

Freshcare

**Food Safety & Quality
Edition 4**

Code of Practice

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Introduction

Purpose and scope

The Freshcare Code of Practice Food Safety & Quality is an industry owned standard, describing the good agricultural practices required on farm to provide assurance that fresh produce is safe to eat and has been prepared to meet customer requirements.

The Code identifies good agricultural practices required to:

- identify and assess the risk of food safety hazards that may occur during land preparation, growing, harvesting and packing of fresh produce
- prevent or minimise the risk of food safety hazards occurring
- prepare produce to customer specifications
- identify, trace and withdraw/recall produce
- manage staff and documentation
- review compliance.

The Freshcare Program offers benefits to both suppliers and customers. It verifies that an industry recognised food safety and quality program is followed. Certification to the Freshcare Program is achieved through independent third-party auditing to the Code of Practice by auditors working for approved Certification Bodies.

The Freshcare Program meets the requirements of a wide range of customer groups and forms the basis of many approved supplier programs.

Freshcare continues to work closely with key customer groups, maintaining a level of awareness of program developments and ensuring continued compliance with market requirements.

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Acknowledgments

Many individuals and organisations have been involved in the development of the fourth edition of the Freshcare Code of Practice Food Safety & Quality. Their contribution and support is much appreciated.

Freshcare also thanks the contributors to previous editions of the Freshcare Code of Practice Food Safety & Quality.

Code Review Process

The Freshcare Technical Committee is responsible for the review and amendment of this Code of Practice. Participating Freshcare businesses are advised of all Code updates and should ensure that they are operating with the current edition of the Code of Practice at all times.

The Technical Committee encourages suggestions for improving this Code of Practice from all users. Suggestions should be submitted in writing to Freshcare Ltd.

Freshcare Ltd	Phone	1300 853 508
PO Box 247	Fax	02 8004 0732
Sydney Markets	Email	info@freshcare.com.au
NSW 2129	Website	www.freshcare.com.au

Using the Code

The requirements of the Code of Practice, called elements, are grouped into two sections – Management and Food Safety & Quality. Specific compliance criteria and risk assessments are also included in the Code Appendix. The Management elements, Food Safety & Quality elements and Appendix information are all mandatory requirements for Freshcare Food Safety & Quality Certification.

Each element describes the outcomes required, the practices needed to ensure compliance and records that may be required to demonstrate compliance. This forms the basis of Freshcare Training and together with the Freshcare Forms and Resources provides the foundations for the effective implementation of the Freshcare Program on farm.

Freshcare resources are available to participating businesses electronically via FreshcareOnline for Growers. To have your FreshcareOnline logon reissued, please email info@freshcare.com.au or contact the Freshcare Office.

For more information, visit the Freshcare website www.freshcare.com.au.

Freshcare Code of Practice Food Safety & Quality Edition 4

Management

Code Element		Compliance Criteria	Records
M1	Scope and commitment		
M1.1	Define the business scope and the scope of Freshcare certification.	<ol style="list-style-type: none"> 1. The scope of Freshcare certification is defined by the owner or appropriate senior manager. 2. All business enterprises and activities undertaken are recorded. 3. Flowcharts are completed to document the crops and activities for which Freshcare certification is required. 	<p>Form – M1 Scope</p> <p>Form – M1 Flowchart</p>
M1.2	Identify property areas, infrastructure and local activities on a property map.	<ol style="list-style-type: none"> 1. A property map is documented and maintained. The map identifies: <ul style="list-style-type: none"> • property boundaries and adjacent infrastructure such as public roads and public places (schools, sports fields) • local activities that may impact food safety (other agricultural enterprises, waste treatment plants) • production areas and growing sites • farm houses, buildings, sheds, on-farm roads and access points • toilet facilities, septic tanks and seepage pads • workers accommodation and facilities • bulk fuel storage, including underground tanks • chemical storage areas, mixing areas, equipment clean-down areas, dip sites (postharvest, livestock) and disposal trenches/evaporation ponds • storage sites for waste, including controlled wastes (empty chemical containers awaiting collection) • fertiliser and soil additive storage, composting/ageing and mixing/loading areas • areas that are contaminated (persistent chemicals, heavy metals, fertilisers, waste, physical contaminants) • water sources, extraction points and delivery infrastructure. 	Property map
M1.3	Define the business organisational structure.	<ol style="list-style-type: none"> 1. The organisational structure of the business is documented and must include: <ul style="list-style-type: none"> • workers responsible for the management of food safety and quality • reporting relationships of all workers whose roles may affect food safety and quality. 	Organisational chart

Code Element		Compliance Criteria	Records
M1.4	Document the business commitment to the Freshcare Code of Practice.	<ol style="list-style-type: none"> 1. The owner or appropriate senior manager signs a commitment statement to support and comply with the Freshcare Code of Practice Food Safety & Quality, Freshcare Rules and all legislative requirements. 2. The commitment statement is communicated to all workers. 	Form – M1 Commitment statement
	Freshcare Resources <ul style="list-style-type: none"> • Factsheet – M1 Scope and commitment • Freshcare Crop List 	External Resources	

Code Element		Compliance Criteria	Records
M2	Documentation		
M2.1	Verify compliance with the Freshcare Code of Practice through relevant documents and records.	<ol style="list-style-type: none"> 1. Current editions of the Freshcare Code of Practice Food Safety & Quality and the Freshcare Rules are kept. 2. All records and documents required to verify compliance to this Code of Practice are legible and must include: <ul style="list-style-type: none"> • title • date of issue or version number • business name • name of person completing the record and date of completion. 3. As documents and records change, out-of-date versions are replaced. 4. All records are kept for a minimum of two years (or longer if required by legislation or customers). 	<p>Freshcare Code of Practice Food Safety & Quality</p> <p>Freshcare Rules</p>
	Freshcare Resources <ul style="list-style-type: none"> • Factsheet – M2 Documentation • Freshcare Code of Practice Food Safety & Quality • Freshcare Rules 	External Resources	

Code Element		Compliance Criteria	Records
M3	Training		
M3.1	Complete Freshcare training.	1. A management representative completes approved Freshcare Food Safety & Quality training. Evidence is kept. <i>(See Appendix A-M3).</i>	Training certificate
M3.2	Train all workers who complete tasks relevant to this Code of Practice to ensure a base level of food safety awareness.	<ol style="list-style-type: none"> 1. Training is provided for workers who complete tasks relevant to this Code of Practice. 2. All workers must receive basic food safety training before starting work. 3. Training is provided in the relevant language for workers, or pictorially. 4. A record of internal and external training is kept and must include: <ul style="list-style-type: none"> • name and signature of trainee • name of trainer or training provider • topic of the training • date of training and expiry date (when applicable). 5. A review of training is conducted at least annually or when tasks and/or workers change. 	<p>Form – M3 Training record – internal FSQ</p> <p>Form – M3 Training record – other</p>
	Freshcare Resources		External Resources
	<ul style="list-style-type: none"> • Appendix – A-M3 Approved Freshcare training • Factsheet – M3 Training 		

Code Element		Compliance Criteria	Records
M4 Internal audit and corrective action			
M4.1	Conduct internal audits to verify ongoing compliance with this Code of Practice.	<ol style="list-style-type: none"> 1. An internal audit of all activities and records relevant to the Freshcare Code of Practice Food Safety & Quality is conducted at least annually. A record is kept. 2. Workers responsible for completing sections of the internal audit are identified and, where possible, are independent of the practices being assessed. 	Form – M4 Internal audit report
M4.2	Complete corrective actions for any non-compliance.	<ol style="list-style-type: none"> 1. A Corrective Action Record (CAR) must be completed when the requirements of the Freshcare Code of Practice Food Safety & Quality, Freshcare Rules or legislation are not being met, as identified by: <ul style="list-style-type: none"> • routine activities • annual internal audits • annual external audits • a valid complaint received from a neighbour, customer or regulatory authority • produce identified as being contaminated, or potentially contaminated. 2. A Corrective Action Record must include: <ul style="list-style-type: none"> • description of the problem • cause of the problem • whether or not the problem has occurred before • short term fix (action taken to fix the problem) • long term fix (action taken to prevent the problem recurring) • confirmation that short term and long term actions are completed and effective • name and signature of person completing the review • date of the review. 3. Reoccurrences of non-compliance are reviewed by the owner or appropriate senior manager. 	Form – M4 Corrective action record (CAR)
 Freshcare Resources <ul style="list-style-type: none"> • Factsheet – M4 Internal audit and corrective action 		External Resources	

Code Element		Compliance Criteria	Records
M5	Customer requirements		
M5.1	Comply with customer specifications.	<ol style="list-style-type: none"> 1. Where a written product specification has been provided by, or agreed with a customer, a copy of the specification is kept. 2. Product is checked to ensure it meets the agreed specification before dispatch. When required by the customer, a record is kept. 3. If product does not meet the agreed specification, the customer is informed of the variation and the agreed course of action is implemented and recorded. 	<p>Product specifications</p> <p>Product inspection records</p>
	Freshcare Resources		External Resources
	<ul style="list-style-type: none"> • Factsheet – M5 Customer requirements 		<ul style="list-style-type: none"> • Freshspecs www.freshmarkets.com.au/fresh-specs

Food Safety & Quality

Code Element		Compliance Criteria	Records
F1	Hazard analysis		
F1.1	Conduct risk assessments for persistent chemicals.	<ol style="list-style-type: none"> 1. Risk assessments are conducted for each growing site to determine the risk of persistent chemical contamination of produce from the soil/growing medium. A record is kept. <i>(See Appendix RA-F1.1).</i> 2. If the risk assessments conducted in F1.1.1 determine the risk of the hazard is high, relevant control measures, monitoring and verification activities are implemented. <i>(See Appendix RA-F1.1).</i> 	Form – F1 Risk assessment – persistent chemicals
F1.2	Conduct risk assessments for heavy metals.	<ol style="list-style-type: none"> 1. Risk assessments are conducted for each growing site to determine the risk of heavy metal contamination of produce from the soil/growing medium. A record is kept. <i>(See Appendix RA-F1.2).</i> 2. If the risk assessments conducted in F1.2.1 determine the risk of the hazard is high, relevant control measures, monitoring and verification activities are implemented. <i>(See Appendix RA-F1.2).</i> 	Form – F1 Risk assessment – heavy metals
F1.3	Conduct risk assessments for fertilisers and soil additives.	<ol style="list-style-type: none"> 1. Risk assessments are conducted for all growing sites to determine the risk of microbial contamination of produce from fertilisers and/or soil additives. A record is kept. <i>(See Appendix RA-F1.3).</i> 2. If the risk assessments conducted in F1.3.1 determine the risk of the hazard is high, relevant control measures, monitoring and verification activities are implemented. <i>(See Appendix RA-F1.3).</i> 	Form – F1 Risk assessment – fertilisers and soil additives
F1.4	Conduct risk assessments for preharvest water.	<ol style="list-style-type: none"> 1. Risk assessments are conducted for all preharvest water used to determine the risk of microbial contamination of produce from preharvest water. A record is kept. <i>(See Appendix RA-F1.4).</i> 2. If the risk assessments conducted in F1.4.1 determine the risk of the hazard is high, relevant control measures, monitoring and verification activities are implemented. <i>(See Appendix RA-F1.4).</i> 	Form – Risk assessment – preharvest water

Code Element		Compliance Criteria	Records
F1.5	Where an additional food safety hazard is identified within the scope of this Code of Practice, a risk assessment is conducted and additional actions implemented if required by the hazard analysis.	<ol style="list-style-type: none"> 1. A risk assessment must be conducted for any additional food safety hazard identified within the scope of the Freshcare Code of Practice Food Safety & Quality. A record is kept. 2. If the risk assessment conducted in F1.5.1 determines the risk of the hazard identified is high, relevant control measures, monitoring and verification activities are implemented. 	Form – F1 Risk assessment – other practices
F1.6	Where an aspect of this Code of Practice is not implemented, it is supported by a risk assessment detailing reasons for exclusion.	<ol style="list-style-type: none"> 1. A risk assessment must be conducted to support any aspect of the Freshcare Code of Practice Food Safety & Quality that is not implemented and must clearly detail the reason for any exclusion. A record is kept. 	Form – F1 Risk assessment – other practices
F1.7	Review risk assessments at least annually.	<ol style="list-style-type: none"> 1. All risk assessments are reviewed at least annually, or when changes occur that may impact the significance of the hazards. 	
	Freshcare Resources <ul style="list-style-type: none"> • Appendix – RA-F1.1 Risk assessment – persistent chemicals • Appendix – RA-F1.2 Risk assessment – heavy metals • Appendix – RA-F1.3 Risk assessment – fertilisers and soil additives • Appendix – RA-F1.4 Risk assessment – preharvest water • Factsheet – F1 Hazard analysis 		External Resources <ul style="list-style-type: none"> • Guidelines for Fresh Produce Food Safety (2015) Chapter 3 Food safety hazards associated with fresh produce, page 7

Code Element		Compliance Criteria	Records
F2	Growing site		
F2.1	Manage growing sites to minimise the risk of contaminating produce.	<ol style="list-style-type: none"> 1. If the risk assessment conducted in F1.1 identified the risk of persistent chemical contamination of produce from the soil/growing medium is high, the additional control measures specified in the risk assessment are implemented. <i>(See Appendix RA-F1.1).</i> 2. If the risk assessment conducted in F1.2 identified the risk of heavy metal contamination of produce from the soil/growing medium is high, the additional control measures specified in the risk assessment are implemented. <i>(See Appendix A-F5 and RA-F1.2).</i> 3. Growing sites are assessed for potential of spray drift. 4. Where spray drift is likely, plantings are planned to minimise the risk of contaminating non-target produce. 5. For growing sites affected by a flood event, planting must be scheduled to ensure the period between flood water subsiding and harvest exceeds 90 days for produce where the harvestable part is grown in, or has direct contact with the soil, and may be eaten uncooked. 6. Livestock is not permitted on growing sites within: <ul style="list-style-type: none"> • 90 days of intended harvest date for produce where the harvestable part is grown in, or has direct contact with the soil, and may be eaten uncooked, or • 45 days of intended harvest date for all other produce. 7. Growing sites are assessed for potential of physical contamination. 8. Where physical contamination is likely, sites are inspected before ground preparation and physical contaminants are removed or managed to minimise the risk of contaminating produce. 9. Sites/areas contaminated with physical contaminants are identified on the property map. 	<p>Form – F1 Risk assessment – persistent chemicals</p> <p>Soil/growing medium test for persistent chemicals</p> <p>Produce residue test result for persistent chemicals</p> <p>Form – F1 Risk assessment – heavy metals</p> <p>Produce residue test result for heavy metals</p> <p>Form – F2 Livestock movement record</p> <p>Property map</p>
	Freshcare Resources <ul style="list-style-type: none"> • Appendix – A-F5 Limits for heavy metal contaminants in growing medium and fertilisers and soil additives • Appendix – RA-F1.1 Risk assessment – persistent chemicals • Appendix – RA-F1.2 Risk assessment – heavy metals • Factsheet – F2 Growing site 	External Resources <ul style="list-style-type: none"> • Guidelines for Fresh Produce Food Safety (2015) Chapter 5 Managing the growing site and planting material, page 18 • Food Standards Australia New Zealand (FSANZ) Food Standards Code – Section 1.4.1 – Contaminants and natural toxicants, Section 1.4.2 Agvet chemicals and associated Schedules – Schedule 19, 20 and 21 www.foodstandards.gov.au • Australian Standard AS4454 (2012) Composts soil conditioners and mulches 	



Code Element		Compliance Criteria	Records
F3		Planting materials	
F3.1	Manage planting materials to minimise the risk of contaminating produce.	1. Planting materials are purchased from suppliers that are managed in accordance with the supplier requirements specified in F11.1.	
	Freshcare Resources		External Resources
	<ul style="list-style-type: none"> Factsheet – F3 Planting materials 		<ul style="list-style-type: none"> Guidelines for Fresh Produce Food Safety (2015) Chapter 5 Managing the growing site and planting material, page 18 Plant Health Australia www.planthealthaustralia.com.au

Code Element		Compliance Criteria	Records
F4	Chemicals		
F4.1	Obtain properly labelled chemicals from approved suppliers and ensure labels remain legible.	<ol style="list-style-type: none"> 1. Chemicals are purchased from suppliers that are managed in accordance with the supplier requirements specified in F11.1. 2. Chemical containers are adequately labelled and in acceptable condition on receipt. 3. Deteriorating chemical labels are replaced immediately with a legible copy. 4. All chemicals purchased are recorded in a chemical inventory. A record is kept and must include: <ul style="list-style-type: none"> • date received • place of purchase • name of chemical • batch number (where available) • expiry date or date of manufacture • quantity. 	Form – F4 Chemical inventory
F4.2	Store, manage and dispose of chemicals to minimise the risk of contaminating produce.	<ol style="list-style-type: none"> 1. Chemical storage areas are: <ul style="list-style-type: none"> • located and constructed to minimise the risk of contaminating produce directly, or indirectly, through contamination of growing sites or water sources • structurally sound, adequately lit and constructed to protect chemicals from direct sunlight and weather exposure • equipped with a spill kit to contain and manage chemical spills • secure, with access restricted to authorised workers. 2. Chemicals are stored in designated separate areas for each category of chemical, and for chemicals awaiting disposal. 3. Chemicals are stored in original containers according to directions on the container label. If a chemical is transferred to another container for storage purposes, the new container is a clean chemical container and a copy of the chemical label is applied to the new container. 4. Stored chemicals are checked at least annually to identify and segregate chemicals for disposal that have: <ul style="list-style-type: none"> • exceeded the label expiry date • exceeded the permit expiry date • had their registration withdrawn • containers that are leaking, corroded or have illegible labels. <p style="text-align: right;"><i>(Continues over page)</i></p>	Property map Form – F4 Chemical inventory

Code Element		Compliance Criteria	Records
		5. A record of the check is kept and must include: <ul style="list-style-type: none"> • date of the check • name and quantity of chemicals awaiting disposal • name of authorised person conducting the check. 6. Unusable chemicals and empty chemical containers are legally disposed of through registered collection agencies or approved off-farm disposal areas. A record of disposal is kept.	
F4.3	Train and authorise workers who store, handle, apply and dispose of chemicals.	1. Workers involved in the supervision of the storage, handling, application and disposal of chemicals: <ul style="list-style-type: none"> • have successfully completed a recognised chemical users course, or equivalent (<i>See Appendix A-F4</i>) • are competent in chemical storage, handling, application and disposal as specified by the Freshcare Code of Practice Food Safety & Quality. 2. Workers authorised to store, handle, apply and dispose of chemicals have been trained. 3. A register of workers authorised to store, handle, apply and/or dispose of chemicals is maintained and displayed in the chemical storage area.	Record of completion of farm chemical users course Form – F4 Chemical authorisation record
F4.4	Use chemicals according to regulatory, label and market requirements.	1. Chemicals are used and applied: <ul style="list-style-type: none"> • according to label directions, or • under ‘off-label permits’ issued by the Australian Pesticides and Veterinary Medicines Authority (APVMA), with a current copy of the permit kept, or • according to relevant state legislation for ‘off-label use’, and • according to specific customer and/or destination market requirements. 2. Chemicals are checked for their withholding period before use.	Copies of applicable off-label permits
F4.5	Avoid potential for spray drift.	1. Chemicals are not applied when the risk of contaminating adjacent crops or off-target areas with spray drift is high. 2. Potential and actual spray drift incidents are identified. A record is kept.	

Code Element		Compliance Criteria	Records
F4.6	Maintain and calibrate chemical application equipment.	<ol style="list-style-type: none"> 1. Chemical application equipment is maintained and checked for effective operation before and during each use. 2. Equipment is calibrated at least annually or as per manufacturer’s instructions and immediately after spray nozzles are replaced. 3. Equipment is calibrated using a recognised method. A record of calibration is kept and must include: <ul style="list-style-type: none"> • date of calibration • method of calibration and results • name of person calibrating the equipment. 	<p>Calibration records</p> <p>Form – F8 Calibration record</p>
F4.7	Manage mixing and disposal of chemical solutions to minimise the risk of contaminating produce.	<ol style="list-style-type: none"> 1. Chemical mixing areas are located to minimise the risk of contaminating produce directly, or indirectly, through contamination of growing site or water sources. 2. Leftover chemical solutions are disposed of according to label directions where specified, or in a manner that minimises the risk of contaminating produce directly, or indirectly, through contamination of growing site or water sources. 	<p>Property map</p>
F4.8	Record all chemical applications.	<ol style="list-style-type: none"> 1. Records of all preharvest chemical applications are kept and must include: <ul style="list-style-type: none"> • application date • start and finish times • location and crop • chemical used (including batch number if available) • rate of application and quantity applied • equipment and/or method used to apply the chemical • withholding period (WHP) or earliest harvest date (EHD) • wind speed and direction • name and signature of person who applied the chemical. 2. Records of all postharvest chemical treatments are kept and must include: <ul style="list-style-type: none"> • treatment date and time • produce treated • chemical used (including batch number if available) • rate of application and/or quantity applied • equipment and/or method used to apply the chemical • withholding period (WHP) (where applicable) • name and signature of person who carried out the chemical treatment. 	<p>Form – F4 Preharvest chemical application record</p> <p>Form – F4 Postharvest chemical application record</p>

Code Element	Compliance Criteria	Records
F4.9	<p>Test produce for chemical residues to verify that chemicals are applied correctly, withholding periods are observed and produce complies with MRLs.</p> <ol style="list-style-type: none"> 1. A chemical residue test is conducted before initial Freshcare certification and then annually, or more frequently, if required by a customer specification. 2. A chemical residue test is: <ul style="list-style-type: none"> • a multi-screen test that includes chemicals used in the spray program • conducted on a random sample of produce that has had all preharvest and postharvest chemical treatments completed and is ready for sale and/or consumption • conducted by a laboratory with NATA accreditation to ISO/IEC 17025 for the analysis of chemical residues. 3. Chemical residue levels do not exceed: <ul style="list-style-type: none"> • Maximum Residue Limits (MRLs) as specified by Food Standards Australia New Zealand (FSANZ) • Maximum Residue Limits (MRLs) as specified by a customer and/or the importing country (where applicable). 	Produce residue test result
	<p>Freshcare Resources</p> <ul style="list-style-type: none"> • Appendix – A-F4 Freshcare requirements for chemical user training • Factsheet – F4 Chemicals 	<p>External Resources</p> <ul style="list-style-type: none"> • Guidelines for Fresh Produce Food Safety (2015) Chapter 8 Managing chemicals, page 51 • Australian Pesticides and Veterinary Medicines Authority (APVMA): Database of registrations and permits for Agvet chemicals www.apvma.gov.au • Food Standards Australia New Zealand (FSANZ) Food Standards Code – Section 1.4.2 Agvet chemicals and associated Schedules – Schedule 20 and 21 www.foodstandards.gov.au • Infopest: Comprehensive Agvet chemical database www.infopest.com.au • ChemClear: Disposal of Agvet chemicals www.chemclear.com.au • DrumMUSTER: Disposal of Agvet chemical containers www.drummuster.com.au

Code Element	Compliance Criteria	Records
F5	Fertilisers and soil additives	
F5.1	<p>Manage fertilisers and soil additives to minimise the risk of contaminating produce.</p> <ol style="list-style-type: none"> 1. Human effluent or biosolids are not used. 2. Fertilisers and soil additives comply with heavy metal limits specified in AS4454-2012 Composts soil conditioners and mulches. <i>(See Appendix A-F5).</i> 3. Storage sites for fertilisers and soil additives are located, constructed and maintained to minimise the risk of contaminating produce directly, or indirectly, through contamination of growing site or water sources. 4. Specified exclusion periods between application of fertilisers and soil additives and crop harvest (identified in the risk assessment conducted in F1.3) must be observed. <i>(See Appendix A-F5 and RA-F1.3).</i> 5. Fertilisers and soil additives containing manures and/or food waste used within the specified exclusion periods must be treated using an approved treatment process. Evidence is kept. <i>(See Appendix A-F5).</i> 6. Liquid or foliar sprays, derived from untreated manures, that may contact the harvestable part of the crop must not be used within: <ul style="list-style-type: none"> • 90 days of intended harvest date for produce that may be eaten uncooked, or • 45 days of intended harvest date for all other produce. 7. All other liquid or foliar sprays that may contact the harvestable part of the crop must meet preharvest water requirements. 8. Fertilisers and soil additives are not applied when the risk of contaminating off-target areas due to wind drift and/or runoff is high. 9. Records of all fertiliser and soil additive applications are kept and must include: <ul style="list-style-type: none"> • application date • location and crop • product used • rate of application • wind speed and direction • method of application/incorporation • name of person applying the fertilisers and soil additives. 	<p>Property map</p> <p>Form – F1 Risk assessment – fertilisers and soil additives</p> <p>Copies of certification for suppliers of treated fertilisers and soil additives</p> <p>Certificate of analysis for treated fertilisers and soil additives</p> <p>Form – F5 Fertilisers and soil additives treatment record</p> <p>Form – F5 Fertilisers and soil additives application record</p>

Code Element	Compliance Criteria	Records
	<p>Freshcare Resources</p> <ul style="list-style-type: none"> • Appendix – A-F5 Limits for heavy metal contaminants in growing medium and fertilisers and soil additives • Appendix – A-F5 Evidence of compliance for treated fertilisers and soil additives • Appendix – RA-F1.3 Risk assessment – fertilisers and soil additives • Factsheet – F5 Fertilisers and soil additives 	<p>External Resources</p> <ul style="list-style-type: none"> • Guidelines for Fresh Produce Food Safety (2015) Chapter 6 Managing fertilisers and soil additives, page 27 • Australian Standard AS4454 (2012) Composts soil conditioners and mulches

Code Element		Compliance Criteria	Records
F6	Water		
F6.1	Manage water sources and infrastructure.	<ol style="list-style-type: none"> All water sources used preharvest and postharvest are identified. A record is kept. Water sources are managed to minimise potential contamination from: <ul style="list-style-type: none"> human activities livestock and domestic animals wildlife (where possible) adjacent activities. Water extraction points, water storage and delivery infrastructure and irrigation equipment is checked and maintained. Water storage tanks, water dumps, flumes and treatment tanks are: <ul style="list-style-type: none"> constructed of materials that will not contaminate the water clean and maintained. 	<p>Form – F6 Water source record</p> <p>Property map</p>
F6.2	Manage preharvest water to minimise the risk of contaminating produce.	<ol style="list-style-type: none"> Water sources contaminated by toxic algae are not used if preharvest water directly contacts the harvestable part of the crop. Reclaimed or recycled water used meets the appropriate specification as defined in the Australian Guidelines for Water Recycling (2006). Water suppliers provide test results that verify water quality. If the risk assessment conducted in F1.4 identified the risk of microbial contamination of produce from preharvest water use is high, all water used within 48 hours of harvest must meet <i>E. coli</i> <100 cfu/100mL. Evidence is kept. (See Appendix A-F6 and RA-1.4). Produce that has come into contact with flood water is not harvested unless it meets limits of <i>E. coli</i> <10 cfu/g and <i>Salmonella</i> Not Detected/25g, or customer specifications. 	<p>Form – F1 Risk assessment – preharvest water</p> <p>Preharvest water test results</p>
F6.3	Manage postharvest water to minimise the risk of contaminating produce.	<ol style="list-style-type: none"> Water sources contaminated by toxic algae are not used postharvest. Water used postharvest for pre-washing (removing soil and debris) where there is a subsequent wash step, must meet specified microbial limits for preharvest water. All other water used postharvest must meet, or is treated to achieve, <i>E. coli</i> <1 cfu/100mL. Evidence is kept. (See Appendix A-F6). Water in recirculation systems, water dumps, flumes and treatment tanks is changed at an appropriate frequency to maintain water quality. Any variations to postharvest water quality must be supported by a risk assessment and associated documentation and be verified at audit. 	<p>Postharvest water test results</p> <p>Form – F6 Water treatment monitoring record</p>

F6.4	Manage all other water usage.	<ol style="list-style-type: none"> 1. Water used for hand washing meets <i>E. coli</i> <1 cfu/100mL. Evidence is kept. Where water is not proven to meet <i>E. coli</i> <1 cfu/100mL an alcohol-based hand sanitiser must be used after washing hands with soap and water. (See Appendix A-F6). 2. Water used for cleaning equipment, containers or other produce contact surfaces must meet <i>E. coli</i> <1 cfu/100mL. Evidence is kept. (See Appendix A-F6). 3. Any variations to water quality must be supported by a risk assessment and associated documentation and be verified at audit. 	
	<p>Freshcare Resources</p> <ul style="list-style-type: none"> • Appendix – A-F6 Evidence of compliance for water • Appendix – RA-F1.4 Risk assessment – preharvest water • Factsheet – F6 Water 	<p>External Resources</p> <ul style="list-style-type: none"> • Guidelines for Fresh Produce Food Safety (2015) Chapter 7 Managing water, page 33 • Australian Guidelines for Water Recycling (2008) 	

Code Element		Compliance Criteria	Records
F7 Allergens			
F7.1	Identify and manage potential sources of allergens.	<ol style="list-style-type: none"> 1. Raw material inputs are reviewed for known allergens. 2. If allergens are identified, an allergen management plan is documented and must include: <ul style="list-style-type: none"> • a list of all raw materials and/or produce containing allergens • how these products are used, stored and handled • control measures to prevent cross-contamination. 3. Workers are trained to identify, remove and avoid introducing allergens. 	Form – F7 Allergen management plan
	Freshcare Resources		External Resources
	<ul style="list-style-type: none"> • Factsheet – F7 Allergens 		<ul style="list-style-type: none"> • Guidelines for Fresh Produce Food Safety (2015) Chapter 16 Allergens, page 82 • Allergen Bureau www.allergenbureau.net

Code Element		Compliance Criteria	Records
F8 Premises, facilities, equipment, tools, packaging and vehicles			
F8.1	Construct and maintain growing, packing and storage facilities to ensure they are suitable for the production and preparation of produce.	<ol style="list-style-type: none"> 1. Growing, packing (including in-field packing) and storage facilities are constructed and maintained to minimise the risk of contaminating produce. 2. Mezzanine floors, walkways and stairs are designed and constructed to minimise the risk of contaminating produce. 3. Lighting in growing, packing and storage areas is adequate for the tasks performed. 4. Lights above produce handling and storage areas are fitted with shatter proof covers and/or shatter proof bulbs. 5. Glass, hard or brittle plastic, ceramic or similar materials are removed from produce handling and storage areas. Where this is not possible, precautions are taken to ensure these materials do not contaminate produce. 6. Items that are not needed for production are removed from produce handling and storage areas. Items needed for production are managed to minimise the risk of contaminating produce. 7. Surfaces that contact produce in the packing area are cleaned and maintained to ensure they do not contaminate produce. 8. Produce is not stored with or near materials that may present a risk of contaminating produce. 9. Chemicals, grease, oil, fuel and farm machinery are segregated from packing and produce storage areas. 10. Workshop equipment is not operated during production or is screened to prevent contamination of produce. 11. Facilities are kept clean, and are subject to regular cleaning. 	
F8.2	Construct and maintain facilities for handling and packing produce for retail sale (includes, but is not limited to, retail crates, pre-packs).	<ol style="list-style-type: none"> 1. The packing and storage of produce for retail sale is conducted in a designated clean area, and constructed and maintained to minimise the risk of contaminating packed produce. 2. Hand washing facilities are easily accessed by workers before entry into the packing area. 3. Facilities are reviewed at the start of the production season and at least weekly during operation. A record is kept. 	Form – F8 Facilities audit checklist

Code Element		Compliance Criteria	Records
F8.3	Provide and maintain toilets and hand washing facilities.	<ol style="list-style-type: none"> 1. Toilets and hand washing facilities must be: <ul style="list-style-type: none"> • located to minimise the risk of contaminating produce and maximise accessibility • kept clean, and regularly maintained and serviced • designed to ensure hygienic removal of waste and to minimise the risk of contaminating produce directly, or indirectly, through contamination of growing site or water sources • equipped with running water (as specified in F6.4.1), liquid soap, mechanism/s for effective hand drying, and waste disposal facilities (<i>See Appendix A-F8</i>) • hand washing instructions are displayed. 2. For produce that has an edible skin and may be eaten uncooked, all workers must apply hand sanitiser before handling produce or materials that may come into contact with produce. 	
F8.4	Construct and maintain septic, waste and drainage systems to minimise the risk of contaminating produce.	<ol style="list-style-type: none"> 1. Septic, waste disposal and drainage systems are designed, located and constructed to minimise the risk of contaminating produce directly, or indirectly, through contamination of growing site or water sources. 2. Drains are designed to: <ul style="list-style-type: none"> • prevent ponding in areas where produce is handled and stored • prevent pests entering the facility • enable regular cleaning. 3. Drains must be kept clean. 	Property map
F8.5	Maintain and clean tools, equipment and containers that contact produce.	<ol style="list-style-type: none"> 1. Tools, equipment, and containers are made of substances that are non-toxic, and designed and constructed to enable regular cleaning and maintenance. 2. Tools, equipment, and containers are stored in a manner that minimises contamination. 3. Handheld harvesting tools are cleaned each day before use, and accounted for at the end of each day. 4. For produce that has an edible skin, and may be eaten uncooked: <ul style="list-style-type: none"> • produce containers used at harvest are handled to avoid produce being contaminated by soil or other physical contaminants • a food grade liner is used when containers cannot be effectively cleaned. <p style="text-align: right;"><i>(Continues over page)</i></p>	

Code Element		Compliance Criteria	Records
		<ol style="list-style-type: none"> 5. Wooden bins and pallets are checked for cleanliness, foreign objects, pest infestation and protruding nails or splinters. Where required, bins and pallets are cleaned, repaired, rejected or covered with a protective material. 6. Containers used for storing waste, chemicals or dangerous substances are clearly identified and not used for produce. 	
F8.6	Maintain monitoring and measuring equipment.	<ol style="list-style-type: none"> 1. Monitoring and measuring equipment is identified, checked for operational efficiency and accuracy, and calibrated using a recognised method at a predetermined frequency. A record is kept. 	<p>Form – F8 Measuring and monitoring equipment register</p> <p>Form – F8 Calibration record</p>
F8.7	Manage packaging materials to minimise the risk of contaminating produce.	<ol style="list-style-type: none"> 1. Packaging materials used for retail sale are food grade. 2. Packaging materials are stored in a manner that minimises contamination. 3. All packaging is checked for cleanliness, foreign objects and pest infestation. Where required, packaging is cleaned, rejected or covered with a protective material. 	
F8.8	Construct and maintain cooling systems to minimise the risk of contaminating produce.	<ol style="list-style-type: none"> 1. Cooling systems are checked to ensure they are operating at specified temperatures. Systems are maintained and calibrated. 2. Measures are taken to prevent condensate and defrost water from cooling systems contacting produce. 	Form – F8 Calibration record
F8.9	Manage produce transport vehicles to minimise the risk of contaminating produce.	<ol style="list-style-type: none"> 1. Produce is not transported under conditions or with other goods that present a potential source of contamination. 2. Transport vehicles are checked before use for cleanliness, foreign objects and pest infestation. Where necessary, vehicles are cleaned to prevent contamination of produce. 3. Transport refrigeration systems are checked to ensure they are operating at specified temperatures. 	

Code Element		Compliance Criteria	Records
F8.10	Preventative maintenance, and cleaning is effective to minimise the risk of contaminating produce.	<ol style="list-style-type: none"> 1. A documented plan of preventive maintenance is followed. The plan describes: <ul style="list-style-type: none"> • areas/equipment • details of maintenance • frequency of maintenance • name of person responsible for ensuring maintenance is completed. 2. A documented plan is followed for cleaning of produce handling and storage areas, equipment, containers, materials and vehicles that come into contact with produce. The plan describes: <ul style="list-style-type: none"> • areas and items to be cleaned • cleaning agents and the methods used • frequency of cleaning • name of person responsible for ensuring cleaning is completed. 3. Chemicals used for cleaning are approved for use in a food handling area and are used according to label instructions. 4. Cleaning materials and equipment are stored and managed to minimise the risk of contaminating produce. 5. Cleaning is effective. 	<p>Form – F8 Preventive maintenance plan</p> <p>Form – F8 Cleaning plan</p>
F8.11	Waste is managed and appropriately disposed of.	<ol style="list-style-type: none"> 1. Waste containers are provided, appropriate for use, clearly identified and emptied on a regular basis. 2. Waste disposal is appropriate for the type of waste generated. 3. Waste storage and disposal sites are located to minimise the risk of contaminating produce, are clearly identified and kept clean and tidy. 	Property map
	Freshcare Resources		External Resources
	<ul style="list-style-type: none"> • Appendix A-F8 Approved mechanisms for hand drying • Factsheet – F8 Premises, facilities, equipment, tools, packaging and vehicles 		<ul style="list-style-type: none"> • Guidelines for Fresh Produce Food Safety (2015) Chapter 9 Managing facilities, page 57 • Guidelines for Fresh Produce Food Safety (2015) Chapter 10 Managing equipment and tools, page 61 • Guidelines for Fresh Produce Food Safety (2015) Chapter 11 Managing containers and packaging materials, page 66 • Guidelines for Fresh Produce Food Safety (2015) Chapter 12 Vehicle maintenance and hygiene, page 70

Code Element		Compliance Criteria	Records
F9		Animals and pests	
F9.1	Measures are taken to minimise animal and pest presence.	<ol style="list-style-type: none"> In and around areas where produce is grown, packed and stored, measures are taken to: <ul style="list-style-type: none"> minimise animal and pest presence exclude wildlife and domestic animals discourage roosting of birds. 	
F9.2	Document and implement a plan for managing pests.	<ol style="list-style-type: none"> A documented plan is followed to manage pests in and around growing, packing and storage areas. The plan must include: <ul style="list-style-type: none"> method used location of baits and traps frequency of checking baits and traps name of person responsible for placing, checking and restocking baits and traps. Method and chemicals used for pest management are: <ul style="list-style-type: none"> appropriate for use in growing, packing and storage areas used according to label instructions not applied to the harvestable part of the crop. Baits and traps used for pest management are located and contained to minimise the risk of contaminating produce, packaging containers, materials and equipment. Pest control measures are monitored to ensure they are effective. A record is kept. 	<p>Form – F9 Pest management plan</p> <p>Form – F9 Pest monitoring record</p>
	Freshcare Resources		External Resources
	<ul style="list-style-type: none"> Factsheet – F9 Animals and pests 		<ul style="list-style-type: none"> Guidelines for Fresh Produce Food Safety (2015) Chapter 13 Pest and animal control, page 72

Code Element		Compliance Criteria	Records
F10	People		
F10.1	Food safety instructions are communicated to workers and visitors to minimise the risk of chemical, microbial and physical contamination of produce.	<ol style="list-style-type: none"> Written food safety instructions are provided to workers and visitors and must include requirements for: <ul style="list-style-type: none"> health status personal hygiene management of clothing and personal items general behaviour. Food safety instructions are reinforced with prominent signs and/or basic written or pictorial training guides. Compliance with food safety and hygiene requirements is monitored. 	Form – F10 Food safety instructions
F10.2	Manage access to the property and growing sites.	<ol style="list-style-type: none"> Entry to the property and growing sites is restricted to authorised persons. 	
	Freshcare Resources <ul style="list-style-type: none"> Factsheet – F10 People Signs are available for download on the Freshcare eLearning website www.freshcare.com.au/elearning 	External Resources <ul style="list-style-type: none"> Guidelines for Fresh Produce Food Safety (2015) Chapter 14 Managing People, page 75 	

Code Element		Compliance Criteria	Records
F11	Suppliers		
F11.1	Identify and manage materials and services that may introduce a food safety risk.	<ol style="list-style-type: none"> Suppliers of materials and services that may introduce a food safety risk are identified. A record is kept and reviewed annually. Suppliers of materials and services identified in F11.1.1 must comply with the applicable requirements of the Freshcare Code of Practice Food Safety & Quality. Evidence of compliance for suppliers of materials and services is kept and must include: <ul style="list-style-type: none"> identification as a Freshcare Recognised Supplier, or independent evidence of compliance, or a written declaration to comply with requirements, or a record of inspection/assessment against requirements. Purchase records are kept for materials and services identified in F11.1.1 and must include: <ul style="list-style-type: none"> name of supplier date of purchase material or service supplied. 	<p>Form – F11 Supplier table</p> <p>Supplier acknowledgements of compliance</p> <p>Evidence of compliance to requirements</p> <p>Purchase and inspection records from suppliers</p>
F11.2	Manage Freshcare certified produce.	<ol style="list-style-type: none"> All produce represented for sale as Freshcare certified must be: <ul style="list-style-type: none"> grown by a business currently certified to Freshcare Code of Practice Food Safety & Quality or a food safety program recognised by Freshcare packed by a business currently certified to Freshcare Code of Practice Food Safety & Quality or a food safety program recognised by Freshcare. 	
	Freshcare Resources <ul style="list-style-type: none"> Factsheet – F11 Suppliers Freshcare Recognised Suppliers List is available on the Freshcare website www.freshcare.com.au List of food safety programs recognised by Freshcare is available on the Freshcare website www.freshcare.com.au 	External Resources <ul style="list-style-type: none"> Guidelines for Fresh Produce Food Safety (2015) Chapter 15 Suppliers of inputs and services, page 81 	

Code Element		Compliance Criteria	Records
F12	Food defence and food fraud		
F12.1	Identify potential food defence threats that may impact food safety and implement control measures where required.	<ol style="list-style-type: none"> 1. A food defence vulnerability assessment is completed to assess the risk of intentional contamination of: <ul style="list-style-type: none"> • raw materials (business inputs or produce) • end product. 2. Where a food defence threat is identified, a control plan is documented. 	Form – F12 Food defence vulnerability assessment and control plan
F12.2	Identify potential vulnerabilities for food fraud that may impact food safety and implement control measures where required.	<ol style="list-style-type: none"> 1. A food fraud vulnerability assessment is completed to assess the potential risk of intentional adulteration, substitution or misrepresentation of: <ul style="list-style-type: none"> • raw materials (business inputs or produce) • end product. 2. Where a food fraud vulnerability is identified, a control plan is documented. 	Form – F12 Food fraud vulnerability assessment and control plan
	Freshcare Resources <ul style="list-style-type: none"> • Factsheet – F12 Food fraud and food defence 	External Resources	

Code Element	Compliance Criteria	Records
F13	Product identification and traceability	
F13.1	<p>Maintain a product identification and traceability system to enable produce to be traced from production to its destination.</p> <ol style="list-style-type: none"> 1. A record of all produce harvested is kept and must include: <ul style="list-style-type: none"> • crop/variety • growing site • earliest harvest date in consideration of exclusion periods • harvest date • packing date • batch identification code (where applicable) • quantity • destination. 2. Where harvested produce is sent to another business for packing or further processing, each delivery is clearly identified with supplier name and harvest or delivery date. 3. A record of all produce received from suppliers is kept and must include: <ul style="list-style-type: none"> • supplier business name • crop/variety • date received • packing date • batch identification code (where applicable). 4. All packed produce sent to a customer is marked with: <ul style="list-style-type: none"> • business name and physical address • packing date and/or batch identification code • other trade descriptions required by customer or legislation. 	<p>Form – F13 Harvest and packing record</p> <p>Form – F13 Supplier traceability</p> <p>Dispatch records</p>
	<p>Freshcare Resources</p> <ul style="list-style-type: none"> • Factsheet – F13 Product identification and traceability 	<p>External Resources</p> <ul style="list-style-type: none"> • Guidelines for Fresh Produce Food Safety (2015) Chapter 17 Product identification, traceability and recall, page 85

Code Element		Compliance Criteria	Records
F14	Recall		
F14.1	Maintain a product recall system enabling unsafe produce to be effectively recalled.	<ol style="list-style-type: none"> 1. In the event of a potentially serious food safety issue, the matter is investigated to determine the extent of the problem. Where required, further action is taken. 2. Establish the level of recall relevant for the produce supplied to customers as a: <ul style="list-style-type: none"> • trade level recall, or • consumer level recall. 3. If a recall is required, the relevant recall is implemented. 4. Where produce is supplied direct to consumers, a mock recall is completed annually using the A&NZ Product Recall/Withdrawal form. A record is kept. 	<p>Form – F14 Trade level recall form</p> <p>A&NZ Product Recall/Withdrawal form</p> <p>Mock recall record</p>
	Freshcare Resources <ul style="list-style-type: none"> • Factsheet – F14 Recall 	External Resources <ul style="list-style-type: none"> • Guidelines for Fresh Produce Food Safety (2015) Chapter 17 Product identification, traceability and recall, page 88 • Updated copies of the A&NZ Product Recall/Withdrawal form can be found on the Australian Food and Grocery Council website www.afgc.org.au/publications • Food Standards Australia New Zealand (FSANZ) www.foodstandards.gov.au/industry/foodrecalls 	

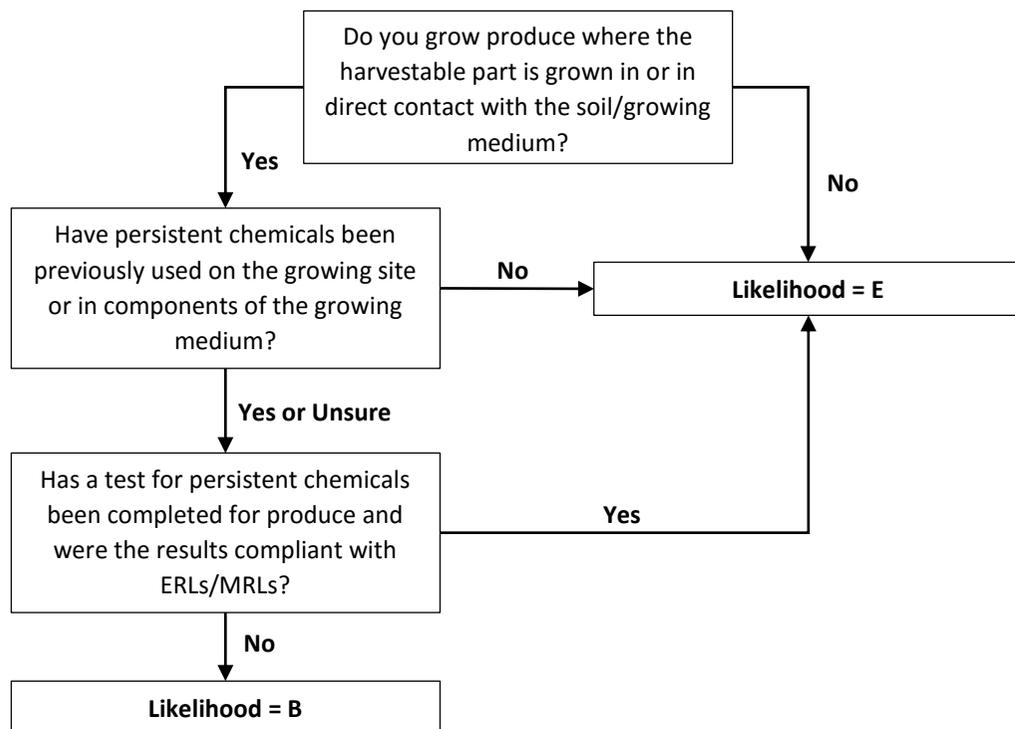
Appendix

Reference table	
Reference	Compliance Criteria
A-M3	<p>Approved Freshcare training includes:</p> <ul style="list-style-type: none"> • Freshcare Food Safety & Quality Edition 4 Training • Freshcare Food Safety & Quality 3rd Edition Training.
A-F4	<p>Freshcare requires the following national competencies be included in all farm chemical user training qualifications:</p> <ul style="list-style-type: none"> • Level 3 – AHCCHM303A – Prepare and apply chemicals • Level 3 – AHCCHM304A – Transport, handle and store chemicals.
A-F5	<p>Limits for heavy metal contaminants in growing medium and fertilisers and soil additives comply with those specified in AS4454-2012:</p> <ul style="list-style-type: none"> • Cadmium <1mg/kg (dry weight basis) • Lead <150mg/kg (dry weight basis). <p>Evidence of compliance for treated fertilisers and soil additives containing manures and/or food waste:</p> <ul style="list-style-type: none"> • Sourced from suppliers with an approved certified treatment process – evidence of certification to AS4454-2012 is provided. • Sourced from suppliers that follow a documented, verified treatment process (AS4454-2012 or other equivalent time/temperature treatments) – details of the treatment process and a Certificate of Analysis for each batch of product supplied to verify the treatment process achieves <i>E. coli</i> <100 cfu/g, <i>Salmonella</i> Not Detected/25g. • Treated on farm to a documented, verified treatment process (AS4454-2012 or other equivalent time/temperature treatments) – treatment records are kept and must include: <ul style="list-style-type: none"> ○ product composition ○ description of treatment method ○ treatment start and end date ○ date and temperature readings ○ batch identification code ○ estimated quantity of batch ○ name of person that supervised the treatment. <p>A Certificate of Analysis for each batch of product is kept to verify the treatment process achieves <i>E. coli</i> <100 cfu/g, <i>Salmonella</i> Not Detected/25g.</p>

Reference table	
Reference	Compliance Criteria
A-F6	<p>Evidence of compliance for water quality:</p> <ul style="list-style-type: none"> • External supplier e.g. town water – certificate of compliance. • Water treated on-farm – water treatment process is documented and water tested to verify treatment process is effective. Treatment and monitoring records are kept. If water source or treatment method changes, process is reviewed, documented and water tested to verify treatment process is effective. • Untreated water – each water source is tested: <ul style="list-style-type: none"> ○ monthly during period of use, or ○ annually before use once it is historically proven to achieve specified limits (at least 4 consecutive tests below specified limits).
A-F8	<p>Toilets and hand washing facilities must be equipped with mechanism/s for effective hand drying. Hand drying facilities must be used effectively and properly maintained to minimise the risk of contamination to produce. Approved mechanisms for effective hand drying include:</p> <ul style="list-style-type: none"> • disposable paper towels • hand dryers.

RA-F1.1 Risk assessment – persistent chemicals

A risk assessment is to be conducted for each growing site/crop combination.



Additional actions for high significance

If the hazard analysis identified the risk of persistent chemical contamination of produce from soil/growing medium is high, the following additional control measures must also be implemented:

- Test the soil/growing medium for persistent chemicals AND/OR After harvest, test produce for persistent chemical residues.
- Sites/areas contaminated with persistent chemicals are identified on the property map.
- Contaminated sites are managed to ensure that produce grown at that site complies with ERLs/MRLs.

Persistent chemicals hazard analysis

Hazard	Possible cause(s)	Sev*	Li*	Sig*	Action
Chemical: Chemical residues in produce exceeds MRL/ERL.	Soil/growing medium contains residues of persistent chemicals.	3			If low significance , no additional action is required. If high significance , implement additional actions for high significance – persistent chemicals.

*Sev = Severity, Li = Likelihood, Sig = Significance

Significance matrix

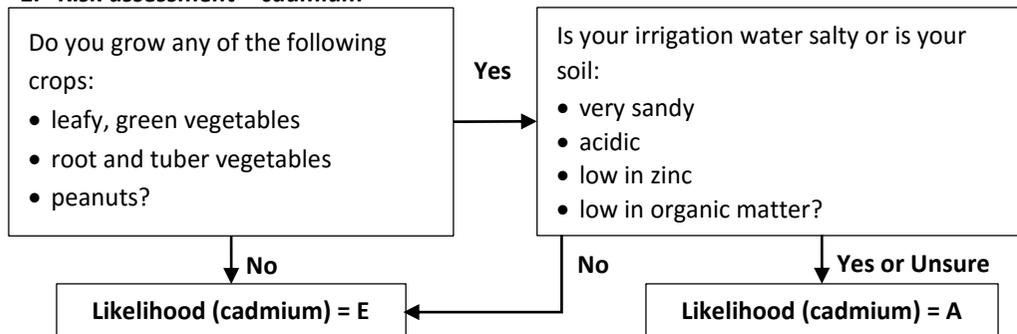
Severity	Likelihood
1. Fatality	A. Common occurrence
2. Serious sickness	B. Known to occur
3. Product recall	C. Could occur
4. Customer complaint	D. Not expected to occur
5. Not significant	E. Practically impossible

Severity	Likelihood				
	A	B	C	D	E
1	High	High	High	High	Low
2	High	High	High	Low	Low
3	High	High	Low	Low	Low
4	High	Low	Low	Low	Low
5	Low	Low	Low	Low	Low

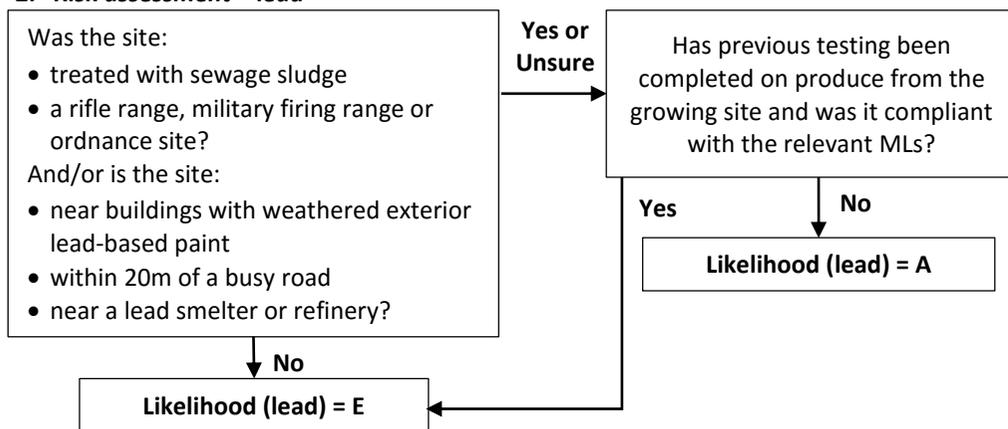
RA-F1.2 Risk assessment – heavy metals

A risk assessment is to be conducted for each growing site/crop combination.

1. Risk assessment – cadmium



2. Risk assessment – lead



Additional actions for high significance

If the hazard analysis identified the risk of heavy metal contamination of produce from soil/growing medium is high, the following additional control measures must also be implemented:

- Test the produce for cadmium residues AND/OR Test the produce for lead residues.
- Sites/areas contaminated with cadmium and/or lead are identified on the property map.
- Contaminated sites are managed to ensure that produce grown at that site complies with MLs.

Heavy metals hazard analysis

Hazard	Possible cause(s)	Sev*	Li*	Sig*	Action
Chemical: Chemical residues in produce exceeds ML.	Soil/growing medium contains residues of cadmium from previous use of growing site.	3			If low significance , no additional action is required. If high significance , implement additional actions for high significance – heavy metals.
	Soil/growing medium contains residues of lead from previous use of growing site.	3			If low significance , no additional action is required. If high significance , implement additional actions for high significance – heavy metals.

*Sev = Severity, Li = Likelihood, Sig = Significance

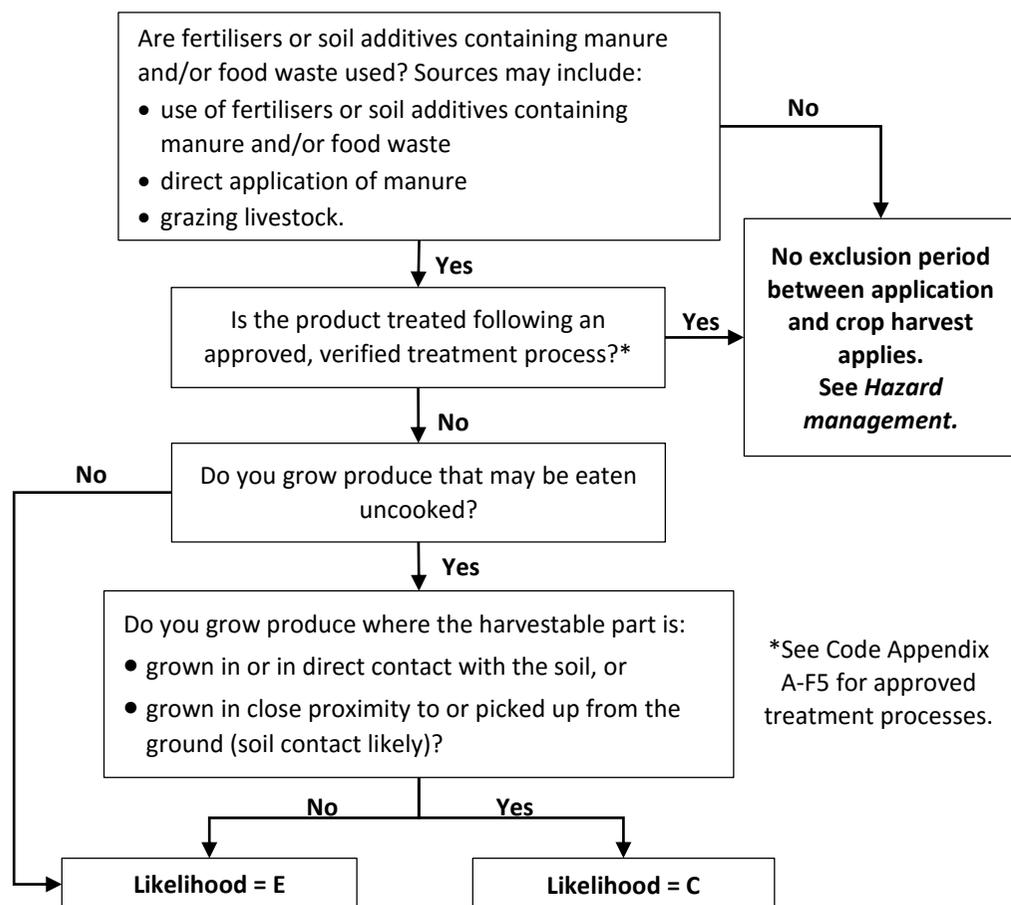
Significance matrix

Severity	Likelihood
1. Fatality	A. Common occurrence
2. Serious sickness	B. Known to occur
3. Product recall	C. Could occur
4. Customer complaint	D. Not expected to occur
5. Not significant	E. Practically impossible

Severity	Likelihood				
	A	B	C	D	E
1	High	High	High	High	Low
2	High	High	High	Low	Low
3	High	High	Low	Low	Low
4	High	Low	Low	Low	Low
5	Low	Low	Low	Low	Low

RA-F1.3 Risk assessment – fertilisers and soil additives

A risk assessment is to be conducted for each growing site/crop combination.



Significance matrix

Severity	Likelihood
1. Fatality	A. Common occurrence
2. Serious sickness	B. Known to occur
3. Product recall	C. Could occur
4. Customer complaint	D. Not expected to occur
5. Not significant	E. Practically impossible

Fertilisers and soil additives hazard management

Hazard management	Records
<input type="checkbox"/> Use only fertilisers or soil additives that do not contain manure and/or food waste.	Purchase records and product specification are kept.
<input type="checkbox"/> Use only fertilisers or soil additives containing manures and/or food waste that have been appropriately treated.	Maintain evidence of compliance for treated fertilisers and soil additives.

Fertilisers and soil additives hazard analysis

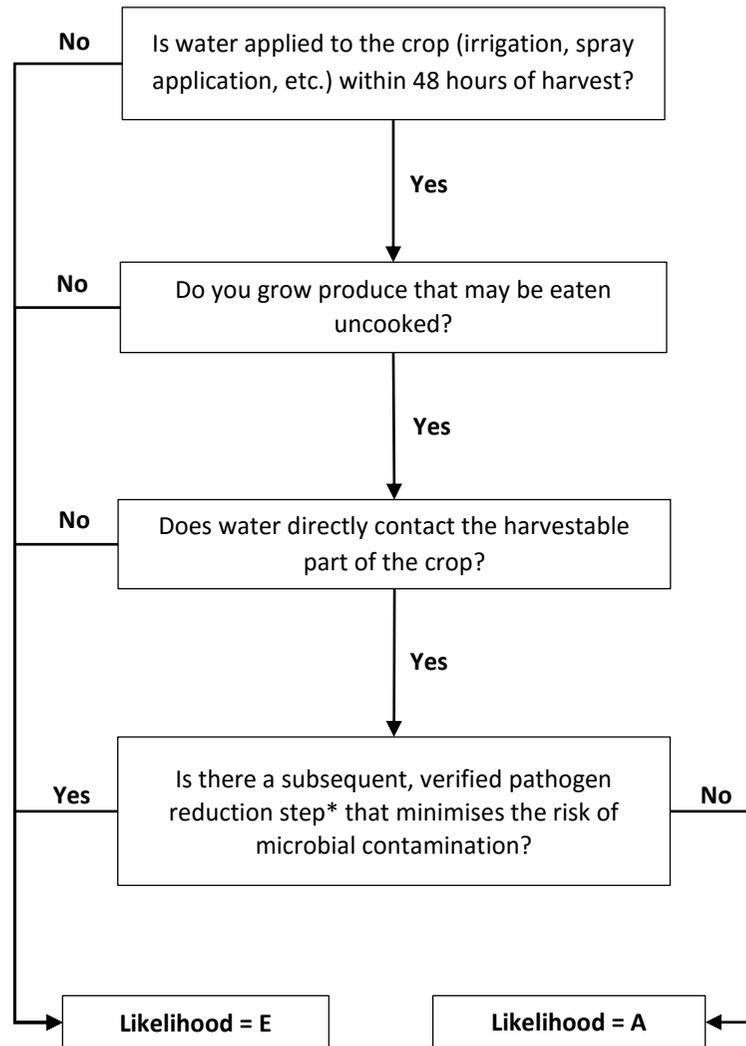
Hazard	Possible cause(s)	Sev*	Li*	Sig*	Action
Microbial: Microbial contamination of produce.	Microbial contamination of produce from: • manure remaining on growing site from livestock, or • use of untreated fertilisers or soil additives, or • ineffective treatment of fertilisers or soil additives.	1			If low significance , exclusion periods between application and crop harvest is 45 days. If high significance , exclusion periods between application and crop harvest is 90 days.

*Sev = Severity, Li = Likelihood, Sig = Significance

Severity	Likelihood				
	A	B	C	D	E
1	High	High	High	High	Low
2	High	High	High	Low	Low
3	High	High	Low	Low	Low
4	High	Low	Low	Low	Low
5	Low	Low	Low	Low	Low

RA-F1.4 Risk assessment – preharvest water

A risk assessment is to be conducted for each water use/crop combination.



* Step that is proven to result in a microbiological reduction, supported by documented evidence and/or records.

Preharvest water hazard analysis

Hazard	Possible cause(s)	Sev*	Li*	Sig*	Action
Microbial: Microbial contamination of produce.	Microbial contamination of preharvest water source.	1			If low significance , no water quality limit applies to preharvest water use. If high significance , all water used within 48 hours of harvest must meet <i>E. coli</i> <100 cfu/100mL.

*Sev = Severity, Li = Likelihood, Sig = Significance

Significance matrix

Severity	Likelihood
1. Fatality	A. Common occurrence
2. Serious sickness	B. Known to occur
3. Product recall	C. Could occur
4. Customer complaint	D. Not expected to occur
5. Not significant	E. Practically impossible

Severity	Likelihood				
	A	B	C	D	E
1	High	High	High	High	Low
2	High	High	High	Low	Low
3	High	High	Low	Low	Low
4	High	Low	Low	Low	Low
5	Low	Low	Low	Low	Low

Glossary

Term	Definition
Adjacent	Immediately adjoining, neighbouring, surrounding, lying near or close by.
Allergen	Any substance that can induce an abnormally vigorous immune response in certain individuals in the population. Allergens can cause symptoms such as skin rashes, swelling, breathing difficulties or, in severe cases, potentially fatal anaphylaxis. The most common allergens are peanuts, tree nuts, sesame seeds, sulphites (>10mg/kg), eggs, milk, crustaceans, grains containing gluten and soy products.
Approved supplier	A supplier who is approved by the business to provide a product or service that meets defined specifications.
AS4454 Composts, soil conditioners and mulches	An Australian Standard that specifies requirements for organic products and mixtures of organic products that are to be used to amend the physical and chemical properties of natural or artificial soils and growing media.
Audit	A systematic examination of compliance, to determine whether practices that have been implemented are being followed and to ensure that the system achieves its aims.
Australian Pesticides and Veterinary Medicines Authority (APVMA)	Australian government authority responsible for the assessment and registration of agricultural and veterinary chemical products.
Authorised person	A person delegated the right to perform a task or access specific areas of a business. Authorisation may be in consideration of training completed or position held.
Biosolid	Solid or semisolid by-product obtained from treated human sewage or wastewater.
Business enterprise	Any business undertaking occurring on the property that may have an impact on the food safety or quality of crops grown. May include, but is not limited to horticulture, broadacre, livestock and dairy operations.
Calibrate	To check, adjust, make corrections or determine accuracy by comparison with a standard.
Chemical	Products such as insecticides, acaricides, herbicides, fungicides, growth regulators, pheromones and other organic treatments used to control pest, disease, weeds and growth, applied on or around the property, production areas and on harvested produce. It also includes other products used on-farm such as fruit waxes, sanitisers, cleaning agents and grease.
Cleaning	The removal of dirt, grease, plant parts, other foreign matter and microorganisms that may contaminate produce.
Commitment statement	A formalised statement on behalf of a business committing to meeting the requirements of the Freshcare Code of Practice Food Safety & Quality and Freshcare Rules. A commitment statement must be signed by the owner or appropriate senior manager, and communicated to all workers.
Competent	Demonstration of knowledge and skills to complete tasks to specified performance criteria.

Term	Definition
Contamination	The introduction or occurrence of a direct or indirect food safety hazard to produce. Types of contamination include physical, chemical, microbiological and allergenic. Contamination may be introduced via growing sites, water sources, packing facilities, people, pests or other sources.
Control measure	Any action taken to prevent, minimise or eliminate a hazard.
Controlled waste	A waste that, unless properly managed, can harm human health and the environment. It is the most hazardous category of waste and disposal of controlled wastes is regulated. Types of controlled waste include agricultural chemicals, chemical containers, tyres and oil.
Corrective Action Record (CAR)	A written record of an issue, or issues, which must be addressed to demonstrate compliance with the Freshcare Code of Practice Food Safety & Quality or Freshcare Rules. They may be documented during internal audits (self-assessment), external audits, or during routine farm activities.
Customer	A commercial packer, marketing group, wholesaler, exporter, processor, retailer or consumer who receives produce from a supplier.
Earliest Harvest Date (EHD)	The earliest date produce may be harvested in consideration of any exclusion periods that may apply from the application or use of preharvest water, fertilisers and soil additives, or chemicals.
Exclusion period	The time between the use of an input (e.g. preharvest water, fertilisers and soil additives) and the intended harvest date of the crop.
External audit	A third party audit of business operations and records against the Freshcare Code of Practice Food Safety & Quality and Freshcare Rules to independently assess performance to the Freshcare Standard.
Extraneous Residue Limit (ERL)	The maximum permitted limit of a pesticide residue, arising from environmental sources other than the use of a pesticide directly or indirectly on the food, expressed in milligrams of the chemical per kilogram of the food (mg/kg).
Facility	A structure or building in which produce is grown, packed, or stored.
Fertiliser and soil additives	Products that are added to the soil to improve fertility and structure or control weeds. Examples include inorganic (chemical) fertilisers such as lime and gypsum; and those of organic origin such as animal manure, sawdust, compost, compost tea, seaweed, fish-based products, other biological compounds and those derived from food waste.
Flood event	The submersion or flooding of a growing site by water outside a grower's control that may contain microbial food safety hazards and may contact the harvestable part of the crop.
Flowchart	A diagram identifying the sequence of activities undertaken in a procedure or process.
Food defence	The protection of food products and raw materials from intentional contamination or adulteration. Food defence deals with the prevention, protection, minimisation, response and action to be taken if a food defence vulnerability or threat is identified.

Term	Definition
Food fraud	The deception of customers or consumers for economic gain by providing food, ingredients or packaging which is different to that specified. Food fraud can include presentation of substandard products as well as adulteration of food with undeclared or low quality ingredients.
Food Standards Australia New Zealand (FSANZ)	A Government agency responsible for developing and administering the 'Australia New Zealand Food Standards Code'.
Food waste	Waste from the manufacture, preparation, sale or consumption of food but does not include grease trap waste or animal waste, and must not be corrosive.
Freshcare Food Safety & Quality training	Training to the Freshcare Code of Practice Food Safety & Quality, provided by an approved Freshcare trainer or via completion of the Freshcare Food Safety & Quality eLearning course.
Freshcare Rules	A document released by Freshcare Limited, detailing the requirements of businesses participating in the Freshcare Program.
Good Agricultural Practices (GAP)	Practices used to prevent or minimise the risk of hazards occurring during growing, harvesting, packing, storage and transport of produce. The scope of hazards in this Code of Practice is food safety and quality.
Growing site	Anywhere that fresh produce is produced. Includes paddocks, orchards, greenhouses, shade houses and growth rooms/chambers.
Hazard	A chemical, physical or microbial agent in fresh produce that can potentially cause injury or illness to a consumer if not controlled. A quality hazard is any factor that prevents produce from meeting customer, quarantine or legal requirements.
Hazard analysis	The method of identifying potential hazards, assessing the significance of the risk posed by each hazard, and determining the practices that prevent or satisfactorily minimise the risk of the hazard occurring.
Hazard Analysis Critical Control Point (HACCP)	The process by which food safety hazards occurring within the operations of a business are assessed and managed.
Heavy metals	Usually defined as metals with a specific gravity of four or more, meaning they are at least four times heavier than water for a given volume. Some (not all) heavy metals are toxic, particularly cadmium, lead and mercury.
Historically proven	A number of consecutive tests conducted at a nominated frequency to demonstrate compliance to specified limits.
Internal audit	An audit conducted by the business to review its own processes and system management.
Livestock	Farm animals including, but not limited to, cattle, sheep, pigs, goats and poultry.
Management representative	An employee, worker, agent, officer, director, advisor, partner, consultant, contractor or sub-contractor who is appointed to represent and/or manage on behalf of a business.
Manure	Animal faeces, including that from livestock, poultry or wild animals, but not including human waste.

Term	Definition
Maximum Level (ML)	The maximum level of a specified contaminant, or specified natural toxicant, which is permitted to be present in a nominated food expressed, unless otherwise specified, in milligrams of the contaminant or the natural toxicant per kilogram of the food (mg/kg).
Maximum Residue Limit (MRL)	This is the legal limit for a specific residue in food. MRLs are set at levels that are unlikely to be exceeded if chemicals are used according to label instructions.
Microbial contamination	The unwanted presence of microbes. A microbe is a living microorganism, which can be single-celled or multicellular. In the context of food safety, microbes include bacteria, fungi and viruses as well as microscopic protozoan parasites such as <i>Giardia</i> .
Monitoring	A planned sequence of observations and measurements to assess whether control measures are effective.
Non-compliance	A failure to comply with the requirements of the Freshcare Code of Practice Food Safety & Quality or Freshcare Rules.
Off-target	Any misplacement or movement away from the target to which the property activity is directed. For example, spray drift on to neighbouring area/crop or nutrient runoff into sensitive areas.
Organisational chart	A diagram that depicts the organisational structure of a business and relationships of workers' roles in the management of food safety and quality.
Organisational structure	The chain of command or hierarchy of workers within an organisation or business.
Pathogen reduction step	A process which results in at least a 2-log reduction in the number of viable pathogens on a product or in water. This is equivalent to 99% mortality. Pathogen reduction steps often involve application of a sanitiser (e.g. 100ppm chlorine), but can also use a process such as curing or irradiation to achieve the same result.
Persistent chemicals	Organochlorine pesticides and other chemical residues in the soil that may cause unacceptable residues in produce.
Pests	Rats, mice, birds, cockroaches and other animals and insects that may be a source of contamination to fresh produce.
Planting materials	Seeds, seedlings, young plants, roots, corms, bulbs, bits and suckers used for planting to establish crops.
Postharvest	Any activity that is undertaken to produce that has been harvested.
Postharvest water	Water used after produce has been harvested. Includes water dumps, flumes, washing, grading, cooling, ice production/icing, and water used during postharvest treatments.
Preharvest	Any activity that is undertaken on-farm prior to the harvest of a crop.
Preharvest water	Water used prior to harvest. Includes water used for irrigation, foliar fertiliser and chemical spray application.
Produce (fresh produce)	Includes but is not limited to fresh fruit, vegetables, herbs and nuts.

Term	Definition
Product specification	Establish specific criteria for produce to meet. Product specifications will often include a description of the required features and quality of the product (variety, maturity, colour, etc.); any specific handling requirements (temperature management, handling instructions, packaging, transport, etc.); and any specific food safety requirements (compliance with a nominated standard such as Freshcare Food Safety & Quality).
Property map	Any combination of aerial photographs and topographical, cadastral or self-drawn maps or map overlays that document the relevant boundaries, infrastructure and features on, or adjacent to, the property.
Recall	Action taken to remove produce from the supply chain if there is a food safety or potential food safety risk to consumers. A consumer level recall involves recovery of produce from consumers and businesses in the supply chain whereas a trade level recall only involves recovery of produce from businesses in the supply chain.
Record	Documentary evidence to support compliance with the Freshcare Code of Practice Food Safety & Quality. The medium can be paper, photographic or electronic, or any combination thereof.
Risk	The chance of a hazard occurring, measured in terms of likelihood and severity.
Risk assessment	An assessment of both the likelihood and the severity of the consequences should a hazard occur. This gives a guide as to the overall significance of the risk.
Scope	Business production activities undertaken, for which Freshcare Certification is required. The Scope will include a description of the business type (grower only, grower and packer, or packer only), site addresses, the crops grown, and the destination market (if known).
Signature	A personal recording by the individual of their name or a mark representing it. Signatures can be produced manually by the individual in written, digital or electronic format.
Supplier	An individual or business that supplies materials or services.
Training	Provision of knowledge and skills to perform tasks to a specified competency. Training can be delivered on-the-job or through qualified external providers.
Verification	A set of procedures, processes and tests designed to ensure the food safety system is working effectively.
Waste	Unwanted, unusable and rejected materials.
Withholding Period (WHP)	The required period of time that must elapse between the crop treatment and harvest.
Workers	All people working in the business, including family members, staff and contractors working on the property or in the business.