measures are taken to:   * minimise animal and pest presence * exclude wildlife and domestic animals * discourage roosting of birds. | |  |  |
| **F9.2** | **Document and implement a plan for managing pests.** | | | |
| F9.2.1 | A documented plan is followed to manage pests in and around growing, packing and storage areas. The plan must include:   * method used * location of baits and traps * frequency of checking baits and traps * name of person responsible for placing, checking and restocking baits and traps. | |  |  |
| F9.2.2 | Method and chemicals used for pest management are:   * appropriate for use in growing, packing and storage areas * used according to label instructions * not applied to the harvestable part of the crop. | |  |  |
| F9.2.3 | Baits and traps used for pest management are located and contained to minimise the risk of contaminating produce, packaging containers, materials and equipment. | |  |  |
| F9.2.4 | Pest control measures are monitored to ensure they are effective.  A record is kept. | |  |  |
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| **Element** | **Compliance Criteria** | | **Yes or No** | **Comments/further actions required** |
| **F10** | **People** | | | |
| **F10.1** | **Food safety instructions are communicated to workers and visitors to minimise the risk of chemical, microbial and physical contamination of produce.** | | | |
| F10.1.1 | Written food safety instructions are provided to workers and visitors and must include requirements for:   * health status * personal hygiene * handwashing * management of clothing and personal items * use of protective clothing (where necessary) * general behaviour. | |  |  |
| F10.1.2 | Food safety instructions are reinforced with prominent signs and/or basic written or pictorial training guides. | |  |  |
| F10.1.3 | Compliance with food safety and hygiene requirements is monitored. | |  |  |
| **F10.2** | **Manage access to the property, growing sites and product handling areas to minimise the risk of contamination of produce.** | | | |
| F10.2.1 | Entry is restricted to authorised persons. | |  |  |
| F10.2.2. | Workers or visitors known, or suspected to be suffering from or to be a carrier of a disease or illness likely to be transmitted through fresh produce:   * must report to management * are not permitted to handle produce * are not permitted to enter food handling areas. | |  |  |
| **Section completed by:** | |  | **Date of completion:** |  |

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| **Element** | **Compliance Criteria** | | **Yes or No** | **Comments/further actions required** |
| **F11** | **Suppliers** | | | |
| **F11.1** | **Identify and manage materials and services that may introduce a food safety risk.** | | | |
| F11.1.1 | Suppliers of materials and services that may introduce a food safety risk are identified. A record is kept and reviewed annually. | |  |  |
| F11.1.2 | Suppliers of materials and services identified in F11.1.1 must comply with the applicable requirements of the Freshcare Food Safety & Quality Standard. | |  |  |
| F11.1.3 | Evidence of compliance for suppliers of materials and services is kept and must include:   * independent evidence of compliance, or * a written declaration to comply with requirements, or * a record of inspection/assessment against requirements. | |  |  |
| F11.1.4 | Purchase records are kept for materials and services identified in F11.1.1 and must include:   * name of supplier * date of purchase * material or service supplied. | |  |  |
| F11.1.5 | Competent laboratories are used when testing to verify compliance with requirements of the Freshcare Food Safety & Quality Standard. | |  |  |
| **F11.2** | **Manage Freshcare certified produce.** | | | |
| F11.2.1 | All produce represented for sale as Freshcare certified must be:   * grown by a business currently certified to Freshcare Food Safety & Quality Standard or alternate, approved GFSI benchmarked standard *(See Appendix A-F11)* * packed by a business currently certified to Freshcare Food Safety & Quality Standard or alternate, approved GFSI benchmarked standard (*See Appendix A-F11)*. | |  |  |
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| **Element** | **Compliance Criteria** | | **Yes or No** | **Comments/further actions required** |
| **F12** | **Food defence and food fraud** | | | |
| **F12.1** | **Identify potential food defence threats that may impact food safety and implement control measures where required.** | | | |
| F12.1.1 | A food defence vulnerability assessment is completed to assess the risk of intentional contamination of:   * raw materials (business inputs or produce) * end product. | |  |  |
| F12.1.2 | Where a food defence threat is identified, a control plan is documented and must include mechanisms for control to mitigate risk to public health. | |  |  |
| F12.1.3 | The food defence vulnerability assessment and control plan is reviewed at least annually and updated when changes occur. | |  |  |
| **F12.2** | **Identify potential vulnerabilities for food fraud that may impact food safety and implement control measures where required.** | | | |
| F12.2.1 | A food fraud vulnerability assessment is completed to assess the potential risk of intentional adulteration, substitution or misrepresentation of:   * raw materials (business inputs or produce) * end product. | |  |  |
| F12.2.2 | Where a food fraud vulnerability is identified, a control plan is documented and must include mechanisms for control to mitigate risk to public health. | |  |  |
| F12.2.3 | The food fraud vulnerability assessment and control plan is reviewed at least annually and updated when changes occur. | |  |  |
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| **Element** | **Compliance Criteria** | **Yes or No** | **Comments/further actions required** |
| **F13** | **Product identification and traceability** | | |
| **F13.1** | **Maintain a product identification and traceability system to enable produce to be traced from production to its destination.** | | |
| F13.1.1 | A record of all produce harvested is kept and must include:   * crop/variety * growing site * earliest harvest date in consideration of exclusion periods * harvest date * packing date * batch identification code (where applicable) * quantity * destination. |  |  |
| F13.1.2 | Where harvested produce is sent to another business for packing or further processing, each delivery is clearly identified with supplier name and harvest or delivery date. |  |  |
| F13.1.3 | A record of all produce received from suppliers is kept and must include:   * supplier business name * crop/variety * date received * packing date * batch identification code (where applicable). |  |  |
| F13.1.4 | All packed produce sent to a customer is marked with:   * business name and physical address * packing date and/or batch identification code * other trade descriptions required by customer or legislation. |  |  |
| F13.1.5 | Dispatch records are kept and must include:   * customer and/or destination * dispatch date * batch identification code * quantity. |  |  |

| **Element** | **Compliance Criteria** | **Yes or No** | **Comments/further actions required** |
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| F13.1.6 | Product traceability is tested at least annually to verify full traceability of produce from production to its destination/immediate customer, or vice versa.  A record is kept. | |  |  |
| **F13.2** | **Product release procedures are maintained for the final check of produce to prevent unintended use or delivery of produce found non-compliant.** | | | |
| F13.2.1 | A product release procedure is documented and must include:   * assessment and final check of produce prior to dispatch * controls for produce found non-compliant * any required corrective action. | |  |  |
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| **Element** | **Compliance Criteria** | **Yes or No** | **Comments/further actions required** |
| **F14** | **Incident management, recall and withdrawal** | | |
| **F14.1** | **Maintain an incident management *plan* to ensure produce that does not meet food safety requirements is effectively managed** | | |
| F14.1.1 | An incident management *plan* must include the requirements for:   * incident reporting * product hold and release * product withdrawal and product recall |  |  |

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| **Element** | **Compliance Criteria** | | **Yes or No** | **Comments/further actions required** |
| F14.1.2 | The incident management *plan* is documented and must include:   * workers responsible for incident management * name of person documenting the plan * date plan is developed | |  |  |
| F14.1.3 | A test of the incident management *plan* is conducted at least annually.  A record is kept. | |  |  |
| F14.1.4 | The incident management *plan* is reviewed at least annually, and following any event requiring the incident management plan to be actioned.  A record is kept. | |  |  |
| **F14.2** | **Manage Product recall and withdrawal** | | | |
| F14.2.1 | In the event of a potentially serious food safety incident, the matter is investigated to determine the extent of the problem. Where required, further action is taken. | |  |  |
| F14.2.2 | Establish the level of recall relevant for the produce supplied to customers as a:   * trade level recall, or * consumer level recall. | |  |  |
| F14.2.3 | If a recall is required, the relevant recall is implemented. | |  |  |
| F14.2.4 | Where produce is supplied direct to consumers, *or if required by a customer*, a mock recall is completed annually using the A&NZ Product Recall/Withdrawal form (or equivalent).  A record is kept. | |  |  |
| **Section completed by:** | |  | **Date of completion:** |  |