Standards Regarding Food Safety and Food Hygiene of Regulated Agricultural Food Products of Plant Origin destined for Export.

*-as stipulated under 4(3)(a)(ii) of the Agricultural Products Standards Act 119 of 1990, and promulgated in notice R707 of 13 May 2005.*

## ***FBO Type: Primary Production and On-farm Produce Handling.***

**Revision 3: August 2011**

***Implementation date: 01 April 2012***

**CHECKLIST**

**Scope:** Production, harvesting, on-farm packing operations and associated cold storage facilities, for agricultural products of plant origin destined for export.

Not applicable is **not** justified

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| **1.** | | **ON-FARM TRACEABILITY** | | | | | |
| R/P | 1.1 | Is harvested product identified and traceable to where it was produced? | MAJOR |  |  |  |  |
| R/P | 1.2 | Is the next receiver in the supply chain identified? | MAJOR |  |  |  |  |
| 2. | | SITE HISTORY AND MANAGEMENT | | | | | |
| R | 2.1 | Has a risk assessment been conducted for new production sites or existing sites (where the risk status have changed) showing them to be suitable for production? | MINOR |  |  |  |  |
| R | 2.2 | Has a recording system been established to identify each production site (orchard, field)? | MAJOR |  |  |  |  |
| R/P | 2.3 | Has a visual identification system, linked to the recording system for individual production sites been implemented? | MINOR |  |  |  |  |
| 3. | | PROPAGATION MATERIAL: GENETICALLY MODIFIED ORGANISMS (N/A IF NO-GMO VARIETIES ARE USED) | | | | | |
| R | 3.1 | Are GMOs grown registered in SA and do they comply with legislation regarding their production? | CRITICAL |  |  |  |  |
| R | 3.2 | Are there documented records of the planting of any GMOs on the farm? | MAJOR |  |  |  |  |
| 4. | | SOIL/SUBSTRATE MANAGEMENT (N/A if soil fumigation/substrates are not used) | | | | | |
| **4.1** | | **Soil fumigation** | | | | | |
| R | 4.1.1 | Where applicable, are records available for the use of specific soil fumigants? | MINOR |  |  |  |  |
| 4.2 | | Substrates (No substrates used – N/A) | | | | | |
| R | 4.2.1 | If chemicals are used to sterilize substrates, have the date of sterilsation, location of sterilization, type of the chemical used, the method of sterilization, pre-planting interval and the name of the operator been recorded? | MINOR |  |  |  |  |
| **5.** | | **FERTILIZER USE** | | | | | |
| **5.1** | | **Fertiliser Application Records (Inorganic & Organic)** | | | | | |
| R | 5.1.1 | Have all dates, production sites, fertilizer types, quantities, method for application and operator been recorded? | MINOR |  |  |  |  |
| **5.2** | | **Fertiliser storage (Inorganic & Organic)** | | | | | |
| P | 5.2.1 | Are fertilisers stored in a manner separate to fresh produce? | MINOR |  |  |  |  |
| P | 5.2.2 | Are inorganic fertilisers stored separately from crop protection products? | MINOR |  |  |  |  |
| P | 5.2.3 | Are inorganic fertilizers stored appropriately? | MINOR |  |  |  |  |
| P | 5.2.4 | Are inorganic fertilizers stored in an appropriate manner, which reduces the risk of contamination of watercourses? | MINOR |  |  |  |  |
| **5.3** | | Organic fertilizer (N/A if not used) | | | | | |
| P | 5.3.1 | Has the use of human sewage been banned on crops? | CRITICAL |  |  |  |  |
| R | 5.3.2 | Has a food safety risk assessment of the organic fertilizer been carried out, before application? | MINOR |  |  |  |  |
|  | 5.3.3 | Is organic fertilizer incorporated into the soil prior to planting or bud burst (i.e. for tree crops) and not applied during the growing season? | MAJOR |  |  |  |  |
| **6.** | | IRRIGATION | | | | | |
| **6.1** | | Untreated Sewage Water | | | | | |
| P | 6.1.1 | Is untreated sewage water not used on the farm? | MAJOR |  |  |  |  |
| **6.2** | | **Quality of Irrigation water** | | | | | |
| R | 6.2.1 | Has a risk analysis been performed on the quality of irrigation water, specifically taking into account the microbial content? | MINOR |  |  |  |  |
| R | 6.2.2 | According to the risk assessment in 6.1.2, does the laboratory analysis consider microbial contaminants? | MINOR |  |  |  |  |
| R | 6.2.3 | If the risk assessment so requires, have adverse results been acted upon before the next harvest cycle? | MINOR |  |  |  |  |
| **7.** | | CROP PROTECTION | | | | | |
| **7.1** | | Quality of water used for plant protection products | | | | | |
| R/P | 7.1.1 | Does the risk assessment consider the quality of the water used to make plant protection product mixtures? | MAJOR |  |  |  |  |
| **7.2** | | Choice and use of chemicals | | | | | |
| R/P | 7.2.1 | Are chemical products registered and used according to the product label? | MAJOR |  |  |  |  |
| R/P | 7.2.2 | Are chemical products used, taking into account local MRL’s? | CRITICAL |  |  |  |  |
| R/P | 7.2.3 | Are chemical products used, taking into consideration export (country of destination) MRL’s? | MAJOR |  |  |  |  |
| R | 7.2.4 | Is proof of competence of the technical adviser/producer (technically responsible person) evident on the use of chemical product(s)? | MAJOR |  |  |  |  |
| R | 7.2.5 | Is a spray instruction available indicating how the correct application rate has been calculated and how the chemical product must be prepared according to the label instructions? | MINOR |  |  |  |  |
| R | 7.2.6 | Are workers who handle and apply crop protection products trained? | MINOR |  |  |  |  |
| **7.3** | | Pesticide spray records | | | | | |
| R | 7.3.1 | Has the date been recorded for all pesticide spray applications? | CRITICAL |  |  |  |  |
| R | 7.3.2 | Has the crop name (variety) been recorded for all pesticide spray applications? | CRITICAL |  |  |  |  |
| R | 7.3.3 | Has the production site been recorded for all pesticide spray applications? | CRITICAL |  |  |  |  |
| R | 7.3.4 | Has the trade name of the chemical product and the active ingredient been recorded for all pesticide spray applications? | CRITICAL |  |  |  |  |
| R | 7.3.5 | Has the product quantity applied (concentration) been recorded for all pesticide spray applications? | CRITICAL |  |  |  |  |
| R | 7.3.6 | Has the name of the spray operator been recorded for all pesticide spray applications? | MINOR |  |  |  |  |
| R | 7.3.7 | Has the spray application machinery/equipment been recorded for all pesticide spray applications? | MINOR |  |  |  |  |
| R | 7.3.8 | Has the technical authorization (technical adviser/producer) for application been recorded for all pesticide spray applications? | MINOR |  |  |  |  |
| R | 7.3.9 | Have the pre-harvest intervals (withholding periods) been observed for all pesticide spray applications? | CRITICAL |  |  |  |  |
| **7.4** | | Application equipment | | | | | |
| R/P | 7.4.1 | Is the application equipment calibrated at least on an annual basis? | MINOR |  |  |  |  |
| **7.5** | | Storage of Pesticides (These control points can only be marked as n/a when evidence of sub-contracting of spraying function can be provided to the auditor.) | | | | | |
| P | 7.5.1 | Is the pesticide store locked and secure? | MINOR |  |  |  |  |
| P | 7.5.2 | Is the pesticide store well lit? | MINOR |  |  |  |  |
| P | 7.5.3 | Are only pesticides, measuring and spraying equipment stored in the pesticide store? | MINOR |  |  |  |  |
| P | 7.5.4 | Are there facilities for measuring and mixing pesticides? | MINOR |  |  |  |  |
| P | 7.5.5 | Is access to the pesticide store limited to authorized personnel? | MINOR |  |  |  |  |
| R/P | 7.5.6 | Is an inventory (register) available for all pesticides in the pesticide store? | MINOR |  |  |  |  |
| P | 7.5.7 | Are all pesticides stored in their original container/packaging? | MINOR |  |  |  |  |
| P | 7.5.8 | Is the pesticide store properly identified? | MINOR |  |  |  |  |
| R/P | 7.5.9 | Are obsolete chemical products stored securely and disposed of by the appropriate authorities? | MINOR |  |  |  |  |
| **7.6** | | Empty Pesticide Containers | | | | | |
| P | 7.6.1 | Are empty pesticide containers not reused, pierced, stored securely and disposed of in accordance with national legislation? | MINOR |  |  |  |  |
| **8.** | | HARVESTING: (This Section can only be marked as n/a if a contract from the company performing the harvesting function includes control point 8.1 -8.11) | | | | | |
| P | 8.1. | Is there evidence of excessive animal activity in the crop production area that is a potential food safety risk? | MINOR |  |  |  |  |
| R | 8.2 | Does the farm have a written risk assessment for hygiene? | MINOR |  |  |  |  |
| R/P | 8.3 | Is there a documented hygiene procedure, and where necessary commodity specific risk based procedure, for the harvesting process and is it implemented? | MAJOR |  |  |  |  |
| R | 8.4 | Have all persons working on the farm received annual basic hygiene training in accordance with the procedure in 8.2? | MINOR |  |  |  |  |
| P | 8.5 | Do harvest workers that come into direct contact with the crops have access to clean hand washing equipment? | MAJOR |  |  |  |  |
| P | 8.6 | Are First Aid boxes present in the vicinity of worker’s operational activities? | MINOR |  |  |  |  |
| P | 8.7 | Do harvest workers have access to clean toilets in the vicinity of their work? | MINOR |  |  |  |  |
| R | 8.8 | Are vehicles used for transport of harvested produce cleaned and maintained where necessary according to the risk assessment? | MAJOR |  |  |  |  |
| R/P | 8.9 | Are the containers and tools used for harvesting cleaned, maintained and protected from contamination? | MAJOR |  |  |  |  |
| R/P | 8.10 | Are produce containers used exclusively for produce? | MAJOR |  |  |  |  |
| R/P | 8.11 | Are documented instructions and procedures (commodity specific risks) for handling produce to avoid contamination of the product implemented? | MAJOR |  |  |  |  |
| 9. | | POST HARVEST PRODUCE HANDLING | | | | | |
| 9.1 | | TRACEABILITY AT PACKHOUSE | | | | | |
| R/P | 9.1.1 | Is product that is received at the pack house identified and is the source of the product identified? | MAJOR |  |  |  |  |
| R/P | 9.1.2 | Does the packhouse have an established traceability system that ensures the movement of product is recorded? | MAJOR |  |  |  |  |

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| **9.2** | | **Are products that leave the pack house trackable to the next entity?** | | | | | |
| R/P | 9.2.1 | Is the on-farm pack house identified as the “sender” of the product? | MAJOR |  |  |  |  |
| R/P | 9.2.2 | Is the product that leaves the pack house identified? | MAJOR |  |  |  |  |
| R/P | 9.2.3 | Is the next receiver in the supply chain identified? | MAJOR |  |  |  |  |
| 9.3 | | Location and structure of packhouse | | | | | |
| P | 9.3.1 | Is the packhouse not located in an area that poses a threat to food safety? | MINOR |  |  |  |  |
| P | 9.3.2 | Is the intake and dispatch area protected from the environmental factors (rain, dust etc.) and bird droppings? | MINOR |  |  |  |  |
| P/R | 9.3.3 | Before loading, are procedures in place to, check the condition of transport / insulated or covered transport? | MINOR |  |  |  |  |
| 9.4 | | Water Supply | | | | | |
| R | 9.4.1 | Is the water used for sanitation and processing purposes (post-harvest washing, hydro-cooling, ice-cooling) potable, i.e. drinking quality? | MAJOR |  |  |  |  |
| R | 9.4.2 | Where recycled water is used for process purposes, is it treated and maintained in a condition that will not constitute a risk to fresh produce? | MAJOR |  |  |  |  |

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| **9.5** | | Drainage and Waste Disposal | | | | | | | |
| R/P | 9.5.1 | Are all waste disposal containers and areas specifically identified, cleaned and maintained? | | MINOR | |  |  |  |  |
| P | 9.5.2 | Is a drainage system provided for efficient disposal of wastewater to prevent the contamination of fresh produce or the potable water source? | | MINOR | |  |  |  |  |
| P | 9.5.3 | Are the grounds in the immediate vicinity of the pack house free of litter, waste and improperly stored garbage, and is grass on the packhouse premises kept short? | | MINOR | |  |  |  |  |
| **9.6** | | Personal hygiene | | | | | | | |
| R | 9.6.1 | Does the packhouse have documented hygiene instructions? | | MAJOR | |  |  |  |  |
| P | 9.6.2 | Do workers implement the hygiene instructions for produce handling? | | MAJOR | |  |  |  |  |
| R | 9.6.3 | Are workers trained in basic hygiene? | | MINOR | |  |  |  |  |
| P | 9.6.4 | Do workers have access to first-aid facilities? | | MINOR | |  |  |  |  |
| P | 9.6.5 | Do all workers and visitors wear suitable clean protective clothing? | | MINOR | |  |  |  |  |
| P | 9.6.6 | Are adequate, suitable and conveniently located sanitary facilities available? | | MAJOR | |  |  |  |  |
| P | 9.6.7 | Are sanitary facilities maintained? | | MAJOR | |  |  |  |  |
| P | 9.6.8 | Are visible signboards directing workers to wash hands present, instructing workers to wash hands before product is handled? | | MINOR | |  |  |  |  |
| **9.7** | | **Storage (Cleaning chemicals; Post Harvest Chemicals)** | | | | | | | |
| P | 9.7.1 | Is the storage facility for the storage of cleaning/post harvest chemicals suitable for the purpose and secure? | | MINOR | |  |  |  |  |
| P | 9.7.2 | Are all chemicals properly labeled? | | MINOR | |  |  |  |  |
| **9.8** | | **Food Control and Monitoring Equipment** | | | | | | | |
| R | 9.8.1 | Where applicable, are temperatures regarding this equipment (e.g. cold stores) controlled and monitored in the interest of preventing product contamination?  Remove control point | | MINOR | |  |  |  |  |
| **9.9** | | Post harvest chemical treatments (where applicable) | | | | | | | |
| **9.9.1** | | General | | | | | | | |
| R/P | 9.9.1.1 | Are only post-harvest chemicals and waxes that are registered in South Africa used for post-harvest chemical applications? | MAJOR | |  | |  |  |  |
| R/P | 9.9.1.2 | Are chemical products used, taking into account local and export (country of destination) MRL’s? | CRITICAL | |  | |  |  |  |
| R | 9.9.1.3 | Are certificates of competence for the technical adviser/or farmer available on the farm to demonstrate his/her competence to give advice on the selection of post-harvest chemical products? | MINOR | |  | |  |  |  |
| R/P | 9.9.1.4 | Are all manufacturers’ label instructions followed correctly for post-harvest chemical applications? | MAJOR | |  | |  |  |  |
| R/P | 9.9.1.5 | Are procedures in place whereby post harvest chemical applications are effectively monitored and managed? | MAJOR | |  | |  |  |  |
| R | 9.9.1.6 | Are workers who handle and apply crop protection products trained? | MINOR | |  | |  |  |  |
| **9.9.2** | | **Records of Post-Harvest Treatments** | | | | | | | |
| R | 9.9.2.1 | Has the date of application been recorded? | CRITICAL | |  | |  |  |  |
| R | 9.9.2.2 | Has the product type (variety, where applicable) been recorded? | CRITICAL | |  | |  |  |  |
| R | 9.9.2.3 | Has the location/pack house of the post-harvest chemical application been recorded? | CRITICAL | |  | |  |  |  |
| R | 9.9.2.4 | Has the identity of the produce been recorded? | CRITICAL | |  | |  |  |  |
| R | 9.9.2.5 | Has the trade name and active ingredient of the post-harvest chemical been recorded? | CRITICAL | |  | |  |  |  |
| R | 9.9.2.6 | Has the quantity/concentration of the post-harvest chemical application been recorded? | CRITICAL | |  | |  |  |  |
| R | 9.9.2.7 | Has the name of the operator responsible for the applications been recorded? | MINOR | |  | |  |  |  |
| **10.** | | **FACILITY: MAINTENANCE , CLEANING AND PEST CONTROL** | | | | | | | |
| **10.1** | | **Maintenance and cleaning** | | | | | | | |
| P | 10.1.1 | Are packhouse structures, storage facilities and pack line equipment/machinery surfaces (sizers, conveyors, drop boards, grading tables and wash tanks) coming into contact with produce well maintained and free from flaking plaster and metal shards, to ensure clean-ability and avoid injury to product? | MAJOR | |  | |  |  |  |
| P | 10.1.2 | Is packaging material clean and stored in a clean and hygienic state? | MINOR | |  | |  |  |  |
| R | 10.1.3 | Are cleaning chemicals used according to the manufacturer’s instructions? | MAJOR | |  | |  |  |  |
| R | 10.1.4 | Is there a cleaning schedule in place that defines the different areas and equipment to be cleaned, the frequency, responsibility and verification procedures? | MINOR | |  | |  |  |  |
| P | 10.1.5 | Is designated cleaning equipment used? | MINOR | |  | |  |  |  |
| P | 10.1.6 | Are all lights in the packing/processing facilities covered with protective covers and is all other glass protected to prevent contamination in case of breakage? | MAJOR | |  | |  |  |  |
| R/P | 10.1.7 | Are there written procedures or checks for monitoring of glass and hard plastic, and action should a breakage occur? | MINOR | |  | |  |  |  |

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| **10.2** | | **Pest Control Systems** | | | | | |
| R/P | 10.2.1 | Is there a procedure for pest control monitoring and treatments? | MAJOR |  |  |  |  |
| P | 10.2.2 | Are openings to doorways, vents and drains, covered to prevent the ingress of pests, birds and other animals? | MINOR |  |  |  |  |
| P | 10.2.3 | If FBO manages own pest control programme as required in 11.2.1, are the chemicals stored in a secure, place according to label instructions? | MINOR |  |  |  |  |
| 11. | MANAGING PRODUCT WITHDRAWALS | | | | | | |
| R | 11.1 | Has a specific person on site been given the responsibility to manage food safety investigations and withdrawals, and is that person’s contact details available? | MINOR |  |  |  |  |
| R | 11.2 | Are procedures in place to respond to and manage a trace information request? | MINOR |  |  |  |  |

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| 12. | | | Integrated Pest Management | | | |
| *Integrated Pest Management (IPM) involves the careful consideration of all available pest control techniques and the subsequent integration of appropriate measures that discourage the development of pest populations, and keeps plant protection products and other interventions to levels that are economically justified and reduce or minimize risks to human health and the environment. Given the natural variation on pest development for the different crops and areas, any IPM system must be implemented in the context of local physical (climatic, topographical etc), biological (pest complex, natural enemy complex, etc.) and economical conditions.*  *Reference GlobalG.A.P Guideline: Annex CB.3 Guideline IPM toolkit* | | | | | | |
| **12.1 to 12.3** Can the producer show evidence of implementation of at least one activity that falls in the category of: | | | | | | |
| P/R | | 12.1 | | Prevention | **Audited/ Not scored** |  |
| P/R | | 12.2 | | Observation and Monitoring | **Audited/ Not scored** |  |
| P/R | | 12.3 | | Intervention | **Audited/ Not scored** |  |
| **13** | | | | **Food Biosecurity** | | |
|  | 13.1 | | | Is there a risk assessment for intentional food contamination and are procedures in place to address identified risks? | **Audited/ Not scored** |  |

**AUDIT SUMMARY**

**Summary 1: To be used when produce handling (Section 9 & 10) is APPLICABLE**

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|  | ***Control points/ Checklist*** | ***Number N/A justified*** | ***Results of this Audit*** | |
| ***No of control points applicable*** | ***No of control points N/A*** |
| ***TOTAL NO OF CRITICAL CONTROL POINTS*** | ***16*** | ***2*** |  |  |
| ***TOTAL NO OF MAJOR CONTROL POINTS*** | ***34*** | ***7*** |  |  |
| ***TOTAL NO OF MINOR CONTROL POINTS*** | ***68*** | ***19*** |  |  |
| ***TOTAL CONTROL POINTS*** | ***118*** |  |  |  |

**Summary 1: To be used when On Farm produce handling (Section, 9 & 10) is not applicable**

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|  | **Control points/ Checklist** | **Number N/A justified** | **Results of this Audit** | |
| **No of control points applicable** | **No of control points N/A** |
| **TOTAL NO OF CRITICAL CONTROL POINTS** | **9** | **2** |  |  |
| **TOTAL NO OF MAJOR CONTROL POINTS** | **16** | **6** |  |  |
| **TOTAL NO OF MINOR CONTROL POINTS** | **34** | **15** |  |  |
| **TOTAL CONTROL POINTS** | **59** |  |  |  |

General Comments…………………………………………………………………………………………………………………………………………………………………….. ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Auditor Signature………………………………………………………. FBO Representative Signature………………………………. FBO Code………………

Name……………………………………………….(…………………..) Name………………………………………………………………………………………………..

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