

FRESH PRODUCE: SELF ASSESSMENT CHECKLIST

Updated March 2018



Code	RISK ASSESSMENT (RA)	YES	NO	N/A
RA.a Key	Have you carried out a formal Risk Assessment on all crop categories/ crop production processes and does it clearly identify any physical, chemical, allergenic or microbiological food safety risks?			
RA.b	Does your Risk Assessment include a flow diagram of each type of production process?			
RA.c All CROP CATEGORIES	Do you have clear preventative actions in place to mitigate or control the risks identified within the risk assessment (RA.a)?			
RA.c CAT. 0, 1 & 2	Do the staff responsible for the implementing preventative actions understand the importance of them and have they been trained on what actions to take in the event of a failure?			
RA.c CAT. 0 & 1	If a preventative action fails do you investigate it and implement actions which have been documented and signed off by senior management?			
RA.d ALL CROP CATEGORIES	Do you regularly review the Risk Assessment and preventative actions or whenever your product/ process changes?			
RA.d CAT. 0, 1 & 2	Does your Risk Assessment review look at complaints and relevant test results, including microbiological test data?			
RA.d CAT. 0 & 1	Does your internal audit system cover regular audits of the preventative actions to ensure they are effective?			
RA.e All crop Categories	Is your Risk Assessment carried out by suitably trained staff and do they have the appropriate knowledge to ensure all aspects of the process have been thoroughly assessed?			
RA.e CAT. 0, 1 & 2	Do you ensure that the Risk Assessment lead has received training?			

Code	MALICIOUS CONTAMINATION (MG)	YES	NO	N/A
MC.a	Have you considered potential malicious contamination within your Risk Assessment and if any risks have been identified, have you implemented actions?			

Code	DOCUMENTS AND PROCEDURES (DP)	YES	NO	N/A
DP.a.2	Does your farm map(s) include appropriate information for the site and is it available for staff and visitors to reference?			
DP.b	Does your documented Emergency and Food Safety Management plan available in a language suitable for all key staff and does it define people responsible for implementing the plan?			
DP.b.1	Do you have a documented fire risk assessment in place which is known to staff?			
DP.c	Do you have a system in place which includes the recording of complaints trending for food safety issues?			

Code	STAFF AND LABOUR PROVIDERS (SC)	YES	NO	N/A
SC.a KEY	Is staff training delivered in a manner that ensures understanding whatever their language?			
SC.c	Do you have a documented and signed food safety policy declaration?			

Code	TRACEABILITY AND ASSURANCE STATUS (TI)	YES	NO	N/A
TI.b CAT.0	Do you record microbiological testing certificates for CAT. 0 seed?			
TI.c	Do you have a documented mass balance calculation?			

	VERMIN CONTROL (VC)			
VC.a Key	Do you check your traps regularly and record the locations and dates of the checks? If used, do you regularly check EFK (Electronic Fly Killing) units to ensure they are working effectively?			

VC.b	<p>Have you carried out the following prior to treatment with baits:</p> <ul style="list-style-type: none"> - Ensured that bait used is approved in the UK - Completed a written site survey - Completed an Environmental Risk Assessment - Completed a Risk hierarchy - Completed a COSHH assessment <p>Have you ensured all dead and dying rodents are removed and disposed of in line with manufacturer's instructions?</p>			
VC.b.1	Is bait only used where evidence shows they are continuously effective?			
VC.c	Where products are stored in a walled area, are gaps left between the product and the wall?			
VC.d CAT. 0&1	Do you ensure that warning notices are displayed on any footpaths near CAT. 0 & 1 production areas or crops?			
VC.d.1 <i>Recommendation</i>	<i>Do you take precautionary measures to discourage pest and vermin activity in crops?</i>			

Code	ENERGY EFFICIENCY & CLIMATE CHANGE (EE)	YES	NO	N/A
EE.a	Where viable, have you considered the use of renewable energy?			
EE.b <i>Recommendation</i>	<i>Do you know it is recommended that where appropriate, Greenhouse Gas emissions are monitored and measured?</i>			

CODE	RESIDUES AND CONTAMINANTS (RC)	YES	NO	N/A
RC.c	Are dispatched products tested annually for pesticide residues and do levels comply with relevant MRLs?			

CODE	ENVIRONMENTAL PROTECTION AND CONTAMINATION CONTROL (EC)	YES	NO	N/A
EC.e Key	Are your PPPs stored in a dedicated agro-chemical store?			
EC.e.1 Key	Are the store's shelves strong enough to support PPPs and made of impermeable materials?			

EC.e.4	Do you have a spill kit and first aid kit located near all stores?			
EC.e.6	Do you have a representative/ master list of stored PPPs kept in your farm office which is updated seasonally? Do you also have a stock inventory which is kept up to date and includes information on type and amount of stored PPP?			
EC.f Key	Do you comply with PPP buffer zone requirements and applicable scheme?			
EC.f.3 Key	Have you identified areas of high Metaldehyde risk on a farm map and kept a record of Metaldehyde applications?			
<i>EC.f.4 Recommendation</i>	<i>Do you record PPP applications instructions/ agronomist instructions?</i>			
EC.f.5	Do you ensure that PPP measuring equipment is clean to accurately measure PPPs and that records kept?			
EC.g.2	Have you checked that anyone operating PPP application equipment is registered with NRoSO?			
EC.g.3	Have you kept a record of you BASIS advisers name (as well as professional register number)?			
EC.i.1	Do you calibrate your PPP application equipment accordingly and keep a record for a minimum of two years?			
EC.i.3	Do you transport both diluted and un-diluted PPPs in a safe manner?			
<i>EC.i.6 Recommendation</i>	<i>Do you regularly clean down PPP application equipment and store it in a well-ventilated building?</i>			
EC.l Key	Have your fertilisers and soil improvement products been deemed appropriate and safe in the risk assessment?			
EC.l Key CAT. 0 & 1	For CAT. 0 & 1 crops, do all staff and contractors applying manure-based products understand the microbiological risks they pose?			
<i>EC.l.2 Recommendation</i>	<i>If used, have you used sewage sludge assured under the Biosolids Assurance Scheme?</i>			

EC.m Key	Do you apply fertilisers and soil improvement products in a manner which minimises the risk of contamination or pollution, ensuring that products are not applied at high risk times?			
EC.m.1	Do you calibrate your Fertiliser application equipment annually and keep a record for a minimum of two years?			
EC.m.2	Have you kept a record of your FACTs advisers name (as well as professional register number)?			
EC.m.6	Do your records of fertiliser and soil improvement products include reference to technical instruction, rate of application and any special precautions required?			
<i>EC.m.8 Recommendation</i>	<i>Do you keep records of all technical application instructions or professional advisor recommendations for fertiliser/ soil improvement products?</i>			
Code	INTEGRATED CROP MANAGEMENT (IM)	YES	NO	N/A
IM.c	Do you document pest, disease and weed thresholds with corresponding technical options?			

Code	SITE, SOIL AND SUBSTRATE MANAGEMENT (SM)	YES	NO	N/A
SM.a	Do you record details of crop rotations and retain them for 3 years?			
SM.i	Can you trace your substrates (including peat) back to source?			
SM.j	Do you recycle substrates where feasibly possible and where inert substances are not recycled, are the reasons documented?			

Code	WATER MANAGEMENT (IG)	YES	NO	N/A
IG.a.1	Does your Water Risk Assessment relate to all relevant crop categories and cover all water used throughout crop production?			
IG.b	Do you test water used in crop production at a frequency in response to your risk assessment and waster matrix? Do you test water for E. coli?			
IG.c	Are controls and test results kept, regularly reviewed and any improvement action recorded for all water used in crop production?			
IG.e	Do you base crop irrigation on identified needs?			
IG.f	Do you keep records of irrigation and water usage?			
IG.g	Have your produced a Water Management Plan?			
Code	SEED, ROOTSTOCK AND YOUNG PLANTS (SN)	YES	NO	N/A
SN.c	Do you have records for bought-in seed, rootstock or young plants that have been treated with PPPs and will be harvested within 12 months of planting?			

Code	HARVEST AND FIELD PACKING (HS)	YES	NO	N/A
HS.a All crop categories	Does your staff hygiene policy and procedure require staff to wash their hands after using the toilet, disallow smoking (including e-cigarettes) in cropping areas, ban use of personal mobile phones in field or production areas and ban false nails, eyelashes etc?			
HS.a CAT. 0,1 & 2	For CAT. 0, 1 & 2 crops, do you have a plaster issue record in place?			
HS.c ALL CROP CATEGORIES	Do you have a Hygiene Policy in place for visitors and contractors?			
HS.c CAT. 0, 1 & 2	Do you have a procedure in place to ensure all visitors/ contractors on site have been made aware and will comply with the Hygiene Policy?			
HS.d ALL CROP CATEGORIES	Where PPE is required to prevent product contamination, do you ensure staff do not take PPE back home/ to accommodation?			

HS.d CAT. 0 & 1	Do you ensure PPE is not worn in the smoking areas or toilets? Is there a glove procedure in place?			
HS.d CAT. 0	For CAT. 0 crops, do you have a system in place for managing the laundering of non-disposable overalls?			
HS.e KEY ALL CROP CATEGORIES	Do you provide a minimum of one toilet per 20 members of staff and is water used in handwashing potable and free from contamination risk?			
HS.f ALL CROP CATEGORIES	Do you have a policy in place for staff returning to work after a Gastro Intestinal (GI) illness and is it communicated to all staff?			
HS.f CAT. 1 & 2	Do you have a formal system in place for recording instances of GI illness?			
HS.f CAT. 0	Do you have at least one member of staff who is formally trained in assessing staff returning to work after GI illness?			
HS.g ALL CROP CATEGORIES	Do you have a documented cleaning schedule in place for all tools, equipment and boxes in direct contact with products? Does the cleaning take place away from crops and irrigation water sources and do you have maintenance schedules in place for all appropriate equipment?			
HS.g CAT. 0, 1 & 2	Do you store cleaned containers and harvesting equipment in a manner that prevents the risk of contamination and do you ensure that only specified food-grade cleaning chemicals are used when relevant?			
HS.g CAT. 0 & 1	If containers, such as crates or bins, are stored outside, do you disinfect them prior to being used for product?			
HS.h CAT. 0 & 1	Do you ensure that containers are not over filled during stacking and remove excess dirt or mud from containers during harvest?			
HS.i	Do you assess multi-purpose trailers as part of the risk assessment and do you document cleaning procedures and records?			
HS.j ALL CROP CATEGORIES	Do you check containers, crates and boxes prior to filling and are damaged wooden trays, crates or pallets disposed of appropriately?			

HS.j CAT. 0, 1 & 2	Do you have a written procedure in place to deal with glass and hard plastic breakages and are staff trained in how to deal with glass and hard plastic breakages? Have you got written procedures in place for handling glass and hard plastic in glasshouses and are regular checks carried out to ensure there is no damage?			
HS.k	Do you have a system in place to manage knives, blades and tools?			
HS.k.1	Have you got a written procedure in place which details actions to be taken in the event of contamination in a field crop and do you have a contamination procedure in place?			
HS.q	Has water used in field, or in direct contact with the product (including ice) been deemed acceptable by the Water Matrix and Risk Assessment?			
HS.s	Is your product cooled as soon as possible after harvest and are temperatures and cooling times defined by the Risk Assessment?			

Code	PRODUCT HANDLING AND PACKHOUSE (PH)	YES	NO	N/A
PH.a ALL CROP CATEGORIES	Does your staff hygiene policy and procedure require staff to wash their hands after using the toilet, disallow smoking (including e-cigarettes) in cropping areas, ban use of personal mobile phones in field or production areas and ban false nails, eyelashes etc?			
PH.a CAT 0, 1 & 2	For CAT. 0, 1 & 2 crops, do you have a plaster issue record in place?			
PH.c ALL CROP CATEGORIES	Do you have a Hygiene Policy in place for visitors and contractors?			
PH.c CAT. 0, 1 & 2	Do you have a procedure in place to ensure all visitors/ contractors on site have been made aware and will comply with the Hygiene Policy?			
PH.e ALL CROP CATEGORIES	Do you clearly define PPE requirements and do you ensure that PPE is not worn in smoking areas, toilets or taken home?			

PH.e CAT. 0, 1 & 2	Do you have a documented glove procedure in place?			
PH.e CAT 0 & 1	Have you got a system in place for managing the laundering of non-disposable overalls? Do you ensure that hair (including beards) are covered at all times?			
PH.f Key ALL CROP CATEGORIES	Do you provide a minimum of one toilet per 20 members of staff and is water used in handwashing potable and free from contamination risk?			
PH.h ALL CROP CATEGORIES	Do you have a policy in place for staff returning to work after a Gastro Intestinal (GI) illness and is it communicated to all staff and visitors?			
PH.h CAT. 1 & 2	For CAT. 1 & 2 crops, do you have a formal system for recording GI instances and are management staff trained to assess risk?			
PH.h CAT. 0	For CAT. 0 crops, is there a formal system in place for recording GI instances and do you have at least one member of staff trained in assessing staff which return to work after a GI issue? Are staff interviewed by their supervisor on returning to work, to ensure symptoms have ceased and the person is no longer a risk?			
PH.i All crop categories	Do you have a cleaning schedule in place which documents how and when to clean pieces of equipment? Are drains cleaned at a frequency determined by the Risk Assessment and do you dispose of waste at a frequency that discourages flies?			
PH.i CAT. 0, 1 & 2	Are staff trained in cleaning requirements and do you document this?			
PH.i CAT. 0 & 1	Do you ensure that floors are kept as dry as possible and that the pooling of water is avoided?			
PH.i.1	Has water used in field, or in direct contact with the crop (including ice) been deemed acceptable by the Water Matrix and Risk Assessment?			
PH.i.2 Recommendation	<i>Is your water analysis is completed by a ISO 17025 laboratory?</i>			

PH.j ALL CROP CATEGORIES	Do you store chemical in a secure area when not in immediate use?			
PH.j CAT. 0 & 1	Do you only use approved food-grade cleaning chemicals?			
PH.l	Have you got a glass and hard plastic policy and procedure in place and are all staff trained in how to deal with glass or breakages? Do you dispose of or repair damaged wooden crates, pallets or trays when necessary?			
PH.n.1	Are containers used to store products dedicated for purpose and not used to store waste, chemicals or debris?			
PH.n.2	Do you complete regular checks to ensure buildings in which products will enter, be handled or stored in are free from foreign bodies?			
PH.n.3 CAT.0	For CAT. 0 crops, do you use microbiological tests to monitor and verify the safety of processing?			
PH.r	Do you store machinery lubricants and cleaning agents in a secure area, separate from product handling areas?			
PH.s	Have you identified allergens within the Risk Assessment and do you have controls in place which ensure that products are not contaminated with allergens?			
PH.t	Do you label products where preventative action can't guarantee the product has not been contaminated by an allergen onsite?			

Code	STORAGE (ST)	YES	NO	N/A
ST.a	Do you manage and maintain storage areas in a manner that promotes safe, hygienic conditions? Do you have documented glass and hard plastic policy and procedure in place?			
ST.b ALL CROP CATEGORIES	Do you define optimum storage conditions and acceptable temperature ranges for products being stored?			
ST.b CAT. 0 & 1	For CAT 0 & 1 crops do you have documented procedure containing actions to be taken when storage conditions or temperatures fall out of acceptable ranges?			
ST.c	Do you have appropriately designed and constructed louvres in place in order to protect the crop from light exposure?			
ST.e	Are your stores part of an annual maintenance and cleaning programme?			

Code	THIRD PARTY STORAGE (TP)	YES	NO	N/A
TP.b	If appropriate, do you regularly check storage providers to ensure they are meeting requirements?			

Code	HEALTH AND SAFETY AND WORKER WELFARE (HW)	YES	NO	N/A
HW.a	Is your Health and Safety at Work Policy in appropriate languages that ensures key staff understand?			
HW.a.1	Are maintenance records and procedures kept for food contact equipment and machinery?			
HW.i.1	Have risks posed by activities been assessed for high risk to staff?			
HW.l	Is new PPP stored securely and separately from other materials and equipment in a well-ventilated area separate from other clothing and materials?			
HW.l.1	Are personal clothes stored in secure facilities separate from other materials and equipment?			
HW.m	Do you have records for respiratory filter change and expected expiry dates?			