

## B1: Management Responsibility

		Criteria	Comment and/or Agreed Action	Category
All	1	Who is the designated person responsible for compliance with New Zealand GAP?		M
All	2	What job descriptions have been written for all the key positions? <ul style="list-style-type: none"> <li>• Includes one person operations.</li> <li>• They may be task related and not per individual.</li> </ul> Where are they recorded?		M
All	3	Do you have a documented Quality Statement?		M
All	4	Where is your Quality Statement? <ul style="list-style-type: none"> <li>• Is it professionally displayed; laminated, framed or glossy finish etc?</li> </ul>		R
All	5	Internal assessments are carried out and documented at least annually. <ul style="list-style-type: none"> <li>• Where is your completed assessment for the assessor to view?</li> </ul>		C
G, P	6	If contract services are being employed, approved or recognised suppliers of contracting services should be used. <ul style="list-style-type: none"> <li>• Who is your contractor and what service do they provide?</li> </ul>		R

## B2, C7, D5: Health and Safety

		Criteria	Comment and/or Agreed Action	Category
G, P	7	If contractors are used, who is responsible for informing them of all relevant health and safety information? How were the contractors informed of the: <ul style="list-style-type: none"> <li>• Hazards that exist in the place where they are working?</li> <li>• Company rules about health and safety?</li> <li>• Emergency procedures and first aid facilities?</li> <li>• Procedures for reporting any new hazards that may be identified?</li> </ul>		M
All	8	Management shall undertake an occupational safety and health (OSH) assessment at least annually or when a change occurs. Based on the assessment, written policies, procedures and control measures for the business' common health and safety issues shall be documented.		M

All	9	<p>A written policy is required for product removal or the segregation of lines contaminated with blood.</p> <ul style="list-style-type: none"> <li>• Where is it documented?</li> <li>• If necessary, check with staff on their awareness or evidence of training.</li> </ul>		M
All	10	<p>What documented policy is in place for the wearing of watches and jewellery?</p> <ul style="list-style-type: none"> <li>• Is the policy appropriate to facility / site / property (i.e. allowed / not allowed / removed / covered)?</li> </ul>		M
All	11	<p>Where is the accident register for the property?</p>		M
All	12	<p>Management shall consider and document the control measures relevant for the unique staff safety hazards on the individual property or in the crop.</p> <ul style="list-style-type: none"> <li>• Where is the OSH hazard register for the property's unique staff safety hazards?</li> <li>• Are the site hazards listed?</li> <li>• Are control measures identified?</li> <li>• Is it dated and updated at least annually?</li> </ul>		M
All	13	<p>A first aid kit is available to all staff.</p> <ul style="list-style-type: none"> <li>• Where is it?</li> </ul>		M
All	14	<p>As a minimum, is the first aid kit kept fully stocked with the following:</p> <ul style="list-style-type: none"> <li>• band aids,</li> <li>• sterile wound dressing,</li> <li>• triangular bandage and safety pins,</li> <li>• roll of tape,</li> <li>• scissors,</li> <li>• antiseptic,</li> <li>• sterile gauze swabs,</li> <li>• disposable gloves,</li> <li>• emergency first aid booklet?</li> </ul>		R
All	15	<p>Management shall ensure operators of forklifts and tractors with forklift attachments have been trained and are competent.</p> <ul style="list-style-type: none"> <li>• Where are the training and assessment records?</li> </ul>		M

### B3: Training

		Criteria	Comment and/or Agreed Action	Category
All	16	A training plan is in place for all staff including new or casual staff. <ul style="list-style-type: none"> <li>Where is the training plan?</li> </ul>		C
All	17	The headings which need to be included in the plan are: <ul style="list-style-type: none"> <li>Who provides the training?</li> <li>When is the training carried out (i.e. before the commencement of duties)?</li> <li>Job responsibilities.</li> <li>Customer and quality specifications.</li> <li>Staff hygiene requirements and accidental contamination.</li> <li>Staff safety.</li> <li>Any other areas applicable to the particular property or crop as identified for product safety (Section C6.1) and staff safety (Section C7.1).</li> </ul>		M
All	18	Staff shall be trained following the training plan. Where is the staff training record covering the following headings: <ul style="list-style-type: none"> <li>date of training,</li> <li>type of training,</li> <li>person trained,</li> <li>who provided the training,</li> <li>signature of trainer?</li> </ul>		M
All	19	How is staff performance monitored and assessed for effectiveness?		R
All	20	The skill areas for crop handling that should be included in the training plan include: <ul style="list-style-type: none"> <li>Quality control.</li> <li>Correct handling.</li> <li>Packaging.</li> <li>Labelling and traceability.</li> </ul>		R

### B4: Purchase of Goods and Services

		Criteria	Comment and/or Agreed Action	Category
All	21	<p>Documented procedures shall be in place to ensure purchased items meet the agreed specifications e.g. packaging, fertilisers, chemicals, propagation material etc.</p> <ul style="list-style-type: none"> <li>Records shall be kept for the purchasing of goods and services, the results of evaluations of suppliers and any follow-up actions.</li> <li>Where are these records?</li> </ul>		M
All	22	How are goods checked on arrival for correct quantities, identity, suitability and damage caused in transit?		R

### B5: Complaints

		Criteria	Comment and/or Agreed Action	Category
All	23	<p>A documented system is in place for recording complaints.</p> <ul style="list-style-type: none"> <li>Where is this kept in readiness for a complaint?</li> </ul>		C
All	24	<p>Where are records that include:</p> <ul style="list-style-type: none"> <li>who made the complaint,</li> <li>the date of the complaint,</li> <li>what was the complaint,</li> <li>what corrective action was taken,</li> <li>the assessment of whether the corrective action was effective,</li> <li>who took the complaint and signed it off to prevent reoccurrence?</li> </ul>		M
All	25	How do you ensure appropriate staff are aware of the correct complaints procedures?		M

### B6: Records

		Criteria	Comment and/or Agreed Action	Category
All	26	<p>All approved suppliers shall keep records.</p> <ul style="list-style-type: none"> <li>When records are kept for this programme, how and where are they securely stored and readily accessible?</li> <li>Are they kept for a period of 2 years?</li> </ul>		M

## C1, D1: Product / Service Identification and Traceability

		Criteria	Comment and/or Agreed Action	Category
All	27	What system is in place which is able to demonstrate product / service identification and traceability from the inputs to the operations dispatch point? <ul style="list-style-type: none"> <li>• e.g. includes an inventory of stored product</li> </ul>		C
All	28	What system is in place for tracing products / services back from the customer to the site of production?		C
G	29	Where is an up to date property plan kept which displays all blocks and their identification? Is this property plan also used for the property spray plan (51)? <ul style="list-style-type: none"> <li>• A copy needs to be available for view.</li> <li>• Does the property plan include the identification of inputs of seed, fertiliser and agrichemicals? If not, where are these input records?</li> </ul>		C
G	30	Does the property plan include arable seed sowing records? If not, where are these records? <ul style="list-style-type: none"> <li>• Do the arable seed sowing records include the identification of the field, sowing date, seed type and sowing rate?</li> <li>• If arable seed is farm-saved, how is the origin and history of the seed verified?</li> </ul>		M
All	31	What procedures are documented for the control of non conforming product or non-approved supply? <ul style="list-style-type: none"> <li>• e.g. segregation, rejection, regrading.</li> <li>• Are records available?</li> </ul>		C
All	35	What recall system is in place? Has the recall system been tested? <ul style="list-style-type: none"> <li>• Is it documented and able to provide for withdrawal / replacement?</li> <li>• Where is the documented evidence of effectiveness and follow-up actions?</li> </ul>		C

## C2: Production Site Management

		Criteria	Comment and/or Agreed Action	Category
G	38	Management shall evaluate new production sites for the risk of contamination from associated sites or operations using the decision diagram in C2.1. <ul style="list-style-type: none"> <li>• Where are the actions documented?</li> </ul>		M
G	39	How are existing sites monitored and re-evaluated annually? <ul style="list-style-type: none"> <li>• Use the decision diagram in C2.1 for the evaluation.</li> </ul>		R

## C3: Nutrient Management

		Criteria	Comment and/or Agreed Action	Category
G	40	Management shall evaluate the risks associated with animal manure and other natural fertilisers using the decision diagram in Section C3.1. <ul style="list-style-type: none"> <li>• What were the actions taken following the evaluation?</li> </ul>		M
G	41	A nutrient management plan should be in place for the use and application of fertiliser. <ul style="list-style-type: none"> <li>• Has the Code of Practice for Nutrient Management been used to develop the nutrient management plan?</li> <li>• Is testing for fertiliser requirements carried out?</li> <li>• Are test results available (i.e. soil, foliage tests and associated recommendations)?</li> </ul>		R
G	42	Where a regional council requires compliance with New Zealand GAP for the use and application of fertiliser, a nutrient management plan shall be in place. <ul style="list-style-type: none"> <li>• How do you know whether a regional council requires compliance to New Zealand GAP?</li> <li>• What code of practice for nutrient management has been used to develop the nutrient management plan?</li> <li>• Has a nutrient budget been developed?</li> <li>• What nutrient budget information or tools were used to demonstrate compliance where a regional council has specific standards for the discharge of nutrients?</li> <li>• Where are the records of the nutrient management plan and the nutrient budget?</li> </ul>		M

G	43	Is fertiliser purchased from a company with Fertmark product registration?		R
G	44	Is a system in place for recording the application of animal manure and other natural fertilisers and inorganic fertiliser, nutrients and conditioners? <ul style="list-style-type: none"> <li>Where are the records kept?</li> </ul>		C
G	45	The application recording system shall record the following: <ul style="list-style-type: none"> <li>purchase record for traceability,</li> <li>fertiliser type,</li> <li>amount applied,</li> <li>placement (sidedress, base application, liquid application or compost),</li> <li>date of application,</li> <li>block location and crop applied to?</li> </ul>		M

### C4, D2: Pest and Disease Control

		Criteria	Comment and/or Agreed Action	Category
G	46	Has your sector product group developed an IPM programme? Have you sought assistance with its implementation? <ul style="list-style-type: none"> <li>What assistance have you had?</li> <li>If intervention is required, what non-chemical control is used?</li> </ul>		R
G,P Ct	47	What GROWSAFE® certification is held by applicators? <ul style="list-style-type: none"> <li>Current GROWSAFE® Introductory or Applied Certificate or</li> <li>current GROWSAFE® Registered Chemical Applicators Certificate (or confirm registration on <a href="http://www.growsafe.co.nz">www.growsafe.co.nz</a>)</li> <li>For staff under training, is the applicator supervised by a GROWSAFE® certified person?</li> <li>Where are the certificates kept?</li> </ul>		C
G	48	Growers should justify the chemical usage on crops and the justification should be documented. <ul style="list-style-type: none"> <li>What records of the target pest, disease and weed levels are kept?</li> <li>How is the decision-to-spray made? Are pest, disease and weed threshold levels used to decide?</li> <li>How is resistance to the agrichemical managed?</li> <li>How is the most suitable agrichemical chosen? Is the environment and worker safety considered?</li> </ul>		R

G,P Ct	49	<p>Agrichemicals which have label recommendations for the crop being protected shall be considered for use before those without label recommendations i.e. off-label use.</p> <ul style="list-style-type: none"> <li>• What up to date information is there on those agrichemicals available for use e.g. Novachem Agrichemical Manual?</li> </ul>		M
G,P Ct	50	<p>Agrichemicals which are illegal or banned in New Zealand or the importing country are not used.</p> <ul style="list-style-type: none"> <li>• How is this confirmed?</li> </ul>		C
G,P Ct	51	<p>For off-label agrichemical use, how is the application rate and withholding period confirmed e.g. by using trial data or by historical use confirmed by residue test results?</p> <ul style="list-style-type: none"> <li>• Where is the data or the residue test result?</li> </ul>		R
G, Ct	52	<p>A property spray plan shall be prepared and potentially affected people shall be advised that it is available. Is the property spray plan also used to meet the property's identification and traceability requirements (29)? The property spray plan shall include:</p> <ul style="list-style-type: none"> <li>• A map of the property and its neighbours including the contact details of potentially affected people and sensitive areas.</li> <li>• The crops to be sprayed and where they are grown.</li> <li>• The types of agrichemicals that are likely to be used e.g. fungicide.</li> <li>• The times of the year that spraying the different types of agrichemicals is likely to occur.</li> <li>• Who is doing the spraying, their GROWSAFE® number and expiry date.</li> <li>• The weather conditions that may increase the potential for spray drift.</li> <li>• What strategies are used to avoid spray drift.</li> </ul>		M
G, Ct	53	<p>Appropriate signage shall be in place during spraying near public areas indicating the type of agrichemical being used. Signs shall be placed at the normal lines of approach from public areas.</p> <ul style="list-style-type: none"> <li>• What signs are used and where are they placed?</li> </ul>		M
G,P Ct	54	<p>What protective clothing is used if handling agrichemicals?</p>		M
G,P Ct	55	<p>Are protective clothing, gloves and respirator available and stored separate from agrichemicals?</p> <ul style="list-style-type: none"> <li>• Where are they stored?</li> <li>• Are respirator filters in a sealed, airtight container?</li> </ul>		M
G,P Ct	56	<p>Are respirator filters replaced to meet the manufacturer's specification?</p> <ul style="list-style-type: none"> <li>• Is a replacement schedule maintained?</li> <li>• Where is the record of the replacement?</li> <li>• Is the replacement in line with the recommended replacement schedule?</li> </ul>		M



G, P	57	<p>Agrichemicals shall be handled and mixed to prevent them entering any waterway or well. Handling and mixing sites shall be:</p> <ul style="list-style-type: none"> <li>• sited away from any waterway or,</li> <li>• the site shall be bunded.</li> <li>• If water for mixing and washing is drawn from a fresh water source, is a one-way valve used to prevent back-siphoning?</li> </ul>		M
G, P	58	<p>At the mixing station, where is the:</p> <ul style="list-style-type: none"> <li>• calibrated measuring equipment,</li> <li>• the personal protective equipment,</li> <li>• the accident and emergency procedures? Are the procedures within 10m of the station?</li> </ul>		M
G, P	59	<p>At the mixing station, where is the clean up kit? Does it include:</p> <ul style="list-style-type: none"> <li>• absorbent material,</li> <li>• a shovel,</li> <li>• a container for the contaminated absorbent material?</li> </ul>		M
G, Ct	60	<p>Spraying equipment shall be calibrated at least annually.</p> <ul style="list-style-type: none"> <li>• Where are the calibration records?</li> </ul>		M
P	61	<p>Where applicable, the chemical dispenser equipment shall be calibrated at least annually.</p> <ul style="list-style-type: none"> <li>• Where are the calibration records?</li> </ul>		M
G, P	62	<p>NZ and importing country MRL's shall be documented?</p> <ul style="list-style-type: none"> <li>• Where are the records or are they accessed via NZFSA web site?</li> </ul>		C
G, P	63	<p>If any residue tests are taken either by this programme or the grower or their customer:</p> <ul style="list-style-type: none"> <li>• Are all residue test results recorded and actioned where appropriate?</li> <li>• Where are the actions documented?</li> <li>• Are actions assessed for effectiveness and recorded?</li> </ul>		C
G,P Ct	64	<p>A spray diary shall be maintained.</p> <ul style="list-style-type: none"> <li>• Where is it kept?</li> </ul>		C

G,P Ct	65	<p>The spray diary shall record:</p> <ul style="list-style-type: none"> <li>• Date of each application.</li> <li>• Crops sprayed.</li> <li>• Location / block / silo sprayed or fumigated in line with traceable system.</li> <li>• Chemical materials and strength (rate) used.</li> <li>• Volume applied.</li> <li>• With-holding periods.</li> <li>• Harvest date of the crop by location / block sprayed.</li> <li>• Person responsible for the application.</li> <li>• GROWSAFE® certificate number of the person responsible.</li> <li>• If applicable, weather conditions.</li> <li>• If applicable, the sprayer calibration / nozzle configuration.</li> <li>• If applicable, the IPM system adopted.</li> </ul>		M
G, Ct	66	<p>If the contact re-entry requirements are stated on the agrichemical label, they shall be applied.</p> <ul style="list-style-type: none"> <li>• Are the contact re-entry requirements stated on the label?</li> </ul>		M
G,P Ct	67	<p>Agrichemicals are stored in a designated store.</p>		C
G,P Ct	68	<p>The agrichemical store shall provide the following:</p> <ul style="list-style-type: none"> <li>• Not storing agrichemicals in a designated packing area.</li> <li>• Not storing agrichemicals in a designated storage area.</li> <li>• Be sited away from any drain or waterway.</li> <li>• Away from heating, ignition or combustion sources.</li> <li>• Locked facility when not in use.</li> <li>• Appropriate spillage retention measures.</li> <li>• Adequate ventilation.</li> <li>• Stored packages are closed when not in use.</li> <li>• Keeping spray containers in good condition.</li> <li>• Ensuring there are original labels on spray containers.</li> <li>• Signage displayed i.e. HAZCHEM.</li> <li>• There is a supply of water nearby the location.</li> <li>• There is a current register of chemicals held away from the store.</li> </ul>		M
G,P Ct	69	<p>Where is the Fire Extinguisher kept?</p>		R

G,P Ct	70	<p>The Agrecovery container recovery programme shall be used to dispose of waste or unwanted plastic agrichemical containers belonging to participating manufacturer's brands.</p> <ul style="list-style-type: none"> <li>• Where is the Agrecovery compliance certificate?</li> <li>• Are containers held in appropriate storage awaiting treatment / disposal / recycling?</li> <li>• If Agrecovery is not used because of non-participating brands or container size restrictions, how are empty agrichemical containers disposed of?</li> </ul>		M
G,P Ct	71	<p>How is unwanted / unused spray mix / chemical mix disposed of?</p> <ul style="list-style-type: none"> <li>• In accordance with NZS8409:2004 Section 6 and appendix S i.e. sprayed onto waste ground (land not used for production) where the agrichemical will not cause a hazard (withholding periods for stock are observed and no chemical to enter water ways including streams, ponds and ground water),</li> <li>• or collected for approved disposal.</li> <li>• Chemicals used for extending product life are neutralised / disposed of in accordance with NZS8409 i.e. chemicals used to stand cutflowlers in.</li> </ul>		M
G,P Ct	72	<p>Obsolete or unwanted agrichemical concentrate shall be disposed of in an approved way.</p> <ul style="list-style-type: none"> <li>• How is the concentrate disposed of?</li> </ul>		M

### C5, D3: Water Management

		Criteria	Comment and/or Agreed Action	Category
G, P	73	<p>What documentation do you have to show that water has been evaluated against the decision diagrams in C5.1.1, C5.1.2 and D3.1 for the risk of microbial and chemical contamination?</p> <p>Where a risk has been identified:</p> <ul style="list-style-type: none"> <li>• Steps shall be taken to ensure the water quality is made adequate for its intended use, e.g. alternative sources, installing and maintaining filters and backflow devices.</li> <li>• Actions shall be documented.</li> <li>• Where produce is tested, records are made available.</li> </ul>		M
G	74	<p>A documented water management plan should be developed and maintained for irrigation water.</p> <ul style="list-style-type: none"> <li>• Where is the plan?</li> </ul>		R
G, P	75	<p>Water used for floatation, cleaning etc containing chemicals should be disposed of in accordance with Local Authority requirements e.g. apple water dump.</p>		R

### C6, D4: Product Safety

		Criteria	Comment and/or Agreed Action	Category
G, P	76	Does management consider the control measures relevant for the unique food safety risks on the individual property or crop? <ul style="list-style-type: none"> <li>Document using the hazard register as described in C6.1 and D4.1.</li> <li>Where is the hazard register kept?</li> </ul>		M
G,T Ct	77	What documented sickness policy is in place to cover employees?		M
All	79	What toilet facilities are available? <ul style="list-style-type: none"> <li>Are they accessible to all staff including clean water and soap or hand disinfectant?</li> <li>Are they adequate and appropriate?</li> </ul>		C
All	80	A “wash your hands” sign is displayed in association with toilet use.		M
All	81	Where is the eating and drinking area? <ul style="list-style-type: none"> <li>Is it separate from the main harvest / packing / storage / product handling areas?</li> </ul>		M
All	82	Where is the smoking area? <ul style="list-style-type: none"> <li>Is it separate from the main harvest / packing / storage / product handling areas?</li> <li>Is appropriate signage in place in identified internal areas?</li> </ul>		M
All	83	Personal hygiene requirements are documented and detailed to staff as appropriate and practical for the product being handled. <ul style="list-style-type: none"> <li>Where are they documented?</li> <li>If necessary, check with staff on their awareness or evidence of training.</li> </ul>		M
G, P	84	Waste products, such as trimmings, should be disposed of in a way that does not affect the quality of the remaining crop, or cause any environmental or food safety contamination.		R
G,P W	85	Are shatterproof light guards used? <ul style="list-style-type: none"> <li>If not, where is the process for the disposal of contaminated product documented?</li> </ul>		M

### C8, D6, F: Vehicles, Equipment and Machinery Maintenance

		Criteria	Comment and/or Agreed Action	Category
All	86	<p>Equipment and machinery that comes into contact with the produce, shall be designed and maintained to prevent physical and biological contamination, injury to staff and damage to products. There shall be a documented maintenance plan for this equipment and machinery.</p> <ul style="list-style-type: none"> <li>• Where are the records of who did the work, when, what was done, the actions taken and whether the actions were effective</li> <li>• Are PTO protectors on tractors and guards around chains on grading machines, harvesters and planters?</li> </ul>		M
G,P W, T	87	<p>Is equipment and machinery that comes into contact with the produce, clean?</p>		M
All	88	<p>Equipment used for inspection and testing or as part of the quality control process, shall be a controlled item and a calibration log shall be kept, e.g. for thermometers, scales, moisture meters.</p> <ul style="list-style-type: none"> <li>• Where is the calibration log?</li> <li>• If independent calibration is used, where is the service sticker?</li> <li>• Or, if an approved test weight is used, is this recorded in the calibration log?</li> <li>• Calibration is required at least annually.</li> </ul>		M
G,P W, T	89	<p>Do vehicles comply with respect to covering produce?</p> <ul style="list-style-type: none"> <li>• What fixed covering is used (to form an enclosed unit for category 1 &amp; 2 product as defined in Section F)?</li> <li>• Is a “pallet protector” used (which is insulated and prevents product rub)?</li> </ul>		M

### C9, D7: Property Maintenance

		Criteria	Comment and/or Agreed Action	Category
G,P W	97	<p>Is the packhouse and cool store constructed of permanent material and maintained to form an enclosed unit?</p> <ul style="list-style-type: none"> <li>• What practical measures are taken to prevent the entry of animals, birds or insects into the packing or storage buildings?</li> </ul>		M
G,P W, T	98	<p>What cleaning plan is in operation for machinery, equipment, buildings and facilities used for receiving product, displaying product, grading or packaging (including field rigs)?</p> <ul style="list-style-type: none"> <li>• Records shall be kept of who did the work, when, what was done, the actions taken and whether the actions were effective?</li> <li>• What are the specified frequencies for cleaning?</li> </ul>		M

G,P W, T	99	How is waste clearly labelled? <ul style="list-style-type: none"> <li>Is waste regularly removed / emptied / cleaned as per a specified frequency?</li> </ul>		M
P, W	100	Where is the bulk waste storage facility? <ul style="list-style-type: none"> <li>Is it separated from the main packhouse, coolstore facility and production areas?</li> </ul>		R
G,P W, T	101	Cleaning agents shall be safely stored. <ul style="list-style-type: none"> <li>Where are they stored?</li> <li>Are they out of reach of children?</li> </ul>		M
G,P W, T	102	A pest control plan shall be place. <ul style="list-style-type: none"> <li>Where is it documented?</li> <li>If appropriate, are there bait stations and electronic fly killers?</li> <li>Are methods used to control other pests e.g. cockroaches, ants?</li> </ul>		M

### C10: Harvest

		Criteria	Comment and/or Agreed Action	Category
G	105	If applicable, how is the field heat removed? <ul style="list-style-type: none"> <li>Forced air cooler, chiller, other methods?</li> </ul>		R
G	106	How and where are products protected from the elements, weather, birds, animals awaiting transportation? <ul style="list-style-type: none"> <li>e.g. tarpaulin, shade house.</li> </ul>		R
G,P	107	How do you ensure any post harvest chemical treatments to products are notified in writing to the packhouse / customer? <ul style="list-style-type: none"> <li>e.g. sprout inhibitor, chemicals applied to or accompanying cut flowers.</li> </ul>		M
G	108	If applicable, how are temperatures taken if product is stored? <ul style="list-style-type: none"> <li>e.g. on arrival, at transport dispatch point in summer.</li> <li>Products shall not be held for times or at temperatures that may put the product at risk.</li> </ul>		R
G	109	If growing an arable crop, can you demonstrate a procedure for collecting representative samples from incoming loads of grain and after the grain-drying process is carried out?		M
G	110	If samples of grain are taken, where are they kept? <ul style="list-style-type: none"> <li>Is the container in a safe place, clean and sealed preventing contamination, damage or tampering?</li> <li>Is the container's contents clearly identified?</li> </ul>		M
G	111	Samples shall be kept for a minimum of three months after the delivery of the line of grain.		M

### C11, D8: Quality

		Criteria	Comment and/or Agreed Action	Category
G,P W	112	<p>What customer's product specifications are documented and used?</p> <ul style="list-style-type: none"> <li>• If not available use the industry quality specification.</li> <li>• Are they available to appropriate staff?</li> </ul>		M
G,P W	113	<p>How are grades clearly identified?</p> <ul style="list-style-type: none"> <li>• Is marketable product segregated from waste and non conforming product?</li> </ul>		M
G,P W	118	<p>A quality control system shall be documented and in operation.</p> <ul style="list-style-type: none"> <li>• Where is it documented?</li> </ul>		C
G,P W	119	<p>The documented quality control system shall include:</p> <ul style="list-style-type: none"> <li>• Identification of product line.</li> <li>• Product.</li> <li>• Customer product specification, industry quality specification.</li> <li>• Sample size.</li> <li>• Packaging.</li> <li>• Appropriate labelling (including legibility).</li> <li>• Actions taken.</li> </ul>		M
G,P W	122	<p>Where applicable, the labelling shall comply with the requirements of the Joint Food Code of Food Standards Australia New Zealand.</p> <ul style="list-style-type: none"> <li>• What were the labelling requirements following the evaluation against D8.5?</li> </ul>		M

## C12, D9: Handling, Packaging, Storage and Delivery

		Criteria	Comment and/or Agreed Action	Category
G,P W	123	How is product stacked / packed according to the customers specifications?		R
G,P W	124	Where is the packaging stored? Is it: <ul style="list-style-type: none"> <li>• clean,</li> <li>• dry,</li> <li>• free from foreign material that could cause contamination?</li> </ul>		M
G,P W	125	Prior to use, how do you ensure packaging is: <ul style="list-style-type: none"> <li>• clean,</li> <li>• free of damage and contamination,</li> <li>• meets customer specifications?</li> </ul>		M
G,P W	126	Where is the produce stored so that: <ul style="list-style-type: none"> <li>• it is secure,</li> <li>• damage, deterioration or contamination is prevented?</li> </ul>		R
G,P W	127	How are coolstorage facilities calibrated to the manufacturers specifications? <ul style="list-style-type: none"> <li>• Where is the record?</li> </ul>		M
G,P W, T	128	What customer delivery specifications are documented? <ul style="list-style-type: none"> <li>• Delivery records are completed and kept.</li> </ul>		M
G,P W, T	129	How are packages packed and stacked so as not to cause product damage? If appropriate: <ul style="list-style-type: none"> <li>• The pallet is secured both horizontally and vertically.</li> <li>• The pallet height should not cause damage to the product or packaging.</li> </ul>		R