



Hygiene

Checklist

| Control Point | Description | Tick Appropriate Box | Option |
|---|---|--|-----------|
| 13.1 GAP – Risk Assessment and Procedures | | | |
| 13.1.1 There is a written hygiene risk assessment | A completed Hygiene Risk Assessment must be available that covers all hygiene related risks and how to eliminate, isolate or control them. Must be signed and dated and reviewed annually. | <input type="checkbox"/> YES <input type="checkbox"/> NO | MANDATORY |
| 13.1.2 The hygiene risk assessment includes the harvest and on-orchard transport process | The risk assessment must include all risks applicable to harvest including transport on the orchard and between orchards when applicable | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |
| 13.1.3 There is a documented hygiene policy | There must be a documented Hygiene Policy that is reviewed and signed annually. | <input type="checkbox"/> YES <input type="checkbox"/> NO | MANDATORY |
| 13.1.4 There are documented hygiene instructions for the harvesting operations | There must be documented hygiene instructions/rules for the harvest process that are communicated to all employees. | <input type="checkbox"/> YES <input type="checkbox"/> NO | MANDATORY |
| 13.2 Hygiene Training | | | |
| 13.2.1 All workers have received hygiene training according to the hygiene instructions | Hygiene training must be conducted with all workers as per the documented hygiene instructions. | <input type="checkbox"/> YES <input type="checkbox"/> NO | MANDATORY |
| 13.2.2 There are records of hygiene training kept | Worker training records must be available for hygiene training detailing the topic, trainer, date, names and signatures of staff. | <input type="checkbox"/> YES <input type="checkbox"/> NO | MANDATORY |
| 13.3 Facilities and Equipment | | | |
| 13.3.1 Harvest bins – are checked for cleanliness and are in good condition prior to use | Someone (supervisor) must have checked the bins for cleanliness to make sure there is no evidence of physical contamination, especially checking for bird droppings and mud build up on the bottom on bins as they will end up being stacked on top of each other. No broken bins are allowed to be used. Any broken or dirty bins must be set aside. | <input type="checkbox"/> YES <input type="checkbox"/> NO | MANDATORY |
| 13.3.2 Bin loading area – is clean, free from mud and any other potential contamination Have any issues identified that are grower responsibilities been reported to Zespri? | The area where the bins are marshalled and stored shall be free of mud, loose soil, animals, faeces, or anything else that may contaminate the bins. Is the bin loading area suitable, separate from the orchard, not on the roadside | <input type="checkbox"/> YES <input type="checkbox"/> NO | MANDATORY |
| 13.3.3 Picking bags – checked for cleanliness prior to use and before resuming picking after a break | Picking bags must be checked by the supervisor before starting work for the day. All picking bags must be visually clean and free of any debris. They must be checked for cleanliness before returning to work after a break. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |
| 13.3.4 Gloves – are changed between orchards as a minimum or sooner if they become soiled or contaminated | Gloves must be changed between each orchard. They must be changed sooner if they become soiled or contaminated. The supervisor must check gloves before starting work. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |



Hygiene

Checklist

| Control Point | Description | Tick Appropriate Box | Option |
|--|---|--|-----------|
| 13.3.5 Gloves – are removed and stored appropriately during breaks | During breaks gloves must not be placed on the ground, or taken into toilet facilities. They must be stored appropriately – i.e. left in the picking bag. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |
| 13.3.6 Toilets – workers have access to a toilet within 500m of where they are working | There must be facilities within a 5 minute walk of where picking is taking place. | <input type="checkbox"/> YES <input type="checkbox"/> NO | MANDATORY |
| 13.3.7 Toilets – the toilets are clean and stocked | Toilets must be clean and must have sufficient toilet paper provided. | <input type="checkbox"/> YES <input type="checkbox"/> NO | MANDATORY |
| 13.3.8 Hand washing facilities – are provided within 500m from where harvest is taking place | Hand washing facilities need to be close enough that workers use them after using the toilet and during breaks. | <input type="checkbox"/> YES <input type="checkbox"/> NO | MANDATORY |
| 13.3.9 Hand washing facilities – there is hygiene signage displayed | Instructions to wash hands as a minimum must be displayed. | <input type="checkbox"/> YES <input type="checkbox"/> NO | MANDATORY |
| 13.3.10 Handwashing facilities – the water used is proven potable, or if not then handwashing is used in conjunction with hand sanitiser | This must include clean water (town supply or water test to prove potable). If water is not proven potable then hand sanitiser shall also be provided in addition to soap and water. | <input type="checkbox"/> YES <input type="checkbox"/> NO | MANDATORY |
| 13.3.11 Handwashing facilities – include liquid soap, single use towels and a receptacle to dispose of towels | There must be liquid soap, single use towels and a rubbish bin provided wherever hand-washing facilities are present. Bar soap and material handtowels are not acceptable. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |
| 13.3.12 Vehicles – any vehicles used for loading are cleaned and maintained as to avoid product contamination | Ensure that vehicles and any other equipment used in loading are in good condition and are clean. Especially for vehicles picking up bins. | <input type="checkbox"/> YES <input type="checkbox"/> NO | MANDATORY |
| 13.3.13 Workers have access to clean food storage areas, somewhere sheltered to have meals, and drinking water | Provide a sheltered area for workers to eat that is away from fruit that has been removed from the vine. Anywhere with shade is sufficient, it does not need to be inside a building. Normal drinking water (unless town supply) has to be proven potable (i.e. water test). Providing bottled water will also be sufficient. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |
| 13.3.14 Hygiene instructions are followed | Workers must follow the hygiene instructions given to them. This should be checked by monitoring work. Especially focus on ensuring that workers are washing their hands after eating, smoking, drinking and before handling the fruit. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |



Hygiene

Checklist

| Control Point | Description | Tick Appropriate Box | Option |
|--|---|--|-----------|
| 13.4 Onsite Other Vine Work | | | |
| 13.4.1 Toilets – workers have access to a toilet within 500m of where they are working | There must be facilities within a 5 minute walk of where picking is taking place. | <input type="checkbox"/> YES <input type="checkbox"/> NO | MANDATORY |
| 13.4.2 Toilets – the toilets are clean and stocked | Toilets must be clean and must have sufficient toilet paper provided. | <input type="checkbox"/> YES <input type="checkbox"/> NO | MANDATORY |
| 13.4.3 Hand washing facilities – are provided within 500m from where harvest is taking place | Hand washing facilities need to be close enough that workers use them after using the toilet and during breaks. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |
| 13.4.4 Workers have somewhere sheltered to have meals and somewhere to store food | Provide a sheltered area for workers to eat that is away from fruit that has been removed from the vine. Anywhere with shade is sufficient, it does not need to be inside a building. Normal drinking water (unless town supply) has to be proven potable (i.e. water test). Providing bottled water will also be sufficient. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |
| 13.4.5 Hygiene instructions are followed | Workers must follow the hygiene instructions given to them. This should be checked by monitoring work. Especially focus on ensuring that workers are washing their hands after eating, smoking, drinking and before handling the fruit. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |



Onsite Harvest

Checklist

| Control Point | Description | Tick Appropriate Box | Option |
|--|--|--|-----------|
| 16 GAP –Onsite Harvest | | | |
| 16.1 Fruit handling – there is no evidence of dropped fruit being placed into picking bags or bins? | Fruit is not allowed to be picked up and put into bins once it has been dropped. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |
| 16.2 Hygiene monitoring – Is there a supervisor that monitors staff are following hygiene procedures, i.e. washing hands during breaks before returning to work? | Someone must be visually checking that hygiene procedures are being followed. Records are not required to be kept. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |
| 16.3 Hygiene practices – do workers wash their hands after eating, smoking, and going to the toilet, before handling the fruit? | Workers must be observed carrying out handwashing as per the hygiene instructions. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |
| 16.4 Hygiene practices – no smoking within the fruit picking area or in the vicinity of bins? | No smoking is allowed near the fruit at any time. There should be a designated area for smoking and hands must be washed afterwards. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |
| 16.5 Clothing – fit for purpose and free of embellishments that may detach and contaminate the product? | Any clothing with loose parts, fraying etc. that could come off and drop into harvest bags/bins is not allowed to be worn. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |
| 16.6 Jewellery – none worn that have the potential to contaminate the product? | Any loose jewellery that could come off and drop into bags/bins is not allowed to be worn. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |
| 16.7 Animals – there is no evidence of animal activity within the orchard during harvest? | There must be no dogs/other domestic animals within the orchard during harvest. Every effort to keep away wild animals/birds must be made. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |
| 16.8 Question worker: What are the hand-washing procedures and reporting of illness procedures? | While at work, all employees and contractors shall take all practicable steps to ensure good hygiene practices are followed to avoid product contamination and disease transmission. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |
| 16.9 Question worker: What are the emergency procedures (i.e. where to find the first aid kit, who has first aid training, where is the nearest phone)? | Ensure all employees are aware of the orchard emergency and evacuation procedures. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | MANDATORY |