



Harvest and Market the Crop

Handout 6

Pre-Harvest Internal Audits

Pre-harvest Internal Audit

A pre-harvest internal audit on a fruit farm is normally conducted as a single audit, usually in the following sequence:

- Chemical storage
- Fertilisers
- Water and irrigation
- Waste disposal and pollution
- Transport from orchard
- Machinery and equipment maintenance
- Personal hygiene
- Training

On the next pages are examples of internal audit documents for each of these points. Please note that these are examples only and that the work papers used on specific farms will depend on the risk assessment and circumstances on that farm.

Chemical Storage

Internal Audit – Food Safety				
Chemical Storage				
Auditor			Responsible Person	
Signature			Audit Date	
Question			Y/N	Defects
1.	Are there sufficient warning signs?			
2.	Are there signs for no smoking, eating or drinking?			
3.	Is the storage area always locked?			
4.	Is there a safety gate to the storage facility?			
5.	Are only authorised personnel allowed in the storage area?			
6.	Are there hand washing and showering facilities?			
7.	Are clothing stored separately?			
8.	Is the ventilation adequate?			
9.	Is non-absorbent shelving used?			
10.	Are the powders stacked above the liquids?			
11.	Are the chemical stored in their original containers?			
12.	Is there emergency procedures?			
13.	Is there a pail with sand to clear up spillages?			
14.	Are agrochemicals transported in a safe and secure manner?			
15.	Is there a system in place for the disposal of wastewater?			
16.	Is all documentation up to date?			
17.	Are MRL lists and safety data sheets present and accessible?			
18.	Is the yearly residue analysis available?			

Corrective Action	Person	Target Date	Completion Date	Signature	Verify (Date and Signature)

Fertiliser

Internal Audit – Food Safety					
Fertilisers					
Auditor		Responsible Person			
Signature		Audit Date			
<i>Question</i>				<i>Y/N</i>	<i>Defects</i>
1.	Are inorganic fertilisers stored at least 10m from ditches, water courses and other water sources?				
2.	Are there retention walls where inorganic fertilisers are stored?				
3.	Are all concentrated fertilisers stored under cover?				
4.	Are all hazardous and risk areas sign-posted?				
5.	Are the personnel trained in the handling of fertilisers?				
6.	Are documentation, records, and safety data sheets up to date?				
<i>Corrective Action</i>	<i>Person</i>	<i>Target Date</i>	<i>Completion Date</i>	<i>Signature</i>	<i>Verify (Date and Signature)</i>

Water and Irrigation

Internal Audit – Food Safety					
Water and Irrigation					
Auditor		Responsible Person			
Signature		Audit Date			
<i>Question</i>				<i>Y/N</i>	<i>Defects</i>
1.	Have no untreated sewage water been used for irrigation?				
2.	Have records been kept of the water volumes deposited during irrigation?				
3.	Have routine water analysis been taken of water used from water sources where there is a potential pollution risk?				
4.	Have an annual risk assessment for water pollution been completed?				
<i>Corrective Action</i>	<i>Person</i>	<i>Target Date</i>	<i>Completion Date</i>	<i>Signature</i>	<i>Verify (Date and Signature)</i>

Waste disposal and Pollution

Internal Audit – Food Safety				
Waste Disposal and Pollution				
Auditor		Responsible Person		
Signature		Audit Date		
<i>Question</i>			<i>Y/N</i>	<i>Defects</i>
1.	Are there procedures and facilities in place for storage and disposal of hazardous materials?			
2.	Is suitable provision made for the removal of waste?			
3.	Is waste stored in suitable containers with lids in the orchard?			
4.	Are there any indications that the production practices may cause pollution?			

<i>Corrective Action</i>	<i>Person</i>	<i>Target Date</i>	<i>Completion Date</i>	<i>Signature</i>	<i>Verify (Date and Signature)</i>

Transport from Orchard

Internal Audit – Food Safety					
Transport from Orchard					
Auditor		Responsible Person			
Signature		Audit Date			
<i>Question</i>			<i>Y/N</i>	<i>Defects</i>	
1.	Are the vehicles, trailers and crates cleaned regularly?				
2.	Are drivers trained to operate vehicles and machinery?				
3.	Are drivers instructed to drive at the proper speed through orchards to minimise dust?				
<i>Corrective Action</i>	<i>Person</i>	<i>Target Date</i>	<i>Completion Date</i>	<i>Signature</i>	<i>Verify (Date and Signature)</i>

Machinery and Equipment Maintenance

Internal Audit – Food Safety					
Machinery and Equipment Maintenance					
Auditor		Responsible Person			
Signature		Audit Date			
<i>Question</i>			<i>Y/N</i>	<i>Defects</i>	
1.	Are all machinery in a good condition and cleaned regularly (spray machines, trailers, herbicides carts, etc.)?				
2.	Are all equipment in a good condition and cleaned regularly (pruning sheers, saws, clippers, etc.)?				
3.	Are all maintenance records and schedules in place and up to date?				
<i>Corrective Action</i>	<i>Person</i>	<i>Target Date</i>	<i>Completion Date</i>	<i>Signature</i>	<i>Verify (Date and Signature)</i>

Personal Hygiene

Internal Audit – Food Safety					
Personal Hygiene					
Auditor		Responsible Person			
Signature		Audit Date			
Question				Y/N	Defects
1.	Do all workers wash their hands before handling fruit and after using the toilet?				
2.	Do all workers have clean protective clothing, head coverings and footwear?				
3.	Is there no spitting, chewing, eating, smoking, drinking, sneezing, and coughing over fruit?				
4.	Is hair clean, tidy and covered?				
5.	Are no personal items taken into the orchard?				
6.	Are all fingernails short and clean, with no nail varnish and no false fingernails?				
7.	Is no jewellery allowed in the orchard?				
8.	Are all cuts and open sores properly dressed with bandage or a plaster?				
9.	Are all serious skin complaints reported to the health worker?				
10.	Are no transferable or infectious disease carriers allowed to work with fruit? (please report)				
11.	Are incidences of transferable or infectious disease carriers reported to the health worker?				
12.	Are all field toilets equipped with soap, water and disposable towels?				
13.	Are all the toilets kept clean and is there a cleaning schedule available?				
Corrective Action	Person	Target Date	Completion Date	Signature	Verify (Date and Signature)

Training

Internal Audit – Food Safety					
Training					
Auditor		Responsible Person			
Signature		Audit Date			
<i>Question</i>			<i>Y/N</i>	<i>Defects</i>	
1.	Are all personnel operating machinery trained and do they have the necessary certificates?				
2.	Are all personnel working with plant protection products trained and do they have the necessary certificates?				
3.	Are all personnel trained in food hygiene and food safety and do they have the necessary certificates?				
4.	Are all personnel trained in personal hygiene?				
5.	Are there at least one person trained in First Aid?				
6.	Are there in each harvesting team at least one person trained in basic food handling hygiene?				
<i>Corrective Action</i>	<i>Person</i>	<i>Target Date</i>	<i>Completion Date</i>	<i>Signature</i>	<i>Verify (Date and Signature)</i>