



Accredited property audit for the packhouse grower supplier model

Packhouse information	
Applicant Name:	Date: Click here to enter a date.
Accredited Property number:	
Packhouse Address (s):	Auditor:
	Time in:
	Time out:
ABN:	
Farm and Block information	
Block numbers associated to packhouse (attach list if required)	

Entry Meeting	
Auditees present	
Audit Type	Choose an item.
WHS	

The standards referred to in this checklist:

- Reference: [Performance standards for the packhouse grower supplier model](#)
- Reference: [Performance standards for farms](#)
- Reference: [Performance standards for crop monitors](#)
- Guideline: [Management of horticulture accredited properties operating under the packhouse grower supplier model](#)

Audit Results – Accredited Property Packhouse			
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Number of CARs issued:	
Immediate action:	<input type="checkbox"/> Advisory findings to be addressed (Packhouse Grower Supplier	<input type="checkbox"/> CARs to be addressed post audit	<input type="checkbox"/> Critical activity fail – referred to PIAC

model
requirements
only)

Accredited for the following protocol markets:

Audit Results –Accredited Property Farm

☐ **Pass** ☐ **Fail**

Number of CARs issued:

Immediate action: ☐ CARs to be addressed ☐ Fail – referred to PIAC ☐ Critical activity fail – referred to PIAC

[illegible]

Audit observations summary

Sign-off	
Signature (lead auditor):	
Printed name:	Date: Click here to enter a date.

Activity 1. General Requirements			
Checklist item	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	Rating
1.1 Legislation and obligations	<ul style="list-style-type: none"> Has access to the current and relevant accredited properties standards. Explains notification requirements for changes to accredited property (for example, management changes, operational changes). Has evidence of property's accreditation. Where required, has notified the department when a pest of concern was detected. 		<ul style="list-style-type: none"> Minor or Major
1.2 Importing country requirements	<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 importing country requirements for relevant countries. 		<ul style="list-style-type: none"> Minor or Major
1.3 Training	<ul style="list-style-type: none"> Packhouses must have a documented system to ensure staff receiving, inspecting, storing or moving export horticulture commodities are trained. The training should cover the protocol/workplan requirements applicable to their role. As part of the system the packhouse must have a training program in place and includes <ul style="list-style-type: none"> training material covered frequency of training. Staff training records are retained. Training records contain <ul style="list-style-type: none"> details of the training undertaken 		<ul style="list-style-type: none"> Minor or Major

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Activity 1. General Requirements

Checklist item	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	Rating
	<ul style="list-style-type: none"> ○ date the training was completed ○ name of the individual that was trained. 		
1.4 Plans and specifications	Plans and specifications include the following: <ul style="list-style-type: none"> • a floor plan of processing areas, showing all permanent fixtures and layout of equipment • a product flow chart and main features of the product flow. 		Minor

General requirements summary:

Activity 2. Traceability and security			
Checklist item	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	Rating
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. 		<ul style="list-style-type: none"> Major or Critical
2.2 Documentation	<p>Has a documented system for containing the following:</p> <ul style="list-style-type: none"> A documented traceability program is in place and includes: <ul style="list-style-type: none"> how the packhouse tracks movement of goods from an accredited block to receipt and through storage and loadout how the packhouse tracks movement of product to the next receiving establishment for inspection and/or treatment in accordance with the Guideline: Maintenance of phytosanitary security for horticulture exports guideline has demonstrated that all receipt and loadout records are in possession. 		<ul style="list-style-type: none"> Minor or Major or Critical

Activity 2. Traceability and security			
Checklist item	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	Rating
2.3 Security	<ul style="list-style-type: none"> • Ensure the integrity of goods being prepared at the packhouse through <ul style="list-style-type: none"> ○ measures in place to minimise the risk of infestation or contamination. For example, effective hygiene, waste removal and pest control measures, security measures for goods being prepared for export such as physical barriers and isolation by distance ○ measures to keep export goods which have acquired a phytosanitary status separate from goods which haven't. For example, physical barriers (packaging, separate storage areas), isolation by distance and effective traceability systems ○ measures in place to minimise the risk of substitution (switching of goods). For example, effective traceability systems and secure packaging/labelling of goods. • For goods which have reached a phytosanitary status they must meet the phytosanitary security requirements in the Guideline: Maintenance of phytosanitary security for horticulture exports. 		<ul style="list-style-type: none"> • Major or • Critical

Activity 2. Traceability and security

Checklist item	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	Rating
2.4 Load out	Has demonstrated traceability from receivals through to dispatch and delivery of traceability information to the next entity.		<ul style="list-style-type: none"> • Major or • Critical

Traceability and security summary:

Activity 3. Hygiene and pest control			
Checklist item	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	Rating
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. 		<ul style="list-style-type: none"> Minor or Major or Critical
3.2 Documentation	<p>Has a documented system in place which is effective in minimising the risk of contaminating product. The system must meet the following:</p> <ul style="list-style-type: none"> Hygiene program is in place and includes <ul style="list-style-type: none"> frequency of cleaning cleaning methods used (i.e. sweep floors, wash bins) areas and equipment to be cleaned (i.e. cool rooms, packing lines). Pest control program is in place and includes <ul style="list-style-type: none"> frequency of pest control activities pest control methods (i.e. insect spray, rodent baits) location of pest control stations (rodent bait stations/traps). Waste removal program (general and product waste) is in place and includes <ul style="list-style-type: none"> frequency of waste removal waste removal methods used (i.e. product waste removed from sorting/grading line and stored in bins awaiting removal). Completed records of all above activities. <p>Recognition of current Global Food Safety Initiative (GFSI) Scheme benchmarked food safety certification is applicable evidence to demonstrate that an effective documented system in place. Current food</p>		<ul style="list-style-type: none"> Minor or Major or Critical

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Activity 3. Hygiene and pest control

Checklist item	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	Rating
	safety certification is defined as holding a current valid certificate that has not expired, and that has been issued by a third-party, JAS-ANZ accredited audit certification body including GLOBALG.A.P., Freshcare, BRC, or SQF.		
<p>Hygiene and pest control summary:</p>			

Activity 4. Packaging and labelling			
Checklist item	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	Rating
4.1 Packaging	<ul style="list-style-type: none"> Has demonstrated that the packaging is <ul style="list-style-type: none"> appropriate for the product being packed strong to withstand handling clean new (or if used, must be reconditioned for each subsequent use to ensure it meets all other packaging requirements) free from pests and is compliant with importing country requirements. 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. 		<ul style="list-style-type: none"> Minor or Major
4.2 Labelling	<ul style="list-style-type: none"> Has demonstrated correct labels are used if applied at the packhouse as per trade description and importing country (Protocol) requirements. Labels applied to cartons/pallets are securely attached. 		<ul style="list-style-type: none"> Minor or Major

Activity 4. Packaging and labelling

Checklist item	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	Rating
Packaging and labelling summary:			

Activity 5. Packhouse management of growers**General requirements**

Checklist item	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	Rating
5.1 List of accredited properties	<ul style="list-style-type: none"> Has a current list of all accredited property growers that supply export product to the packhouse. Has a system in place to maintain accredited list, including the removal of non-compliant blocks. Has evidence of grower's accredited properties accreditation. 		<ul style="list-style-type: none"> Minor or Major
5.2 Roles and Responsibilities	<ul style="list-style-type: none"> Has a clearly defined organisational chart demonstrating the roles of each personnel managing growers under the model. Has a full list of nominated personnel responsible for the following activities: <ul style="list-style-type: none"> packhouse Management/control packhouse Representative farm Management crop Monitor/s Other, as relevant. Demonstrates an appropriate level of independence between personnel conducting farm monitoring and verification activities. <p>Auditors note: To be considered independent under the model the nominated packhouse representative/s must be different to the person carrying out on-farm activities including pest management and crop monitoring activities and orchard hygiene activities.</p>		<ul style="list-style-type: none"> Minor or Major

Activity 5. Packhouse management of growers**General requirements**

Checklist item	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	Rating
5.3 Training and Education	<ul style="list-style-type: none"> Has a system in place to ensure all relevant parties understand the training requirements outlined in the farm and crop monitor performance standards and relevant work plans/protocols. Training program is in place and includes: <ul style="list-style-type: none"> grower awareness of requirements new grower awareness of requirements packhouse representative awareness of requirements Has completed records of the above activities. 		<ul style="list-style-type: none"> Minor or Major
5.4 Internal Review	<ul style="list-style-type: none"> Has a system in place to conduct an annual, internal review of the processes described in their management of growers' program. Has a process in place to record findings of the internal review. 		Minor

Activity 5. Packhouse management of growers**General requirements**

Checklist item	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	Rating
5.5 Documentation review - Pest management and crop monitor verification	<ul style="list-style-type: none"> • Has a documented system in place to ensure growers comply with farm and crop monitoring requirements. • Has a verification program in place and includes <ul style="list-style-type: none"> ○ method of reviewing and verifying crop monitoring records ○ method of confirming the crop monitor is suitably trained and registered with the department (*Feb survey only for citrus) ○ process to ensure that monitoring is conducted for all relevant pests of concern ○ procedure to confirm that monitoring is completed at the required intervals as per the relevant work plans. • Has completed records of all above activities. • Minor issues identified after grower applications close are to be documented, managed and resolved by the packhouse. • Major issues must be referred to the department for consideration. <p>Auditors Note: The packhouse may use the approved Reference: Packhouse management of growers template to demonstrate their documented systems and processes.</p>		<ul style="list-style-type: none"> • Minor or • Major or • Critical

Activity 5. Packhouse management of growers**General requirements**

Checklist item	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	Rating
5.6 Documentation review – Farm hygiene/Good agricultural practices	<ul style="list-style-type: none"> • Has a documented system in place to ensure growers comply with farm hygiene requirements as outlined in the relevant department performance standards, work plans and protocols. • Has a method of reviewing and verifying spray diaries and farm hygiene records. • Confirms that spray records meet accredited property farm requirements. • Minor issues identified after grower applications close are to be documented, managed and resolved by the packhouse. • Major issues must be referred to the department for consideration. <p>Auditors Note: The packhouse may use the approved Reference: Packhouse management of growers template to demonstrate their documented systems and processes.</p>		<ul style="list-style-type: none"> • Minor or • Major
5.7 On-farm inspection	<ul style="list-style-type: none"> • The packhouse representative must conduct onsite verification activities to verify growers comply with farm hygiene requirements. • Grower site visits completed by the packhouse representative must be documented. <p>Note: Growers that are new to horticulture export accreditation or new suppliers to the packhouse must be visited at least once pre-season.</p>		<ul style="list-style-type: none"> • Minor or • Major or • Critical

Additional requirements for specific protocol markets

NOTE: Auditors are to refer to the respective workplan and protocol on Micor for specific protocol market requirements.

Protocol country - requirement	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	CAR rating
China	<ul style="list-style-type: none"> Has a documented system for all processes relating to culling, washing and sorting of fruit. Has a documented system and records for 600 unit packhouse inspection either inline or endpoint prior to 600 unit AO inspection (QLD exempt). Has a process in place to manage block suspensions/withdrawals and mandatory fumigation for Fuller's Rose Weevil (FRW) detection above tolerance. 		
Korea	<ul style="list-style-type: none"> Has a documented system for all processes relating to sorting, pressure washing with water, chlorine washing as per label rates and fungicide treatment of fruit as per label rates. Has a documented system and records for 600 unit packhouse inspection either inline or endpoint prior to 600 unit AO inspection (QLD exempt). Has a process in place to manage block suspensions/withdrawals. 		
Thailand	<ul style="list-style-type: none"> Has a documented system that describes for all processes related to grading, handling and packing of citrus fruit. Conducts 600 unit grower lot inspections upon receipt, prior to packing line (QLD exempt). A daily 600-unit inspection rate must be conducted on citrus from each registered block/orchard prior to entering the packing line. The inspection must be conducted uniformly across bins, and the calyxes of 10% (60 fruit) of fruit must also be lifted and checked for FRW. Has a documented system and records for 600 unit packhouse inspection either inline or endpoint, prior to 600 unit AO inspection (QLD exempt). Has a process in place to manage block suspensions/withdrawals. 		
USA	<ul style="list-style-type: none"> Sources product from approved shires under the USA work plan. 		

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Protocol country - requirement	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	CAR rating
	<ul style="list-style-type: none"> Packhouses are required to maintain an up-to-date list of growers (including suspended growers) that supply fruit for export to the USA. Packhouses are required to maintain up to date Light Brown Apple Moth (LBAM) inspection records. Have either documented receipt inspections or in-line inspections targeting LBAM; or use an effective post-harvest treatment (For example, oil treatment registered for post-harvest disinfestation of LBAM). Where applicable, has a documented system and records for post harvest treatment (for example, oil treatments) to control LBAM. Has a process in place to manage snails. Snail baits around packhouse, orchard hygiene, checks for juveniles in navels of fruits. 		
Japan	<ul style="list-style-type: none"> Exporting from a fruit fly Pest Free Area (as defined in work plan) or via cold disinfestation treatment. 		
New Zealand (Qld sourced fruit only)	<ul style="list-style-type: none"> Citrus Black Spot – farms apply in-field controls for citrus blackspot (QLD). (NSW, VIC, SA, WA, TAS, NT are pest free areas) Must be able to outline New Zealand export requirements and the proposed treatment pathway. 		

Additional requirements for specific protocol markets

NOTE: Auditors are to refer to the respective workplan and protocol on Micor for specific protocol market requirements.

Protocol country - requirement	Remarks/evidence	Outcome C: Compliant NC: Non-compliant	CAR rating
<p>Protocol markets summary:</p>			