HARPS
HARMONISED AUSTRALIAN RETAILER PRODUCE SCHEME

HARPS Standard Version 2.0 Summary of Changes

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HARPS Version 2.0 Update

1. Summary of Changes Compared to HARPS Version 1.0

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
1.0 GFSI Schemes and Approved Suppliers			
	1.1 (Part) The Supplier shall maintain current certification to a Customer approved GFSI benchmark (or in progress) scheme.	**1.1 GFSI Certification** Suppliers shall maintain Certification to a HARPS approved GFSI Scheme.	Element has been reworded and covers part of previous Element 1.1.
	1.1 (Part) The scope of certification shall include all products supplied to all retail Customers participating in HARPS. Evidence of certification shall be maintained.	**1.2 Certification Scope** All products and ancillary services provided to the Customer shall be included in the scope of GFSI program certification.	New element and covers part of previous Element 1.1.
	2.1 (Part) The direct Supplier, i.e. those that are responsible for the final pack, shall be responsible for ensuring all domestic and international Sub-contracted / Co-packer Suppliers (involved in the growing, packing or in-process storage of produce) destined for sale to the Customer meet the following requirements.	**1.3 Approved Supplier Register** Suppliers shall ensure that a register of current Approved Suppliers is available and maintained.	Element has been reworded and covers part of previous Element 2.1.
		1.4 HARPS Decision Graphic Suppliers shall ensure their Approved Suppliers meet the actions required by the HARPS Decision Graphic, refer Introduction.	New Element.
	2.2 The Direct Supplier shall document and manage all international indirect Suppliers involved in the growing, bulk packing or end storage of produce destined for sale to the Custom		Deleted Element.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
2.0 Specifications			
	3.1 A current list of all products supplied to the Customer shall be documented and the corresponding current finished product specification/s (either Supplier developed and approved by the Customer, or Customer generated) shall be maintained. ***3.3*** Finished product specification shall be reviewed whenever the product or process changes, or at least every 12 months. Changes to the finished product specifications shall be approved in writing by the Customer before implementation occurs.	**2.1 Customer Specifications and Approval** A Register shall be developed and maintained that includes all products along with the corresponding specification that is supplied to the Customer. Finished Product Specifications shall be developed by the Customer or developed by the Supplier and approved by the Customer. Finished Product Specifications shall be reviewed whenever the product or process changes, or at least every 12 months. Changes to Product Specifications shall be approved in writing by the Customer before implementation occurs. Records of approval shall be kept.	Combined element covers previous Elements 3.1 and 3.3 and has been reworded.
	2.1 (Part) These external Suppliers shall: have access to a copy of the relevant finished product specification/s, including name, location, activities and products supplied	**2.2 Approved Supplier Access to Specifications** Tier 1 Suppliers shall ensure that Approved Suppliers that supply product in final Retail Customer packaging have access to the relevant product, packaging and labelling specifications.	Element has been reworded and covers part of previous Element 2.1.
	2.1 (Part) Ensure that sub-contracted /co-packers Suppliers are progressing towards compliance with HARPS requirements in line with the agreed HARPS implementation timeline	**2.3 Tier 2 Specification Access** Tier 2 Suppliers shall ensure that they have access to the relevant product, packaging and labelling specifications as provided by the Tier 1 Supplier.	Element has been reworded and covers part of previous Element 2.1.
	3.2 Where the Supplier develops a finished product specification, the specification shall include all relevant information required by the Customer and shall comply with Australian legislation including the Food Standards Code, National Trade Weight Measurement regulations and Australian Competition and Consumer Law.	**2.4 Finished Product Specification** Where the Supplier develops a finished product specification, the specification shall include all relevant information required by the Customer and shall comply with Australian legislation including the Food Standards Code, National Trade Weight Measurement Regulations and Australian Competition and Consumer Law.	Element has been moved from previous Element 3.2.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	13.5 Product assessments shall be completed as per the frequency defined by the Customer. If no frequency is defined, then assessments shall occur at a minimum of twice per product, per production day, at the beginning and end of each run. Non Conformance to criteria shall be documented and corrective action undertaken, with the results made available to the Customer upon request. Customers shall be immediately advised of food safety issues. Further action shall be taken as agreed between the Supplier and the Customer.	**2.5 Product Assessment** Product assessments shall occur at a minimum twice per product per production day, at the beginning and end of each run. Non-conformance to criteria shall be documented and corrective action undertaken, with the results made available to the Customer upon request. Customers shall be immediately advised of food safety issues if product has been despatched to the Customer. Further action shall be taken as agreed between the Supplier and the Customer.	Element has been reworded and covers previous Element 13.5.
	13.7 Current supporting and validation data for the finished product specification information including Nutrition Information Panel (NIP) test results, shelf-life test results, raw material specification and packaging material specifications, shall be maintained.	**2.6 Supporting Data and Validation Evidence** Maintain current supporting and validation data for the finished product shelf-life validation, data supporting the Nutrition Information Panel (NIP) and packaging requirements and specifications.	Element has been reworded and covers previous Element 13.5.
3.0 Retention Samples and Shelf-life			
	4.1 (Part) Shelf-life validation of finished product in final packaging shall occur on all new products (bulk and pre-pack) prior to first sale or when unit size, packaging materials or format of a finished product is altered, or when a significant change to the process has occurred.	**3.1 Shelf-Life Validation** Shelf-life validation of finished product in final packaging shall occur on all new products (bulk and pre-pack) prior to first sale or when unit size, packaging materials or format of a finished product is altered, or when a significant change to the process has occurred.	Element has been reworded and covers part of previous Element 4.1.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	4.1 (Part) Product challenge testing, based on risk assessment, shall also be undertaken as part of shelf-life validation, including elements such as elevated temperatures and transport. Supporting documentation shall be made available.	**3.2 Supply Chain Testing** Supply chain product performance testing, unless low risk of quality and safety impacts are documented, shall be undertaken as part of shelf-life validation, including elements such as elevated temperatures, transport and ripening where relevant. Supporting documentation shall be made available and records of validation maintained.	Element has been reworded and covers part of previous Element 4.1.
	4.2 Where no alterations have been made shelf-life verification shall be conducted annually for pre-packed products.	**3.3 Shelf-Life Validation at Last Touch Point** Shelf-life Validation, including labelled weight compliance, shall be conducted at least annually for pre-packed and bulk products and records of validation maintained. The responsibility sits with the last touch point for the product before delivery to the Retail Customer DC. Corrective actions are required if shelf-life is inadequate or net weight is not maintained over shelf-life.	Element has been reworded and covers previous Element 4.2.
		3.4 Retention Samples Representative retention samples of loose and pre-packed products shall be kept at a daily to weekly frequency based on a documented assessment of product safety and quality risks as well as volume of product supplied. The rationale for the actual retention sampling shall be recorded and reviewed at least annually or if there are significant changes of risk.	New Element.
	4.3 Retention samples of each pre-packed product shall be maintained. This information shall include weight loss trials.	**3.5 Retention Sampling Duration** Retention samples shall be retained for the entirety of the shelf-life of pre-packed and bulk products under the recommended storage conditions. Retention samples shall be assessed against specifications at end of shelf-life. Corrective actions shall be taken if product does not meet regulatory or shelf-life requirements.	Element has been reworded and covers previous Element 4.3.

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4.0 HACCP Training			
	5.1 A representative of the organisation who is a member of the HACCP Team shall complete HACCP training by a recognised industry training body that is RTO / TPECS certified (or an international equivalent). A statement of competency confirming successful completion shall be maintained.	**4.1 HACCP Training** The HARPS Practitioner shall complete HACCP Training by a Registered Training Organisation (RTO) or a local or international equivalent. A Statement of Attainment, or equivalent, confirming successful completion shall be maintained and in Australia include the following preferred Units of Competency (UOC) as a minimum: o FBPFSY2002 Apply Food Safety Procedures; and o FBPFSY3002 Participate in a HACCP Team. The training shall be delivered either face-to-face or online. Online training must be live/ trainer-led (i.e. allows for meaningful interaction between the trainer and trainee in real-time). Not all RTOs offer the two preferred UOCs stated above. Any of the following UOCs listed below may be completed in combination that addresses an understanding of: o The Principles of HACCP; o Conducting a risk assessment; o Implementing HACCP in the workplace; and o Teamwork, good agricultural and hygiene practices. The Unit Codes FBPFSY2002 Apply Food Safety Procedures and FBPFSY3002 Participate in a HACCP Team shaded green in Table 1 below are the preferred UOCs. However, completion of these two units is not mandatory provided any combination of the two units listed below is completed. Examples of possible UOC combinations to satisfy Element 4.1 are shown below in the Guidance Section. Where a business' representative (now called the HARPS Practitioner) has previously met the training requirements of HARPS v1.0 Element 5.1, this training is considered compliant under HARPS v2.0 Element 4.1.	Element has been reworded and covers previous Element 5.1.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	5.2 A representative of the organisation shall undertake refresher HACCP training at least every three years. Internal or external training providers may conduct refresher training as long as they are conducted by an RTO/TPECS training body or certified trainer. Evidence of trainer/training body qualification shall be provided. Refresher training may be conducted in a classroom environment or as an on-line course. Evidence of refresher training shall be maintained.	**4.2 Refresher HACCP Training** The HARPS Practitioner shall undertake Refresher HACCP Training (RHT) once every three years. The Refresher HACCP Training shall be conducted by a Registered Training Organisation (RTO) (or a local or international equivalent) or a Certified Trainer affiliated with an RTO. Refresher HACCP Training shall be trainer-led and can be delivered either online or face-to-face.	Element has been reworded and covers previous Element 5.2.
5.0 Labelling and Packaging			
	6.1 Label claims, including nutritional, marketing and sustainability claims shall be validated during product development and verified throughout the contracted supply period.	**5.1 Label Claim Validation** Claims on Retail Customer branded label and packaging, i.e. nutritional, marketing and sustainability claims, shall be validated prior to commencing supply for Tier 1 Suppliers as well as Tier 2 Suppliers that are responsible for the design of Retail Customer branded packaging. Claims must be verified for the supply period and the contracted supply period and records shall be maintained.	Element has been reworded and covers previous Element 6.1.
	6.2 Prior to packaging being used, the Customer shall approve, in writing, the use of all label claims in both own brand and generic brand products.	**5.2 Artwork Approval** Prior to packaging being used, or when changes occur, a record of approval from the Retail Customer, via the portal or email communication, must be kept. This applies to all Retail Customer branded artwork. Once approved, the Tier 1 Supplier shall provide copies of the artwork to all approved Tier 2 Suppliers.	Element has been reworded and covers previous Element 6.2.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	6.4 Supporting documentation in relation to label and allergen claims shall be maintained.		Deleted Element.
	6.8 All packaging and labelling, both Customer and vendor branded shall be reviewed for legal and Customer compliance on an annual basis unless otherwise specified by the Customer.	**5.3 Packaging and Labelling Review** All packaging and labelling shall be reviewed for legal and customer compliance when changes occur. This element also applies to Tier 2 Suppliers if they are designing their own packaging and labelling.	Element has been reworded and covers previous Element 6.8.
	3.4 Supplier copies of Customer Branded artwork shall be maintained.	**5.4 Packaging and Labelling Compliance on Receival** A procedure shall be developed to ensure that packaging and labelling materials are assessed to ensure they comply with specifications, and records are kept demonstrating that on receipt to the site that materials are correct and current. Records of assessments shall be maintained.	Element has been reworded and covers previous Element 3.4.
	6.5 A procedure shall be developed to ensure that packaging and labelling materials are assessed for compliance to specification and records kept demonstrating that materials are correct on receipt. ***6.6*** Documented checks of packaging, labelling and date coding, to ensure information is legible, correct and clear shall be undertaken on each production line on each production day and when packaging replenishment occurs during a production or packing run.	**5.5 Label Checks** Packaging, labelling and date coding shall be checked to ensure accuracy and legibility for each product variant. Checks shall be undertaken daily on each production run, at the start and end of a production run, and when packaging replenishment occurs. Checks shall also be undertaken when packing resumes after downtime on the product line.	Element has been reworded and covers previous Elements 6.5 and 6.6.

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	6.15 For Suppliers that print their own labels or code packaging off-line, checks shall be conducted to ensure the correct coding has been applied at the point of printing.	**5.6 Off-Line Label Checks Prior to Packing** For Suppliers who print their own labels or code packaging off-line, checks shall be conducted to ensure the correct coding has been applied at the point of printing.	Element has been reworded and covers previous Element 6.15.
	6.7 Records of packaging and labelling checks shall be maintained including a copy of the label being applied. ***13.6*** Documented checks of packaging, labelling and date coding shall be undertaken on each production line on each production day and when packaging replenishment occurs during a production or packing run. These checks shall be completed as per the frequency defined by the Customer. If no frequency is defined, checks shall occur at the start and end of each product variant or pack size run. Records of the packaging checks shall be maintained.	**5.7 Record of Packaging and Labelling Checks** Records of packaging and labelling checks shall be maintained, including a copy of the actual label being applied. The first label of all issued labelling materials shall be signed-off and verified by an appropriately trained person.	Element has been reworded and covers previous Elements 6.7 and 13.6.
	6.9 All packaging shall be stored within a secure and dedicated area.	**5.8 Storage of Packaging Material** Packaging shall be stored within a secure and dedicated area that is kept clean and free from pests.	Element has been reworded and covers previous Element 6.9.
	6.10 Procedures shall be developed to ensure packaging and labelling materials are appropriately identified, maintained in a clean and secure condition and used as intended.	**5.9 Packaging and Labelling Identification** Packaging and labelling materials shall be appropriately identified and used as intended.	Element has been reworded and covers previous Element 6.10.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	6.11 The procedure shall ensure that only authorised personnel have access to packaging and labelling.	**5.10 Authorised Personnel Access** Only authorised personnel shall have access to packaging and labelling.	Element has been reworded and covers previous Element 6.11.
	6.12 Only the packaging and labelling specific to product being packed should be made available for use at the time of packing and should be stored in a clearly identified location in close proximity to its point of use.	**5.11 Packaging and Labelling Storage at Production Line** Only the packaging and labelling specific to product being packed shall be made available for use at the time of packing and shall be stored in a clearly identified location in close proximity to its point of use.	Element has been reworded and covers previous Element 6.12.
	6.13 Packaging shall be fully covered when returned to stock.	**5.12 Counting of Unused Packaging Material** Label records shall include a count of unused packaging material being returned to the storage location.	Element has been reworded and covers previous Element 6.13.
		5.13 Line Clearance and Unused Packaging At the end of a production run, the production line must be fully cleared of label and packaging material. Unused packaging shall be fully covered when returned to the storage location.	New Element.
	6.14 Any left-over pre-coded packaging shall be destroyed and the volume of packaging disposed of documented.	**5.14 Excess Label Destruction** Unused, pre-coded packaging shall be destroyed, and the volume of packaging disposed of documented.	Element has been reworded and covers previous Element 6.14.
		5.15 HARPS Logo Requirements Where the HARPS logo is used on packaging or for external business communication, use shall comply with the HARPS Logo Style Guide rules and specifications.	New Element.
	6.16 A “Packing ahead” procedure shall be documented clearly explaining the accurate application of date coding.		Deleted Element.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
6.0 Personal Hygiene			
	7.4 All sites shall have handwashing facilities available in a location that is easily accessible to all produce handlers.	**6.1 Handwashing Facilities** All sites shall have handwashing facilities that are easily accessible to all personnel, contractors and visitors.	Element has been reworded and covers previous Element 7.4.
	7.5 The number of handwashing facilities shall be adequate to facilitate all produce handlers.	**6.2 Sufficient Facilities** The number of facilities for all produce handlers shall be adequate to support the number of employees.	Element has been reworded and covers previous Element 7.4.
		6.3 Facilities Separate to Toilets For packhouses these facilities shall be separate to those used as toilet handwashing facilities.	New Element.
	7.6 Handwashing facilities shall be connected to or otherwise provided with a supply of warm, running potable water.	**6.4 Water Quality and Consumables for Handwashing** All hands shall be washed with soap and dried using paper towels or air dryers. Packhouse and in-field handwashing facilities shall be connected to or otherwise provided with a supply of water which is tested as E. coli <1 cfu / 100 ml. Where this quality water is not available in-field, irrigation quality water is acceptable, provided that after drying hands this is followed with the use of an alcohol solution (minimum 60%) based hand sanitiser.	Element has been reworded and covers previous Element 7.6.
		6.5 Replenishment of Handwashing Consumables Consumables for handwashing facilities must be replenished to ensure availability at all times.	New Element.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	7.1 (Part) All employees, visitors, and contractors shall wear a hairnet and other suitable protective clothing when working around exposed product where a risk to product is identified.	**6.6 Hairnets and Suitable Protective Clothing** When a risk to product is identified, all employees, visitors and contractors shall wear a hairnet and other suitable protective clothing when working around exposed product.	Element has been reworded and covers part of previous Element 7.1.
	7.1 (Part) If workers, visitors or contractors have facial hair, all facial hair shall be covered when inspecting or packing product (final packed product). Beard nets shall be worn and shall cover both the beard and moustache.	**6.7 Facial Hair Covers** For workers, visitors or contractors with facial hair, all facial hair shall be covered by beard nets when packing or inspecting final packed product.	Element has been reworded and covers part of previous Element 7.1.
	7.2 A return to work policy shall be documented and implemented for staff returning to work after suffering a communicable disease.	**6.8 Illness Return to Work Policy** A return-to-work policy shall be documented and implemented for staff returning to work after suffering a communicable disease.	Element has been reworded and covers previous Element 7.2.
	7.3 A documented procedure shall be implemented detailing actions to be taken when illness or injury results in a contamination incident. Incidents shall be documented.	**6.9 Contamination from Illness or Injury Procedure** A documented procedure shall be implemented detailing actions to be taken when illness or injury results in a contamination incident. Incidents shall be documented.	Element has been moved from previous Element 7.3.
7.0 Recall			
	8.1 All Customers, CB's and base schemes (as per their own regulations) shall be notified of the intention to recall product from sale within sixty (60) minutes of the decision to recall product being made.	**7.1 Product Recall** All Customers shall be notified of a product recall from sale within sixty (60) minutes of the decision to recall product being made. This means a Tier 2 Supplier must inform their Tier 1 Customer and the Tier 1 Supplier its Retail Customer.	Element has been reworded and covers previous Element 8.1.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	8.2 Relevant Customers, CB's and base schemes (as per their own regulations) shall be notified of the intention to withdraw product from sale within sixty (60) minutes of the decision to withdraw product being made.	**7.2 Product Withdrawal** All Customers shall be notified of a product withdrawal from sale within sixty (60) minutes of the decision to withdraw product being made. This means a Tier 2 Supplier must inform their Tier 1 Customer and the Tier 1 Supplier its Retail Customer.	Element has been reworded and covers previous Element 8.2.
	8.3 A mock recall, including mass balance check, shall be completed on product supplied to each Customer at least annually. One hundred percent of product shall be accounted for within two hours. An actual recall conducted within the last twelve (12) months may be used provided the process and product have not changed.	**7.3 Mock Recall** A mock recall, including mass balance check, shall be completed on one product supplied to any Customer at least annually. Where possible, different products shall be tested in each mock recall. One hundred percent (100%) of product shall be accounted for within two hours. An actual recall conducted within the last twelve (12) months may be used provided the process and product have not changed.	Element has been reworded and covers previous Element 8.3.
8.0 Allergens			
	9.1 Where applicable, the most recent VITAL tool shall be used and VITAL assessments and associated documentation shall be maintained.		Deleted Element.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	9.2 Allergen statements on product labels shall comply with Customer allergen labelling policies (where applicable). Approval shall be sought from the Customer when the allergen status of a product changes or allergen statements on product labels are altered. The Customer shall approve changes in writing before implementation occurs. Records of approval shall be maintained.	**8.1 Allergen Labelling Compliance** Allergen statements on product labels shall comply with Customer allergen labelling policies (where applicable). Approval shall be sought from the Customer when the allergen status of a product changes or allergen statements on product labels are altered. The Customer shall approve changes in writing before implementation occurs. Records of approval shall be maintained.	Element has been reworded and covers previous Element 9.2.
	6.3 Allergen related claims shall be verified at a frequency based on a documented risk assessment and include as a minimum raw material testing (i.e. fruit waxes), cleaning verification and full allergen screen testing.	**8.2 Allergen Claims** Allergen related claims shall be verified at a frequency based on a documented risk assessment and include, as a minimum, raw material testing (i.e. fruit waxes), cleaning verification and full allergen screen testing. Supporting documentation shall be maintained.	Element has been reworded and covers previous Element 6.3.
9.0 Premises, Equipment and Maintenance			
	10.1 (Part) A log of all equipment shall be developed and maintained, with multiple pieces of the same equipment individually identified. This applies to product contact equipment (i.e. washing baths and conveyors), measuring and detection equipment, processing tools and maintenance tools. ***12.2 (Part)*** A register of necessary items	**9.1 Equipment Register** A register of all equipment shall be developed and maintained, with multiple pieces of the same equipment individually identified. The register shall identify permitted use in specified packing and storage areas. This applies to product contact equipment (e.g. washing baths, conveyors and harvest aids), measuring and detection equipment, processing and picking tools and maintenance tools.	Element has been reworded and covers parts of previous Elements 10.1 and 12.2.

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	permitted for use in specified packing and storage areas shall be developed.		
	12.2 (Part) Controls shall be implemented to manage compliance to the list, including compliance by visitors and contractors.	**9.2 Equipment Register Compliance** Controls shall be implemented to manage compliance to the register, including compliance by visitors and contractors.	Element has been reworded and covers part of previous Element 12.2.
	10.5 Equipment in contact with produce shall be smooth, impervious and appropriate for use in production and packing. ***10.8 (Part)*** All equipment used in production / packing shall be: • Suitable for the use in which it is employed • Designed and accessible to facilitate effective cleaning	**9.3 Equipment Cleanability** All equipment used in production and for packing shall be designed and accessible to facilitate effective cleaning.	Element has been reworded and covers parts of previous Elements 10.5 and 10.8.
	10.1 (Part) Equipment shall be maintained and frequently assessed to ensure it is in good condition. ***10.8 (Part)*** All equipment used in production / packing shall be: • Part of a planned maintenance schedule	**9.4 Equipment Assessment and Maintenance** Equipment shall be frequently assessed to ensure it is in good condition. Equipment shall be maintained according to a planned maintenance schedule.	Element has been reworded and covers parts of previous Elements 10.1 and 10.8.
	10.3 Procedures should be in place to ensure wooden tools, field bins and pallets are regularly inspected to assess the condition and suitability for use. Damaged wooden items which present	**9.5 Wooden Items Management** Procedures shall be in place to ensure wooden tools, field bins and pallets are regularly inspected to assess the condition and suitability for use. Damaged wooden items which present a risk to product shall be removed from use.	Element has been reworded and covers previous Element 10.3.

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	a risk to product shall be removed from use.		
	12.5 (Part) Knife and blade sharpening shall be conducted away from product and packaging. Used knives or blades shall be disposed of in a way that prevents further contamination.	**9.6 Knife Maintenance** Knife and blade sharpening shall be conducted away from product and packaging. Used knives or blades shall be disposed of in a way that prevents further contamination.	Element has been reworded and covers part of previous Element 12.5.
	10.2 Workshop, storage areas and tools shall be in good condition, stored in a clean and safe manner and shall not present a risk to product.	**9.7 Condition of Workshops, Storage Areas and Tools** Workshop, storage areas and tools shall be in good condition, stored in a clean and safe manner and shall not present a risk to product.	Element has been reworded and covers previous Element 10.2.
	10.6 Procedures shall be in place to minimise the risk of contamination to product from any scheduled or unscheduled maintenance.	**9.8 Prevention of Contamination from Maintenance** Procedures shall be in place to minimise the risk of contamination to product from any scheduled or unscheduled maintenance. All maintenance equipment used in production or packing facilities shall be accounted for upon return.	Element has been reworded and covers previous Element 10.6.
10.0 Cleaning			
	11.1 A nominated member of the Management Team shall be responsible for managing the cleaning program.	**10.1 Management Responsibility for Cleaning** A Suitable Management Representative shall be responsible for the cleaning program with responsibilities clearly documented.	Element has been reworded and covers previous Element 11.1.
	11.5 Procedures shall be in place to ensure facilities, including product storage areas, are effectively cleaned at a suitable frequency. This procedure shall ensure appropriate segregation of product to prevent contamination. ***14.11*** Machinery and equipment used	**10.2 Effective and Safe Cleaning** Procedures shall be in place to ensure facilities and equipment, including harvesting equipment and product storage areas, are effectively cleaned at a suitable frequency. This procedure shall ensure appropriate segregation of product to prevent contamination. The frequency of cleaning shall be based on a documented risk assessment.	Element has been reworded and covers previous Elements 11.5 and 14.11.

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	during the harvesting process shall be cleaned and maintained to avoid contamination of product (includes but is not limited to knives, harvest aids, bins and conveyors).		
	10.4 Any equipment used to store product shall be cleaned to prevent further contamination.	**10.3 Cleaning of Storage Equipment** Any equipment used to store product shall be cleaned to prevent further contamination.	Element has been reworded and covers previous Element 10.4.
	11.6 A procedure shall be developed showing deep cleaning activities, the frequency of activity and verification at the commencement and end of each season.	**10.4 Deep Cleaning Requirements** A procedure shall be developed showing deep cleaning activities, with a minimum frequency of activity and verification at the commencement and end of each season. For sites that operate continuously, regular deep cleaning activities shall be part of the on-going cleaning program. The frequency of deep cleaning shall be based on a documented risk assessment.	Element has been reworded and covers previous Element 11.6.
	11.2 (Part) Wire brushes, steel wool, sponges and other porous items shall not be used in storage or packing areas of the facility.	**10.5 Unsuitable Cleaning Tools** Wire brushes, steel wool and sponges shall not be used in storage or packing areas.	Element has been reworded and covers parts of previous Element 11.2.
	11.2 (Part) Where scouring pads are considered necessary for cleaning, they shall be of a contrasting colour and replaced after each use.	**10.6 Porous Cleaning Item Requirements** Porous cleaning items such as cloths and scouring pads shall be of a contrasting colour to product and assessed for cleanliness and condition prior to use.	Element has been reworded and covers parts of previous Element 11.2.
	11.2 (Part) Squeegees shall be of single blade construction and maintained in a clean condition.	**10.7 Squeegee Requirements** Squeegees shall be of single blade construction and maintained in a clean condition.	Element covers parts of previous Element 11.2.

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	11.2 (Part) Only clean mops shall be used in storage or packing areas, unless mop heads are replaced after each use.	**10.8 Mop Requirements** Mops used in storage or packing areas shall be clean and intact.	Element has been reworded and covers parts of previous Element 11.2.
	11.3 Compressed air lines and high-pressure water hoses shall not be used in the cleaning process unless it can be demonstrated that compressed air and high-pressure water have benefits that outweigh the risk of equipment and environmental contamination. Documented records of use shall be maintained.	**10.9 Compressed Air and High-Pressure Water Requirements** Compressed air lines and high-pressure water hoses shall not be used during cleaning unless there are demonstrated benefits that outweigh the risk of equipment and environmental contamination. Supporting documentation shall be maintained.	Element has been reworded and covers previous Element 11.3.
	10.7 All cleaning and maintenance equipment used in production / packing facilities shall be accounted for upon return.	**10.10 Return of Cleaning Equipment** All cleaning equipment used in production or packing facilities shall be accounted for upon return.	Element has been reworded and covers previous Element 10.7.
	11.4 (Part) Cleaning records shall be maintained and verified by a senior staff member / supervisor.	**10.11 Cleaning Records** Cleaning records shall be maintained, and cleaning activities verified by a suitable management representative to ensure that cleaning has been effectively undertaken.	Element has been reworded and covers part of previous Element 11.4.
	11.4 (Part) Records shall be kept demonstrating staff training and assessment of competence in cleaning effectively.	**10.12 Records of Cleaning Training and Proficiency** Records shall be kept demonstrating staff training and assessment of proficiency in cleaning effectively.	Element has been reworded and covers part of previous Element 11.4.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
11.0 Foreign Object Control			
	12.1 A documented procedure for foreign object control shall be implemented covering activities from harvest through to packing, storage and dispatch (or as per process scope). The procedure shall include details of how control is maintained of soft (flexible) plastics, hard and brittle plastics, wood, cardboard and paper, glass and metal. ***14.10*** An on-farm foreign object policy that includes all foreign object risks shall be developed and implemented.	**11.1 Foreign Object Control** A documented procedure for foreign object control shall be implemented covering activities from harvest through to packing, storage and dispatch (or as per the process scope). The procedure shall include details of how control is maintained of soft (flexible) plastics, hard and brittle plastics, wood, cardboard and paper, glass and metal.	Element has been reworded and covers previous Elements 12.1 and 14.10.
	12.3 Product shall be subjected to foreign object detection as defined by the Customer. All foreign object detection systems shall be appropriate and validated for the process employed and have an effective rejection device i.e. belt stops, air-jet etc.	**11.2 Foreign Object Detection Systems** A risk assessment shall be used to identify if a Supplier requires a Foreign Object Detection System. All foreign object detection systems shall be appropriate and validated for the processes employed and have an effective product rejection device.	Element has been reworded and covers previous Element 12.3.
	12.4 Where metal detectors or other foreign object detection systems are used, checks of the equipment shall be conducted using a method defined and documented by the equipment manufacturer. The frequency shall be based on risk. When required by the	**11.3 Operation of Foreign Object Detection Systems** Where metal detectors or other foreign object detection systems are used, checks of the equipment shall be conducted using a method defined and documented by the equipment manufacturer. The frequency of checks shall be based on risk and at a minimum at the start and end of a production run.	Element has been reworded and covers previous Element 12.4.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	Customer, this determination of risk shall be demonstrable.		
	12.5 (Part) Knives shall be controlled in packing and storage areas. Cardboard packaging shall be opened using safe knives. Knives shall be signed in and out of production for each shift and checked for integrity. ***12.8*** The following items are not permitted to be used in production and storage areas, including offices located within these areas: • Metal office staples, paper clips or other metal office fastenings • Drawing or map pins, snap blades • Hole punches	**11.4 Knife, Pin and Blade Control** Knives and snips must be controlled regardless of their point of use i.e. in-field, packing and storage areas as well as in office facilities such as lunchrooms. Knives shall be signed in and out for in-field and packaging areas and checked for integrity before use. Cardboard packaging shall be opened using safe knives. Drawing or map pins and snap blades shall not be used in any circumstance in production and storage areas, as well as in offices located within these areas.	Element has been reworded and covers parts of previous Elements 12.5 and 12.8.
	12.6 A sack and bag opening, transfer and resealing procedure shall be developed, documented and implemented to prevent the contamination of product with packaging materials during opening.		Deleted Element.
	12.5 (Part) The following items are not permitted to be used in production and storage areas, including offices located within these areas: • Metal office staples, paper clips or other metal office fastenings	**11.5 Prohibited Items for Production and Storage Areas** Use of the following items shall not be permitted in production and storage areas and shall be controlled within offices and other areas located within these: drawing or map pins, metal office staples, paper clips or other metal office fastenings and hole punches.	Element has been reworded and covers part of previous Element 12.5.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	• Drawing or map pins, snap blades • Hole punches		
	12.7 Detectable versions of equipment required in processing areas shall be in use (where available) i.e. pens, clipboards etc.	**11.6 Detectable Equipment** Where a Foreign Object Detection System is installed, detectable versions of equipment are required. Detectable versions of equipment required in processing areas shall be in use (where available), such as pens and clipboards.	Element has been reworded and covers previous Element 12.7.
	12.9 (Part) Foreign object audits shall be implemented and conducted. The frequency of audits shall be defined, with this frequency based on risk.	**11.7 Foreign Object Audits** Foreign object audits shall be implemented and conducted. The frequency of audits shall be defined, with the frequency based on risk.	Element has been reworded and covers part of previous Element 12.9.
	12.9 (Part) Findings of foreign object audits shall be investigated with the results of the investigation and corrective actions documented.	**11.8 Investigation of Foreign Object Audit Findings** Findings of foreign object audits shall be investigated with the results of the investigation and corrective actions documented.	Element has been reworded and covers part of previous Element 12.9.
	12.9 (Part) This includes reported items, findings from detection systems and foreign object audits.	**11.9 Scope of Foreign Object Investigations** This includes reported items, findings from detection systems and foreign object audits.	Element has been reworded and covers part of previous Element 12.9.
	12.9 (Part) Foreign object findings shall be documented and trended to establish any common sources. Investigations should involve liaison with raw material Suppliers where appropriate.	**11.10 Trending and Corrective Actions for Foreign Object Findings** Foreign object findings shall be documented and trended to establish any common sources and action shall be taken to mitigate future occurrences. Investigations shall involve liaison with raw material Suppliers where appropriate.	Element has been reworded and covers part of previous Element 12.9.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
12.0 Product Testing			
	13.1 A documented assessment and testing program shall be implemented. Assessments and/or tests of microbiological, chemical and physical parameters shall be undertaken as per the criteria and frequency outlined by the Customer. Testing is completed by an ISO 17025 (or equivalent) certified laboratory accredited by NATA (or equivalent) for the product category and test/s being undertaken. Records of testing are maintained. ***13.3*** Microbial, Chemical and Heavy Metal testing shall be undertaken as per the requirements of the base standard (including any local regulations) and additional Customer requirements / specifications in regard to frequency and nature of testing.	**12.1 Microbiological, Chemical and Heavy Metal Testing Program** A documented Microbiological, Chemical and Heavy Metal assessment and testing program shall be implemented that meets the requirements detailed in the Food Standards Code. Microbiological, Chemical, and Heavy Metal Testing shall be undertaken as per the requirements of the GFSI scheme (including any local regulations) and additional specified Retailer requirements and/or specifications. Where products are purchased from multiple growers, testing of each supplier's produce, by product type, shall be completed at a minimum frequency of once per year/season, or at the frequency defined by the Retail Customer. The Tier 1 Supplier is responsible for ensuring all of their Tier 2 Suppliers are made aware of Retail Customer testing requirements, if over and above the GFSI scheme's (including any local regulations) requirements. Testing shall be completed by an ISO 17025 (or equivalent) certified laboratory accredited by NATA (or equivalent) for the product category and test(s) being undertaken. Records of testing shall be maintained.	Element has been reworded and covers previous Elements 13.1 and 13.3.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	13.2 Chemical residue testing of produce destined for sale to the Customer shall be undertaken against (Maximum Residue Limits) MRLs as detailed in the Food Standards Code. Testing shall be completed by laboratory certified to ISO 17025 and NATA accredited for the product category and test(s) being undertaken. Records of testing shall be maintained. Where product is purchased from multiple growers, testing of each Suppliers produce shall be completed at a minimum frequency of once per year/season, or at the frequency defined by the Customer.	**12.2 Chemical Residue Testing of All Agricultural Products** Chemical residue testing of produce destined for sale to the Customer shall be undertaken against Maximum Residue Limits (MRLs) as detailed in the Food Standards Code. MRL testing must be conducted for all Agricultural Products applied to produce.	Element has been reworded and covers previous Element 13.2.
	13.4 If Microbiological, Chemical or Heavy Metal testing indicates a breach of Critical Limits as per Customer Specifications or regulations, Customers shall be notified within 1 hour of the site receiving the results.	**12.3 Escalation of Testing Breaches** If Microbiological, Chemical or Heavy Metal testing indicates a breach of legal or Retail Customer required limits, all impacted Customers that have received the affected batch shall be notified within sixty (60) minutes of the site receiving the results. Notifications shall be by phone and followed up by email.	Element has been reworded and covers previous Element 13.4.
13.0 Growing			
	14.1 Treated and untreated fertilisers and soil additives made from human effluent or Biosolids are not permitted for use on growing sites or potential growing sites. Raw sewage flow into	**13.1 Exclusion of Human Effluent and Biosolids** Treated and untreated fertilisers and soil additives made from human effluent or Biosolids shall not be used on growing sites or potential growing sites. Raw sewage flow into irrigation water sources shall not be allowed.	Element has been reworded and covers previous Element 14.1.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	irrigation water sources is not permitted.		
	14.5 Each new or existing growing site, where risks have changed shall have a documented assessment to ascertain suitability for growing fresh produce. This assessment shall consider cropping, land use history, adjacent land use / industry and the need for soil testing (including microbial testing).	**13.2 Suitability of Growing Site** A risk assessment shall be conducted and documented for each growing site to ascertain the suitability for growing fresh produce. Risk assessments shall be reviewed and updated when changes occur that may impact the likelihood or severity of the hazards.	Element has been reworded and covers previous Element 14.5.
		13.3 Treatment of Manure Businesses that purchase treated manure must buy this from a company where the process is certified to AS4454 Composts, Soil Conditioners and Mulches (or an international equivalent). Businesses that treat their own manure must have their process certified to AS4454 (or an international equivalent). Green waste must not be introduced into the process.	New Element.
	14.2 All specialised growing media and substrate shall comply with Section 5 – Managing the Growing Site and Planting Material from Guidelines for Fresh Produce Food Safety, Fresh Produce Safety Centre Australia and New Zealand - August 2015.		Deleted Element.
	14.3 If raw manure is being used it shall be compliant with TBC. ***14.4*** Where the harvestable part is growing in or in direct contact with the ground, has an edible skin and is	**13.4 Management of Raw Manure and Green Waste** Where the harvestable part of the crop is grown in or within 1 metre of the ground surface or is harvested from the ground and the crop may be eaten uncooked, the following processes require an exclusion period of between 45 and 180 days:	Element has been reworded and covers previous Elements 14.3 and 14.4.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	generally eaten uncooked, the period of time shall be 180 days.	• Application or raw manure; or • Application of un-composted green waste; or • Livestock stocking. The specific exclusion period is dependent on the mean maximum growing temperature and the Fresh Produce Safety Centre Decision Trees shown in the HARPS Guidance Document. Where raw manure and un-composted green waste applied to growing sites, these shall be incorporated into the soil immediately after application, and for annual crops, prior to sowing or transplanting. Storage sites for all raw manure and un-composted green waste shall be off-site or located, constructed and maintained to minimise the risk of contaminating produce. If on-site, storage shall be indicated on a property map. Equipment used to apply raw manure and un-composted green waste shall be dedicated for this purpose or thoroughly cleaned and sanitised after use.	
	14.8 Each water source used shall be tested based on a risk assessment (but at least annually). The risk assessment shall include potential contamination situations where applicable, taking the characteristics of the crop into account.	**13.5 Risk Assessment for Water Sources** A risk assessment shall be conducted for each in-use water source, taking potential contamination situations and the characteristics of the crop, irrigation technique and other factors into account. Microbial water quality shall be verified at a frequency dependent upon the level of risk identified.	Element has been reworded and covers previous Element 14.8.
	14.6 Equipment used to irrigate shall be inspected to ensure it is in working order and flushed as required before use.		Deleted Element.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	14.7 All water sources shall be identified on a site map or similar. The map shall be updated when water sources change. This includes water for irrigation, spraying and in hydroponic/ indoor systems. Produce that comes into contact with floodwater shall not be sold.	**13.6 Management of Crops after Flooding** Produce that comes into contact with floodwater shall not be sold to Retail Customers.	Element has been reworded and covers previous Element 14.7.
	14.9 Water sourced from recycled sources and schemes (i.e. class A recycled water) shall be identified and tested at a frequency defined by a risk assessment.		Deleted Element.
14.0 Calibration and Weight Checks			
	15.1 The Customer shall define the frequency and method of verifying finished product weight. If requirements are not defined by the Customer, all finished product shall meet the minimum net label weight / volume / count at the end of shelf-life (considering weight loss over shelf-life).	**14.1 Weight Verification Requirements** The Retail or Tier 1 Customer shall define the frequency and method of verifying finished product weight. If requirements are not defined by the Customer, all finished products shall meet the minimum net label weight or volume or count at the end of shelf-life, considering weight loss over the product life.	Element has been reworded and covers previous Element 15.1.
		14.2 Average Quantity System The Average Quantity System and ℮-mark shall only be applied with written agreement by the Customer. Where the Average Quantity System is applied, sampling plans and records shall demonstrate compliance.	New Element.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	15.2 All Customer-branded packed product shall be subjected to 100% inspection to verify label weight using check-weighing systems.	**14.3 Customer-Brand Check Weighing and Overpack** All Retailer-branded pre-packed products shall be subject to 100% weight checks to verify labelled net weight plus required overpack using a check-weighing system. Records must be kept.	Element has been reworded and covers previous Element 15.2.
	15.4 Where in-line/ automated check weighers of finished product are in use, records of weight checks shall be maintained for the start, middle and end of every production run for every product pack size.	**14.4 Automated Check Weigher Requirements** Where in-line, automated check weighers of finished product are in use, records of weight checks for the start, middle and end of every production run for every product pack size shall be maintained.	Element has been reworded and covers previous Element 15.4.
	15.3 (Part) For all other packed product, when product is subject to 100% weigh check records shall be kept to demonstrate compliance on an hourly basis.	**14.5 Supplier-Branded Pre-pack Weight Checks** For all other pre-packed supplier-branded products, when product is subject to 100% weight checks, cross-check records shall be kept demonstrating compliance on an hourly basis. Minimum net weight product is subject to 100% weight check. Cross-checks shall be carried out on an externally certified trade measurement scale.	Element has been reworded and covers part of previous Element 15.3.
	15.3 (Part) For product that is not subject to 100% weight checking, records to demonstrate compliance shall be kept every 15 minutes at minimum.	**14.6 Weight Cross-Check Records** For Supplier-branded pre-packed product that is not subject to 100% weight checking, cross-check records demonstrating compliance shall be kept every 15 minutes at a minimum. Cross-checks shall be carried out on an externally certified trade measurement scale.	Element has been reworded and covers part of previous Element 15.3.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	15.5 Bulk products shall equal the weight or count as stated on the Customers finished product specification and the shipper carton / crate. Records of weight checks shall be maintained at the start, middle and end of each production run of each bulk carton size.	**14.7 Bulk Product Weight Checks** Bulk products shall equal the weight and/or count as stated on the Customer's finished product specification and the shipper carton or crate at the time of delivery to the Customer, considering weight loss over product life, including during ripening. Records of weight checks at the start, middle and end of each production run of each bulk carton size shall be maintained.	Element has been reworded and covers previous Element 15.5.
	15.6 A procedure shall be implemented to ensure scales and check weighers (used for retail pre-packs and bulk loose product) are verified for accuracy at a defined frequency (no less than once per day before commencement of the production day). Records of verification shall be maintained.	**14.8 Scale Verification Requirements** A procedure shall be implemented to ensure scales and check weighers used for retail pre-packs and bulk loose product shall be verified for accuracy at a defined frequency. This shall be no less than once per day before commencement of the production day. Records of verification shall be maintained.	Element has been reworded and covers previous Element 15.6.
	15.7 Procedures shall be in place to calculate and verify packaging tares used at a suitable frequency to ensure the actual product net weight / volume is measured accurately.	**14.9 Packaging Tares** Procedures shall be in place to calculate and verify packaging tares are used at a suitable frequency to ensure the actual product net weight or volume is measured accurately. Records of verification shall be maintained.	Element has been reworded and covers previous Element 15.7.
	15.8 Certified test weights shall be used to verify scale and check weigher accuracy. If in-line or check weigher do not allow for the use of test weights, the certified test weight shall be used as part of a cross reference method.	**14.10 Scale Calibration** Certified test weights shall be used to verify scale and check weigher accuracy. The mass of the test weight shall be at or slightly above the maximum weight to be measured for a product. If in-line check weighers do not allow for the use of test weights, the certified test weight shall be used as part of a cross reference method.	Element has been reworded and covers previous Element 15.8.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
		14.11 External Certification of Trade Measurement Scales A master trade measurement scale (used for pre-packing) and certified test weights shall be externally tested and certified at a frequency recommended by the certifier. If no recommendations have been made, this shall take place annually.	New Element.
15.0 Product Sold or Given to Staff			
	16.1 Customer branded product shall not be sold through staff, factory or other retail outlets unless branding is removed. Customer branding shall be removed completely when product is given freely to staff. If Customer branding cannot be removed from staff giveaways, Customer branding shall be defaced and / or marked as "factory second – not for sale". All product sold or given freely to staff shall comply with relevant Federal and State Legislation.	**15.1 Retail Customer Branded Product Disposal to Staff** Retail Customer branded product shall not be sold through staff, factory, or other retail outlets unless branding is removed. Retail Customer branding shall be removed completely when product is given freely to staff. If Retail Customer branding cannot be removed from staff giveaways, Retail Customer branding shall be defaced and/or marked as "factory second – not for sale". All products sold or given freely to staff shall comply with relevant Federal and State Legislation.	Element has been reworded and covers previous Element 16.1.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	16.2 Where Suppliers wish to donate Customer branded product to a charity, written authorisation shall be obtained from the Customer/s prior to the donation. The Supplier shall maintain a logbook which records the date of donation, product details, batch numbers, use-by or best before dates, quantities and reason for donation. Donations that have been approved by the Customer and entered into the logbook do not require removal or de-facing of branding.	**15.2 Retail Customer Branded Product Donation to Charity** Where Suppliers wish to donate Retail Customer branded product to a charity, written authorisation shall be obtained from the relevant Retail Customer prior to the donation. The Supplier shall maintain a log which records the date of donation, product details, batch numbers, use-by or best before dates, quantities and reason for donation. Donations that have been approved by the Retail Customer and entered into the logbook do not require removal or defacing of branding.	Element has been reworded and covers previous Element 16.2.
	17.1 A risk assessment shall be conducted to identify any potential or known risks to the integrity of the product supplied on a global scale. Issues such as adulteration, counterfeiting, mislabelling and dilution of product either knowingly or not are considered critical non-conformances.		Deleted Element.
16.0 Insurance			
	18.1 A Certificate of Currency evidencing Product and Public Liability Insurance of such an amount as considered acceptable by the Customer shall be maintained as a	**16.1 Insurance Certificate of Currency** A Certificate of Currency evidencing Product and Public Liability Insurance of such an amount as considered acceptable by the Customer shall be maintained as a controlled document.	Element has been reworded and covers previous Element 18.1.

Section Version 2.0	Element in Version 1.0	Element in Version 2.0	Comments
	controlled document. Each relevant Customer shall confirm any variation to this requirement in writing.		

2. Additional HARPS Elements to Freshcare GFSI Standard

Freshcare FS&Q 4.2 (Release Date 9 November 2020)		**HARPS Version 2.0 Additional Elements**
Element	**Compliance Criteria**	
M1 Scope and commitment		
M1.1 Define the business scope and the scope of Freshcare certification.	1. The scope of Freshcare certification is defined by the owner or appropriate senior manager.	1.1 GFSI Certification Suppliers shall maintain Certification to a HARPS approved GFSI Scheme.
	2. All business enterprises and activities undertaken are recorded.	1.2 Certification Scope All products and ancillary services provided to the Customer shall be included in the scope of GFSI program certification.
	3. Flowcharts are completed to document the crops and activities for which Freshcare certification is required.	
		16.1 Insurance Certificate of Currency A Certificate of Currency evidencing Product and Public Liability Insurance of such an amount as considered acceptable by the Customer shall be maintained as a controlled document.
M1.2 Identify property areas, infrastructure and local activities on a property map.	1. A property map is documented and maintained. The map identifies: • property boundaries and adjacent infrastructure such as public roads and public places (schools, sports fields) • local activities that may impact food safety (other agricultural enterprises, waste treatment plants) • production areas and growing sites • farm houses, buildings, sheds, on-farm roads and access points • toilet facilities, septic tanks and seepage pads • workers accommodation and facilities • bulk fuel storage, including underground tanks • chemical storage areas, mixing areas, equipment clean-down areas, dip sites (postharvest, livestock) and disposal trenches/evaporation ponds • storage sites for waste, including controlled wastes (empty chemical containers awaiting collection)	

Freshcare FS&Q 4.2 (Release Date 9 November 2020)		**HARPS Version 2.0 Additional Elements**
	• fertiliser and soil additive storage, composting/ageing and mixing/loading areas • areas that are contaminated (persistent chemicals, heavy metals, fertilisers, waste, physical contaminants) • water sources, extraction points and delivery infrastructure.	
M1.3 Define the roles, responsibilities and reporting relationships of workers responsible for the management of food safety and quality.	1. The owner and/or appropriate senior manager provides suitably qualified workers to implement, maintain, review and improve the food safety program of the business.	10.1 Management Responsibility for Cleaning A Suitable Management Representative shall be responsible for the cleaning program with responsibilities clearly documented.
	2. The organisational structure of the business is documented and must include: • workers responsible for the management of food safety and quality • reporting relationships of all workers whose roles may affect food safety and quality.	
	3. Position descriptions are documented for workers responsible for the management of food safety and quality.	
	4. The organisational structure, roles and responsibilities are reviewed at least annually or when changes occur. A record is kept.	
	5. The organisational structure, roles and responsibilities are communicated to all workers.	
M1.4 Document the business commitment to food safety and quality and the Freshcare Program.	1. A Food Safety and Quality Policy is documented and must include measurable objectives.	
	2. The owner or appropriate senior manager signs the Food Safety and Quality Policy committing to support and comply with: • the Freshcare Food Safety & Quality Standard, • Freshcare Rules and • all legislative requirements.	

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	3. The Food Safety and Quality Policy is communicated to all workers.	
	4. The Food Safety and Quality Policy is reviewed at least annually, and when changes occur that may impact food safety or quality. A record is kept.	
M2 Documentation		
M2.1 Procedures and/or work instructions are maintained for activities that impact food safety or quality.	1. Procedures and/or work instructions are documented and implemented for activities that impact food safety or quality.	
	2. Procedures and/or work instructions are reviewed at least annually or when changes to processes or tasks occur.	
M2.2 Verify compliance with the Freshcare Standard through relevant documents and records.	1. Current editions of the Freshcare Food Safety & Quality Standard and the Freshcare Rules are kept.	
	2. All records and documents required to verify compliance to the Freshcare Food Safety & Quality Standard are legible and must include: • title • date of issue or version number • business name • name of person completing the record and date of completion.	
	3. As documents and records change, out-of-date versions are replaced.	
	4. All records are securely stored and kept for a minimum of two (2) years (or longer if required by legislation or customers).	
M3 Training and development		
M3.1 Complete Freshcare training.	1. A management representative completes approved Freshcare Food Safety & Quality training. Evidence is kept. (See Appendix A-M3).	4.1 HACCP Training The HARPS Practitioner shall complete HACCP Training by a Registered Training Organisation (RTO) or a local or international equivalent. A Statement of Attainment, or equivalent, confirming successful

Freshcare FS&Q 4.2 (Release Date 9 November 2020)		**HARPS Version 2.0 Additional Elements**
		completion shall be maintained and in Australia include the following preferred Units of Competency (UOC) as a minimum: o FBPFSY2002 Apply Food Safety Procedures; and o FBPFSY3002 Participate in a HACCP Team. The training shall be delivered either face-to-face or online. Online training must be live/ trainer-led (i.e. allows for meaningful interaction between the trainer and trainee in real-time). Not all RTOs offer the two preferred UOCs stated above. Any of the following UOCs listed below may be completed in combination that addresses an understanding of: o The Principles of HACCP; o Conducting a risk assessment; o Implementing HACCP in the workplace; and o Teamwork, good agricultural and hygiene practices. The Unit Codes FBPFSY2002 Apply Food Safety Procedures and FBPFSY3002 Participate in a HACCP Team shaded green in Table 1 below are the preferred UOCs. However, completion of these two units is not mandatory provided any combination of the two units listed below is completed. Examples of possible UOC combinations to satisfy Element 4.1 are shown below in the Guidance Section. Where a business' representative (now called the HARPS Practitioner) has previously met the training requirements of HARPS v1.0 Element 5.1, this training is considered compliant under HARPS v2.0 Element 4.1.
		4.2 Refresher HACCP Training The HARPS Practitioner shall undertake Refresher HACCP Training (RHT) once every three years. The Refresher HACCP Training shall be conducted by a Registered Training Organisation (RTO) (or a local or international equivalent) or a Certified Trainer affiliated with an RTO. Refresher HACCP Training shall be trainer-led and can be delivered either online or face-to-face.

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M3.2 Train all workers who complete tasks relevant to this Standard to ensure a base level of food safety awareness.	1. Training is provided for workers who complete tasks relevant to the Freshcare Food Safety & Quality Standard.	10.12 Records of Cleaning Training and Proficiency Records shall be kept demonstrating staff training and assessment of proficiency in cleaning effectively.
	2. All workers must receive basic food safety training before starting work.	
	3. Training is provided in the relevant language for workers and/or pictorially.	
	4. A record of internal and external training is kept and must include: • name and signature of trainee • name of trainer or training provider • topic of the training • date of training and expiry date (when applicable).	
	5. The owner or appropriate senior manager completes a review of training to support food safety and quality and: • identify worker needs for re-training • identify opportunities for professional development • ensure appropriate qualifications and licenses are maintained.	
	6. A review of training is conducted at least annually or when processes and/or workers change.	
M4 Internal audit, corrective and preventative action		
M4.1 Conduct internal audits to verify ongoing compliance with this Standard.	1. An internal audit of all activities and records relevant to the Freshcare Food Safety & Quality Standard is conducted at least annually, or when changes occur that may impact food safety. A record is kept.	
	2. Workers responsible for completing sections of the internal audit are identified and, where possible, are independent of the practices being assessed.	
M4.2 Complete corrective actions for any non-compliance.	1. A Corrective Action Record (CAR) must be completed when the requirements of the Freshcare Food Safety & Quality Standard,	

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	Freshcare Rules or legislation are not being met, as identified by: • routine activities • internal audits • annual external audits • complaints • produce identified as being contaminated, or potentially contaminated • incidents.	
	2. A Corrective Action Record must include: • description of the problem • cause of the problem • whether or not the problem has occurred before • short term fix (action taken to fix the problem) • long term fix (action taken to prevent the problem recurring) • confirmation that short term and long term actions are completed and effective • name and signature of person completing the review • date of the review.	
	3. Reoccurrences of non-compliance are reviewed by the owner or appropriate senior manager.	
M4.3 Conduct a management review of compliance and documentation.	1. A management review of compliance is conducted at least annually. A record of the review is kept and must include as a minimum: • internal and external audits • corrective and preventative actions • customer feedback • complaints • training • the food safety and quality policy and measurable objectives.	
M5 Customer requirements		
M5.1 Comply with customer specifications.	1. Where a written product specification has been provided by, or agreed with a customer, a copy of the specification is kept.	2.1 Customer Specifications and Approval A Register shall be developed and maintained that includes all products along with the corresponding specification that is supplied

Freshcare FS&Q 4.2 (Release Date 9 November 2020)		**HARPS Version 2.0 Additional Elements**
		to the Customer. Finished Product Specifications shall be developed by the Customer or developed by the Supplier and approved by the Customer. Finished Product Specifications shall be reviewed whenever the product or process changes, or at least every 12 months. Changes to Product Specifications shall be approved in writing by the Customer before implementation occurs. Records of approval shall be kept.
		2.2 Approved Supplier Access to Specifications Tier 1 Suppliers shall ensure that Approved Suppliers that supply product in final Retail Customer packaging have access to the relevant product, packaging and labelling specifications.
		2.3 Tier 2 Specification Access Tier 2 Suppliers shall ensure that they have access to the relevant product, packaging and labelling specifications as provided by the Tier 1 Supplier.
		2.4 Finished Product Specification Where the Supplier develops a finished product specification, the specification shall include all relevant information required by the Customer and shall comply with Australian legislation including the Food Standards Code, National Trade Weight Measurement Regulations and Australian Competition and Consumer Law.
	2. Product is checked to ensure it meets the agreed specification before dispatch. When required by the customer, a record is kept.	2.5 Product Assessment Product assessments shall occur at a minimum twice per product per production day, at the beginning and end of each run. Non-conformance to criteria shall be documented and corrective action undertaken, with the results made available to the Customer upon request. Customers shall be immediately advised of food safety issues if product has been despatched to the Customer. Further action shall be taken as agreed between the Supplier and the Customer.
	3. If product does not meet the agreed specification, the customer is informed of the variation and the agreed course of action is implemented and recorded.	

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		2.6 Supporting Data and Validation Evidence Maintain current supporting and validation data for the finished product shelf-life validation, data supporting the Nutrition Information Panel (NIP) and packaging requirements and specifications.
		3.1 Shelf-Life Validation Shelf-life validation of finished product in final packaging shall occur on all new products (bulk and pre-pack) prior to first sale or when unit size, packaging materials or format of a finished product is altered, or when a significant change to the process has occurred.
		3.2 Supply Chain Testing Supply chain product performance testing, unless low risk of quality and safety impacts are documented, shall be undertaken as part of shelf-life validation, including elements such as elevated temperatures, transport and ripening where relevant. Supporting documentation shall be made available and records of validation maintained.
		3.3 Shelf-Life Validation at Last Touch Point Shelf-life Validation, including labelled weight compliance, shall be conducted at least annually for pre-packed and bulk products and records of validation maintained. The responsibility sits with the last touch point for the product before delivery to the Retail Customer DC. Corrective actions are required if shelf-life is inadequate or net weight is not maintained over shelf-life.
		3.4 Retention Samples Representative retention samples of loose and pre-packed products shall be kept at a daily to weekly frequency based on a documented assessment of product safety and quality risks as well as volume of product supplied. The rationale for the actual retention sampling must be recorded and reviewed at least annually or if there are significant changes of risk.

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		3.5 Retention Sampling Duration Retention samples shall be retained for the entirety of the shelf-life of pre-packed and bulk products under the recommended storage conditions. Retention samples shall be assessed against specifications at end of shelf-life. Corrective actions shall be taken if product does not meet regulatory or shelf-life requirements.
		5.1 Label Claim Validation Claims on Retail Customer branded label and packaging, i.e. nutritional, marketing and sustainability claims, shall be validated prior to commencing supply for Tier 1 Suppliers as well as Tier 2 Suppliers that are responsible for the design of Retail Customer branded packaging. Claims must be verified for the supply period and the contracted supply period and records shall be maintained.
		5.2 Artwork Approval Prior to packaging being used, or when changes occur, a record of approval from the Retail Customer, via the portal or email communication, must be kept. This applies to all Retail Customer branded artwork. Once approved, the Tier 1 Supplier shall provide copies of the artwork to all approved Tier 2 Suppliers.
		5.3 Packaging and Labelling Review All packaging and labelling shall be reviewed for legal and customer compliance when changes occur. This element also applies to Tier 2 Suppliers if they are designing their own packaging and labelling.

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		5.4 Packaging and Labelling Compliance on Receival A procedure shall be developed to ensure that packaging and labelling materials are assessed to ensure they comply with specifications, and records are kept demonstrating that on receipt to the site that materials are correct and current. Records of assessments shall be maintained.
		5.5 Label Checks Packaging, labelling and date coding shall be checked to ensure accuracy and legibility for each product variant. Checks shall be undertaken daily on each production run, at the start and end of a production run, and when packaging replenishment occurs. Checks shall also be undertaken when packing resumes after downtime on the product line.
		5.6 Off-Line Label Checks Prior to Packing For Suppliers who print their own labels or code packaging off-line, checks shall be conducted to ensure the correct coding has been applied at the point of printing.
		5.7 Record of Packaging and Labelling Checks Records of packaging and labelling checks shall be maintained, including a copy of the actual label being applied. The first label of all issued labelling materials shall be signed-off and verified by an appropriately trained person.
		5.9 Packaging and Labelling Identification Packaging and labelling materials shall be appropriately identified and used as intended.
		5.10 Authorised Personnel Access Only authorised personnel shall have access to packaging and labelling.

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		5.11 Packaging and Labelling Storage at Production Line Only the packaging and labelling specific to product being packed shall be made available for use at the time of packing and shall be stored in a clearly identified location in close proximity to its point of use.
		5.12 Counting of Unused Packaging Material Label records shall include a count of unused packaging material being returned to the storage location.
		5.13 Line Clearance and Unused Packaging At the end of a production run, the production line must be fully cleared of label and packaging material. Unused packaging shall be fully covered when returned to the storage location.
		5.14 Excess Label Destruction Unused, pre-coded packaging shall be destroyed, and the volume of packaging disposed of documented.
		5.15 HARPS Logo Requirements Where the HARPS logo is used on packaging or for external business communication, use shall comply with the HARPS Logo Style Guide rules and specifications.
		14.1 Weight Verification Requirements The Retail or Tier 1 Customer shall define the frequency and method of verifying finished product weight. If requirements are not defined by the Customer, all finished products shall meet the minimum net label weight or volume or count at the end of shelf-life, considering weight loss over the product life.
		14.2 Average Quantity System The Average Quantity System and ℮-mark shall only be applied with written agreement by the Customer. Where the Average Quantity System is applied, sampling plans and records shall demonstrate compliance.

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		14.3 Customer-Brand Check Weighing and Overpack All Retailer-branded pre-packed products shall be subject to 100% weight checks to verify labelled net weight plus required overpack using a check-weighing system. Records must be kept.
		14.4 Automated Check Weigher Requirements Where in-line, automated check weighers of finished product are in use, records of weight checks for the start, middle and end of every production run for every product pack size shall be maintained.
		14.5 Supplier-Branded Pre-pack Weight Checks For all other pre-packed supplier-branded products, when product is subject to 100% weight checks, cross-check records shall be kept demonstrating compliance on an hourly basis. Minimum net weight product is subject to 100% weight check. Cross-checks shall be carried out on an externally certified trade measurement scale.
		14.6 Weight Cross-Check Records For Supplier-branded pre-packed product that is not subject to 100% weight checking, cross-check records demonstrating compliance shall be kept every 15 minutes at a minimum. Cross-checks shall be carried out on an externally certified trade measurement scale.
		14.7 Bulk Product Weight Checks Bulk products shall equal the weight and/or count as stated on the Customer's finished product specification and the shipper carton or crate at the time of delivery to the Customer, considering weight loss over product life, including during ripening. Records of weight checks at the start, middle and end of each production run of each bulk carton size shall be maintained.

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		14.8 Scale Verification Requirements A procedure shall be implemented to ensure scales and check weighers used for retail pre-packs and bulk loose product shall be verified for accuracy at a defined frequency. This shall be no less than once per day before commencement of the production day. Records of verification shall be maintained.
		14.9 Packaging Tares Procedures shall be in place to calculate and verify packaging tares are used at a suitable frequency to ensure the actual product net weight or volume is measured accurately. Records of verification shall be maintained.
		14.10 Scale Calibration Certified test weights shall be used to verify scale and check weigher accuracy. The mass of the test weight shall be at or slightly above the maximum weight to be measured for a product. If in-line check weighers do not allow for the use of test weights, the certified test weight shall be used as part of a cross reference method.
		14.11 External Certification of Trade Measurement Scales A master trade measurement scale (used for pre-packing) and certified test weights shall be externally tested and certified at a frequency recommended by the certifier. If no recommendations have been made, this shall take place annually.

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		15.1 Retail Customer Branded Product Disposal to Staff Retail Customer branded product shall not be sold through staff, factory, or other retail outlets unless branding is removed. Retail Customer branding shall be removed completely when product is given freely to staff. If Retail Customer branding cannot be removed from staff giveaways, Retail Customer branding shall be defaced and/or marked as "factory second – not for sale". All products sold or given freely to staff shall comply with relevant Federal and State Legislation.
		15.2 Retail Customer Branded Product Donation to Charity Where Suppliers wish to donate Retail Customer branded product to a charity, written authorisation shall be obtained from the relevant Retail Customer prior to the donation. The Supplier shall maintain a log which records the date of donation, product details, batch numbers, use-by or best before dates, quantities and reason for donation. Donations that have been approved by the Retail Customer and entered into the logbook do not require removal or defacing of branding.
F1 Hazard analysis		
F1.1 Conduct risk assessments for persistent chemicals.	1. Risk assessments are conducted for each growing site to determine the risk of persistent chemical contamination of produce from the soil/growing medium. A record is kept. (See Appendix RA-F1.1).	
	2. If the risk assessments conducted in F1.1.1 determine the risk of the hazard is high, relevant control measures, monitoring and verification activities are implemented. (See Appendix RA-F1.1).	
F1.2 Conduct risk assessments for heavy metals.	1. Risk assessments are conducted for each growing site to determine the risk of heavy metal contamination of produce from the soil/growing medium. A record is kept. (See Appendix RA-F1.2).	

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	2. If the risk assessments conducted in F1.2.1 determine the risk of the hazard is high, relevant control measures, monitoring and verification activities are implemented. (See Appendix RA-F1.2).	
F1.3 Conduct risk assessments for fertilisers and soil additives.	1. Risk assessments are conducted for all growing sites to determine the risk of microbial contamination of produce from fertilisers and/or soil additives. A record is kept. (See Appendix RA-F1.3).	
	2. If the risk assessments conducted in F1.3.1 determine the risk of the hazard is high, relevant control measures, monitoring and verification activities are implemented. (See Appendix RA-F1.3).	
F1.4 Conduct risk assessments for pre-harvest water.	1. Risk assessments are conducted for all pre-harvest water used to determine the risk of microbial contamination of produce from pre-harvest water. A record is kept. (See Appendix RA-F1.4).	
	2. If the risk assessments conducted in F1.4.1 determine the risk of the hazard is high, relevant control measures, monitoring and verification activities are implemented. (See Appendix RA-F1.4).	
F1.5 Where an additional food safety hazard is identified within the scope of this Standard, a risk assessment is conducted, and additional actions implemented if required by the hazard analysis.	1. A risk assessment must be conducted for any additional food safety hazard identified within the scope of the Freshcare Food Safety & Quality Standard. A record is kept.	
	2. If the risk assessment conducted in F1.5.1 determines the risk of the hazard identified is high, relevant control measures, monitoring and verification activities are implemented.	
F1.6 Where an aspect of this Standard is not implemented, it is supported by a risk assessment detailing reasons for exclusion.	1. A risk assessment must be conducted to support any aspect of the Freshcare Food Safety & Quality Standard that is not implemented and must clearly detail the reason for any exclusion. A record is kept.	
F1.7 Review risk assessments at least annually.	1. All risk assessments are reviewed at least annually, or when changes occur that may impact the significance of the hazards.	

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F2 Growing site		
F2.1 Manage growing sites to minimise the risk of contaminating produce.	1. If the risk assessment conducted in F1.1 identified the risk of persistent chemical contamination of produce from the soil/growing medium is high, the additional control measures specified in the risk assessment are implemented. (See Appendix RA-F1.1).	13.2 Suitability of Growing Site A risk assessment shall be conducted and documented for each growing site to ascertain the suitability for growing fresh produce. Risk assessments shall be reviewed and updated when changes occur that may impact the likelihood or severity of the hazards.
	2. If the risk assessment conducted in F1.2 identified the risk of heavy metal contamination of produce from the soil/growing medium is high, the additional control measures specified in the risk assessment are implemented. (See Appendix A-F5 and RA-F1.2).	
	3. Growing sites are assessed for potential of spray drift.	
	4. Where spray drift is likely, plantings are planned to minimise the risk of contaminating nontarget produce.	
	5. For growing sites affected by a flood event, planting must be scheduled to ensure the period between flood water subsiding and harvest exceeds 90 days for produce where the harvestable part is grown in, or has direct contact with the soil, and may be eaten uncooked.	
	6. Livestock is not permitted on growing sites within: • 90 days of intended harvest date for produce where the harvestable part is grown in, or has direct contact with the soil, and may be eaten uncooked, or • 45 days of intended harvest date for all other produce.	
	7. Growing sites are assessed for potential of physical contamination.	
	8. Where physical contamination is likely, sites are inspected before ground preparation and physical contaminants are removed or managed to minimise the risk of contaminating produce.	
	8. Where physical contamination is likely, sites are inspected before ground preparation and physical contaminants are	

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	removed or managed to minimise the risk of contaminating produce.	
F3 Planting materials		
F3.1 Manage planting materials to minimise the risk of contaminating produce.	1. Planting materials are purchased from suppliers that are managed in accordance with the supplier requirements specified in F11.1.	
F4 Chemicals		
F4.1 Obtain properly labelled chemicals from approved suppliers and ensure labels remain legible.	1. Chemicals are purchased from suppliers that are managed in accordance with the supplier requirements specified in F11.1.	
	2. Chemical containers are adequately labelled and in acceptable condition on receival.	
	3. Deteriorating chemical labels are replaced immediately with a legible copy.	
	4. All chemicals purchased are recorded in a chemical inventory. A record is kept and must include: • date received • place of purchase • name of chemical • batch number (where available) • expiry date or date of manufacture • quantity.	
F4.2 Store, manage and dispose of chemicals to minimise the risk of contaminating produce.	1. Chemical storage areas are: • located and constructed to minimise the risk of contaminating produce directly, or indirectly, through contamination of growing sites or water sources • structurally sound, adequately lit, well ventilated and constructed to protect chemicals from direct sunlight and weather exposure • equipped with a spill kit to contain and manage chemical spills • secure, with access restricted to authorised workers.	

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	2. Chemicals are stored in designated separate areas for each category of chemical, and for chemicals awaiting disposal.	
	3. Chemicals are stored in original containers according to directions on the container label. If a chemical is transferred to another container for storage purposes, the new container is a clean chemical container and a copy of the chemical label is applied to the new container.	
	4. Stored chemicals are checked at least annually to identify and segregate chemicals for disposal that have: • exceeded the label expiry date • exceeded the permit expiry date • had their registration withdrawn containers that are leaking, corroded or have illegible labels.	
	5. A record of the check is kept and must include: • date of the check • name and quantity of chemicals awaiting disposal • name of authorised person conducting the check.	
	6. Unusable chemicals and empty chemical containers are legally disposed of through registered collection agencies or approved off-farm disposal areas. A record of disposal is kept.	
F4.3 Train and authorise workers who store, handle, apply and dispose of chemicals.	1. Workers involved in the supervision of the storage, handling, application and disposal of chemicals: • have successfully completed a recognised chemical users' course, or equivalent (See Appendix A-F4) • are competent in chemical storage, handling, application and disposal as specified by the Freshcare Food Safety & Quality Standard.	
	2. Workers authorised to store, handle, apply and dispose of chemicals have been trained.	
	3. A register of workers authorised to store, handle, apply and/or dispose of chemicals is maintained and displayed in the chemical storage area.	

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F4.4 Use chemicals according to regulatory, label and market requirements.	1. Chemicals are used and applied: • according to label directions, or • under 'off-label permits' issued by the Australian Pesticides and Veterinary Medicines Authority (APVMA), with a current copy of the permit kept, or • according to relevant state legislation for 'off-label use', and • according to specific customer and/or destination market requirements.	
	2. Chemicals are checked for their withholding period before use.	
F4.5 Avoid potential for spray drift.	1. Chemicals are not applied when the risk of contaminating adjacent crops or off-target areas with spray drift is high.	
	2. Potential and actual spray drift incidents are identified. A record is kept.	
F4.6 Maintain and calibrate chemical application equipment.	1. Chemical application equipment is maintained and checked for effective operation before and during each use.	
	2. Equipment is calibrated at least annually or as per manufacturer's instructions and immediately after spray nozzles are replaced.	
	3. Equipment is calibrated using a recognised method. A record of calibration is kept and must include: • date of calibration • method of calibration and results • name of person calibrating the equipment.	
F4.7 Manage mixing and disposal of chemical solutions to minimise the risk of contaminating produce.	1. Chemical mixing areas are located to minimise the risk of contaminating produce directly, or indirectly, through contamination of growing site or water sources.	
	2. Leftover chemical solutions are disposed of according to label directions where specified, or in a manner that minimises the risk of contaminating produce directly, or indirectly, through contamination of growing site or water sources.	

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F4.8 Record all chemical applications.	1. Records of all pre-harvest chemical applications are kept and must include: • application date • start and finish times • location and crop • chemical used (including batch number if available) • rate of application and quantity applied • equipment and/or method used to apply the chemical • withholding period (WHP) or earliest harvest date (EHD) • wind speed and direction • name and signature of person who applied the chemical.	
	2. Records of all postharvest chemical treatments are kept and must include: • treatment date and time • produce treated • chemical used (including batch number if available) • rate of application and/or quantity applied • equipment and/or method used to apply the chemical • withholding period (WHP) (where applicable) • name and signature of person who carried out the chemical treatment.	
F4.9 Test produce for chemical residues to verify that chemicals are applied correctly, withholding periods are observed and produce complies with MRLs.	1. A chemical residue test is conducted before initial Freshcare certification and then annually, or more frequently, if required by a customer specification.	12.1 Microbiological, Chemical and Heavy Metal Testing Program A documented Microbiological, Chemical and Heavy Metal assessment and testing program shall be implemented that meets the requirements detailed in the Food Standards Code. Microbiological, Chemical, and Heavy Metal Testing shall be undertaken as per the requirements of the GFSI scheme (including any local regulations) and additional specified Retailer requirements and/or specifications. Where products are purchased from multiple growers, testing of each supplier's produce, by product type, shall be completed at a minimum frequency of once per year/season, or at the frequency defined by the Retail Customer. The Tier 1 Supplier is responsible for ensuring all of their Tier 2

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		Suppliers are made aware of Retail Customer testing requirements, if over and above the GFSI scheme's (including any local regulations) requirements. Testing shall be completed by an ISO 17025 (or equivalent) certified laboratory accredited by NATA (or equivalent) for the product category and test(s) being undertaken. Records of testing shall be maintained.
	2. A chemical residue test is: • a multi-screen test that includes chemicals used in the spray program • conducted on a random sample of produce that has had all pre-harvest and postharvest chemical treatments completed and is ready for sale and/or consumption • conducted by a competent laboratory with NATA accreditation (or accredited to ISO/IEC 17025) for the analysis of chemical residues.	12.2 Chemical Residue Testing of All Agricultural Products Chemical residue testing of produce destined for sale to the Customer shall be undertaken against Maximum Residue Limits (MRLs) as detailed in the Food Standards Code. MRL testing must be conducted for all Agricultural Products applied to produce.
	3. Chemical residue levels do not exceed: • Maximum Residue Limits (MRLs) as specified by Food Standards Australia New Zealand (FSANZ) • Maximum Residue Limits (MRLs) as specified by a customer and/or the importing country (where applicable).	12.3 Escalation of Testing Breaches If Microbiological, Chemical or Heavy Metal testing indicates a breach of legal or Retail Customer required limits, all impacted Customers that have received the affected batch shall be notified within sixty (60) minutes of the site receiving the results. Notifications shall be by phone and followed up by email.
F5 Fertilisers and soil additives		
F5.1 Manage fertilisers and soil additives to minimise the risk of contaminating produce.	1. Human effluent or biosolids are not used.	13.1 Exclusion of Human Effluent and Biosolids Treated and untreated fertilisers and soil additives made from human effluent or Biosolids shall not be used on growing sites or potential growing sites. Raw sewage flow into irrigation water sources shall not be allowed.

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	2. Fertilisers and soil additives comply with heavy metal limits specified in AS4454-2012 Composts soil conditioners and mulches. (See Appendix A-F5).	13.3 Treatment of Manure Businesses that purchase treated manure must buy this from a company where the process is certified to AS4454 Composts, Soil Conditioners and Mulches (or an international equivalent). Businesses that treat their own manure must have their process certified to AS4454 (or an international equivalent). Green waste must not be introduced into the process.
	3. Storage sites for fertilisers and soil additives are located, constructed and maintained to minimise the risk of contaminating produce directly, or indirectly, through contamination of growing site or water sources.	
	4. Specified exclusion periods between application of fertilisers and soil additives and crop harvest (identified in the risk assessment conducted in F1.3) must be observed. (See Appendix A-F5 and RA-F1.3).	
	5. Fertilisers and soil additives containing manures and/or food waste used within the specified exclusion periods must be treated using an approved treatment process. Evidence is kept. (See Appendix A-F5).	
	6. Liquid or foliar sprays, derived from untreated manures, that may contact the harvestable part of the crop must not be used within: • 90 days of intended harvest date for produce that may be eaten uncooked, or • 45 days of intended harvest date for all other produce.	13.4 Management of Raw Manure and Green Waste Where the harvestable part of the crop is grown in or within 1 metre of the ground surface or is harvested from the ground and the crop may be eaten uncooked, the following processes require an exclusion period of between 45 and 180 days: • Application or raw manure; or • Application of un-composted green waste; or • Livestock stocking. The specific exclusion period is dependent on the mean maximum growing temperature and the Fresh Produce Safety Centre Decision Trees shown in the HARPS Guidance Document. Where raw manure and un-composted green waste applied to

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		growing sites, these shall be incorporated into the soil immediately after application, and for annual crops, prior to sowing or transplanting. Storage sites for all raw manure and un-composted green waste shall be off-site or located, constructed and maintained to minimise the risk of contaminating produce. If on-site, storage shall be indicated on a property map. Equipment used to apply raw manure and un-composted green waste shall be dedicated for this purpose or thoroughly cleaned and sanitised after use.
	7. All other liquid or foliar sprays that may contact the harvestable part of the crop must meet pre-harvest water requirements.	
	8. Fertilisers and soil additives are not applied when the risk of contaminating off-target areas due to wind drift and/or runoff is high.	
	9. Records of all fertiliser and soil additive applications are kept and must include: • application date • location and crop • product used • rate of application • wind speed and direction • method of application/incorporation • name of person applying the fertilisers and soil additives.	
F6 Water		
F6.1 Manage and maintain water sources and infrastructure.	1. All water sources used pre-harvest and postharvest are identified. A record is kept.	

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	2. Water sources are monitored and managed to minimise potential contamination from: • human activities • livestock and domestic animals • wildlife (where possible) • adjacent activities.	13.5 Risk Assessment for Water Sources A risk assessment shall be conducted for each in-use water source, taking potential contamination situations and the characteristics of the crop, irrigation technique and other factors into account. Microbial water quality shall be verified at a frequency dependent upon the level of risk identified.
	3. Water extraction points, water storage and delivery infrastructure and irrigation equipment are monitored and maintained.	
	4. Water storage tanks, water dumps, flumes and treatment tanks are: • suitable for intended purpose • constructed of materials that will not contaminate the water • clean and maintained.	
F6.2 Manage pre-harvest water to minimise the risk of contaminating produce.	1. Water sources contaminated by toxic algae are not used if pre-harvest water directly contacts the harvestable part of the crop.	
	2. Reclaimed or recycled water used meets the appropriate specification as defined in the Australian Guidelines for Water Recycling (2008). Water suppliers provide test results that verify water quality.	
	3. If the risk assessment conducted in F1.4 identified the risk of microbial contamination of produce from pre-harvest water use is high, all water used within 48 hours of harvest must meet E. coli <100 cfu/100mL. Evidence is kept. (See Appendix A-F6 and RA-1.4).	
	4. Produce that has come into contact with flood water is not harvested unless it meets limits of E. coli <10 cfu/g and Salmonella Not Detected/25g, or customer specifications.	13.6 Management of Crops after Flooding Produce that comes into contact with floodwater shall not be sold to Retail Customers.
F6.3 Manage postharvest water to minimise the risk of contaminating produce.	1. Water sources contaminated by toxic algae are not used postharvest.	

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	2. Water used postharvest for pre-washing (removing soil and debris) where there is a subsequent wash step, must meet E. coli <100 cfu/100mL. Evidence is kept. (See Appendix A-F6).	
	3. All other water used postharvest is suitable for the intended purpose and not a source of food safety risk, and meets, or is treated to achieve, E. coli <1 cfu/100mL. Evidence is kept. (See Appendix A-F6).	
	4. Water in recirculation systems, water dumps, flumes and treatment tanks, is treated and/or changed at an appropriate frequency to maintain water quality, E. coli <1 cfu/100mL. A record is kept.	
	5. Any variations to postharvest water quality must be supported by a risk assessment and associated documentation and be verified at audit.	
F6.4 Manage all other water usage.	1. Water used for hand washing is suitable for the intended purpose and not a source of food safety risk, and meets, or is treated to achieve, E. coli <1 cfu/100mL. Evidence is kept. Where water is not proven to meet E. coli <1 cfu/100mL an alcohol-based hand sanitiser must be used after washing hands with soap and water. (See Appendix A-F6).	
	2. Water used for cleaning equipment, containers or other produce contact surfaces is suitable for the intended purpose and not a source of food safety risk, and meets, or is treated to achieve, E. coli <1 cfu/100mL. Evidence is kept. (See Appendix A-F6).	
	3. Any variations to water quality must be supported by a risk assessment and associated documentation and be verified at audit.	
F7 Allergens		
F7.1 Identify and manage potential sources of allergens.	1. Raw material inputs are reviewed for known allergens.	

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	2. If allergens are identified, an allergen management plan is documented and must include: • a list of all raw materials and/or produce containing allergens • how these products are used, stored and handled • control measures to prevent cross-contamination.	
	3. Workers are trained: • to identify, avoid introducing and remove allergens • in allergen control measures (where required).	
F7.2 Manage allergen labelling.	1. Labelling of packed product that contains, or may contain, allergens is compliant with allergen labelling regulations in the country of production and/or the country of destination.	8.1 Allergen Labelling Compliance Allergen statements on product labels shall comply with Customer allergen labelling policies (where applicable). Approval shall be sought from the Customer when the allergen status of a product changes or allergen statements on product labels are altered. The Customer shall approve changes in writing before implementation occurs. Records of approval shall be maintained.
		8.2 Allergen Claims Allergen related claims shall be verified at a frequency based on a documented risk assessment and include, as a minimum, raw material testing (i.e. fruit waxes), cleaning verification and full allergen screen testing. Supporting documentation shall be maintained.
F8 Premises, facilities, equipment, tools, packaging and vehicles		
F8.1 Construct and maintain growing, handling, packing and storage facilities to ensure they are suitable for the production and preparation of produce.	1. Produce growing, handling, packing (including in-field packing) and storage facilities are located, designed, constructed and maintained (interior and exterior) to minimise the risk of contaminating produce.	

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		9.1 Equipment Register A register of all equipment shall be developed and maintained, with multiple pieces of the same equipment individually identified. The register shall identify permitted use in specified packing and storage areas. This applies to product contact equipment (e.g. washing baths, conveyors and harvest aids), measuring and detection equipment, processing and picking tools and maintenance tools.
		9.2 Equipment Register Compliance Controls shall be implemented to manage compliance to the register, including compliance by visitors and contractors.
	2. Mezzanine floors, walkways and stairs are designed and constructed to minimise the risk of contaminating produce.	
	3. Lighting in growing, packing and storage areas is adequate for the tasks performed.	
	4. Lights above produce handling and storage areas are fitted with shatter proof covers and/or shatter proof bulbs.	
	5. Glass, hard or brittle plastic, ceramic or similar materials are removed from produce handling and storage areas. Where this is not possible, precautions are taken to ensure these materials do not contaminate produce.	
	6. Items that are not needed for production are removed from produce handling and storage areas. Items needed for production are managed to minimise the risk of contaminating produce.	
		9.6 Knife Maintenance Knife and blade sharpening shall be conducted away from product and packaging. Used knives or blades shall be disposed of in a way that prevents further contamination.
	7. Surfaces that contact produce in the packing area are cleaned and maintained to ensure they do not contaminate produce.	
	8. Produce is not stored with or near materials that may present a risk of contaminating produce.	

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	9. Chemicals, grease, oil, fuel and farm machinery are segregated from packing and produce storage areas.	
	10. Workshop equipment is not operated during production or is screened to prevent contamination of produce.	9.7 Condition of Workshops, Storage Areas and Tools Workshop, storage areas and tools shall be in good condition, stored in a clean and safe manner and shall not present a risk to product.
		9.8 Prevention of Contamination from Maintenance Procedures shall be in place to minimise the risk of contamination to product from any scheduled or unscheduled maintenance. All maintenance equipment used in production or packing facilities shall be accounted for upon return.
	11. Facilities are kept clean and are subject to regular cleaning.	10.4 Deep Cleaning Requirements A procedure shall be developed showing deep cleaning activities, with a minimum frequency of activity and verification at the commencement and end of each season. For sites that operate continuously, regular deep cleaning activities shall be part of the on-going cleaning program. The frequency of deep cleaning shall be based on a documented risk assessment.
F8.2 Construct and maintain facilities for handling and packing produce for retail sale (includes, but is not limited to, retail crates, prepacks).	1. The packing and storage of produce for retail sale is conducted in a designated clean area and constructed and maintained to minimise the risk of contaminating packed produce.	11.7 Foreign Object Audits Foreign object audits shall be implemented and conducted. The frequency of audits shall be defined, with the frequency based on risk.
		11.8 Investigation of Foreign Object Audit Findings Findings of foreign object audits shall be investigated with the results of the investigation and corrective actions documented.
		11.9 Scope of Foreign Object Investigations This includes reported items, findings from detection systems and foreign object audits.

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		11.10 Trending and Corrective Actions for Foreign Object Findings Foreign object findings shall be documented and trended to establish any common sources and action shall be taken to mitigate future occurrences. Investigations shall involve liaison with raw material Suppliers where appropriate.
	2. Hand washing facilities are easily accessed by workers before entry into the packing area.	
	3. Facilities are reviewed at the start of the production season and at least weekly during operation. A record is kept.	
F8.3 Provide and maintain toilets and hand washing facilities to minimise the risk of contaminating produce.	1. Toilets and hand washing facilities must be: • located to minimise the risk of contaminating produce and maximise accessibility • provided to accommodate the number of workers • kept clean, and regularly maintained and serviced • designed to ensure hygienic removal of waste and to minimise the risk of contaminating produce directly, or indirectly, through contamination of growing site or water sources • equipped with running water (as specified in F6.4.1), liquid soap, mechanism/s for effective hand drying, and waste disposal facilities (See Appendix A-F8) • hand washing instructions are displayed.	6.1 Handwashing Facilities All sites shall have handwashing facilities that are easily accessible to all personnel, contractors and visitors.
	2. For produce that has an edible skin and may be eaten uncooked, all workers must apply hand sanitiser (after completing handwashing) before handling produce or materials that may come into contact with produce.	6.2 Sufficient Facilities The number of facilities for all produce handlers shall be adequate to support the number of employees.
		6.3 Facilities Separate to Toilets For packhouses these facilities shall be separate to those used as toilet handwashing facilities.
		6.4 Water Quality and Consumables for Handwashing All hands shall be washed with soap and dried using paper towels or air dryers. Packhouse and in-field handwashing facilities shall be connected to

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		or otherwise provided with a supply of water which is tested as E. coli <1 cfu / 100 ml. Where this quality water is not available in-field, irrigation quality water is acceptable, provided that after drying hands this is followed with the use of an alcohol solution (minimum 60%) based hand sanitiser.
		6.5 Replenishment of Handwashing Consumables Consumables for handwashing facilities must be replenished to ensure availability at all times.
F8.4 Construct and maintain septic, waste and drainage systems to minimise the risk of contaminating produce.	1. Septic, waste disposal and drainage systems are designed, located and constructed to minimise the risk of contaminating produce directly, or indirectly, through contamination of growing site or water sources.	
	2. Drains are designed to: • prevent ponding in areas where produce is handled and stored • prevent pests entering the facility • enable regular cleaning.	
	3. Drains must be kept clean.	
F8.5 Maintain and clean tools, equipment and containers that contact produce.	1. Tools, equipment, and containers are made of substances that are non-toxic, and designed and constructed to enable regular cleaning and maintenance.	9.3 Equipment Cleanability All equipment used in production and for packing shall be designed and accessible to facilitate effective cleaning.
		10.2 Effective and Safe Cleaning Procedures shall be in place to ensure facilities and equipment, including harvesting equipment and product storage areas, are effectively cleaned at a suitable frequency. This procedure shall ensure appropriate segregation of product to prevent contamination. The frequency of cleaning shall be based on a documented risk assessment.
		10.3 Cleaning of Storage Equipment Any equipment used to store product shall be cleaned to prevent further contamination.

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		10.5 Unsuitable Cleaning Tools Wire brushes, steel wool and sponges shall not be used in storage or packing areas.
		10.6 Porous Cleaning Item Requirements Porous cleaning items such as cloths and scouring pads shall be of a contrasting colour to product and assessed for cleanliness and condition prior to use.
		10.7 Squeegee Requirements Squeegees shall be of single blade construction and maintained in a clean condition.
		10.8 Mop Requirements Mops used in storage or packing areas shall be clean and intact.
		10.9 Compressed Air and High-Pressure Water Requirements Compressed air lines and high-pressure water hoses shall not be used during cleaning unless there are demonstrated benefits that outweigh the risk of equipment and environmental contamination. Supporting documentation shall be maintained.
		10.10 Return of Cleaning Equipment All cleaning equipment used in production or packing facilities shall be accounted for upon return.
		10.11 Cleaning Records Cleaning records shall be maintained, and cleaning activities verified by a suitable management representative to ensure that cleaning has been effectively undertaken.
	2. Tools, equipment, and containers are stored in a manner that minimises contamination.	11.4 Knife, Pin and Blade Control Knives and snips must be controlled regardless of their point of use i.e. in-field, packing and storage areas as well as in office facilities such as lunchrooms. Knives shall be signed in and out for in-field and packaging areas and checked for integrity before use. Cardboard packaging shall be opened using safe knives. Drawing or map pins and snap blades shall not be used in any

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		circumstance in production and storage areas, as well as in offices located within these areas.
		11.5 Prohibited Items for Production and Storage Areas Use of the following items shall not be permitted in production and storage areas and shall be controlled within offices and other areas located within these: drawing or map pins, metal office staples, paper clips or other metal office fastenings and hole punches.
	3. Handheld harvesting tools are cleaned each day before use and accounted for at the end of each day.	
	4. For produce that has an edible skin, and may be eaten uncooked: • produce containers used at harvest are handled to avoid produce being contaminated by soil or other physical contaminants • a food grade liner is used when containers cannot be effectively cleaned.	
	5. Wooden bins and pallets are checked for cleanliness, foreign objects, pest infestation and protruding nails or splinters. Where required, bins and pallets are cleaned, repaired, rejected or covered with a protective material.	9.5 Wooden Items Management Procedures shall be in place to ensure wooden tools, field bins and pallets are regularly inspected to assess the condition and suitability for use. Damaged wooden items which present a risk to product shall be removed from use.
	6. Containers used for storing waste, chemicals or dangerous substances are clearly identified and not used for produce.	
F8.6 Maintain monitoring and measuring equipment.	1. Monitoring and measuring equipment is identified, checked for operational efficiency and accuracy, and calibrated using a recognised method at a predetermined frequency. A record is kept.	11.1 Foreign Object Control A documented procedure for foreign object control shall be implemented covering activities from harvest through to packing, storage and dispatch (or as per the process scope). The procedure shall include details of how control is maintained of soft (flexible) plastics, hard and brittle plastics, wood, cardboard and paper, glass and metal.

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		11.2 Foreign Object Detection Systems A risk assessment shall be used to identify if a Supplier requires a Foreign Object Detection System. All foreign object detection systems shall be appropriate and validated for the processes employed and have an effective product rejection device.
		11.3 Operation of Foreign Object Detection Systems Where metal detectors or other foreign object detection systems are used, checks of the equipment shall be conducted using a method defined and documented by the equipment manufacturer. The frequency of checks shall be based on risk and at a minimum at the start and end of a production run.
		11.6 Detectable Equipment Where a Foreign Object Detection System is installed, detectable versions of equipment are required. Detectable versions of equipment required in processing areas shall be in use (where available), such as pens and clipboards.
F8.7 Manage packaging materials to minimise the risk of contaminating produce.	1. Packaging materials used for retail sale are food grade.	
	2. Packaging materials are stored in a manner that minimises contamination.	5.8 Storage of Packaging Material Packaging shall be stored within a secure and dedicated area that is kept clean and free from pests.
	3. All packaging is checked for cleanliness, foreign objects and pest infestation. Where required, packaging is cleaned, rejected or covered with a protective material.	
F8.8 Construct and maintain cooling systems to minimise the risk of contaminating produce.	1. Cooling systems are checked to ensure they are operating at specified temperatures. Systems are maintained and calibrated.	
	2. Measures are taken to prevent condensate and defrost water from cooling systems contacting produce.	

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F8.9 Manage produce transport vehicles to minimise the risk of contaminating produce.	1. Produce is not transported under conditions or with other goods that present a potential source of contamination.	
	2. Transport vehicles are checked before use for cleanliness, foreign objects and pest infestation. Where necessary, vehicles are cleaned to prevent contamination of produce.	
	3. Transport refrigeration systems are checked to ensure they are operating at specified temperatures.	
F8.10 Preventative maintenance, and cleaning is effective to minimise the risk of contaminating produce.	1. A documented plan of preventive maintenance is followed. The plan describes: • areas/equipment • details of maintenance • frequency of maintenance • name of person responsible for ensuring maintenance is completed.	9.4 Equipment Assessment and Maintenance Equipment shall be frequently assessed to ensure it is in good condition. Equipment shall be maintained according to a planned maintenance schedule.
	2. A documented plan is followed for cleaning of produce handling and storage areas, equipment, containers, materials and vehicles that come into contact with produce. The plan describes: • areas and items to be cleaned • cleaning agents and the methods used • frequency of cleaning • name of person responsible for ensuring cleaning is completed.	
	3. Chemicals used for cleaning are approved for use in a food handling area and are used according to label instructions.	
	4. Cleaning materials and equipment are stored and managed to minimise the risk of contaminating produce.	
	5. Monitoring activities are undertaken to ensure cleaning is effective.	
F8.11 Waste is managed and appropriately disposed of.	1. Waste containers are provided, appropriate for use, clearly identified and emptied on a regular basis.	
	2. Waste disposal is appropriate for the type of waste generated.	

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	3. Waste storage and disposal sites are located to minimise the risk of contaminating produce, are clearly identified and kept clean and tidy.	
F9 Animals and pests		
F9.1 Measures are taken to minimise animal and pest presence.	1. In and around areas where produce is grown, packed and stored, measures are taken to: • minimise animal and pest presence • exclude wildlife and domestic animals • discourage roosting of birds.	
F9.2 Document and implement a plan for managing pests.	1. A documented plan is followed to manage pests in and around growing, packing and storage areas. The plan must include: • method used • location of baits and traps • frequency of checking baits and traps • name of person responsible for placing, checking and restocking baits and traps.	
	2. Method and chemicals used for pest management are: • appropriate for use in growing, packing and storage areas • used according to label instructions • not applied to the harvestable part of the crop.	
	3. Baits and traps used for pest management are located and contained to minimise the risk of contaminating produce, packaging containers, materials and equipment.	
	4. Pest control measures are monitored to ensure they are effective. A record is kept.	
F10 People		
F10.1 Food safety instructions are communicated to workers and visitors to minimise the risk of chemical, microbial and physical contamination of produce.	1. Written food safety instructions are provided to workers and visitors and must include requirements for: • health status • personal hygiene • hand washing • management of clothing and personal items • use of protective clothing (where necessary)	6.6 Hairnets and Suitable Protective Clothing When a risk to product is identified, all employees, visitors and contractors shall wear a hairnet and other suitable protective clothing when working around exposed product.

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	• general behaviour.	
		6.7 Facial Hair Covers For workers, visitors or contractors with facial hair, all facial hair shall be covered by beard nets when packing or inspecting final packed product.
		6.8 Illness Return to Work Policy A return-to-work policy shall be documented and implemented for staff returning to work after suffering a communicable disease.
		6.9 Contamination from Illness or Injury Procedure A documented procedure shall be implemented detailing actions to be taken when illness or injury results in a contamination incident. Incidents shall be documented.
	2. Food safety instructions are reinforced with prominent signs and/or basic written or pictorial training guides.	
	3. Compliance with food safety and hygiene requirements is monitored.	
F10.2 Manage access to the property, growing sites and product handling areas to minimise the risk of contamination of produce.	1. Entry is restricted to authorised persons.	
	2. Workers or visitors known, or suspected to be suffering from or to be a carrier of a disease or illness likely to be transmitted through fresh produce: • must report to management • are not permitted to handle produce • are not permitted to enter food handling areas.	
F11 Suppliers		
F11.1 Identify and manage materials and services that may introduce a food safety risk.	1. Suppliers of materials and services that may introduce a food safety risk are identified. A record is kept and reviewed annually.	1.3 Approved Supplier Register Suppliers shall ensure that a register of current Approved Suppliers is available and maintained.

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		1.4 HARPS Decision Graphic Suppliers shall ensure their Approved Suppliers meet the actions required by the HARPS Decision Graphic, refer Introduction.
	2. Suppliers of materials and services identified in F11.1.1 must comply with the applicable requirements of the Freshcare Food Safety & Quality Standard.	
	3. Evidence of compliance for suppliers of materials and services is kept and must include: • independent evidence of compliance, or • a written declaration to comply with requirements, or • a record of inspection/assessment against requirements.	
	4. Purchase records are kept for materials and services identified in F11.1.1 and must include: • name of supplier • date of purchase • material or service supplied.	
	5. Competent laboratories are used when testing to verify compliance with requirements of the Freshcare Food Safety & Quality Standard.	
F11.2 Manage Freshcare certified produce.	1. All produce represented for sale as Freshcare certified must be: • grown by a business currently certified to Freshcare Food Safety & Quality Standard or alternate, approved GFSI benchmarked standard, (See Appendix A-F11) • packed by a business currently certified to Freshcare Food Safety & Quality Standard or alternate, approved GFSI benchmarked standard, (See Appendix A-F11).	
F12 Food defence and food fraud		
F12.1 Identify potential food defence threats that may impact food safety and implement control measures where required.	1. A food defence vulnerability assessment is completed to assess the risk of intentional contamination of: • raw materials (business inputs or produce) • end product.	

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	2. Where a food defence threat is identified, a control plan is documented and must include mechanisms for control to mitigate risk to public health.	
	3. The food defence vulnerability assessment and control plan is reviewed at least annually and updated when changes occur.	
F12.2 Identify potential vulnerabilities for food fraud that may impact food safety and implement control measures where required.	1. A food fraud vulnerability assessment is completed to assess the potential risk of intentional adulteration, substitution or misrepresentation of: • raw materials (business inputs or produce) • end product.	
	2. Where a food fraud vulnerability is identified, a control plan is documented and must include mechanisms for control to mitigate risk to public health.	
	3. The food fraud vulnerability assessment and control plan is reviewed at least annually and updated when changes occur.	
F13 Product identification and traceability		
F13.1 Maintain a product identification and traceability system to enable produce to be traced from production to its destination.	1. A record of all produce harvested is kept and must include: • crop/variety • growing site • earliest harvest date in consideration of exclusion periods • harvest date • packing date • batch identification code (where applicable) • quantity • destination.	
	2. Where harvested produce is sent to another business for packing or further processing, each delivery is clearly identified with supplier name and harvest or delivery date.	
	3. A record of all produce received from suppliers is kept and must include: • supplier business name • crop/variety • date received	

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	• packing date • batch identification code (where applicable).	
	4. All packed produce sent to a customer is marked with: • business name and physical address • packing date and/or batch identification code • other trade descriptions required by customer or legislation.	
	5. Dispatch records are kept and must include: • customer and/or destination • dispatch date • batch identification code • quantity.	
	6. Product traceability is tested at least annually to verify full traceability of produce from production to its destination/immediate customer, or vice versa. A record is kept.	
F13.2 Product release procedures are maintained for the final check of produce to prevent unintended use or delivery of produce found noncompliant.	1. A product release procedure is documented and must include: • assessment and final check of produce prior to dispatch • controls for produce found non-compliant • any required corrective action.	
F14 Incident management, recall and withdrawal		
F14.1 Maintain an incident management plan to ensure produce that does not meet food safety requirements is effectively managed.	1. An incident management plan must include the requirements for: • incident reporting • product hold and release • product withdrawal and product recall.	
	2. The incident management plan is documented and must include: • workers responsible for incident management • name of person documenting the plan • date plan is developed.	

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	3. A test of the incident management plan is conducted at least annually. A record is kept.	7.3 Mock Recall A mock recall, including mass balance check, shall be completed on one product supplied to any Customer at least annually. Where possible, different products shall be tested in each mock recall. One hundred percent (100%) of product shall be accounted for within two hours. An actual recall conducted within the last twelve (12) months may be used provided the process and product have not changed.
	4. The incident management plan is reviewed at least annually, and following any event requiring the incident management plan to be actioned. A record is kept.	
F14.2 Manage product recall and withdrawal.	1. In the event of a potentially serious food safety incident, the matter is investigated to determine the extent of the problem. Where required, further action is taken.	
	2. Establish the level of recall relevant for the produce supplied to customers as a: • trade level recall, or • consumer level recall.	
	3. If a recall is required, the relevant recall is implemented.	7.1 Product Recall All Customers shall be notified of a product recall from sale within sixty (60) minutes of the decision to recall product being made. This means a Tier 2 Supplier must inform their Tier 1 Customer and the Tier 1 Supplier its Retail Customer.
		7.2 Product Withdrawal All Customers shall be notified of a product withdrawal from sale within sixty (60) minutes of the decision to withdraw product being made. This means a Tier 2 Supplier must inform their Tier 1 Customer and the Tier 1 Supplier its Retail Customer.
	4. Where produce is supplied direct to consumers, or if required by a customer, a mock recall is completed annually using the A&NZ Product Recall/Withdrawal form (or equivalent). A record is kept.	

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