

# Top Tips to Avoid Non-Conformances Red Tractor Fresh Produce



We understand that you, as Red Tractor producers, are passionate about the food you grow and work hard to ensure it is produced to Red Tractor standards. No-one likes a non-conformance, so this flyer sets out some top tips on how to avoid them!



Remember to make use of our templates and checklists which are available online to help you remain compliant. Seeing this symbol means there is a template available.

<p>1. Is your Integrated Pest Management Plan (IPM) complete?</p> <p><b>You can complete it online here:</b> <a href="http://www.nfuonline.com/ipm-plan/">http://www.nfuonline.com/ipm-plan/</a></p>	<p>2. Have you completed your internal audit for the year?</p>  <p><b>Don't forget to:</b></p> <ul style="list-style-type: none"> <li>- Keep a record of non-conformances;</li> <li>- Make a note of corrective actions taken.</li> </ul>
<p>3. Has your PPP equipment being appropriately tested and all certificates are in date?</p> <p><b>Revised standards can be found here:</b> <a href="http://bit.ly/2gUshFM">http://bit.ly/2gUshFM</a></p>	<p>4. Make sure you and contractors you use are NRoSO members.</p> <p><b>Often overlooked:</b></p> <ul style="list-style-type: none"> <li>- Keep a record of membership numbers and expiry dates for yourself and contractors on file.</li> </ul>
<p>2. Are enough staff first aid trained?</p> <p><b>Often overlooked:</b></p> <ul style="list-style-type: none"> <li>- Certificates must be renewed every 3 years;</li> <li>- Keep a copy of certificates on file;</li> <li>- If regular staff changes then training must be kept up to date.</li> </ul> <p>Check out a first aid staff calculator here: <a href="http://bit.ly/1wyn71g">http://bit.ly/1wyn71g</a></p>	<p>6. Do all staff and visitors have access to an infectious disease notification form?</p>  <p><b>Often overlooked:</b></p> <ul style="list-style-type: none"> <li>- Keep forms in an accessible location;</li> <li>- Make sure all staff and visitors are aware of where forms are kept?</li> <li>- Keep completed forms on file.</li> </ul>
<p>7. Ensure there is a documented plan in place for the management of food safety incidents.</p> 	<p>8. Make sure your risk assessment is <b>complete</b> and includes a <b>flow diagram</b> identifying specific risks.</p>
<p>9. Have you completed a traceability check?</p> <p><b>Don't forget:</b></p> <ul style="list-style-type: none"> <li>- To talk to third parties to ensure you have all the required paperwork.</li> </ul>	<p>10. Using a contractor?</p>  <p><b>Remember:</b> Make sure you both sign the Contractors Commitment Document.</p>

