



REFERENCE

Performance standards for packhouses

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Purpose of this document

This document:

- outlines the performance standards packhouses must meet to gain and maintain horticulture export accreditation
- must be read in conjunction with the Guideline: [Audit of horticulture export accredited properties.](#)

Definitions

The following table defines terms used in this document.

Term	Definition
Checklist item	Required tasks that have specific performance standards that must be met by packhouse managers.
Documented system	A written document that: <ul style="list-style-type: none"> • defines the processes and procedures for work tasks conducted by packhouses • includes the records that confirms the process is being followed.
Performance standards	The set standards for how activities must be undertaken to prepare, source or pack horticulture for a protocol market.

Performance standards

The manager of the packhouse must ensure the following performance standards are met.

General requirements

The following table outlines the performance standards for the general requirements at packhouses.

Checklist items	Performance standards – general requirements
1.1 Legislation and obligations	<ul style="list-style-type: none">• Has a current copy, or can access the protocol and/or work plan.• Explains or demonstrates where to access importing country requirements.• Explains notification requirements for changes to accredited property (for example: management changes, operational changes).• Has evidence of property's accreditation (only relevant if currently accredited).
1.2 Training	<ul style="list-style-type: none">• Staff performing receivals, packing, storage and loadout have been trained in the departmental standards and protocol requirements relevant to their functions.• Staff training records are retained.• Training records contain<ul style="list-style-type: none">○ details of the training undertaken○ date the training was completed○ name of the individual that was trained.

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Traceability

The following table outlines the performance standards for traceability of horticultural products at packhouses.

Checklist items	Performance standards – traceability
2.1 Receivals	<ul style="list-style-type: none"> • Has demonstrated traceability to individual blocks. • Has demonstrated that only product from accredited properties is packed for particular markets. • Has demonstrated that all receivals records are in their possession.
2.2 Documentation	Has a documented system for: <ul style="list-style-type: none"> • traceability and movement of goods from an accredited block through the packhouse • maintaining segregation of product with a phytosanitary status.
2.3 Segregation	Export eligible and non-export eligible produce are kept separate.
2.4 Load out	There is demonstrated traceability from receivals through to dispatch and delivery of traceability information to the next entity.

Hygiene and security

The following table outlines the performance standards for hygiene and security at packhouses.

Checklist items	Performance standards – hygiene and security
3.1 Premises conditions	<ul style="list-style-type: none"> • Has demonstrated that the premises are in a clean and sanitary condition. • Has suitable equipment and infrastructure to allow handling of product.
3.2 Documentation	Has a documented system and completed records for: <ul style="list-style-type: none"> • pest control • waste management (general and product waste) • routine cleaning programs • start and end-of-season cleaning regime • product security.
3.3 Security	Has demonstrated security to avoid infestation or contamination.

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Packaging and labelling

The following table outlines the performance standards for packaging and labelling at packhouses.

Checklist items	Performance standards – packaging and labelling
4.1 Packaging	<ul style="list-style-type: none">• Has demonstrated that the correct packaging is used• Has demonstrated that unused packaging is kept clean if on site or has a documented system on how packaging is kept clean whilst being stored.
4.2 Labelling	Has demonstrated correct labels are used.

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Related material

The following related material is available in the [Plant Export Operations Manual](#) on the department's website:

- Guideline: [Audit of horticulture export accredited properties](#)
- Guideline: [Management of horticulture export accredited properties](#)

Contact information

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Document information

The following table contains administrative metadata.

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IMLS-9-4089	Director, Horticulture Exports Program, Plant Export Operations Branch

Version history

The following table details the published date and amendment details for this document.

Version	Date	Amendment details
1.0	27/07/2018	First publication of this reference.
2.0	13/11/2018	Added performance standards for traceability, movement and suitable equipment.