LESSON 5 – TRAINING YOUR STAFF

All staff who perform duties in your grove or carry out any of the tasks described in your GHP (see previous section) must receive appropriate training. They must understand the impact they have on olive safety and quality.

A Training Register must be maintained that indicates the training received by each staff member.

What do I need to do?

- Provide on-the-job training for your staff that describes what is required of them and how they impact on the safety and quality of your olives.
- Maintain a Training Register that shows the training received by each staff member (relevant to his or her job).
- Ensure that only staff who have completed a National Registration Authority (NRA) accredited farm chemical use course are permitted to use farm chemicals.

Example Training Register

		GHP			
Staff Member's Name	**Training Course**	**Induction (Personal Hygiene, Olive Quality and Safety)**	**Olive Growing (Grove Maintenance) Procedures**	**Olive Harvesting Procedures**	**Accredited Agricultural Chemical Application**
	Date Completed				
	Initials				
	Date Completed				
	Initials				
	Date Completed				
	Initials				
	Date Completed				
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PRODUCT IDENTIFICATION AND TRACEABILITY

Each processor operating under an ISO 9000 Quality Assurance system is required to be able to trace their product (olive oil) from the grove to the final consumer.

Product traceability provides us with the tools to be able to demonstrate due diligence in the event of a food poisoning event or breach of food safety standards.

These tools enable you to:

- Trace the history and location of any batch of harvested olives from your grove.
- Identify all raw materials (mulch, fertiliser, chemicals, etc) that were applied to any batch of harvested olives throughout the growing process
- Identify potential sources of contamination during the harvest, storage and transport steps of your process.

To be able to trace batches you will need to identify each batch with the date of harvest, harvest location (area within your grove) and the variety of olive harvested.

Product Traceability also provides you with documentation that may be used to improve your grove's profitability by linking harvest yields with grove procedures.

What do I need to do?

- Draw a Grove Map that identifies each part of your grove.
- Identify each harvested bin, box or container with the name and address of your grove, the date of harvest and the olive variety. (You may use a batch code.)
- Record batch codes and destination of batches on your Harvest and Transport Record.
- Record the part (or area) of your grove that was harvested on your Harvest and Transport Record.
- Ensure Grove Application Records, Stock Usage Records and Storage Records are maintained as described in the previous GHP section of this manual.

How do I perform a Product Trace?

Product Traceability is performed by cross-referencing your records.

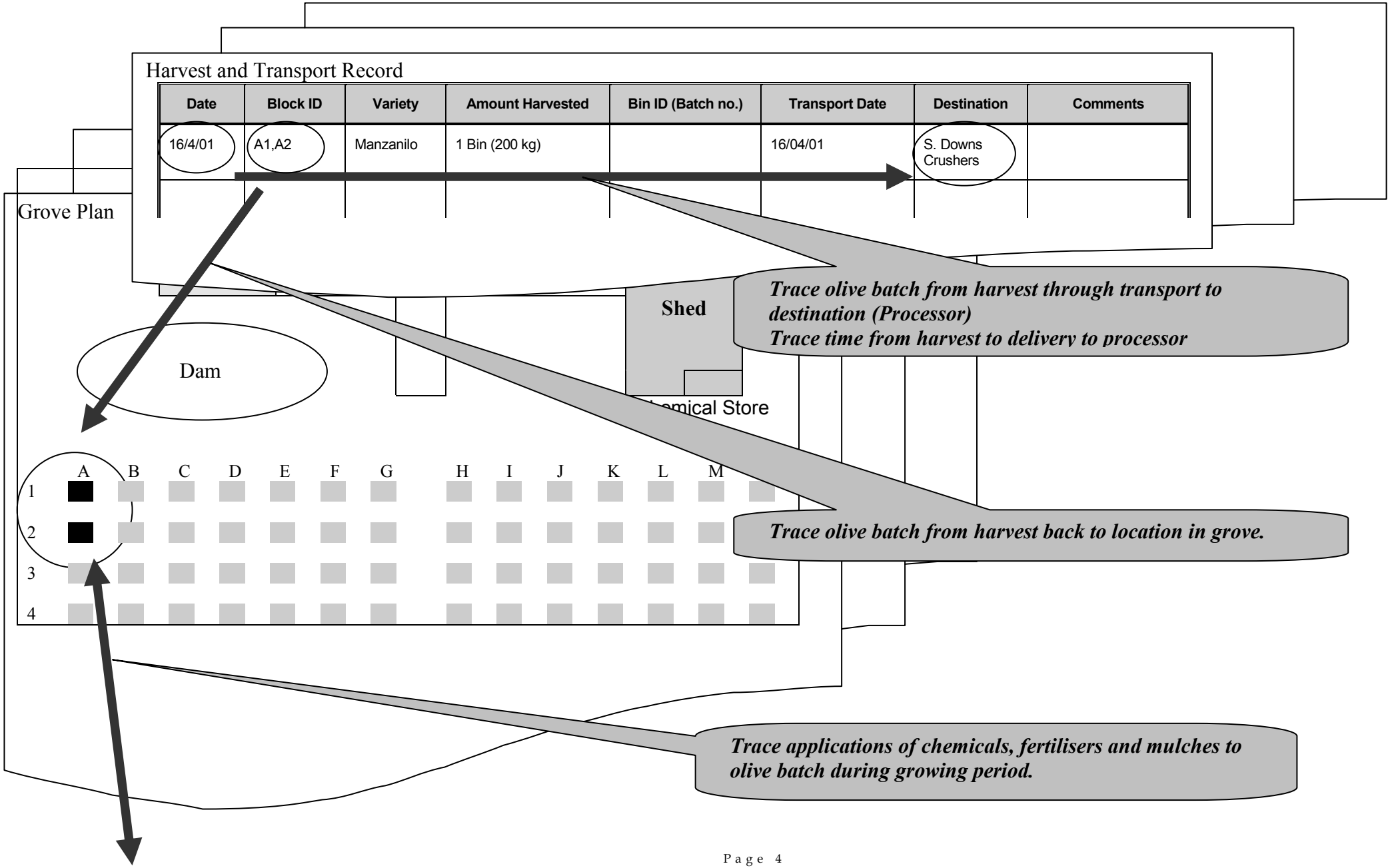
Your Harvest and Transport Record is the central record that links batches of harvested olives to their destination (processor). It also links batches of harvested olives back to areas within your grove via your Grove Map.

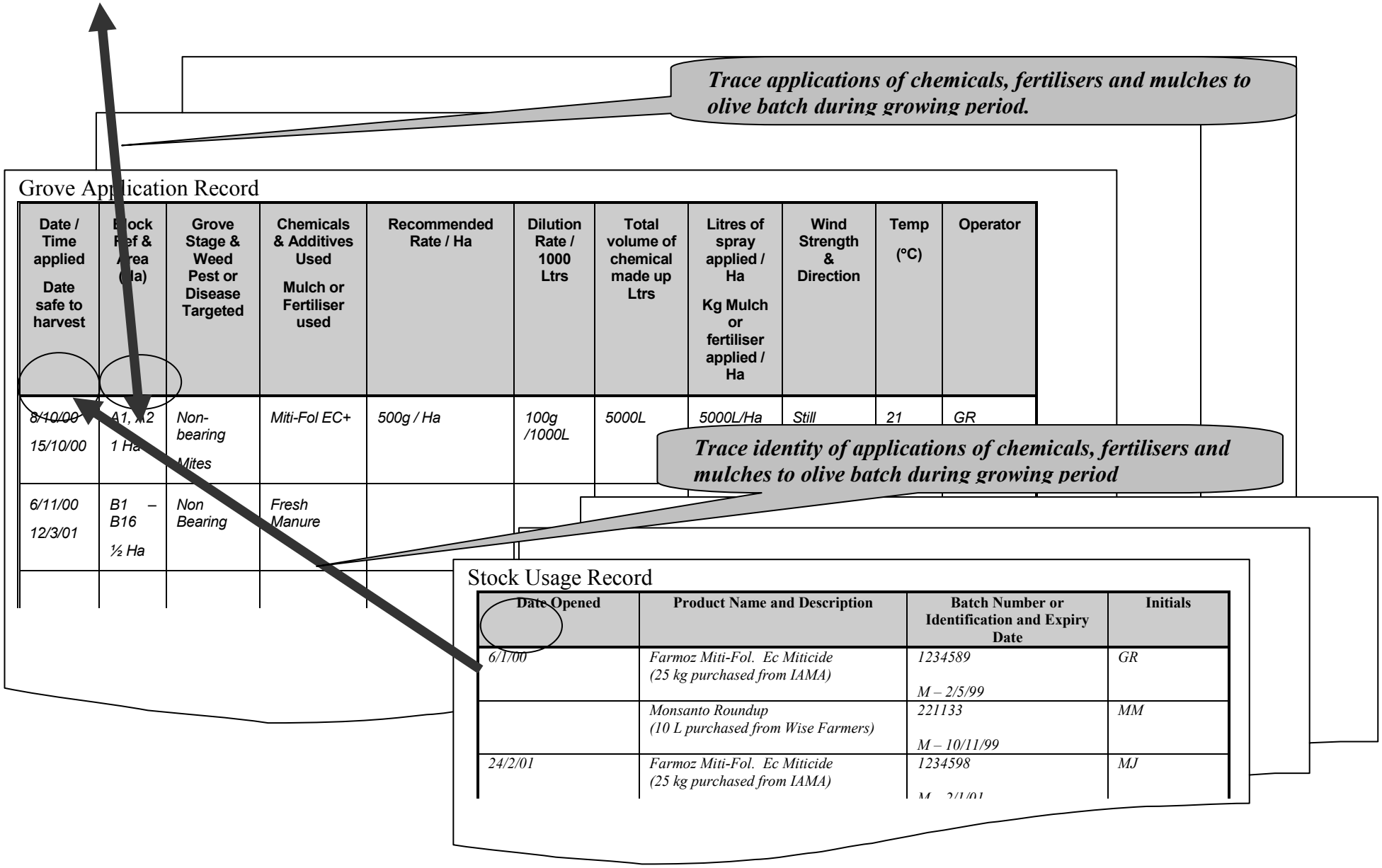
Your Grove Map provides the key to link Chemical as well as Fertiliser and Mulch applications to each batch of harvested olives.

Stock usage records are used to identify the source of Chemicals, Fertilisers and Mulches applied to areas within your grove.

Harvest and Transport Record

Date	Block ID	Variety	Amount Harvested	Bin ID (Batch no.)	Transport Date	Destination	Comments
16/4/01	A1,A2	Manzanilo	1 Bin (200 kg)		16/04/01	S. Downs Crushers	





Grove Application Record

Date / Time applied Date safe to harvest	Block Ref & Area (Ha)	Grove Stage & Weed Pest or Disease Targeted	Chemicals & Additives Used Mulch or Fertiliser used	Recommended Rate / Ha	Dilution Rate / 1000 Ltrs	Total volume of chemical made up Ltrs	Litres of spray applied / Ha Kg Mulch or fertiliser applied / Ha	Wind Strength & Direction	Temp (°C)	Operator
8/10/00 *15/10/00*	*A1, A2* *1 Ha*	*Non-bearing* *Mites*	*Miti-Fol EC+*	*500g / Ha*	*100g /1000L*	*5000L*	*5000L/Ha*	*Still*	*21*	*GR*
6/11/00 *12/3/01*	*B1 – B16* *½ Ha*	*Non Bearing*	*Fresh Manure*							

Stock Usage Record

Date Opened	Product Name and Description	Batch Number or Identification and Expiry Date	Initials
6/1/00	*Farmoz Miti-Fol. Ec Miticide (25 kg purchased from IAMA)*	*1234589* *M – 2/5/99*	*GR*
	Monsanto Roundup (10 L purchased from Wise Farmers)	*221133* *M – 10/11/99*	*MM*
24/2/01	*Farmoz Miti-Fol. Ec Miticide (25 kg purchased from IAMA)*	*1234598* *M – 2/1/01*	*MJ*