

RED TRACTOR ASSURANCE FOR FARMS

FRESH PRODUCE STANDARDS

SELF-ASSESSMENT CHECKLIST

Version 3.0

Code	Standard	Do you meet the requirements of		
		YES	NO	N/A
	RISK ASSESSMENT	YES	NO	N/A
RA.a	A Risk Assessment must be carried out for all products from planting through to packing and storage			
RA.b	The Risk Assessment must include a flow diagram of the processes and identify the points in the process where specific risks occur			
RA.c	The Risk Assessment must identify the actions/controls taken to manage the risks			
RA.d	The Risk Assessment and actions must be regularly reviewed to ensure that actions are effective/working			
	INTERNAL AUDITS	YES	NO	N/A
IA.a	A minimum of one internal audit per annum must be completed against the scheme standards			
	DOCUMENTS AND PROCEDURES	YES	NO	N/A
DP.a	Producers must have a copy of the Red Tractor Assurance for Farms – Fresh Produce Standards and any relevant crop protocols available			
DP.b	A documented plan for the effective management of serious incidents and potential emergency situations that threaten the welfare of livestock, food safety or the environment must be in place and known to key staff			
DP.b.1	A documented plan for the effective management of food safety incidents which may lead to/include a product withdrawal or product recall must be in place			
DP.c	Systems must be in place for recording, investigating and resolution of any complaints received that are relevant to the requirement of the Fresh Produce Standards			
DP.d	Producers must ensure that new production sites are suitable for use			
DP.e	Where records are required by the standards they must be retained for a minimum of two years unless otherwise specified in the standard			
	STAFF AND LABOUR PROVIDERS	YES	NO	N/A
SC.a	Systems must be in place to ensure that all new staff are effectively trained and deemed competent to carry out the activities they are employed to do			
SC.b	The performance and competence of staff must be regularly reviewed and refresher training implemented as required			
SC.c	Records of training must be kept			
SC.d	Where labour providers are used to supply temporary or permanent staff an agreement must be in place to ensure competent persons are provided			
SC.e	Where contractors are employed to undertake work on the production of crops, a Contractors' Commitment Document is in place which confirms that the contractor will comply with the Red Tractor Fresh Produce Scheme requirements			

	TRACEABILITY AND ASSURANCE STATUS	YES	NO	N/A
TI.a	Systems must be in place that deliver traceability of product throughout the operation			
TI.b	Records of bought-in seeds or plants must be kept			
TI.c	Systems must be tested annually to ensure the traceability system is effective			
	VERMIN CONTROL	YES	NO	N/A
VC.a	Systems must be in place to control vermin in all operational areas, including packing and storage areas			
VC.b	Bait must be used responsibly			
VC.c	Buildings used for packing and storing product must be maintained in a manner that prevents the ingress of pests			
VC.d	Domestic animals must not be allowed in any operational areas, including packing and storage areas			
	ENERGY EFFICIENCY	YES	NO	N/A
EE.a	Where a business uses a significant amount of energy a written energy policy must be in place detailing how energy is used and the plans that are in place to ensure optimal energy consumption			
	RESIDUES AND CONTAMINANTS	YES	NO	N/A
RC.a	Plans must be in place to minimise the use of PPPs without compromising product quality			
RC.b	Consideration must be given to the impact that residue reduction plans might have			
RC.c	Product must be tested for pesticide residues at least annually or product is included in a third party PPP residue monitoring system			
RC.d	Pesticide residue analysis results must be traceable to the producer, production site or batch			
RC.e	A list of current applicable MRLs must be available for the markets where product is intended to be sold and if MRLs are stricter in country where product is intended to be sold they have been taken into account during production			
	ENVIRONMENTAL PROTECTION AND CONTAMINATION CONTROLS	YES	NO	N/A
EC.a	The farm must be maintained in a manner that does not present risks to food safety or environmental protection			
EC.b	Potential pollutants are stored in a manner that minimises the risk of contamination or pollution			
EC.c	All wastes must be disposed of in a manner that minimises the risk of contamination or pollution			
EC.c.1	There must be a documented and implemented Waste and Recycling Management Plan			
EC.c.2	There must be a documented Pollution Prevention Management Plan			
EC.d	PPPs used must be approved for use in the UK			
EC.d.1	PPPs must be appropriate for the control required as recommended on the product label or Extension of Authorisation for Minor Uses (EAMU)			
EC.e	PPPs must be stored in a manner that minimises the risk of contamination or pollutants			
EC.e.1	The PPP store must be of a suitable design and construction			

EC.e.2	The store, including doors but not roof, must be constructed of materials that will resist fire for 30 minutes or longer			
EC.e.3	PPPs must be kept in their original packaging			
EC.e.4	Emergency facilities to deal with chemical spillages must be in place			
EC.e.5	Stored powders must not be able to become contaminated by stored liquids			
EC.e.6	A list of stored PPPs, updated every 3 months, must be kept and a copy held at a suitable location away from the store itself			
EC.f	PPPs must be applied to land in a manner that minimises the risk of contamination or pollution			
EC.f.1	When mixing PPPs handling and filling instructions on the label must be followed			
EC.g	PPP application must be undertaken by competent operators			
EC.g.2	Sprayer operators must be registered with the National Register of Sprayer Operators (NRoSO)			
EC.g.3	Where an adviser advises on pesticide usage a BASIS Professional Register number must be provided			
EC.h	Records must be kept of all PPP applications for a minimum of three years			
EC.i	All PPP application equipment must be maintained and tested			
EC.i.1	All PPP application equipment must be checked to ensure accurate application			
EC.i.2	All handheld applicators and knapsack sprayers must be checked on an annual basis and results recorded			
EC.i.3	PPPs must be transported in a safe manner, as detailed in the Code of Practice for Using Plant Protection Products			
EC.i.4	Surplus spray mix must be dealt with in a manner that minimises the risk of contamination and pollution			
EC.j	Manufactured fertilisers must be stored in a manner that minimises the risk of theft			
EC.k	Fertilisers must be stored in a manner that minimises the risk of contamination or pollution			
EC.k.1	Liquid fertiliser must be stored in suitable tanks/ bowsers			
EC.k.2	Manufactured fertiliser stock records must be kept and updated at least every three months and detail quantities received and used			
EC.l	Only appropriate, safe and suitable fertilisers and soil improvement products must be applied to land			
EC.l.1	Sewage sludge must only be used if treated			
EC.m	Fertilisers and soil improvement products must be applied to land in a manner which minimises the risk of contamination or pollution			
EC.m.1	All equipment used for applying manufactured fertilisers must be checked to ensure accurate application			
EC.m.2	Where an adviser advises on fertiliser usage a FACTS Professional Register number must be provided			

EC.m.3	Fertiliser rates must be based on a calculation of the nutrient requirements of the crop and on regular analysis of nutrient levels in soil, plant or nutrient solution			
EC.m.4	The supply and timing of nutrient application must be matched to meet crop demand			
EC.m.5	Documentary evidence detailing the chemical content (N, P, K) of all purchased manufactured fertilisers must be kept for twelve months			
EC.m.6	Records must be kept of all applications of fertilisers/ soil improvement products			
	ENVIRONMENT IMPACT/CONSERVATION AND SUSTAINABILITY	YES	NO	N/A
El.a	Producers must be aware of any practices that have an adverse environmental impact			
El.b	A plan for the management of wildlife and conservation of the environment for the farm must be in place			
	INTEGRATED CROP MANAGEMENT	YES	NO	N/A
IM.a	Integrated Crop Management (ICM) must be in place to proactively manage crop production			
IM.b	Regular crop inspections must be undertaken and recorded			
IM.c	Relevant pests, diseases and weeds must be monitored regularly and recorded			
	SITE AND SOIL MANAGEMENT	YES	NO	N/A
SM.a	Producers must have systems in place that aim to maintain soil structure and control erosion			
SM.h	Where chemical soil fumigants are used records must be kept			
SM.l	Where chemical sterilisation of substrates is undertaken it must be recorded			
	IRRIGATION	YES	NO	N/A
IG.a	Untreated sewage water must not be used for irrigation			
IG.b	Frequency of irrigation water analysis must be in response to the Risk Assessment			
IG.c	Records of irrigation water controls and test results must be kept, regularly reviewed and any improvement action taken must be recorded			
IG.e	Crop irrigation must be based on an identified need			
IG.h	The use of irrigation water abstracted from sustainable sources is regulated by the competent authorities and producers sourcing abstracted water must hold an appropriate licence			
	SEED, ROOTSTOCK AND YOUNG PLANTS	YES	NO	N/A
SN.a	Only approved PPPs must be used for the treatment of seed, rootstock or young plants			
SN.b	Records must be kept of any PPP applications made in-house to seed, rootstock or young plants			
	CHOICE OF VARIETY OF ROOTSTOCK AND PLANT HEALTH CERTIFICATION	YES	NO	N/A
CV.a	Plant health quality control systems must be in place for all seeds, nursery stock and young plants			

	HARVEST AND FIELD PACKING	YES	NO	N/A
HS.a	Written staff hygiene policies and procedures must be in place, communicated to staff and compliance monitored			
HS.b	All staff handling fresh produce must be trained in personal hygiene requirements			
HS.c	All visitors must be made aware of the hygiene requirements			
HS.d	Protective clothing must be provided where appropriate			
HS.e	Facilities must be provided for staff to go to the toilet and wash/ sanitise hands			
HS.f	Written procedures for reporting any infectious diseases must be in place and communicated to staff and visitors			
HS.g	All tools, equipment, crates and transportation used in harvesting must be kept clean and maintained			
HS.h	Containers/ crates used to store and transport product must be dedicated to that use			
HS.i	Multi-purpose trailers must be cleaned prior to being used to transport product			
HS.j	Controls must be in place to protect product from contamination with any broken glass, hard plastic, wood or other foreign bodies			
HS.k	Controls must be in place to prevent the risk of product contamination from knives and cutting blades			
HS.l	Procedures must be in place to ensure packaging used is clean and free from contamination			
HS.m	Controls must be in place to ensure that the correct packaging and coding is applied to all packed product			
HS.n	Equipment used for weighing or temperature control of product must be calibrated in line with equipment suppliers' recommendations			
HS.o	Packed product must be kept covered to avoid contamination and must not be left in fields overnight			
HS.p	All non-produce waste must be removed from fields and disposed of appropriately			
HS.q	Water used for final product washing must be national drinking water standard and tested annually			
HS.r	Ice used at point of harvest must be made with water which is to national drinking water standard and handled hygienically to prevent product contamination			
	PRODUCE HANDLING AND PACKHOUSE PACKING	YES	NO	N/A
PH.a	Written staff hygiene policies and procedures must be in place, communicated to staff and compliance monitored			
PH.b	All staff handling fresh produce must be trained in personal hygiene requirements			
PH.c	All visitors must be made aware of the hygiene requirements			
PH.d	Signs must be clearly displayed in the packing facilities which describe the main hygiene instructions for workers and visitors			
PH.e	Protective clothing must be provided			

PH.f	Facilities must be provided for staff to go to the toilet and wash hands			
PH.g	Signs must be clearly displayed which describe the requirements for hands to be washed after using toilets			
PH.h	Written procedures for reporting any infectious diseases must be in place and communicated to staff and visitors			
PH.i	Produce handling, packing and storage facilities must be maintained in a clean condition			
PH.j	Chemicals used must be authorised for food industry use and technical data sheets held			
PH.k	Lubricants which may come into contact with product must be authorised for food industry use			
PH.l	Controls must be in place to protect product from contamination with any broken glass, hard plastic, wood or other foreign bodies			
PH.m	Controls must be in place to prevent the risk of product contamination from knives and cutting blades			
PH.o	Controls must be in place to ensure packaging is clean and free from contamination			
PH.p	Controls must be in place to ensure that the correct packaging and coding is applied to all packed product			
PH.q	Equipment used for weighing or temperature control of product must be calibrated in line with equipment suppliers' recommendations			
	POST-HARVEST TREATMENTS	YES	NO	N/A
HT.a	Post-harvest treatments must only be used where there is no alternative to ensure the quality of product			
HT.b	Post-harvest treatment applications must be recorded			
HT.c	Post-harvest PPP application records must be linked to consignments leaving the production/ storage sites so that the labelled interval between treatment and consumption can be adhered to			
HT.d	Systems must be in place to ensure that post-harvest treatments do not contaminate other products/ crops			
	STORAGE	YES	NO	N/A
ST.a	Controls must be in place to protect product from contamination with any broken glass or hard plastic			
ST.b	Temperature and humidity of storage facilities used to store packed product must be monitored and documented			
ST.c	Ingress of light must be controlled for light sensitive product being stored in longer term facilities			
ST.d	Stored packed product must be rotated to ensure product quality and safety			
	THIRD PARTY STORAGE	YES	NO	N/A
TP.a	Where third party storage facilities are being used to hold harvested or packed product a contract or formal agreement must be in place defining storage requirements			
TP.b	Regular checks of storage providers to ensure they are meeting requirements must be in place			
	GENETICALLY MODIFIED ORGANISMS	YES	NO	N/A
GM.a	Production of any Genetically Modified crops must comply with legal requirements			

GM.c	GM crops or other GM material must not be stored with other crops unless they are separated by a rigid physical barrier			
GM.d	If GM and non-GM crops are mixed in storage the whole bulk must be regarded as Genetically Modified and labelled as such			
GM.e	The Code of Practice on the Provision of Information Relating to Genetically Modified Crops must be adhered to			
	HEALTH AND SAFETY AND WORKER WELFARE	YES	NO	N/A
HW.a	A Health and Safety at work policy must be in place, visible to all and communicated to all staff prior to commencing work			
HW.b	All visitors must be made aware of the site health and safety requirements			
HW.c	A member of management must have clear named accountability for the Health and Safety of the site, including ensuring there is provision for safe operating practices to be in place			
HW.d	Health and Safety meetings must be in place for the site which include both management and workers			
HW.e	There must be adequate levels of staff trained in first aid on all sites and in the field for the scale of the business			
HW.f	A COSHH assessment must be carried out for all businesses as required under the Control of Substances Hazardous to Health Regulations (COSHH) 1994			
HW.g	Hazards must be clearly identified by warning signs			
HW.h	There must be a documented procedure which regulates the re-entry intervals for PPPs applied to crops			
HW.i	There must be documentation available to demonstrate that all re-entry intervals for			
HW.j	Staff who apply PPPs must be offered regular health checks			
HW.k	Staff using or applying PPPs must be able to contact assistance easily in the event of an accident			
HW.l	Staff using or applying PPPs must be provided with clean, well maintained personal protective equipment (PPE)			
HW.m	Respiratory protective equipment (RPE) must be well maintained and in effective working order			
HW.n	PPE must be transported safely			
HW.o	Procedures for staff taking samples from controlled atmosphere stores must be in place and all staff undertaking this activity must be trained			
HW.p	On site living quarters must be habitable and have basic services			
	RECOMMENDATIONS (the following do not affect your certification)	YES	NO	N/A
EE.b	It is recommended that energy use on farm is monitored			
EC.g.1	It is recommended that those who have Grandfather Rights hold relevant certificates of competence			
EC.i.5	It is recommended that records of disposal of surplus spray mix are kept			
EC.k.3	It is recommended that you notify the relevant authorities if you are storing certain amounts and/or types of fertiliser			
EC.m.7	It is recommended that a cropping/ nutrient management plan is developed			
El.c	It is recommended that consideration is given to the conversion of unproductive sites to conservation areas for the encouragement of natural flora, fauna and increase of biodiversity			
El.d	It is recommended that a baseline audit to understand existing animal and plant diversity on-farm is undertaken			

SM.b	It is recommended that producers know the classification of soils on their farm and production practices are adjusted to maintain soil structure and control erosion			
SM.c	It is recommended that specific scientific tests are undertaken, where available, to ascertain pest and disease levels in the soil and to help schedule crop rotations			
SM.d	It is recommended that soil types are mapped for the farm so they can be used to plan rotations, planting and growing plans			
SM.e	It is recommended that soil management is discussed with advisers and relevant staff in order to ensure that cultivations are appropriate for soil type, cropping, topography, erosion risk and climate			
SM.f	It is recommended that your Soil Management Plan/ Soil Protection Review aims to minimise compaction			
SM.g	It is recommended that chemical fumigation of soil is avoided			
SM.i	It is recommended that substrates are traceable to source and records demonstrate that they did not come from designated conservation areas			
SM.j	It is recommended that recycling of substrates is undertaken and documented			
SM.k	It is recommended that in those crop production systems where it is relevant, growth media and substrates are re-used/sterilised, preferably by steaming			
SM.m	It is recommended that substrates which contain recycled materials are used and records kept			
IG.d	It is recommended that analysis of irrigation water is completed by a laboratory accredited to ISO 17025 for microbiological, chemical and mineral pollutants			
IG.f	It is recommended that irrigation water usage records are kept			
IG.g	It is recommended that a documented Water Management Plan is produced and is used to identify opportunities for water use efficiency and reducing waste			
SN.c	It is recommended that records are held for any bought-in seed, rootstock or young plants that have been treated with PPPs			
SN.d	It is recommended that producers have an awareness of the potential disease risks with young plants and nursery stock imported from overseas			
CV.b	It is recommended that there is an awareness of the importance of effective crop husbandry in relation to 'mother crops' where beneficial results may be experienced in the subsequent crop			
TC.a	It is recommended that producers adhere to the requirements of the NFU/British Summer Fruits Association Code of Practice for the Use of Polytunnels for the Production of Soft Fruit			
HS.q.1	It is recommended that, based on the Risk Assessment, water analysis is completed by an ISO 17025 laboratory, test results are monitored and actions taken on poor results			
PH.n	It is recommended that forklifts and other driven equipment used within the packhouse are maintained to avoid product contamination, with special attention given to emissions			
GM.b	It is recommended that suppliers inform all potential customers of any developments including trials relating to the use or production of products derived from genetic modification and the use of GM cultivars must be agreed with individual customers prior to planting			
HW.d.1	It is recommended that Health and Safety meetings are recorded			