

Bord Bia Horticulture Quality Assurance Scheme



Horticulture Producer and Pre-packer Standard

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1. Introduction

1.1. Bord Bia

Bord Bia is the State agency with overall responsibility for the development of the Irish food, drink and horticulture industry. The Board runs a series of quality assurance programmes to assist the production, marketing and consumption of beef, lamb, pigmeat, eggs, poultry and horticultural produce. This Standard is a key element of these programmes.

1.2. Quality Assurance Programmes

Consumers are concerned about food safety and traceability within the food chain. Food safety is therefore an essential element of all Bord Bia Quality assurance programmes. Quality has also become a critical issue in food production in recent times. Consumers and retailers alike now demand produce that has been grown, handled, packaged and transported to the highest standards of quality and hygiene, in a clean and environmentally friendly manner. The Horticulture Producer & Pre-packer Standard certification is in accordance with EN45011 requirements. EN 45011 is the European standard for the accreditation of bodies who are involved in certification.

The requirements of this standard are based on established best practice as determined by technical experts, industry representatives and other experts. They are also based on current legislation, relevant industry guidelines and international standards.

Note: Compliance with this standard does not guarantee compliance with all relevant legislation.

Other codes of practice / schemes that embody the specific provisions of this Standard may be acceptable, subject to formal approval by Bord Bia.

1.3. Objectives of the Horticulture Producer & Pre-packer Standard

The primary objectives are:

- To set out the requirements for Best Practice in fruit and vegetable production, handling and packing;
- To provide a uniform mechanism for recording and monitoring quality assurance criteria with a view to achieving continuous improvement in production standards;
- To underpin the successful marketing of quality assured Fruit and Vegetables.

1.4. Scope of the Standard:

The Bord Bia Horticulture Producer & Pre-packer Standard is designed for those enterprises involved in the production, packaging and delivery of fruit and vegetables for human consumption.

1.5. The Standard

The Bord Bia Horticultural Producer & Pre-packer Standard sets down the standards against which participants in the quality programme are independently inspected and certified. This Standard was developed by an expert group known as the **Technical Advisory Committee** which is made up of representatives from the following bodies / organisations:

- Bord Bia;
- The Food Safety Authority of Ireland;
- Representatives from the Fruit and Vegetable industry;
- The Department of Agriculture, Fisheries and Food.
- Teagasc

The Standard covers key areas including:

- Cropping practices
- Quality and Hygiene Standards in relations to personnel and premises
- Packhouse
- Cool chain facilities
- Plant protection products usage and storage
- Record keeping
- Maintaining appropriate documentation
- Traceability
- Implementing environmentally friendly practices

1.6. Supporting Documents

The Standard is supplemented by a number of supporting documents which provide advice and assist participants in the implementation of the standards. The supporting documentation includes:

- Quality documentation for each horticultural sector
- Integrated Crop Management code of practice for each horticultural sector
- Safety statement template for each horticultural sector
- Guidance documents on HACCP, Waste Management, Risk Assessment and Water Quality Requirements
- Record sheet templates

1.7. Application Process

participants seeking membership must initially apply in writing directly to the Bord Bia using the application form provided.

1.8. Application Fee

The annual membership fee is due at the beginning of the annual inspection programme. In general, one fee per participant will apply. If there are numerous sites a supplementary fee may apply and the amount will depend on the number and location of sites. Separate operations (legal entities) require separate audits/reports. Only participants who have paid the fee will be audited. Continuing participants on the programme will be sent an application form annually which they need to sign and return with the correct fee to Bord Bia.

1.9. Setting up Date and Time of Audit

For announced audits the auditor will contact the participant to set up the date and time of the audit. The auditor and the participant will agree the date and time of the audit. The participant will be contacted a maximum of three times in order to make the arrangements. If a date cannot be agreed by the third communication it will then be the responsibility of the participant to contact the inspector by a specified date. If the participant does not contact the inspector it will be assumed that the participant does not wish to participate in the programme and will be removed from the current year's list. An administration fee of €150 + VAT will be retained and the remainder of the registration fee will be returned to the participant. If the participant has any difficulty regarding availability during normal working hours, he/she should inform Bord Bia or the inspector.

The audit must take place during a period when there is product being produced, harvested or otherwise handled on the farm.

1.10. The Audit Process

1.10.1. Full Audit

The participant will undergo one full independent audit to evaluate the capability of the participant to meet all the requirements of the standard. Independent auditors with relevant sectoral experience will carry out these audits and a full report will be issued to the participant.

Auditors are entitled to seek access to regulatory information in the possession of the participant during audits to verify legal compliance.

Auditors are entitled to seek access to other external information (such as audit reports) as may be necessary to verify compliance with previous corrective actions required.

1.10.2. Partial/Follow-up Audit

'Partial'/Follow-up inspections may be carried out to review Category 1/Category 2, and follow-up any non-compliances or to verify ongoing compliance. All Critical Items will be audited again during the follow-up/partial audit.

This is a 'Close Out' audit where all non-compliances (10% allowance on Cat 2) will need to be closed out for Approval to be granted.

Where more than one partial audit is required in order to gain full compliance an additional fee to recover the costs of this audit will be levied against the participant.

1.10.3. Spot Audits

Bord Bia reserves the right to carry out audits or spot checks on an unannounced basis for the purposes of verifying compliance with the requirements of the Standard or to determine that corrective / preventive actions specified during audit are in place.

The full onus of responsibility for compliance with the requirements of the participant Standard is on participants participating in the scheme and not on Bord Bia or its agents or any other third party.

1.10.4. Self Assessment

A Self Assessment is a requirement of the programme and must be completed prior to the external audit taking place. The Standard document should be used by the participant to carry out the self-assessment.

1.11. Certification

Certification is in line with EN45011 requirements. EN 45011 is the standard for the European accreditation of bodies who are involved in certification. The certification period is 18 months from the date of issue. The next audit will take place at the latest 16 to 18 weeks prior to the expiry date, as this allows for all Close-out periods and the certification processes to take place before the expiry date has been reached.

Certification decisions will be made by the Certification Committee.

When the participant is deemed to have complied with the requirements of the Standard as determined by independent audit, the participant will be considered for certification by the Bord Bia by the Certification Committee.

Applicants who successfully achieve Certification will be issued with a certificate of compliance by Bord Bia.

1.12. Certification/Member Status

Participant: The participant has registered on the programme but has not yet been audited

Certified Member: The participant has been audited and approved under the Standard

Suspended: Certification has been suspended for one of the following reasons:

- Critical non-compliance was found during an audit
- Category 1 or Category 2 non compliance were not closed out within the timeframe agreed.
- The participant was deemed to have a breached a rule of the scheme.
- The participant will remain 'Suspended' from the scheme until such time as they reapply and are re-audited and find to be in full compliance.

On-hold: The certification status has been put on hold for a period of time pending clarification of the situation. The length of time will be designated by Bord Bia.

Under Review: Certification status is undergoing an appeal by the Quality Assurance Board.

Extension: There are certain circumstances under which Certification may be 'Extended'.

1.13. Categories and application of Non-Compliances

For audit purposes, non-compliances against the requirements of this standard are classified as Critical, Category 1 or Category 2.

1.13.1. Critical

- A Critical non-compliance is raised when a breach of a requirement on the standard, a food quality, public health/employee health, or food safety issue is likely to occur.
- Where a Critical non-compliance has been raised, a participant cannot be certified to this standard and existing certified participants' certification will be withdrawn.
- Participants must be in compliance with all critical items on the day of audit.
- Note: the participant can re-apply when evidence is available that the problem has been rectified.

1.13.2. Category 1

- A category 1 non-compliance is raised when there is evidence that a core best practice is not being observed.
- Participants against whom a Category 1 non-compliance has been raised must give an immediate commitment in writing to the Bord Bia auditor to implement corrective action within **1 month** period and must subsequently be able to demonstrate that each such non-compliance has been addressed.
- All Category 1 non-compliances must be closed out to be eligible for certification.
- The manner in which the non-compliance is to be closed out can be agreed between the participant and the auditor.
- Bord Bia reserves the right to carry out independent verification of the implementation of such corrective action.

1.13.3. Category 2

- A category 2 non-compliance is raised where best practice has not been fully complied with, but where departure from best practice will not immediately compromise the operation of the Horticulture Quality Assurance Scheme.
- Where Category 2 non-compliance is identified during the audit the participant must give an immediate commitment in writing to the auditor that the non-compliances will be completed within a maximum of a 3 month period and must subsequently be able to demonstrate that each such non-compliance has been addressed.
- The manner in which the non-compliance is to be closed out can be agreed between the participant and the auditor.
- Bord Bia reserves the right to carry out independent verification of the implementation of such corrective action.
- Depending on the nature of the non-compliance and the corresponding response, an on-site verification of the corrective/preventive action may be required.
- There is an allowance of up to 10% of applicable Category 2 items not to be closed out.

Where there is greater than 15 Category 2 non-compliances the participant will be deemed to have a Category 1 non-compliance and the 1 month period will apply.

1.13.4. Category 3 - Recommendations for Best Practice

There are a number of recommendations for best practice (Category 3) included in this standard. Compliance with these requirements is not mandatory for certification. This may be revised at a future date in consultation with the Technical Advisory Committee.

1.13.5. Not Applicables (N/A)

A list of the quality issues which are not applicable for the different horticulture sectors are detailed in this document (Appendix 1). **The Standard is customised for each of the sectors so that all not applicable items have been removed.**

The auditor can decide on the day of the audit that certain items are not applicable to the facility being audited and will note these items on the check sheet.

1.14. Participation

The Horticulture Quality Assurance Scheme is voluntary and application for membership is open to all fruit and vegetable producers / pre-packers in the fruit and vegetable sector who wish to

participate. Certification to the standard, however, will only be granted to participants who meet the relevant requirements (see Section 2 Rules) and demonstrate on-going compliance with the requirements of the scheme in subsequent audits.

1.15. Cautionary Notes

Although every effort has been made to ensure the accuracy of this Standard, Bord Bia cannot accept any responsibility for errors or omissions.

It is not a requirement that the participant be registered to any part of the ISO (9001 or 22000) Standards nor is it implied that meeting the requirements of this Standard will automatically mean full compliance with those standards.

Bord Bia is not liable for any potential or estimated loss of earnings (by applicants, or Participants) resulting from compliance with any requirement of this scheme or in regard to the consequences of being found to be in breach of any requirements.

The full onus of responsibility for ensuring compliance with the requirements of this standard is on the participants wishing to participate in the Scheme and not on Bord Bia, or the scheme Auditors or any other third party.

The requirements detailed in this Standard do not and are not intended to replace any statutory obligations of the industry.

2. Scheme Rules:

2.1. Control and Monitoring

Overall control of the Scheme will be exercised by Bord Bia in collaboration with the Technical Advisory Committee, which is responsible for drafting the standard and formulating required amendments.

Monitoring of participant compliance with the requirements of the Horticulture Producer & Pre-packer Standard will be carried out by Bord Bia or its appointed agents.

The decision of the Bord Bia on any matter relating to the control or operation of the Scheme is final.

2.2. Membership

Membership of the Scheme is voluntary and open to all food business operators in the Fruit and Vegetable sector that have been notified to or registered with the relevant competent authority (Department of Agriculture, Fisheries and Food DAFF). Participants seeking membership must apply initially in writing to Bord Bia on the application form provided and will then receive a copy of the Standard.

A separate ' Participant Declaration will be completed at the audit (see sample in Appendix 2)

Following registration, an on-site independent confidential audit of the participant's facility will be carried out (and follow-up inspections if required) to evaluate the capability of the applicant to meet all the requirements of the Standard.

2.3. Database Information

A HQAS register / database indicating the status of all certified participants will be maintained. Bord Bia may also seek permission from certified participants to include their name in a list of Certified Participants or release their information to Producer Organisations etc. This information will not be made public unless permission is explicitly given by the participant.

2.4. Use of the Bord Bia Origin Ireland Mark

The participant, having complied with the requirements of the Standard, will then be certified under the Scheme. If the participant wishes to use the Bord Bia Origin Ireland Quality Mark (for horticultural products) to promote the enterprise, the participant will be required to: Formally apply for permission to use the relevant Bord Bia Quality Symbol;

Formally undertake to only use this Quality Mark in a manner agreed with Bord Bia and in full accordance with the current procedures regarding the use of its Quality Symbol. The conditions of use are available separately from Bord Bia.

2.5. Certification Decisions

Decisions on whether to grant or renew, extend, refuse or withdraw certification will be made by the relevant Bord Bia Certification Committee. This decision will be made on the basis of the audit findings, the auditor recommendation and any other information that is relevant to food safety and legality (e.g. conviction for a breach of food law).

These certification decisions can be appealed.

The certificate issued to a Participant is the property of Bord Bia and must be returned in the event that the member resigns or is expelled from the Scheme.

2.6. Complaints and Appeals

A Member, participant has a right to complain to Bord Bia with regard to the operation of any aspect of the Scheme such as:

The Auditing process;

- Documentation (notifications, certificates, etc);
- Promptness of communications;
- Operation of the Scheme;
- Other issues.

2.6.1. Complaints

All such complaints must be made in writing. All complaints will be formally recorded by Bord Bia and acknowledged in writing enclosing a copy of the complaints procedure. Bord Bia will decide the appropriate corrective action and inform the complainant. The decision on the outcome can be appealed.

2.6.2. Appeals

A Participant has a right to appeal any decision taken by Bord Bia that affects the status of Membership. All such appeals must be made in writing within two weeks of being informed of the decision regarding Membership status. Bord Bia will formally record all appeals and acknowledge them enclosing a copy of the appeals procedure. The status of membership of the Participant will be Under Review during the appeal period (see clause 1.12 :).

2.7. Revision Updates

Users should note that only this Revision 03 now applies. When future changes occur, updates will be issued in whole or in part and the previous revisions must be destroyed.

2.8. Notification of Change

In the event that the ownership, structure or management of the food business changes, or in the event that the Management Representative changes, Bord Bia must be immediately informed.

2.9. Random Testing

Bord Bia reserves the right to carry out random product related testing to ensure that the participants as a whole are compliant with the requirements of scheme.

Please Note

The following sections list the technical requirements of the Standard (Sections 3 to 9)

Each paragraph number corresponds to an audit control point listed in the checklist.

3. Cropping Practices

3.1. Seed / Plant Material

- 3.1.1. The following information must be recorded: variety name, batch number/other reference, seed or plant vendor. **(Category 2)**

This information is essential for traceability. The grower is required to be able to trace back the batch of seed or the batch of plants, whichever is applicable, to the vendor.

- 3.1.2. **Seed treatments must be correctly carried out and documented (if applicable) (Category 1)**

Treatments are not a replacement for poor quality seed or agronomic practices. The participant must be able to demonstrate that the seed treatments were carried out correctly. When the seed or rootstock has been treated, there must be records with the name of the product(s) used and its target(s) (pests and/or diseases). This information must be in English or understood by the participant.

- 3.1.3. *Varieties grown should possess resistance/tolerance to commercially important pest and diseases. (Category 3)*

The use of resistant/tolerant plants reduces the need to use plant protection products during the growing season.

3.2. Site History and Site Management

- 3.2.1. **There must be a recording system established for each field / orchard / greenhouse etc. (Category 1)**

There must be documented records that reference each area covered by a crop with all the agronomic activities related to Bord Bia documentation requirements of this area.

- 3.2.2. New sites must be identified as suitable for horticultural production and specific crop use. **(Category 2)**

The participant must know the history of the land use prior to use. The land must be considered in relation to its suitability for purpose, and any risks assessed, for example erosion, contamination, etc.

- 3.2.3. Crop rotation must be carried out and documented. (where appropriate). **(Category 2)**

There must be a documented record of the rotation of annual crops.

3.3. Soil and Substrate Management

- 3.3.1. *Grower should be aware of soil type(s) on site(s) and these should be noted on crop record. (Category 3)*

The type of soil is identified for each site, based on a soil profile or soil analysis or local (regional) cartographic soil-type map.

- 3.3.2. *Mechanical cultivation should be used where proven to improve or maintain soil structure, and to avoid soil compaction. Techniques applied should be suitable for use on the land. (Category 3)*

- 3.3.3. *Alternative to chemical fumigation should be explored before resorting to use of chemical fumigants (where applicable). (Category 3)*

Where chemical fumigation has been used the farmer should be able to demonstrate assessment of alternatives to chemical soil fumigation through technical knowledge, written evidence or accepted local practice.

- 3.3.4. **Where chemicals are used to sterilise substrates for reuse, the following information must be recorded: location of sterilisation, date, type of chemical used, method of sterilisation and operator performing sterilisation. (Category 1)**

- 3.3.5. *Where substrates are reused, steaming should be chosen as the preferred option for sterilisation. (Category 3)*

3.4. Fertilizer Usage

- 3.4.1. **The application of fertilisers must be based on the nutrient requirements of the crop, appropriate routine analysis of nutrient levels in the soil or the nutrient solution, knowledge of the soil and/or on receipt of technical advice. (Category 1)**

Applications of fertiliser must comply with the local, national and EU legislation. Soil analysis should be conducted annually where applicable. Where an annual soil test is not conducted evidence is required that the participant is adhering to the requirements of the Nitrates Directive.

- 3.4.2. **A recording system must be established for each application of fertiliser. (Category 1)**

Fertiliser application records must be available for inspection. Records that are required under the Nitrates directive can be used for compliance with this control point. Fertigation records are also required for protected crops

- 3.4.3. The **date** of any application of soil/foliar/nutrient solution fertilisers must be documented/recorded. **(Category 2)**

- 3.4.4. The **location** of each application of fertiliser must be recorded. **(Category 2)**

- 3.4.5. The **type** of each fertiliser application must be recorded. **(Category 2)**
- 3.4.6. The **quantity** of each application of each fertiliser must be recorded. **(Category 2)**
- 3.4.7. The **method** of application of each application of fertilizer must be recorded. **(Category 2)**
- Detailed in the fertilizer record is the method of application i.e. drill, broadcast etc.
- 3.4.8. The **operator** of each application of fertilizer must be recorded. **(Category 2)**
- If there is only one person who applies the fertilisers, recording this persons name once will suffice for this requirement.
- 3.4.9. Growers and/or their advisers must have knowledge regarding quantity & type of fertilisers used. **(Category 2)**
- Where an outside advisory service is used documentary evidence must be available to demonstrate the training/competence of the responsible person to determine quantity and type of fertilizer (organic and inorganic), for example a letter from Teagasc. Where the participant is relying on his/her own experience, records demonstrating 'best practice' must be available. This would include follow-up of recommendations on soil analysis.
- 3.4.10. **Fertilisers in storage must be stored in a manner that poses no risk to the environment, (including water sources) and must be stored separate from fresh produce. (Category 1)**
- Proper storage of fertiliser is essential to avoid pollution. Fertilisers are stored properly, separated from fresh produce.
- 3.4.11. **Manure (if used) must be stored in an appropriate manner, which reduces the risk of contamination of the environment (i.e. away from water sources). (Category 1)**
- Proper storage of organic manure is essential to avoid pollution. It is required that organic manure is stored in an appropriate manner which complies with the Nitrates Directive for the storage of such materials.
- 3.4.12. The fertiliser application equipment must be kept in good condition and calibrated to ensure accurate fertiliser application? **(Category 2)**
- Maintenance records or invoices of spare parts and calibration records for the fertiliser application equipment must be kept.
- 3.4.13. **Raw untreated or treated human sewage sludge must not be used on the cropping area. (Critical)**

3.5. Irrigation

- 3.5.1. *Irrigation application should be based on existing and expected plant water use. (Category 3)*

Irrigation plan should be available for inspection. Calculations are available and are supported by data records, e.g. rain gauges, drainage trays for substrate, evaporation meters, water tension meters and soil maps.

- 3.5.2. *The most efficient and commercially practical water delivery system should be used to ensure the best utilisation of water. (Category 3)*

The irrigation system used should be the most efficient available for the crop and accepted as such within good agricultural practice

- 3.5.3. **Effluent must not be used for irrigation (Critical)**

Untreated sewage water is not used for irrigation/fertigation. Where treated sewage water is used, water quality complies with the WHO published Guidelines for the Safe Use of Waste water and Excreta in Agriculture and Aquaculture 1989.

- 3.5.4. *Irrigation water has been abstracted from sustainable sources. (Category 3)*

The source should be from a supply where there is enough water under normal (average) conditions. This requirement takes account of the environmental requirement for water management. It is desirable that a sustainable water source be located. Best practice is to collect rainwater run-off and re-cycle.

3.6. Knives

- 3.6.1. Knives must be in good condition. (Category 2)

All knives must be in good repair and in suitable condition for purpose. Any damaged knives must be disposed of and all pieces must be accounted for. This control point will be moved to a Category 1 in one year.

- 3.6.2. Knives must be identified. (Category 2)

All knives must be identified and a tracking system must be in place that will notify the grower of loss or damage.

3.7. Growing House Structures

3.7.1. Growing houses must be clear of dirt /debris. (Category 1)

Growing houses must be kept clean and tidy. Allowances will be made for debris relating to the use of biological control. The participant must demonstrate that biological control methods are in operation and that the debris in question is related to these practices.

3.7.2. Structures must be in good structural repair. (Category 2)

Damage to the structure of the growing houses must be repaired.

3.7.3. No flaking rusting material present in greenhouse (Category 2)

This relates specifically to flaking rust. Flaking rust is a source of contamination and must not be present in the growing houses.

3.8. Lights in Growing Houses

3.8.1. Lights in growing houses must be protected. (Category 1)

Glass is a possible source of food contamination. An exception will be made where growing lights, such as 'daylight bulbs' are essential for crop production. These can be accepted in the existing houses provided they are listed and tracked in the glass breakage record.

3.9. Equipment

3.9.1. Equipment (e.g. crates, trolley and buckets) must be kept clean. (Category 2)

All equipment must be kept clean to prevent the spread of disease. Dirt and debris from the days work is acceptable.

3.10. Area Between Crops

3.10.1. Area between crops must be kept clean and free from crop debris. (Category 1)

Weeds and waste can be the host of commercially important pest and diseases. Areas between crops must be kept clear. Allowances will be made for debris relating to the use of biological control and for intercropping systems. The participant must demonstrate that biological control methods or intercropping systems are in operation and that the debris/plants in question are related to these practices

4. Hygiene / Quality

4.1. Hand Washing Facilities

- 4.1.1. **Employees must have access to an adequate number of clean toilets and hand washing facilities in the vicinity of their work (Critical)**

- Toilets must be in a good state of hygiene
- Hand washing and drying facilities must be available
- Non-perfumed, liquid soap must be available
- Facility must not open directly onto the produce handling area.
- The recommended number of workers per toilet is 15 men/toilet and 10 women/toilet.

- 4.1.2. **Adequate toilet and hand washing facilities must be available in off farm sites where high-risk produce is harvested. (Category 1)**

Fixed or mobile toilet facilities are accessible to harvest workers and they are in a good state of hygiene. Where 'low risk' crops are being produced, staff must have access to toilet facilities within a reasonable distance or have access to transport for the purpose of taking them to a toilet facility.

4.2. First Aid Kit and Accident & Emergency Plan

- 4.2.1. An Accident and Emergency Plan must be in place and clearly visible. **(Category 2)**.

Procedure must have been communicated to all staff and must contain the information in the predominant language/s required if an accident were to occur.

- (i) Farm location and address
- (ii) Contact person /s
- (iii) Identification of First Aid Certificate holder on site.
- (iv) An up to date list of relevant phone numbers e.g., police, hospital, fire brigade etc.
- (v) Location of fire extinguishers
- (vi) Emergency cut-off of electricity, gas, water

- 4.2.2. **First Aid kit available at all permanent sites. (Category 1)**

First aid kits must be up to date and contain the appropriate bandages and equipment.

- 4.2.3. **First Aid kits must be available in the vicinity of fieldwork. (Category 1)**

First aid kits must be located close to the working areas so that they are easily accessible in the case of an accident. .

4.2.4. **First aid kit must contain blue detectable plasters. (Category 1)**

Blue metal strip plasters are detectable by metal detectors and are more visible.

4.3. Signs

4.3.1. **Appropriate Health & Safety and Hygiene signage must be on display throughout site. (Category 1)**

Signs must be understood by all staff members. Internationally recognised symbols can be used where staff speaks several different languages.

4.4. Protective Clothing - Spraying

4.4.1. **Protective clothing and respiratory equipment must be available and used for crop spraying. (Category 1)**

A complete set/s of protective clothing to enable plant protection product label instructions to be complied with must be available to staff and must be in good state of repair.

4.4.2. **Respiratory equipment for spraying must be appropriate and relevant components within expiry dates (e.g. filters). (Category 1)**

All filters etc. must be within the expiry date printed on the equipment.

4.4.3. **Protective clothing clean and in good repair. (Category 1)**

Protective clothing must be appropriately clean. It is required that protective clothing must be cleaned regularly and any damaged clothing / equipment disposed of.

4.4.4. **Where disposable gloves and other disposable clothing, are used they must be used only once. (Category 1)**

This is applicable for all situations where disposables are used.

4.4.5. **Protective clothing & respiratory equipment for spraying appropriately stored in a separate enclosed area. (Category 1)**

All protective clothing and respiratory equipment must be stored separately from plant protection products and other chemicals that might cause contamination. They should be kept separate from product and other food items.

4.5. Protective Clothing – Harvesting/Packing

4.5.1. **Protective clothing for pickers and/or relevant staff must be available and in use/worn properly (mushroom industry). (Category 1)**

Protective clothing must be worn by mushroom pickers.

- 4.5.2. *Protective clothing for pickers and/or relevant staff available and should be in use/worn properly (High Risk Products). (Category 3)*

Protective clothing including hair net/plastic gloves should be worn by harvest workers of high risk crops.

- 4.5.3. *Protective clothing should be without pockets (Category 3)*

Ideally garments should have pockets located on the inside

- 4.5.4. Protective clothing must be clean and in good repair. (Category 2)

Allowance made for soiling from current activities.

- 4.5.5. Where disposable gloves and other single use disposable clothing are used they must be used only once. (Category 2)

This is applicable for all situations where disposable gloves/clothing are/is used.

- 4.5.6. **Jewellery (except wedding bands & sleeper earrings) must not be worn on packing / grading lines. (Category 1)**

This is to avoid contamination of the produce with foreign materials/objects.

4.6. Canteen

- 4.6.1. **There must be a designated area for eating and drinking separate from produce (e.g. enclosed canteen) (Category 1)**

In the interest of hygiene eating and drinking must be in a designated area separated from where produce is handled. However, in the interest of the health and welfare of employees, allowances will be made in relation to the availability of water in glasshouses. Designated drinking sites may be situated within the growing houses but as far away from produce as possible, for example, at points along the central isle of the glasshouse/polytunnel.

- 4.6.2. **Canteen must be kept clean and tidy (Category 1)**

In the interest of hygiene the canteen must be kept clean and tidy

- 4.6.3. Canteen must have appropriate equipment and furnishings. (Category 2)

The canteen must contain adequate; seating space, sinks, presses and water supply for the number employed. The worktop/table should be laminated for ease of cleaning.

- 4.6.4. Food must be stored in the canteen and not in packhouse or cold room. (Category 2)

Food must never be stored in the packhouse or cold room as it may lead to attraction of pests, rodents or insects.

- 4.6.5. Sink must be connected to an effective drainage system. **(Category 2)**

4.7. Packaging

- 4.7.1. **Packaging must be stored in a dedicated area/room (Category 1)**

This is a hygiene requirement. This may include an 'area' within the packhouse set aside exclusively for packing

- 4.7.2. **Packaging must be stored off the ground at all times (Category 1)**

Packaging must be kept off the ground on pallets etc. This is a hygiene requirement.

- 4.7.3. **Packaging must be kept clean (Category 1)**

Packaging must be kept clean and away from all contaminants. This is a hygiene requirement.

- 4.7.4. **Access to packaging store must be controlled. (Category 2)**

To reduce the risk of contamination of packaging, access by non-essential personnel and animals must be controlled. It is acceptable when the packaging is stored within the packhouse and the packhouse access is controlled.

- 4.7.5. **Light in the store must be protected. (Category 1)**

This measure ensures that glass contamination of the packaging material is avoided.

4.8. Size Gauges

- 4.8.1. **Size gauges must be made available for staff (where appropriate) (Category 2)**

This is essential for product quality

- 4.8.2. **Size gauges must be clean and in working order (Category 2)**

4.9. Produce Scales

- 4.9.1. **Produce scales must be available (Category 2)**

This is essential for product quality

- 4.9.2. **Produce scales must be kept clean (Category 2)**

- 4.9.3. **Product scales must be checked or calibrated (Pre-packers) regularly. (Category 2)**

- 4.9.4. **Annual calibration certificate must be available for inspection. This is a requirement for pre-packers/facilitators only. Primary participants are required to**

conduct internal verification of the scales. Produce scales must be identified (where there is more than one) **(Category 2)**

Each scale must be given a unique identifier.

4.9.5. Stamped weight must be available **(Category 2)**

Weights must be made available for inspection. Calibrated weights must be in good condition and fit for purpose.

4.10. Waste Disposal

4.10.1. Rubbish containers / bin must be available. **(Category 2)**

Rubbish bins must be available for waste product and other waste.

4.10.2. Rubbish bins must be of appropriate size for the facility. **(Category 2)**

Bins must be emptied regularly so that they not over-filled.

4.10.3. *A waste and pollution action plan should be in place.* **(Category 3)**

The participant should have in place a comprehensive, current plan, to reduce, reuse and recycle where possible.

4.11. Hygiene Procedures

4.11.1. All workers must be instructed in basic food safety and hygiene instructions commensurate with their activities. **(Category 2)**

This is a legal requirement of all food businesses. Training can be 'in-house' and the level will vary depending on the food category being produced. See FSAI Guide to Food Safety Training Level 1 & 2.

4.11.2. All visitors must be aware of the relevant hygiene procedures. **(Category 2)**

All visitors and subcontractors must be made aware of the hygiene procedures required on farm. Visitors must be asked to sign a declaration of wellbeing before being allowed onto plant.

5. Packhouse

5.1. Area Around Packhouse

- 5.1.1. **The area around the packhouse must be free from rubbish, redundant equipment, weeds etc. (Category 1)**

There must be a clearly defined perimeter free from accumulation of rubbish and redundant equipment. In general, a 1metre area around the packhouse/production facility must be kept free from vegetation or that the vegetation is properly maintained. Gutters and exterior drains must be kept clean and in full operation.

5.2. Structure

- 5.2.1. **Packhouse (designated area where packing takes place) must be in good structural condition. (Critical)**

Packhouse facilities must ensure that product is not damaged or contaminated. Exterior finish of the packhouse must be maintained in good condition.

- 5.2.2. **Roof, walls, windows and doors intact. (Critical)**

The packhouse must be in good structural condition with no leaks in the roof, no holes in the walls or floor and no evidence of flaking rust.

- 5.2.3. **Windows and doors must open and close easily. (Category 2)**

Windows and doors must not be jammed or damaged and must open and close easily.

- 5.2.4. **Girders and overhead framework must be kept clean. (Category 1)**

Eaves, ridges and skylights must be sealed to prevent access to birds, insects and rodents. This is to avoid product contamination and ensure absence of resident birds/rodents.

5.3. Lighting

- 5.3.1. **Lighting must be available and adequate. (Category 2)**

Lighting must meet legislative requirements for workspaces.

- 5.3.2. **Lighting with protective covers. (Category 1)**

A protective cover must be in place to avoid glass contamination in the event of a filament breaking. Shatterproof bulbs satisfy this control point.

5.4. Equipment

- 5.4.1. Equipment must be in proper working order. **(Category 2)**

Equipment 'in use' used in handling, storing, grading, or sorting of product must be maintained in a clean and in working order. Adequate facilities must be available for cleaning of work tools.

- 5.4.2. Equipment must be maintained and clean. **(Category 2)**

All equipment must have written cleaning, maintenance records (Packers). These must be adequate for the process and usage of the machine. Routine maintenance must be carefully controlled and carried out according to schedules and training provided where necessary.

- 5.4.3. Non-splintering work surfaces /container must be used. **(Category 2)**

Stainless steel or other non-splintering material must be used to avoid product contamination and for the health and safety of staff. An exception will be made for potato and other growers where wooden crates are traditionally used.

- 5.4.4. Work surfaces /containers easily cleaned. **(Category 2)**

Stainless steel or other material which is easily cleaned must be used for surfaces. An exception will be made for potato and other growers where wooden crates are traditionally used.

5.5. Floors

- 5.5.1. Floors must be intact and clean. **(Category 2)**

Floors must be of sound construction, easy to clean and suitable for the activity. The floor must not pose a health and safety or hygiene threat. The surface must be impervious and repairable.

- 5.5.2. Floors must have adequate drainage. **(Category 2)**

The floor must be constructed in such a way as to allow excess liquids to drain.

5.6. Packing

- 5.6.1. **Packhouse during cropping season must only be used for packing produce. (Category 1)**

- 5.6.2. **The packhouse must not be used for activities that are not directly related to the packing of fresh produce. Packhouse must be free of potential contaminants (e.g. oil / paint etc.) during cropping season or all possible contaminants must be contained where there is not a possibility of crop contamination (Critical).**

The packhouse must not be used for activities that are not directly related to the packing of fresh produce during cropping season.

5.7. Washing

5.7.1. Washer supplied with adequate supply of clean water. (Category 1)

Final wash water must be potable (drinkable). Within the past 12 months a water analysis has been carried out on water used in the final wash. The levels of the parameters analysed are within accepted EU thresholds or are accepted as safe for the food industry by the competent authorities. The laboratory must be accredited by INAB to conduct the required microbiological tests (see 8.19.10)

5.7.2. Washer parts must be clean and are in proper working order. (Category 2)

Maintenance and cleaning record must be made available for inspection.

5.7.3. Waste produce removed and disposed of in an appropriate manner. (Category 2)

Hygiene ethic: Rejected produce and waste material must be removed from the packhouse and/or stored in designated areas.

5.7.4. Appropriate disposal of produce wash waste solution. (Category 2)

Produce waste water must be disposed of in a manner that does not cause pollution. There no visible evidence of pollution.

5.8. Transport Vehicle

5.8.1. Vehicle transporting produce must be appropriate to prevent its contamination. (Category 2)

Vehicle is suited to the purpose of transporting fresh produce. Product must be protected from the elements to ensure retention of quality at all times. To prevent contamination, produce must be transported in covered vehicles; where appropriate. (Some 'low risk' crops such as Potatoes are excluded from this)

5.8.2. *Vehicle operator should be aware of food quality /hygiene issues.* (Category 3)

5.8.3. *Vehicle should be kept clean.* (Category 3)

Visual inspection required. Where the transport is under the control of the participant, vehicles should be maintained to prevent contamination of produce.

5.9. Controlled Access

- 5.9.1. Access to the packhouse must be controlled. **(Category 2)**

Access to packhouse must be controlled to prevent entry by unauthorised persons and to prevent entry of animals, including domestic animals.

5.10. Glassware

- 5.10.1. **There must be no glassware in packhouse. (Category 1)**

Glassware poses a potential risk of shattering and contaminating product. Glassware must be prohibited from the packhouse.

5.11. Insectocutors

- 5.11.1. Where insectocutors are used they must be cleaned regularly. **(Category 2)**

Electronic fly killers, must be secured, numbered and clearly indicated on a map. They must be cleaned regularly and the blue light bulbs replaced annually.

- 5.11.2. **Insectocutors not suspended over produce or packing. (Category 1)**

To prevent insects falling onto produce the insectocutors must not be placed above any area where produce is placed.

- 5.11.3. **UPVC covers must be used on the light tubes or light tubes must be shatterproof or protected behind perspex cover. (Category 2)**

A covering is required over the light in order to prevent contamination of the produce in the event the light shatters. The use of shatterproof bulbs will also comply with this requirement.

6. COOL CHAIN

6.1. Cool chain facilities

6.1.1. **Cool chain facilities must be available. (Category 1)**

For many crops it is necessary to have cool chain facilities in place if they are being stored for any length of time. To retain quality where no cool chain facilities are available on site product must be dispatched on a daily basis after packing/grading.

6.1.2. **Store/cold room/fridge must be available. (Category 1)**

Store/cold room/fridge is required where produce is being stored.

6.1.3. *Chilled transport should be available. (Category 3)*

It is recommended that chilled transport is in place for the transport of produce to point of sale or wholesaler.

6.2. Store / Cold Room

6.2.1. **Store/cold room/fridge in must be in satisfactory structural condition with solid walls and must be clean. (Category 1)**

The cool chain facilities must be appropriate for the growing facility and be in good structural condition.

6.2.2. **Store/cold room/fridge door must open from the inside. (Category 2)**

This requirement eliminates the possibility of a staff member getting locked inside the cold room.

6.3. Lighting

6.3.1. **The store/cold room/fridge must have adequate, clean and protected lighting. (Category 1)**

Cold room must have adequate light and lights must be protected to avoid possible contamination of produce with glass. Shatterproof bulbs maybe used for this purpose.

6.4. Products in Store / Cold Store / Fridge

6.4.1. **Packed product stored in store/cold room/fridge must be off the floor. (Category 1)**

For efficient operation, segregated product must be stored off the floor on pallets etc.

- 6.4.2. **Products stored in bulk (e.g. onions, potatoes) must be stored so as to avoid damage to the product. (Category 1)**

Best practice must be followed in relation to the storage of these products. See Bord Bia documents on harvesting and storage of onions / potatoes.

7. PLANT PROTECTION PRODUCTS

7.1. Chemical Store / Storage

- 7.1.1. **There must be a dedicated chemical store in place (appropriate size). (Critical)**

It is essential that a separate store is dedicated to the storage of chemicals alone. Chemical stores must be situated well away from the areas used for the collection and sorting of harvested produce. This relates to the amount of chemicals stored on site and not related to the size of operation. Nutrient application/liquid feeds and acids can be stored in the chemical store.

- 7.1.2. **Chemical store must be of sound structure and enclosed. (Critical)**

The chemical store must be of sound construction.

- 7.1.3. **Chemical store must be secure /locked. (Critical)**

The plant protection product storage facilities must be kept secure under lock and key. The key is kept where it cannot be located by unauthorised personnel.

- 7.1.4. **Chemical store must be ventilated (if walk-in). (Category 1)**

The plant protection product storage facilities must have sufficient ventilation of fresh air to avoid a build-up of harmful vapours.

- 7.1.5. Chemical store must be well lit. (Category 2)

The plant protection product storage facilities must have or are located in areas with sufficient illumination by natural or by artificial lighting, to ensure that all product labels can be read easily on the shelves. Artificial lighting not required if natural light is sufficient.

- 7.1.6. **Chemical store must retain leakage and spillage. (Category 1)**

The plant protection product storage facilities have retaining trays/tanks or are bunded according to the volume of stored liquid, to ensure that there cannot be any leakage, seepage or contamination to the exterior of the store. The bund must be capable of containing by volume the quantity of liquid contained within the store.

- 7.1.7. Chemical store shelving must be made of non-absorbent material. (Category 2)

The plant protection product storage facilities must be equipped with shelving which is not absorbent in case of spillage, e.g. metal, rigid plastic.

- 7.1.8. **Chemical store must not connect directly into packhouse/packaging store where food products /packaging items are present. (Category 1)**

The Chemical Store must not connect to the packhouse area or other area where product is handled or stored.

7.1.9. **List of relevant contact numbers must be available (e.g. Doctor). (Category 1)**

Health and Safety: A list of relevant telephone numbers useful in the event of an accident. This list must be kept in the chemical store and at least one other location.

7.1.10. **Powders must be stored above liquids in store. (Critical)**

All the plant protection products that are liquid formulations must be stored on shelving which is never above those products that are powder or granular formulations.

7.1.11. **All chemicals must be stored in their original packages. (Critical)**

All the plant protection products that are currently in the store must be kept in the original containers and packs. In the case of breakage only, the new package must contain all the information of the original label.

7.1.12. **Signs (and warning signs) must be on store access. All signage must be understood by all staff. (Category 1)**

Health and Safety: There must be permanent and clear hazard warning signs on or next to the access doors of the plant protection product and fertiliser storage facilities. Internationally recognised symbols must be used to communicate dangers where there are many languages.

7.2. EQUIPMENT

7.2.1. Measure for liquid chemicals must be available and must be labelled. (Category 2)

Designated measuring container used only for PPPs is essential to ensure correct use of PPP.

7.2.2. **Designated labelled weighing scales for weighing only chemicals must be available. (Category 1)**

7.2.3. Scales used for measuring PPPs must not be used for any other weighing/measuring function. Chemical weighing scales must be checked regularly. (Category 2)

Function check must be conducted using stamped weights otherwise the scale must be externally calibrated.

7.2.4. There must be a facility available for soaking up small spillages or leakages (e.g. bucket of sand.) (Category 2)

The plant protection product storage facilities and all fixed filling/mixing areas are equipped with a container of absorbent inert material such as sand to be used in case of a spill or a leak of a plant protection product.

7.3. Plant Protection Products

- 7.3.1. **Grower must be aware of DAFF/PCS website listing of chemicals available for use on different crops. List can be downloaded from <http://www.pcs.agriculture.gov.ie/> or provided by advisor.** (Critical)

An up-to-date list is available of the commercial brand names of plant protection products (including their active ingredient, composition, or beneficial organisms) that are used on crops being, or which have been, grown on the farm. This list must be downloaded from the web-site regularly or be provided to the participant by the advisor. Extension of Field of Use (EFUs) may be found on the Teagasc Food Assurance Online: <http://www.foodassurance.teagasc.ie/FAOL>

- 7.3.2. **All the plant protection products applied must be officially registered and must be approved for use in Ireland on the crops in question. Plant protection product usage must be based on reference to the DAFF/PCS website listing.** (Critical)

Plant protection products must only be used according to the conditions (timing, rates etc.) laid down in the approval, and stated on the label or off-label approval, as applicable. Where the product has an off-label approval or a Parallel Import supporting information as to its status is required i.e. PCS number, instruction for use etc. List can be downloaded from <http://www.pcs.agriculture.gov.ie/> or provided by advisor.

7.4. Water

- 7.4.1. **A water supply with sprinkler/hose must be available in the vicinity of the chemical store within 10 metres.** (Category 1)

In case of emergency a water supply must be available in close proximity to the store. Access to the water source must not be obstructed.

7.5. Plant Protection Products – Waste Disposal

- 7.5.1. **Empty chemical containers safely stored before disposal.** (Critical)

All the empty plant protection product containers, once emptied, must not be not reused, and must be adequately stored, labelled and handled, according to the requirements of official collection and disposal schemes where applicable.

- 7.5.2. **Empty chemical containers must be triple rinsed.** (Critical)

Empty containers must be triple rinsed according to DAFF guidelines. Pressure-rinsing equipment for plant protection product containers can also be used where available. Clear written instructions to rinse each container three times prior to its disposal must be available.

7.5.3. **Rinsate must be returned to spray tank. (Critical)**

The rinsate from the empty plant protection product containers must be put back into the application equipment tank when mixing.

7.5.4. **Containers must be crushed and /or pierced to prevent re-use. (Category 1)**

To prevent re-use and to prepare for disposal containers must be pierced and/or crushed.

7.5.5. Empty chemical containers must be disposed of in a manner that avoids exposure to humans and contamination of the environment (e.g. not burning /burying).
(Category 2)

Empty containers awaiting disposal must be stored in a manner that will not cause contamination to the environment. A system of safe disposal of containers must be in place.

7.5.6. **There must be a safe disposal method for rinsate from application equipment and /or surplus spray mix (i.e. on untreated crop or designated fallow ground and where permitted). (Category 1)**

When surplus application mix or tank washings are applied onto designated fallow land, the participant must be able to demonstrate that all the treatments have been recorded in the same manner and detail as a normal plant protection product application, and avoiding risk of surface water contamination.

7.5.7. Obsolete PPPs must be disposed of through an approved chemical waste contractor or the supplying company. **(Category 2)**

Where official collection and disposal systems exist, there must be documented records of participation by the farmer.

7.5.8. **Obsolete PPPs must be labelled and separated within store. (Category 1)**

Obsolete chemicals must be clearly labelled and designated to an area of the store until they are safely disposed of.

8. DOCUMENTATION & RECORDS

8.1. Chemical Usage Record

8.1.1. **Chemical usage record must be kept.** (Critical)

A record of all uses of plant protection products must be kept. For traceability purposes this information will need to be supplied within 1 week.

8.1.2. **Chemical usage record details: treatment date/ chemical used / harvest internal / days to next harvest / Stage of crop / dilution / usage rate / operator/ PCS No.** (Category 1)

All of the information listed must be recorded on the Chemical Usage Record. Bord Bia supplies a template for this purpose. For traceability purposes this information will need to be supplied within 1 week.

8.2. Cleaning Records

8.2.1. Cleaning record must be available, maintained and up to date. (Category 2)

Cleaning records must be kept up to date which will be reviewed during the audit/spot check. Records must be made available for inspection.

8.2.2. Cleaning records must contain the following details: cleaning date, facility cleaned and person responsible. (Category 2)

Cleaning record must be made available for inspection.

8.3. Crop Record

8.3.1. Crop record(s) must be available, maintained and up to date. (Category 2)

List records relevant to crop history including harvesting: All information can be maintained on one record or on several but must be made available for the audit.

8.4. First Aid Record

8.4.1. First Aid record must be available, maintained and up to date. (Category 2)

First aid records must be kept up to date and this serves as a record, which will be reviewed during audit/spot checks.

8.5. Cold Room Temperature Record

8.5.1. Cold room temperature record must be available, maintained and up to date. (Category 2)

Temperature control records must be kept up to date and this serves as a record, which will be reviewed during spot checks/audits.

8.6. Weighing Scales Check Record

- 8.6.1. Weighing scales check record must be available, maintained and up to date. **(Category 2)**

Calibration and weight check records must be maintained to ensure weighing equipment is operating satisfactorily. This serves as a record which will be reviewed during spot checks/audit.

8.7. Bait Record and Site Map

- 8.7.1. Bait record and site map must be available, maintained and up to date. **(Category 2)**

Bait records with locations must be maintained up to date and be made available for inspection.

8.8. Glass Breakage Record and Policy

- 8.8.1. **Glass breakage record must be available. (Category 1)**

An inventory of all the glass on site must be kept. Glass breakage record must be kept up to date and serves as a record which will be audited. Glass breakage procedure must be available for inspection.

8.9. Chemical Store Inventory / Purchases Record

- 8.9.1. **Chemical store inventory record must be available, maintained and up to date. (Category 1)**

Chemical store inventory records must be made available for inspection. An inventory or stock control record of stored chemicals must be maintained up to date, clearly indicating the substances and quantities or volumes stored on the holding. The inventory must be updated at least every 3 months. Chemicals which have been removed from the DAF list, must be put to the side and labelled for disposal. A copy of this list must be kept outside the store.

- 8.9.2. **All purchases of plant protection must be recorded. (Category 1)**

It is a requirement of this Standard to record:

- (i) The name and address of the supplier of product and for each such product
- (ii) The brand name of each product received
- (iii) The PCS number of each product received
- (iv) The pack size or sizes and quantities of each product received
- (v) The quantity of each product received (kilograms or litres)

This does not need to be a separate document as long as the information is recorded. For example, invoices containing this information will suffice for records.

- 8.9.3. A record of each plant protection product returned disposable of must be available. **(Category 2)**

It is a legal requirement to record:

- (i) The name of the company to which the product was returned or the name of the disposal company or organization
- (ii) The brand name of each product disposed of or returned
- (iii) The PCS number of each product disposed of or returned
- (iv) The date of return or disposal of each product
- (v) The quantity of each product disposed of or returned (kilograms or litres)

8.10. Staff Training Record

- 8.10.1. Staff training record must be available, maintained and up to date. **(Category 2)**

Staff training records must be available for inspection. Records must be maintained and up to date. Records must contain sufficient information on the training history of the individual employee. A record must be kept for each worker which contains the training programmes and a copy of the attendance certificates (where applicable) or their signature on a list of people who attended a training course.

8.11. Knife Record

- 8.11.1. **Knife record must be available, maintained and up to date. (Category 1)**

Knife records must be available for inspection. Records must be maintained, up to date and record; daily check, knife identification and person responsible. Record must be detailed enough to be provide traceability on any knife in the system at any point in time.

8.12. Sterilisation Record

- 8.12.1. *Substrate record sheets should be available, maintained and up to date. (Category 3)*

Where substrates are reused and steaming has been used for sterilisation, a record of date, operator, temperature achieved, and time period exposed, should be kept.

8.13. Product Specification

- 8.13.1. *Product specification should be available for reference (where appropriate). (Category 3)*

Product specification should be available in packhouse.

8.14. Certified Seed / Planting Material

- 8.14.1. **Certificates for certified plants with plant passports or plant health certificates must be available(e.g. fruit). (Category 1)**

Plant passport / Certificates must be made available for inspection.

- 8.14.2. **Documentary evidence of Certified Seed must be available(e.g. potatoes). (Category 1)**

Potato growers must show documentary evidence of the source of the seed used to produce their crops, either certified seed labels for bought in seed.

8.15. Pesticide Training

- 8.15.1. **Spray operator(s) must have undertaken training (written evidence available). (Category 2)**

All personnel who physically handle or apply plant protection product products must be able to demonstrate their competence and knowledge via official qualifications. Training certificate must be available for inspection. Where a training certificate is unavailable a commitment must be given in writing that the operator will attend further training at the next opportunity.

- 8.15.2. **Only spray operator(s) applies pesticides. (Category 1)**

Only trained operators must apply pesticides. Pesticide application records will record operator's name.

8.16. First Aid Training Certificate

- 8.16.1. **One member of staff with first aid training and certified must be on site at all times. (Category 2)**

Staff member must have undergone a recognised First Aid course and received a certificate. Where a certificate is out of date a commitment must be given and proof of involvement in the next available course.

8.17. Safety Statement

- 8.17.1. **Safety statement available. (Critical)**

All businesses are required by law to write a Safety Statement, implement its outcomes and maintain it up to date. For guidelines on writing a safety statement visit www.hsa.ie and see Health and Welfare at Work Act 2005 No. 10 2005.

- 8.17.2. **Safety statement must be signed. (Critical)**

The signed copy of the statement must be available for inspection.

- 8.17.3. Staff must be aware of the Safety statement. **(Category 2)**

It is imperative that staff is aware of the contents of the safety statement. All staff members must sign that they have read/understood the safety statement.

8.18. Casing Analysis

- 8.18.1. Casing analysis documentation must be available (mushrooms only). **(Category 2)**

Mushroom casing analysis will be available from supplier.

8.19. Water Analysis

- 8.19.1. **Annual water analysis of water source(s) must be available, (and /or where appropriate analysis/letter from local authority confirming quality status of the water supply). (Category 1)**

Regulation (EC) 852 / 2004 states that there is to be an adequate supply of potable water which is to be used in the process whenever necessary to ensure that foodstuffs are not contaminated. The term “Potable water” refers to water for human consumption as defined in SI 278: 2007.

Analysis must be made available for inspection. A water analysis must have been carried out within the last 12 months demonstrating compliance with the following limits.

- 8.19.2. Escherichia coli (E. Coli) **(Category 1)**

E.coli 0 / 100 ml (ISO method 9308-1);

- 8.19.3. **Enterococci (Category 1)**

Enterococci 0 / 100 ml (ISO method 7899-2).

- 8.19.4. *TBC at 22°C* **(Category 3)**

Total Bacteria Count @22°C 100 per 1 ml of sample

- 8.19.5. *TBC at 37°C* **(Category 3)**

Total Bacteria Count @37°C 20 per ml. of sample

- 8.19.6. **Ammonia (Category 1)**

Ammonia NH₄ mg/l 0.3 (0.23 mg/l as N)

- 8.19.7. **Nitrites (Category 1)**

Nitrites NO₂ mg/l 0.1 (0.03 mg/l as N)

- 8.19.8. **Nitrates (Category 1)**

Nitrates NO3 mg/l 50 (11.3 mg /l as N)

8.19.9. **Adverse result acted upon (if applicable) to ensure quality status of water supply/ies suitable for intended use. (Category 1)**

If there is a failure (detection of the organisms/substances listed above), an alternative compliant supply must be used immediately; corrective measures must be taken and the original supply may be reused when it has been demonstrated to be compliant

8.19.10. **Water tested in accredited laboratory. (Category 1)**

Water must be tested in a laboratory which has been accredited by the Irish National Accreditation Board (INAB), or other signatory to the EA Multilateral Agreement. The laboratory's scope of accreditation must include the tests concerned. A complete list of Irish laboratories accredited to do specified testing is available from INAB at www.inab.ie

8.20. Safety Data Sheet

8.20.1. **Safety data sheets must be available for all pesticides or other chemicals used. (Category 1)**

Safety Data Sheets are available from the PPP supplier. Copies must be kept outside the chemical store.

8.21. HACCP

Primary producers are required to be HACCP *compliant*. This can be achieved by using Good Agricultural Practice and being approved under a national code of Practice such as the Bord Bia Horticulture Quality Assurance Scheme.

The following requirement is specifically for **Pre-packers** of fruit and vegetables who are required to have HACCP in place.

8.21.1. **HACCP plan in place. (Critical)**

The Participant must have a Hazard Analysis Critical Control Point (HACCP) Plan which shows how product / process safety is ensured through control and prevention of hazards.

8.21.2. **HACCP awareness amongst staff. (Critical)**

This plan must be supported by senior Management and staff members. At least one member of this team must have received formal training in the application of HACCP Principles.

8.21.3. **The HACCP plan must incorporate. (Critical)**

- (i) A detailed description of the products and process steps (e.g. a flow diagram showing all the steps of each process);
- (ii) A detailed description of the hazards (chemical, microbiological and physical / foreign bodies) that could arise at each process step and the risks that these represent;
- (iii) The identification of the Critical Control Points (CCP) in the plan;
- (iv) The limits that must be met to ensure control of each CCP;
- (v) The monitoring required to ensure that control of each CCP is maintained;
- (vi) The corrective action to be taken if a non-conformance occurs at a CCP;
- (vii) The responsibilities, procedures and records that are applicable at each CCP.

8.21.4. **HACCP plan must be cross-referenced to the manuals /records used. (Critical)**

All Critical Control Points and other elements of the HACCP plan must be cross referenced in manuals or records used.

8.22. Bord Bia Documentation

8.22.1. Bord Bia quality documentation must be available. **(Category 2)**

This documentation is available through Bord Bia.

8.22.2. Bord Bia self-assessment sheet must be available. **(Category 2)**

The self assessment is available from Bord Bia and will be sent to each participant of the programme.

8.22.3. Bord Bia self-assessment sheet must be completed. **(Category 2)**

All participants are required to have completed a self-assessment prior to the audit.

9. GENERAL

9.1. Apron / Yard

- 9.1.1. Apron / yard must be cleaned and tidied regularly. **(Category 2)**

Area must look clean and tidy and be clear of any obstructions. Incidental and insignificant litter and waste on the designated areas are acceptable as well the waste from the current day's work. All other litter and waste has been cleared up. Areas where produce is handled indoors are cleaned at least once a day.

- 9.1.2. *Apron / yard should be in good repair.* **(Category 3)**

9.2. Equipment

- 9.2.1. Clean air ducts must be free of dust and debris (where applicable). **(Category 2)**

In the interest of hygiene and optimum working efficiencies air ducts must be cleaned regularly.

- 9.2.2. **All fly screens must be in place and clean (where applicable).** **(Category 1)**

This is Good Hygiene Practice..

- 9.2.3. **Alcohol (and not mercury) thermometers.** **(Category 1)**

To prevent mercury contamination of the area thermometers must not contain mercury.

9.3. Product Traceability

- 9.3.1. **Full product traceability in place.** **(Category 1)**

There is a documented traceability system that allows Bord Bia registered product to be traced back to the registered farm or, in a Farmer Group, group of registered farms, and tracked forward to the immediate customer.

- 9.3.2. **Products labelled.** **(Category 1)**

All products must be labelled on each individual box, or by pallet if going through a facilitator, where the facilitator labels the individual boxes before supplying customer. If produce is going directly to market each individual box must be labelled appropriately. Bulk product requires paperwork to ensure traceability of entire load. Labels must conform to Irish labelling regulations.

9.4. Disposal of Spent Compost

- 9.4.1. Spent compost / growing medium disposed of in an environmentally friendly manner. **(Category 2)**

The management of spent mushroom compost must be in line with the Teagasc SMC Guidelines and Nitrates Directive.

9.5. Fuel Tanks Bunded

- 9.5.1. Fuel tanks and fittings need to be bunded to contain any leakages up to 110% of the largest tank. **(Category 2)**

Bund must be capable of containing all the fuel in the tank plus an additional amount so as to avoid environmental contamination. Concrete base must be sealed (e.g. plastered). Outlets on double skinned tanks must be protected to prevent damage/leakage.

9.6. Boiler

- 9.6.1. Boiler serviced regularly and recorded. **(Category 2)**

Service and maintenance record made available for inspection.

9.7. Field Rigs (Where Used)

- 9.7.1. Field rigs clean tidy and in good condition. **(Category 2)**

Field rigs must have no obvious signs of equipment wear or structural failure which could compromise product quality in operation or result in product contamination.

- 9.7.2. Field rigs with packaging / packed produce off the ground. **(Category 2)**

Produce must be kept off the ground to avoid contamination.

NOT APPLICABLE ITEMS PER SECTOR

Mushrooms	Protected Crops	Field Vegetables	Fruit (Field)	Potatoes	Pre-Packers
All 3.1	3.2.3	3.3.3	All 3.7	3.3.3	All Section 3
3.2.2	All 5.7	3.3.4	5.7	3.3.4	4.1.2
3.2.3	8.14.2	3.3.5	8.14.2	3.3.5	All 4.4
All 3.3	8.18.1	All 3.7	8.18.1	All 3.6	All Section 7
All 3.4	All 9.7	3.8.1	All 8.21	All 3.7	All 8.1
4.1.2		3.10.1	9.2.1	All 3.8	All 8.3
All 5.7		All 8.14	9.4.1	All 3.10	All 8.9
		8.18.1	9.6.1	6.1.1	All 8.14
All 8.14		All 8.21		6.1.3	All 8.15
All 8.21		9.2.1		8.14.1	8.18.1
All 9.7		9.4.1		8.18.1	9.4.1
		9.6.1		All 8.21	9.6.1
				All 9.2	All 9.7
				9.4.1	
				9.6.1	

Producer Declaration Form

Please complete in block capitals:

Producer Name:

PRODUCER NUMBER

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Address (if different to Application)

Address for Correspondence: (if different to above)

Tel:

Mob:

Email: (if different to Application)

Declaration:

I undertake to abide by the conditions applicable to horticultural producers as laid down in the Bord Bia Specification for Horticulture Producers.

I acknowledge having received a copy of this Standard and accompanying documentation.

I agree to allow auditors access to my farm / facility and relevant records at all reasonable times.

I agree to provide full and accurate details of my practices that relate to the Bord Bia Horticulture Quality Scheme.

I declare I am in compliance with the relevant statutory requirements with regard to the operation of my farm / facility.

I understand that my participation in the Scheme is a demonstration of my commitment to achieving the standards in the production of quality horticultural produce and my responsibilities in the food chain.

I agree to permit my name and HQAS Status to be published on the HQAS Register / Database (Yes/No) please circle.

Signature:

Date:

Position:

Definitions and Abbreviations

Abbreviations:

DAFF: the Department of Agriculture, Fisheries and Food.

FSAI: The Food Safety Authority of Ireland

QAS: the Quality Assurance Scheme.

TAC: Technical Advisory Committee

Definitions:

Certificate Validity Period: this will be 18 months from the date of issue of the Certificate or until the next audit whichever is first.

Formal Training: certified training received from a national or public body or from a Bord Bia approved organisation / individual.

Horticultural Certification Committee: the Committee to which Bord Bia has devolved responsibility for all certification decisions with regard to Membership of the Schemes.

Member: a participant that is certified under the Fruit and Vegetable Quality Assurance Scheme.

Membership Types (as determined by the Certification Committee):

- **Full Membership:** the status (as indicated on the Bord Bia database) which is given where there is full compliance (as defined in Section 2 Rules);
- **Under Review:** the status (as indicated in the Bord Bia database) of the Participant where non-compliances as determined by audit exist or where an appeal exists (as defined in Section 2 Rules, see Appeals);
- **Suspended:** the status (as indicated on the Bord Bia Database) of the membership of the Participant where a critical non-compliance has been identified during audit. In this situation, the Participant cannot market product under the Scheme pending re-inspection and confirmation that the critical non-compliance has been addressed.

Participant: a food business operator involved in the Fruit and Vegetable production sector that is in the process of achieving certification under the Fruit and Vegetable Quality Assurance Scheme.

PPP Plant Protection Product

Standard: the Horticulture Producers & Pre-packers Standard consists of the requirements as set out in the Introduction, Rules, Requirements and the Appendices.

Scheme: the Fruit and Vegetable Quality Assurance Scheme for Horticulture Producers & Pre-packers consists of three elements:

- The system, as administered by Bord Bia, for ensuring that the requirements as set out in the Standard are met through auditing, certification, etc. (see Rules);
- The Standard;
- The participating Scheme Members.

SMC: Spent Mushroom Compost: Compost that was used in the production of mushrooms.

Technical Advisory Committee: The committee that advises Bord Bia with regard to the requirements and rules of the Scheme. This committee is composed of Members from:

- Bord Bia.
- The Food Safety Authority of Ireland.
- The Prepared Fruit and Vegetable Industry.
- The Department of Agriculture and Food.
- Teagasc.

Bord Bia

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Locall: 1890 289 389 (between 9am and 5pm, Monday to Friday)

Fax: 01 614 7020

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Email: wcu@hsa.ie

Food Safety Authority of Ireland

Abbey Court

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Email info@fsai.ie

The Irish National Accreditation Board

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Wilton Place

Dublin 2, Ireland

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Fax: +353 (0)1 6073109

Website: www.inab.ie

Email: inab@inab.ie

Reference Basis of the Standard

This Standard has been derived bearing in mind the requirements of the following legislation and standards (this is not a definitive list):

- Recognised international Quality Management Systems such as ISO 9001:2000 and ISO 22000:2005;
- Hazard Analysis and Critical Control Point (HACCP), such as outlined by Codex Alimentarius (1997) and as contained in Regulation (EC) 852 / 2004;
- EN 45011 (1998) General Requirements for Bodies Operating Product Certification Systems
- Safety, Health and Welfare at Work Act 2005 No. 10
- Regulation (EC) No.852/2004 of the European Parliament and of the Council of 29 April 2004 on the Hygiene of Foodstuffs
- FSAI Code of Practice No. 4 Code of Practice for Food Safety in the Fresh Produce Chain in Ireland
- Bord Bia Quality Manual and supporting documentation
- SI No. 278 of 2007 European Communities (Drinking Water) Regulation 2007
- Nitrates Directive (Council Directive 91/676/EEC)
- Other Relevant National and EU derived legislative requirements

For information on the Nitrates Directive visit:

www.foodassurance.teagasc.ie/FAOL/environmentIssues/general_Information/nitrateDirective.htm