LESSON 6 DOCUMENTATION & INTERNAL REVIEW

In developing and implementing the Olive Care Approved Supplier Program the following documentation is required:

- Product and Handling Specifications
- Grove Plan
- Grove Application Records
- Stock Usage Records
- Harvest and Transport Records
- Storage Monitoring Records (if harvested olives are stored in your grove before transport)
- Internal Review Record

All records should be as user friendly as possible. Completed records must be legible. They must be stored in a safe, accessible, place that protects them from damage and deterioration for at least **TWO YEARS or for the LIFE OF THE FINNISHED PRODUCT**. You may need to keep them longer to satisfy the needs of your customers.

What do I need to do?

- Develop Product and Handling Specifications
- Develop a Grove Plan
- Develop Grove Application Records
- Develop Stock Usage Records
- Develop Harvest and Transport Records
- Develop Storage Monitoring Records if harvested olives are stored in your grove before transport
- Develop Internal Review Record
- Store all records in a safe place for a period of at least two years or for the Life of the Finished Product (as the finished product may remain in the consumers pantry till either the USE BY DATE or BEST BEFORE DATE).

8. INTERNAL REVIEW AND CERTIFICATION

Internal Review

Internal reviews of your Olive Care Approved Supplier Program are reviews that you conduct each year to assure you are controlling the safety and quality of olives grown in your grove and are able to demonstrate the suitability of your harvested olives for use in oil pressing or table olive production. They also give you the opportunity to "fine tune" your grove operations and maximise your grove yields and profits.

What do I need to do?

- Prepare a review checklist. (See below for an example checklist)
- Ask staff what they do and how they do it. Compare the information you gather with the instructions (procedures) you have given your staff. Are the procedures being performed the way you intended them to be?
- Check each element of your GHP (Good Horticultural Practices) and determine if it is being performed according to requirements.
- Review records. Check that they are completed accurately.
- Perform a product trace. Choose a harvest date at random and identify the batch or batches of olives harvested on that date. Using your completed records trace the harvested batch through storage and transport to the processor. Trace the harvested batch back to the field and identify any chemical applications used as well as fertiliser or mulch used.
- Record your findings on your review checklist.

Note: The internal review example checklist below may be used as a guide to determine if your Olive Care Approved Supplier Program is ready to be certified.

Example Internal Review Checklist

Control of Food Safety and Quality

Site and Premises	OK	Not OK	Comments
Has the grove been assessed for potential persistent chemical contamination to olives?			
If persistent chemicals are present, is the grove suitably managed to prevent contamination of olives?			
Pest and Weed Control	**OK**	**Not OK**	**Comments**
Has an Agsafe accredited supplier supplied all chemicals purchased? (Check Chemical Inventory records)			
Are all chemicals stored in a secure area in their original containers? (Check chemical storage areas)			
Is a Stock Usage Record filled out describing the chemical used and the date the chemical is opened? (Check Stock Usage records)			
Chemical Use	**OK**	**Not OK**	**Comments**
Are all chemicals used suitable for use in an Olive Grove? (Check chemical registrations and off-label permits)			
Has an approved person calibrated chemical application equipment? (Check Grove Application records or Calibration records for calibration date and the name of the person calibrating. Check training records for Chemical Accreditation Course of operator)			
Have all chemical treatments in the grove been recorded? Did an approved person supervise their application? (Check Grove Application Record and Training Records)			

Mulching and Fertilising	OK	Not OK	Comments
Are all mulches and fertilisers used free from Heavy Metals and Persistent Chemicals? (Check specifications and written assurances for each mulch or fertiliser found on site)			
Is there a mulching / fertilising procedure in place that prevents contact of mulch / fertiliser with olives? (Review mulching / fertilising procedures and talk to staff applying mulch / fertiliser)			
Are all mulches and fertilisers stored in a secure area that prevents contamination of olives? (Check chemical storage areas)			
Are all mulches and fertiliser purchased recorded in the Stock Usage Record? (Check Stock Usage record)			
Are all applications of mulch and / or fertiliser recorded in the Grove Application record? Did a trained person apply them? (Check Grove Application Records and Training Records)			
Irrigation:	**OK**	**Not OK**	**Comments**
Does the irrigation method prevent contact of water with olives? (Review Irrigation procedures and talk to staff who irrigate the grove)			
If water contacts olives, has an analysis of irrigation water been performed that assures the safety of the irrigation water? (Check irrigation technique and water analysis results. Ensure water was analysed by an independent laboratory at the start of each season and that it is potable.)			

Pre-Harvest Inspection (Grove)	OK	Not OK	Comments
Has a pre-harvest inspection procedure been developed that maximises crop yield? (Review Pre-harvest Inspection procedure and talk to staff who perform Grove Pre-Harvest Inspection)			
Does the procedure include a review of chemical applications to confirm that: • Only registered chemicals have been applied; • Chemicals have been applied according to label instructions by an approved person; • Withholding periods have been met. (Check completed Pre-harvest records and Grove Application records for withholding periods)			
Does the pre-harvest inspection procedure include an inspection of the grove to ensure olives comply with Product and Handling Specifications.			
Pre-Harvest Inspection (Equipment Preparation)	**OK**	**Not OK**	**Comments**
Has a pre-harvest inspection procedure been developed that prevents olives from becoming contaminated during harvesting? (Review Pre-harvest Inspection procedure and talk to staff who prepare harvest equipment)			
Does the procedure include a review of harvest equipment to confirm that equipment is well maintained, clean and free from contaminants and sharp edges?			

Harvest	OK	Not OK	Comments
Has a harvest procedure been developed that minimises damage and contamination of harvested olives? (Review harvest procedure, talk to staff who harvest olives.)			
Are Harvest records complete? (Review Harvest records, ensure the location of harvested batches in the grove and their destination is recorded.)			
Olive Packing	**OK**	**Not OK**	**Comments**
Has a packing procedure been developed that ensures: • All bins are inspected before use and have no sharp or protruding edges and are washed if required; • All bins are packed no deeper than X cm; • All packed bins are marked with the grove name and address, date of harvest and olive variety or a batch code. (Review harvest procedure, talk to staff who harvest olives.)			
Storage	**OK**	**Not OK**	**Comments**
Has a storage procedure been developed that ensures harvested olives are stored: • In a hygienic area; • For a period that ensures they will be processed within X days or X hours of harvest, and • Under conditions that do not exceed X °C (measured in the middle of the bin)? (Review storage procedure, talk to staff who store harvested olives.)			
If cool rooms are used, are temperatures monitored and recorded? (Check storage records) Are thermometers calibrated? (Check calibration records)			

Storage and Transport	OK	Not OK	Comments
Has a storage procedure been developed that ensures harvested olives are transported: • Under cover; • In a well ventilated area and • Do not exceed X °C (measured in the middle of the bin)? (Review transport procedure, talk to staff who store harvested olives.)			

Cleaning and Sanitation	OK	Not OK	Comments
Are all tools and utensils coming into contact with olives cleaned and sanitised? (Inspect equipment used in grove)			
Are all cleaning and sanitising agents used food grade? (Inspect Chemical Store and Chemical Inventory Record)			
Are all cleaning chemicals and sanitisers stored in a secure storage area? (Inspect Chemical Store)			
Personal Hygiene	**OK**	**Not OK**	**Comments**
Do all personnel wash their hands with the sanitiser provided: Before handling olives? After using the toilet? After contact with any potentially contaminating material? (Review Personal Hygiene Procedures, observe and talk to staff)			
Do all personnel wear clean clothing? (Review Personal Hygiene Procedures, observe and talk to staff)			
Are personnel with communicable diseases are prevented from handling olives. (Review Personal Hygiene Procedures and staff records, talk to staff)			

Sanitary Facilities and Amenities	OK	Not OK	Comments
Are toilets maintained in a clean and sanitary condition? (Inspect facilities)			
Are hand washing and sanitising facilities provided for staff? (Inspect facilities)			
Are separate areas away from the grove provided for staff to eat and drink? Are they maintained in a clean and sanitary condition? (Inspect facilities)			
Pest Control	**OK**	**Not OK**	**Comments**
Is a Pest (or vermin) control program operating in the grove to minimise damage and contamination of olives? (Review Pest Control Procedures, Inspect grove)			
Are grove inspections for pests (or vermin) carried out at least once each week? (Review Pest Control Procedures, talk to staff)			

Product Identification and Traceability	OK	Not OK	Comments
Are all batches of harvested olives identified with the grove name and address, harvest date and olive variety or a batch code? (Review procedures, inspect harvested olives and review records)			
Perform a product trace from raw materials through to processing facility. Identify: • Any chemicals applied • Any fertiliser / mulch applied • Compliance with withholding periods • Date of harvest • Date of transport • Transport provider • Processor (Review records.)			

Training	OK	Not OK	Comments
Is the Training Register complete and up to date? (Check Training records)			
Are all staff performing any duties at critical steps in the growing / harvesting process trained? Are they aware of their duties and responsibilities with respect to olive quality and food safety? (Review Training Record. Talk to staff and determine if they understand their responsibilities.)			

Completed by: Date;

(Print Name and Sign)