

Audit Response Report

Kloovenburg

281

Posbus 2

Riebeek Kasteel

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SOUTH AFRICA

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Certification Body

None

None

Audit Ref: 1078

Audit Due Date: 12/01/2016

M&S Select Grower V1.0.1

Audit Status: Under Review

Auditor: Ms Anna Coxe

Audit Score: 167.00

Audit Rating: Silver

Section 0 Products

Question **Primary Response**

0.1 Please select the appropriate category

Category

Essential

Secondary Responses

Please select relevant category: Grower and Packer

Question **Primary Response**

0.2 Please select the products relating to this assessment

Category

Essential

Secondary Responses

Please select all relevant products: Figs
Please select all relevant products: Grapes

Section 1 Pre Requisite

Question **Primary Response**

1.1 Has the supplier effectively understood and completed the pre-audit Risk Assessment for all crops and process steps covered by the audit scope?

Fully Compliant

Category

Essential

Secondary Responses

Review the pre-audit Risk Assessment to check and confirm all crops to be audited
Review the pre-audit Risk Assessment to check and confirm all process steps to be audited

Question

1.2 Has the primary producer carried out a thorough and effective Risk Assessment or HACCP that clearly identifies all food safety hazards, risks and controls necessary to ensure that the products they supply to M&S comply with the F2F requirements?

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

Allergen hazards identified and controlled at each process stage
Chemical hazards identified and controlled at each process stage
Physical hazards identified and controlled at each process stage
Biological hazards identified and controlled at each process stage
Appropriate critical limits set
The Risk Assessment is clearly documented
The Risk Assessment or HACCP is reviewed annually and when any site/process flow changes

Observation

No CCP's identified, but monitoring and prevention systems in place for identified risks

Question

1.3 Has the Risk Assessment or HACCP been carried out by a competent, trained person with sufficient resources and trained staff provided to implement and maintain both the control measures identified in the Risk Assessment and also the requirements of F2F?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

The Risk Assessment or HACCP has been developed by an appropriately resourced multi functional team

The primary producer must have reviewed, understood and formally agreed the Risk Assessment

There is clear allocated responsibility to manage the HACCP / Risk Assessment

Adequate resource to manage the controls is available

Staff effectively trained for the management of control and critical control points

Annual refresher training must be carried out for all relevant operatives

Question

1.4 Has the primary producer ensured that product identification and traceability systems are implemented with initial results available within 4 hours and full results to the field/plot from all stages in the supply chain within 24 hours?

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

Full product and processing information provided through traceability to its original production site including all inputs

Traceability completed within 24 hours

Customers for a particular crop can be identified down to date of delivery

All paperless systems have appropriate backup and cannot be contemporaneously amended

Traceability systems should be challenged for forward traceability and backward traceability at least annually

Question

1.5 Are all documents and records retained for due diligence for 3 years?

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

Due diligence documentation is filed in an appropriate manner so that it can be recalled if required with records held for at least 3 years

All written records and sign offs must be completed in ink NOT pencil

Any mistakes or comments should be clearly made and initialled / signed off and dated on the paperwork

Question

1.6 Does the Primary Producer understand and have they implemented all of the requirements of the M&S Guidelines on Allergens (including nuts etc.) control and have their own site standard?

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

Formal policy in place
All staff are appropriately trained in allergen awareness and management
All allergens are considered in the Risk Assessment with appropriate controls in place
Operating a nut-free site or no evidence of uncontrolled nut/allergens that could contaminate crops supplied

Question

1.7 Is there a formally documented Hygiene standard in place for all staff operating in all areas of the business that clearly defines all personal hygiene and food safety standards required including smoking, eating, drinking, PPE etc.?

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

Policy requires workers exhibit good standards of personal hygiene and wear clothes appropriate for their work
Policy requires that eating, drinking and smoking only take place in designated areas segregated from main production
As well as not allowing eating, drinking or smoking outside controlled areas, reference should also be made to chewing, spitting or other cultural variants.
All staff receive appropriate training in hygiene standards
Hygiene standards are role modelled by management

Question

1.8 Does policy require all workers to wash their hands when handling produce?

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

Toilets and hand washing facilities provided and sufficient number for staff size (approx. 1 station per 10 workers)

Adequate hand washing facilities are provided outside toilets and at entry points to production areas

All workers are required to wash their hands before starting work and after eating, drinking, smoking or returning from the toilet facilities.

All workers are trained in the importance of hand washing and appropriate hand washing procedure

Signs are used to supplement training instructing workers (in their language or visually) when to wash their hands and the appropriate hand washing procedure

Water used for hand washing must be of the microbiological standard for potable water

All staff including management must adhere to procedures

There should be at least daily monitoring of hygiene and hand washing facilities with clear responsibility for replenishment of consumables

Observation

Hand wash standards in place

Question

1.9 Can the primary producer demonstrate adequate management of food handling staff (harvesting and packing) suffering from gastro intestinal illnesses, infections or wounds?
(Return to Work Policy)

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

All managers signing staff back to work are trained in implementing return to work procedure

Documented record of gastro intestinal illnesses and injury/infection occurrences kept

Policy and system in place to effectively manage staff returning to work after ill health

Policy to control of wound dressings should be in place ensuring that all plasters are coloured blue; there should be appropriate disposal of used dressings

Disposable gloves should be available for workers to cover dressed hand injuries

Provision of non-food contact jobs for return to work / minor illness; supervisors authority to reassign people who appear ill

Question

1.10 Does the primary producer ensure that visitors (including contractors) know and meet all site hygiene and food safety requirements?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

All Visitors/contractors complete health questionnaire before entering site

There is a system in place to check and approve health questionnaire answers

Visitors are advised of site hygiene and food safety requirements (including allergen controls)

Question

1.11 Is there a formal procedure in place for the use and control of gloves used in all food handling roles?

Primary Response

Acceptable

Category

Major

Secondary Responses

The site has a policy which covers the use of gloves in production areas

All gloves used for food handling are non latex; all disposable gloves used are coloured (typically blue or so that any pieces can be readily seen in product)

All disposable gloves are single use and are removed on leaving the production area

Gloves are not used as an alternative to hand washing: hands must be washed before gloves are worn

Individuals wearing gloves are responsible for changing them if they become damaged

Gloves are retained on site and not taken home by staff

There must be appropriate storage of re-useable gloves

Gloves are effectively managed to ensure that there are no food safety risks or contaminant risks

Where reusable gloves are used these are washed/disinfected before use as appropriate

Question**Primary Response**

1.12 Has a Risk Assessment and management procedure been put in place for Bodily Fluids Management which outlines action to be taken following incidences of vomiting, diarrhoea or other bodily fluids within production / packing areas?

Fully Compliant

Category

Major

Secondary Responses

There is a documented procedure to follow if an incident occurs

The procedure details the disposal of product in proximity to the incident / application of a buffer zone around affected area

All incidents are reported, including the clean up operation

There is dedicated cleaning equipment available for these incidents. This equipment is segregated and it is itself cleaned and sanitised after every use.

Question

1.13 Is there a training programme for all staff (permanent/seasonal/agency) which covers basic food hygiene standards and individual responsibilities?

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

Training materials are translated into and carried out in language appropriate to workers

Training should be supplemented by appropriate signage to ensure ongoing awareness amongst the workforce

There should be a system of assessment / sign off of understanding by the workers

Trainers should be appropriately trained and designated to particular sessions

Records should be kept of frequency of training and attendance, what was covered, who taught, date and location

Refresher training should be carried out at least once per season and for all new starters

All workers including managers must undergo appropriate training with their records held on file

A matrix of training records should be developed

Trainers & managers role model behaviours e.g. hand washing - audit senior management records for training

Question

1.14 Has the primary producer developed a programme of documented internal audits, covering the key issues of food safety, hygiene and traceability?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

All internal audits are carried out at an appropriate frequency, fully documented and actions identified

Internal Audit actions addressed effectively

Record of actions taken held

Question

1.15 Does the primary supplier have all appropriate controls and standards in place to ensure that M&S Brand Values (including Plan A) are being implemented?

Primary Response

Acceptable

Category

Major

Secondary Responses

Energy management plan in place for each farm
All waste streams are recognised and are being recycled or plans in place to recycle in the future

Question

1.16 Does the primary supplier have all appropriate controls and standards in place to ensure that M&S Responsible Employment Requirements are being implemented?

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

Primary producer holds a copy of M&S Responsible Employment Requirements as well as all COP practices relating to their industry
Suppliers must show they are linked to M&S on SEDEX and have an in date audit certification
Supplier must be able to show workers hours, wages, age on an individual basis, as well as having an employment file for each person. Can demonstrate compliance to all legal requirements for that country

Question

1.17 Is there a general site incident management plan that covers key Food Safety, Ethical, Environmental and M&S Brand Value Issues and has it been tested?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Procedure is in place to alert the supply chain if any hazardous incidents

There is a trained crisis management team with clear accountability for leadership

The procedure includes quarantine of any affected product

All quarantined product is clearly identified and held in a segregated area

Question

1.18 Is the primary supplier aware of and holds a copy of current M&S Restricted Pesticide and Monitored Pesticide Lists? Are appropriate derogation and management systems in place?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Action plan in place and being implemented to minimise use of pesticides of concern

Appropriate permissions been given for Amber list where required and derogations on file

Current M&S Restricted & Monitored List available and all pesticides are used in line with these lists

Pesticide screens are in place as appropriate and include analysis of pesticides on restricted list

Observation

held on file

Question

1.19 Where pesticides are used are they approved for the specific crop in the country of use and not prohibited in the UK, EU or Organic Legislation where relevant?

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

No non approved pesticides used
 No pesticides used that are prohibited by M&S
 No pesticides used that are prohibited for use in EU/UK
 Supplier holds list of locally approved pesticides for each crop supplied

Observation

In place

Question

1.20 Where water treatment is used to ensure that reused water is microbially safe eg in recycled water systems (Flumes/Drenches etc.) they must effectively validate the control process in line with the M&S guidance.

Primary Response

N/A

Category

Essential

Observation

None used

Section

2 Site Selection

Question**Primary Response**

2.1

A formal annual Risk Assessment (microbial, physical, chemical, allergenic) should be carried out on each production site/field (annual and perennial crops) to review risks already identified, and to find any other risks or control measures to mitigate.

Fully Compliant

Category

Major

Secondary Responses

A documented pre cropping Risk Assessment is available for each field/site

Assessments have been carried out annually

Possible risk have been clearly identified and mitigation actions clearly defined

Site history look at any potential risks such as heavy metals or other contaminants from operations such as mining, tannery or other industrial activities

There are no allergen risk from previous cropping, neighbouring activities (commercial or domestic) of are allergens present in and around the growing environment

Contamination from watercourses have been assessed - no flooding risks identified

Question

2.2 The risks of microbial contamination from public access and significant animal contamination or other local activities are identified and their controls must be effectively implemented

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

Crop production is not close proximity to public areas or is protected from public access

Management of cropping areas discourage wildlife activity in the crop

No evidence of domestic animals in production areas

No evidence of active unacceptable wildlife presence in cropping areas

Distance from Hobby farms and domestic animals sufficient to minimise contamination risks

There are no sewage treatment or landfill sites that potentially can cause contamination to crops - within 1 mile

No human sewage sludge, animal by products, abattoir waste has ever been applied to cropping land in past 5 years (there must be minimum 5 years clear to be compliant)

There are no concentrations of wild life activity that may result in significant contamination to the crop - e.g. large flocks of migrating birds, large concentrations of rabbits etc.

There are no outfalls from industrial or domestic septic tanks that are within close proximity to water sources or crops (500m)

Question

2.3 Are there any risks identifiable from previous crop production activities on the site?

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

No grazing occurred on previous crops

No unverified industrial processed animal manures (eg pelleted) has been applied in past 24 months

Question		Primary Response
2.4	Is the risk of contamination from composting process effectively managed?	N/A
Category		
Essential		
Observation		
No composting		

Section 3 Planting and Drilling

Question		Primary Response
3.2	Transplants - annual crops only - Cat 0 & 1 - where transplant materials are used ensure that material used is free from pathogen risk if crop is scheduled for harvest within 6 weeks of planting	N/A
Category		
Major		
Observation		
Not annual		

Question		Primary Response
3.4	Cross contamination risk from equipment and staff effectively managed?	Fully Compliant
Category		
Major		
Secondary Responses		
		Equipment is cleaned effectively between operations
		Staff have been made aware of risk that have been identified
		Formal Standard Operating Procedure in place
Observation		
Separate FIG and grape packing crates to prevent cross contamination.		

Question		Primary Response
3.5	All organic material (manure/compost) used in crop production must be controlled in compliance to the F2F standard.	N/A
Category		
Essential		
Observation		
None used		

Question		Primary Response
3.6	Industrially processed manures - verification of standards.	N/A
Category		
Essential		
Observation		
None used		

Question		Primary Response
3.7	Adherence to M&S Code of Practice for Anaerobic Digestion.	N/A
Category		
Essential		
Observation		
None used		

Section	4 Growing & Inputs
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Question

4.1 Primary producer must maintain detailed records of pesticides applied to all crops, pre and post harvest, to ensure harvest interval compliance is effectively managed and traceability is in place.

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

Crop and site clearly identified
 Date and time of application recorded
 Harvest interval and withdrawal period for post harvest treatments effectively managed
 Operative and equipment is identified on records
 Products (active ingredients) used are recorded
 Rate and volume applied are recorded

Question

4.2 All spray operators and pesticide handlers must be trained to "in-country" recognised standards or where not available appropriate in-house training is carried out.

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

Adequate training for handling of post harvest treatment
 All spray operatives and pesticide handlers have formal training in handling pesticides
 Recognised training accreditation held by all operatives
 Record of training held

Question

4.3 Spray application equipment should be in good working order and calibrated.

Primary Response

N/A

Category

Major

Question**Primary Response**

4.4 All water used in in the production of crops must comply to M&S Water Standards. N/A

Category

Essential

Observation

None used

Question

4.5 All primary water sources used in crop production are clearly identified and contamination risks identified.

Primary Response

N/A

Category

Essential

Observation

None used

Question

4.6 Reservoirs/stores protected from contamination and maintained effectively.

Primary Response

Acceptable

Category

Major

Secondary Responses

Reservoirs protected from contamination and access by wildlife

Question

4.7 The distribution network from primary source to holding stores (if applicable) and to crop application must be well maintained and minimise any risk of contamination.

Primary Response

Fully Compliant

Category

Major

Secondary Responses

System is effectively maintained

Question

4.8 All irrigation events are recorded.

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Record of irrigation applications held
Primary source used identified in records
Volume and timing recorded

Section

5 Harvest

Question

5.1 Pre harvest Risk Assessment should be carried out on Cat 0 &1 crops prior to harvest commencing to ensure all food safety risks are being managed effectively.

Primary Response

Acceptable

Category

Major

Secondary Responses

Formal pre harvest risk review in place
Action in place where issues identified
Assessment carried out for each cropping site
All appropriate risks assessed

Question**Primary Response**

5.2 There must be suitable documentation covering daily Start Up checks, cleaning, mechanical status, glass checks and anything other risks identified in the crop risk assessment.

Fully Compliant

Category

Major

Secondary Responses

Supervisory staff must be trained to effectively implement Start Up checks and take appropriate action to ensure acceptable standards are in place
All Risks identified in risk assessment adequately covered by start up checks
Documentation Start up checks in place
Start Up check covering all key risks - staff hygiene, equipment hygiene, glass, facilities etc.
Start up check managed effectively and implemented effectively
Confirmation that staff toilets and hand washing are in place and operable

Question**Primary Response**

5.3 There must be formal documented measures to monitor and control foreign body (FB) contamination risks such as - knives, blades and maintenance tools.

Fully Compliant

Category

Major

Secondary Responses

Tools and other equipment effectively managed to avoid FB risks
Equipment maintenance formally managed to minimise risk of FB contamination
Foreign Body controls effectively managed and implemented
Knife/blade controls procedures in place

Observation

Scissors used and controlled daily put and in.

Question

5.4 Staff must have access to toilets and adequate hand washing facilities. See Worker Health and Hygiene table in F2F Guidance notes.

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

Fixed or mobile toilets are available and are used by staff

Hand washing facilities are present with approx. 1 station per 10 workers

Potable water available separately from hand washing/toilets

Soap and water available at hand washing facilities

Toilet cleaning scheduled, and recorded against defined cleaning procedure

Toilets in acceptable condition and routinely cleaned/serviced

Toilets within 5 minute walk or 500 m of workers

Toilet paper or cultural equivalent facilities provided

Question

5.5 Placement and emptying of field toilets must be managed and controlled to minimise risk of crop contamination.

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

Toilet placement does not compromise cropping environment

Emptying of toilets effectively controlled

Observation

Mobile ones used emptying directly into the municipal system

Question

5.6 The primary producer must ensure hand washing requirements are met according to Worker Health and Hygiene Guidance (F2F Guidance notes), ensuring that anyone handling the product complies at all times.

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

Defined procedure in place and all staff aware of key requirements

Hand washing stations external to toilet cubicles

Hand washing carried out effectively by harvest staff before starting work after every break

Verification checks hand washing being used - external hand washing stations

Internal Audit and daily Start Up checks include verification of hand washing

Signage in culturally appropriate language

Question

5.7 Verification - staff and management involved in crop harvest have received appropriate training in Food Hygiene Standards and job specific role.

Primary Response

Fully Compliant

Category

Major

Secondary Responses

All staff questioned understand appropriate hygiene standards

No evidence of systemic failing of hygiene standards

Verification is part of primary producers internal audit schedule

Question

5.8 The Primary producer must define appropriate protective clothing requirements to protect the food from contamination by workers - e.g. Hair etc. and these requirements must be effectively implemented.

Primary Response

Acceptable

Category

Major

Secondary Responses

Protective clothing requirement is appropriate for crop
Protective clothing worn and managed effectively
Clothing provided is in acceptable condition
Protective clothing is removed when not in use
Re usable clothing is routinely cleaned
There is no presence of contaminant risks - buttons

Question

5.9 The harvesting equipment should be functional for handling the product and adequately designed to ensure hygiene standards are maintained according to Equipment Hygiene standards.

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Equipment design allows effective cleaning
Equipment is clean prior to use
Preventative maintenance in place to minimise contaminant risk
Grease used food grade

Question

5.10 Documented cleaning procedures must be in place for all harvesting equipment of Category 0 & 1 crops.

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Standard of cleaning is inspected regularly
 There is routine strip down, deep clean and inspection of all equipment
 Cleaning schedules must be in place which fully document cleaning procedures including methods, chemicals, equipment and frequency
 Cleaning schedules must be available for all cleaning activities throughout the site and all equipment to ensure routine cleaning
 All cleaning schedules / instructions should be translated into the appropriate language for the workforce
 Cleaning should follow a clean - detergent - rinse - sanitise method

Question

5.11 All cleaning of equipment used to harvest Cat 0 & 1 crops must be carried out by trained staff, all training must be recorded.

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Record of staff training against cleaning procedure
 Staff training is current and up to date
 Only trained staff have carried out cleaning operations

Question

5.12 Chemicals and equipment used to clean equipment must be suitable for the M&S supply and controlled effectively.

Primary Response

Fully Compliant

Category

Major

Secondary Responses

All terminal disinfectants used are M&S approved
 Only appropriate cleaning materials used
 No scented or non-food safe chemicals used
 Cleaning equipment stored and managed in an appropriate manner
 Designated cleaning equipment used

Question

5.13 Schedule for cleaning & sanitising harvest containers must be in place.

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Cleaning efficacy verified by programme of swabbing
 Formal cleaning programme in place
 All crates etc. are cleaned to acceptable level on inspection

Question

5.14 Is there a system of planned preventative maintenance of equipment and facilities?

Primary Response

Acceptable

Category

Minor

Secondary Responses

A system should be in place to remove broken or damaged equipment (eg trays) from use

Section

6 Packing

Question

6.1 Is there an adequate water management system for all post harvest water in direct contact with the edible portion of the crop?

Primary Response

N/A

Category

Essential

Observation

None used

Question

6.2 Are there procedures in place to clean post harvest water handling systems?

Primary Response

N/A

Category

Major

Question

6.3 For calyx produce: Is the temperature of the post harvest water systems managed to prevent internalisation?

Primary Response

N/A

Category

Minor

Question

6.4 Is the site secure and access controlled to prevent either accidental or malicious contamination?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Effective security with no evidence of unauthorised access

All visitors are signed into site

Question

6.5 Are site perimeters well defined and free from accumulation of rubbish, equipment and general stored items?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Perimeters should be free from vegetative undergrowth to prevent pest harbourage points
Waste (particular food waste) is held away from entrances to the site and is regularly collected. All waste receptacles are covered
Site perimeters are kept tidy and outside storage of items is appropriate to prevent pest lairage

Question

6.6 Is the pack house fabric effectively maintained to minimise the risk of Listeria spp. harbouring in the building finishes?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Adequate drainage with no pooling of water on floors or standing water in unused equipment
Floors are well maintained in good condition
Drains regularly cleaned and sanitised
Walls and floors must be adequately sealed
Where possible excessive use of water must be minimised/contained to prevent a very wet environment

Question**Primary Response**

6.7 Does the primary producer have an adequate pest control system in place?

Fully Compliant

Category

Major

Secondary Responses

There is no evidence/presence of uncontrolled/non-identified pest activity inside or outside the packhouse

Site fully compliant to M&S Pest Control code of practice

Pest control is carried out by trained competent person/licenced Contractor

Grain bait is not used in produce handling or storage areas

Adequate deterrents and proofing provision has been made to exclude all pests (rodent, reptile, insect or birds) from inside the pack house and the perimeter of the site

Bait boxes are all numbered and tethered / secured in position

Documentation is in place to evidence checking and maintaining pest control including site plan showing bait/monitoring points. Any 'takes' are trended

All equipment / storage inside the pack house is at least 18 " (inches) away from walls and off the floor

Question

6.8 Are suitable staff facilities provided and in acceptable condition?

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

There must be adequate toilet and handwashing facilities provided (1 station per 10 staff) which are fully equipped with toilet paper (or cultural equivalent), water, soap, paper towels and sanitiser

Adequate canteen/restroom facilities must be separate from production areas and equipped to allow safe storage of personal items and food bought from home

Drinking water must be available to staff and must be located outside of toilet facilities

Toilet facilities must be separate from production areas, in an acceptable condition and provide facilities for removal of protective clothing before entering

Appropriate facilities are provided to allow staff compliance to policy and procedures

Adequate changing facilities must be provided for wearing protective clothing including provision to ensure that heavily soiled field clothes/shoes are not worn in packing areas

All staff facilities (toilets, restroom, canteen) should be routinely cleaned against a defined procedure (with cleaning documented)

Question

6.9 Are staff adhering to personal hygiene and hand washing policies (as detailed in Pre Req Q1.7 - 1.9)?

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

All staff are aware of and implementing hygiene standards and no evidence of systemic failing of hygiene standards is seen

Personal hygiene and hand washing policies are role modelled by management and training staff

Verification is part of primary producer's internal audit schedule

Return to work procedure is checked to ensure that it is effectively implemented

Signage is present to reinforce hygiene requirements and in appropriate languages

Staff are effectively washing their hands when starting work / returning to packhouse after breaks, using the toilet or smoking

Evidence that allergen policies are implemented

There is no evidence of smoking, eating, drinking or chewing outside designated areas (except drinking water facility)

Question

6.10 Is the wearing and removal of protective clothing effectively controlled in a manner appropriate to packing process?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Suitable head covering is used by all staff and is put on before coats/overalls

Re-usable clothing and PPE is routinely cleaned / laundered; home laundering is discouraged but where it is unavoidable there must be suitable written procedures and documented training in place

Protective clothing is removed when not in use, and is not worn in canteen, smoking or toilet areas

Protective clothing is worn and managed effectively and is in acceptable condition for produce handling

Signage is in place that uses photographs / drawings of PPE to encourage correct use

Staff change soiled PPE regularly at the start / end of each shift or as necessary

Clean, unused PPE should be stored in a clean, dry area

Where gloves are used they are used in line with policy detailed in Pre Req Q1.11

Question

6.11 Is the facility appropriately designed for the process and does it allow for effective cleaning to an appropriate standard?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Drainage systems are capable of handling the flows required and are protected against backflow

Facility and equipment are fit for purpose; their design allows for effective cleaning and sanitisation of food contact surfaces

Lighting and ventilation are adequate, particularly where required for inspection

Walls and floors are in good condition and suitable for the process

Question

6.12 Has the primary producer developed written cleaning schedules for packing, storage and amenity areas and equipment (including toilets)?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Standard of cleaning is inspected regularly
There is routine strip down, deep clean and inspection of all equipment
Cleaning schedules are continuously developed and improved
Cleaning schedules document cleaning procedures including details of methods, materials, key inspection points and frequency of clean
Cleaning schedules are adequate for the facility and process and ensure routine cleaning to an appropriate standard, with consideration given to food contact and non food contact surfaces
All cleaning schedules should be translated into appropriate language(s) for staff to understand
Cleaning schedules for food contact surfaces should follow a clean-detergent-rinse-sanitise method
Cleaning schedules should be available to allow for initial deep clean / final mothballing of seasonal packhouses

Question

6.13 Is cleaning equipment made of appropriate material, clearly identified for use (e.g. colour coded) and dedicated where appropriate?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Different categories of equipment (food contact, non-food contact, toilet etc) are stored in dedicated areas segregated from each other

All cleaning equipment is made of a suitable material and is suitable for purpose (not wood)

Cleaning equipment is itself regularly cleaned and sanitised

Equipment is clearly identifiable, preferably by colour coding - food contact surface, non food contact, toilet etc.

Question

6.14 Are cleaning chemicals suitable for their intended use and appropriately managed?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Chemicals used in non production areas clearly segregated from material used in production areas to avoid risk of incorrect use

Chemicals are held securely and accessible to authorised staff only

Food grade chemicals and lubricants are used for cleaning food contact surfaces

All cleaning chemicals are odourless - no phenolic cleaning chemicals are used

Appropriate chemical testing equipment should be available and in place as required

Only chemicals required for immediate use are kept in production areas

Question

6.15 Does the primary producer maintain cleaning records that are completed by trained staff?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Adequate records held of chemical usage

All cleaning is recorded and records are signed by the cleaning operative; historical records are available covering all scheduled tasks

A nominated individual should be responsible for checking the standard of cleaning

An environmental swabbing schedule should be in place to monitor standard of clean

A system should be in place to record routine maintenance required that can be communicated to engineers

Communication, documentation and training should be carried out in the language of the operatives

Question

6.16 Does the primary producer have in place a robust control system for all glass and hard plastic materials on site?

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

There is a clear written procedure to follow detailing actions to take in the event of a breakage

Any glass breakage is recorded; historical records are available

Reference sample of all glass breakage incidences are retained for comparison with any future customer issues

There is a dedicated glass breakage clean-up kit

There is a risk assessed glass / brittle materials register routinely completed, ensuring that the production area is checked at least daily

All overhead bulbs should be screened or covered

Question

6.17 Has the primary producer ensured that all plastic food contact equipment is food grade and suitable for the purpose for which it is being used?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Equipment made of suitable materials
All equipment is regularly audited to prevent any foreign body risks
All foreign body complaints are fully investigated to prevent recurrence
Primary producer is aware of most frequent foreign body complaints and has put measures in place to reduce them

Question

6.18 Does the primary producer have in place the controls necessary to eliminate the risk of contamination by knives, scissors and other sharp objects?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Effective knife/blade control system in place for dealing with loss or damage to knives, scissors, blades etc
All loss or damage should be recorded and historical records should be available
All knives/blades should be regularly inspected for loss or damage
Staff must be effectively trained in blade control procedures and reporting

Question

6.19 Before packing starts for every shift is there a check to ensure that all appropriate equipment is intact, clean and available?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

Supervisory staff must be trained to effectively implement Start Up checks

Before the start of any shift the packing line should be inspected to ensure that everything is in place, intact and clean and ready for production to start

Start Up checks are signed, managed and implemented effectively, historical records are available

Start Up checks cover all key risks identified in risk assessments - staff hygiene, equipment hygiene, glass, facilities etc.

Checks include confirmation of staff toilet acceptability and hand washing in place and operable

Observation

On differing sheets but conducted by area but check list for pack store done to check for working conditions.

Question

6.20 Is there a system of planned preventative maintenance of equipment and facilities?

Primary Response

Fully Compliant

Category

Minor

Secondary Responses

Nominated individuals regularly review facilities and equipment to remove anything broken or damaged

Document procedures and schedule in place for all routine and preventative maintenance

A system should be in place to remove broken or damaged equipment (eg trays) from use

There is a routine maintenance system which is in place to service all key items of equipment

Section

7 Cool & Store

Question

7.1 Are all incoming raw materials, work in progress and finished product storage areas managed appropriately?

Primary Response

Fully Compliant

Category

Essential

Secondary Responses

All produce is transported and held at appropriate temperatures and conditions for its type

Raw material traceability and stock rotation is managed and controlled

Where there is temperature controlled storage, systems are in place to maintain the cold chain prior to shipment

Storage facilities must be managed for fresh produce only. No other food or non-food items should be stored in the area. Any allergens or organic produce must be stored in segregated areas

Refrigerated cold rooms are managed to prevent over-loading beyond their capacity

Doors to storage areas must be kept closed when not in use

Question

7.2 Are cooling systems used to remove field heat effectively monitored, cleaned and maintained?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

All water based cooling systems must use potable water and be included on a water sampling programme (see Q6.1)

Cooling systems are externally cleaned and sanitised by professional contractor on min annual basis

All cooling systems must have appropriate cleaning schedules and frequency of clean

All cooling systems must be regularly inspected to ensure that they do not present any food safety risk to the produce

Question

7.3 Are all environment-controlled storage rooms and equipment suitable for purpose and regularly cleaned and maintained?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

All produce storage facilities are suitable for purpose

Temperature controlled storage is fully cleaned and sanitised before use and routinely cleaned thereafter

Temperatures are regularly monitored and recorded

All critical thresholds for environment controlled storage rooms trigger an alarm eg temperature control

All refrigeration equipment is routinely maintained (at least annually) including checking door seals; maintenance checks are documented

Condensate trays are routinely checked to prevent condensate dripping onto produce

All temperature probes are calibrated regularly with their calibration documented

Where humidified storage is used, water must be potable and included on water sampling programme (see Q6.1)

All fan guards should be dust free

All produce ripening rooms should be adequately maintained and cleaned to ensure that they do not present any food safety risk to the produce

Question

7.4 Is all internal transport equipment suitable for purpose and included on cleaning schedules?

Primary Response

Fully Compliant

Category

Minor

Secondary Responses

Internal transport is on internal audit schedule

All equipment: pallet trucks, forklifts etc. is free from gross debris and dirt build up with no risk of product contamination

All equipment is included on cleaning schedules and is regularly and effectively cleaned

Question

7.5 Are all packaging and non-food items appropriately stored?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

All crates and trays are washed or lined before use
Clean crates / harvest trays must be capped / covered or stored upside down to prevent pooling of water or harbourage
Packaging containers must be stored in order to prevent dirt ingress or pest harbourage
All storage racking must be cleaned regularly to prevent dust /dirt build up
Bunded locked storage is provided for chemicals

Question

7.6 Is there a system in place to ensure that all transport is safe and effectively managed?

Primary Response

Fully Compliant

Category

Major

Secondary Responses

All transport criteria agreed in formal contract with haulier and verified on dispatch
Vehicle hygiene is checked and recorded before dispatch
Vehicle and product temperatures (where appropriate) are checked and recorded
Dedicated loads no unacceptable mix in transport - meat or allergens

Question

7.7 Is there a system in place to ensure that all downstream transport hubs / depots that handle produce before it reaches the customer are included in an audit system?

Primary Response

Acceptable

Category

Major

Secondary Responses

There is a system in place to manage the audit of downstream transport hubs/depots

Storage facilities must be managed for fresh produce only. Unless the fresh produce has been containerised, no other food or non-food items should be stored in the area

All produce is transported and held at appropriate temperatures and conditions for its type

Where there is temperature controlled storage, systems are in place to maintain the cold chain throughout shipment

Raw material traceability and stock rotation is managed and controlled