

SQF Tokyo Sustainability Addendum

Supplement to the SQF Food Safety Code for Primary Production to meet the procurement standards of the Tokyo Organizing Committee of the Olympic and Paralympic Games



One world. One standard.

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Suggestions for improvements to this Code are encouraged from all parties. Written comments are to be sent to SQFI at 2345 Crystal Drive, Suite 800, Arlington, VA, 22202, USA.

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Introduction to the Tokyo Sustainability Addendum

The SQF Food Safety Code for Primary Production has been recognized as a procurement standard for the 2020 Tokyo Olympic and Paralympic Games.

The recognition includes the production of livestock (beef cattle, dairy cattle, chickens and pigs); growing and production of fresh fruit, vegetables, and nuts; and extensive broad-acre agricultural operations including rice production.

SQFI has developed the Tokyo Sustainability Addendum to supplement the Primary Production Code that prescribes the stringent sustainability, environmental and welfare requirements prescribed by the Tokyo Organizing Committee.

Growers and producers that are currently certified to the SQF Food Safety Code for Primary Production will be required to also implement and maintain the requirements of the Tokyo Sustainability Addendum.

Growers and producers that are not currently SQF certified can apply to an SQF licenced Certification Body to be audited to the SQF Food Safety Code for Primary Production and the Tokyo Sustainability Addendum.

- a) All applicable elements of the SQF Food Safety Code for Primary Production and the Tokyo Sustainability Addendum shall be implemented by the production site:

SQF Food Sector Category (FSC)	Products produced by the certified site	Requirements for certification
FSC 1	Production of livestock including beef cattle, dairy cattle, broilers, hens and pigs	The Food Safety Code for Primary Production: <ul style="list-style-type: none"> • System elements • Module 5: GAP for farming of animals The Tokyo Sustainability Addendum
FSC 3	Growing of fresh fruit, vegetables and nuts	The Food Safety Code for Primary Production: <ul style="list-style-type: none"> • System elements • Module 7: GAP for farming of fruit, vegetables and nuts The Tokyo Sustainability Addendum
FSC 5	Growing of broad acre crops including rice	The Food Safety Code for Primary Production: <ul style="list-style-type: none"> • System elements • Module 8: GAP for farming of grains (including rice) The Tokyo Sustainability Addendum

- b) The production site shall be audited by an auditor from an SQF licenced Certification Body who is registered for the relevant food sector category (eg FSC1,

- FSC 3, or FSC 5), and is trained and registered in the Tokyo Sustainability Addendum.
- c) All applicable elements shall be met to achieve certification to the Tokyo Sustainability Addendum. The auditor shall raise non-conformances on any non-compliant elements in the Tokyo Sustainability Addendum audit but shall not grade them as minor or major.
 - d) To achieve and maintain certification, the production site shall achieve an E, G, or C rating in the Food Safety Code audit, and shall close out any identified Tokyo Sustainability Addendum non-conformities within 30 days from the last day of the audit.
 - e) Production sites that successfully achieve certification shall receive a certificate of recognition for the Tokyo Sustainability Addendum directly from SQFI, as well as the certificate for achievement of the SQF Food Safety Code for Primary Production from the certification body. The duration of both certificates shall be the same.
 - f) To maintain certification to the Tokyo Sustainability Addendum, the production site must remain certified to the SQF Food Safety Code for Primary Production. If the SQF certification of the production site is suspended or withdrawn, it shall also apply to the site's certification to the Tokyo Sustainability Addendum.
 - g) Where a surveillance audit is required for the production site, the Tokyo Sustainability Addendum requirements shall also be audited.
 - h) To meet the procurement standard for the 2020 Tokyo Olympic and Paralympic Games, the production site shall maintain certification to the SQF Food Safety Code for Primary Production and the Tokyo Sustainability Addendum until after the completion of the 2020 Olympic Games.

SQF System Elements for Primary Production

System Elements apply to production of all agricultural commodities, including fruit, vegetables, grain crops (rice) and livestock

SQF System Elements (SQF Food Safety Code for Primary Production)	SQF Tokyo Sustainability Addendum
2.1 Management Commitment	
2.1.1 Food Safety Policy (Mandatory)	
<p>2.1.1.1 The owner/senior site manager shall prepare and implement a policy statement that outlines as a minimum the:</p> <ul style="list-style-type: none"> i. The site's commitment to supply safe food; ii. Methods used to comply with its customer and regulatory requirements and continually improve its food safety management system; and iii. The site's commitment to establish and review food safety objectives. <p>2.1.1.2 The policy statement shall be:</p> <ul style="list-style-type: none"> i. Signed by senior site management; ii. Made available in language understood by all staff; and iii. Displayed in a prominent position and effectively communicated to all staff. 	<ul style="list-style-type: none"> i. The owner/senior site manager shall prepare and implement a policy statement that outlines the measures the farm shall implement to ensure compliance with food safety and livestock hygiene laws and regulations.
2.1.2 Management Responsibility (Mandatory)	
<p>2.1.2.1 The reporting structure describing those who have responsibility for food safety shall be identified and communicated within the organization.</p> <p>2.1.2.2 The owner/senior site manager shall make provision to ensure fundamental food safety practices and all applicable requirements of the SQF System are adopted and maintained.</p>	<ul style="list-style-type: none"> i. Where the farm is managed by other than the owner, the owner shall authorize the manager to manage and operate the business ii. The staff member with responsibility for employee welfare shall be listed in the organizational chart and shall be known by all employees

<p>2.1.2.3 The owner/senior site manager shall ensure adequate resources are available to support the development, implementation, maintenance and ongoing improvement of the SQF System.</p> <p>2.1.2.4 The owner/senior site manager shall designate an SQF practitioner for each site with responsibility and authority to:</p> <ul style="list-style-type: none"> i. Oversee the development, implementation, review and maintenance of the SQF System, include Good Agricultural/Aquacultural Practices outline in 2.4.2 and the food safety plan outlined in 2.4.3; ii. Take appropriate action to ensure the integrity of the SQF System; and iii. Communicate to relevant personnel all information essential to ensure the effective implementation and maintenance of the SQF System. <p>2.1.2.5 The SQF practitioner shall:</p> <ul style="list-style-type: none"> i. Be employed by the site as a company employee on a full-time basis; ii. Have completed a HACCP-based training course; iii. Be competent to implement and maintain Good Agricultural/Aquacultural Practices; and iv. Have an understanding of the SQF Code and the requirements to implement and maintain SQF System relevant to the site's scope of certification <p>2.1.2.6 Senior site management shall ensure the training needs of the site are resourced, implemented and meet the requirements outlined in 2.9, and that site personnel have met the required competencies to carry out those functions affecting the legality and safety of food products.</p>	<ul style="list-style-type: none"> i. The owner/site manager shall ensure compulsory legal insurance coverage to protect against crop loss, equipment loss, or employee accidents ii. The owner/site manager shall ensure that technology and scientific methods, developed solely by the site are protected and kept secure. iii. The owner/site manager shall implement measures to ensure the intellectual property of other businesses or persons is not infringed. iv. For livestock production, the owner/senior site manager shall ensure that a production plan is prepared that describes the work, the time period in which it is to be performed, production forecasts for each livestock/product and productivity goals. v. For livestock production, the owner/senior site manager shall ensure that at least one employee is competent to administer first aid vi. The owner/senior manager shall ensure that there is a staff member on site with responsibility for employee welfare and employee conditions <p>i. The SQF Practitioner shall be familiar with the Tokyo Sustainability Addendum and shall be competent to implement it.</p> <p>i. Competencies and training needs shall include recognition of dangerous work associated with farm activities and restrictions and authorisations that apply to dangerous procedures</p>
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<p>2.1.2.7 The owner/senior site manager shall inform all staff, including temporary or seasonal workers, of their food safety and regulatory responsibilities, of their role in meeting the requirements of the SQF Code, and of their responsibility to report food safety problems to personnel with authority to initiate action.</p> <p>2.1.2.8 Job tasks for those responsible for food safety shall be listed and communicated to personnel including provisions to cover for the absence of key personnel.</p> <p>2.1.2.9 The senior site management shall establish processes to improve the effectiveness of the SQF System to demonstrate continuous improvement.</p> <p>2.1.2.10 The owner/senior site manager shall ensure the integrity and continued operation of the food safety system in the event of organizational or personnel changes within the farm/company or associated locations.</p> <p>2.1.2.11 The owner/senior site manager shall designate defined blackout periods that prevent unannounced re-certification audits from occurring out of season or when the facility is not operating for legitimate business reasons. The list of blackout dates and their justification shall be submitted to the certification body a minimum of one month before the sixty (60) day re-certification window for the agreed unannounced audit.</p>	<ul style="list-style-type: none"> i. An organizational chart and job descriptions are documented, which shall include all work done by farm management and staff. The work includes livestock management, feed management, waste disposal, employee management and work safety, but it is not limited to the above work alone. i. Improvements shall include measures to improve the employee work environment and reduce farm accidents
<p>2.1.3 Management Review (Mandatory)</p> <p>2.1.3.1 The owner/senior site manager shall be responsible for reviewing the SQF System and documenting the review procedure. Reviews shall include the policy manual, internal and external audit findings, corrective actions and their investigations and resolution, customer complaints and their resolution and investigation.</p> <p>2.1.3.2 The SQF practitioner(s) shall update senior site management on a (minimum) monthly basis on matters impacting the implementation and maintenance of the SQF System. The updates and management responses shall be documented. The SQF System in its entirety shall be reviewed at least annually.</p> <p>2.1.3.3 Food Safety Plans, Good Agricultural/Aquaculture Practices and other aspects of the SQF System shall be reviewed and updated as needed when any potential changes implemented have an impact on the site's ability to deliver safe food.</p> <p>2.1.3.4 Records of all management reviews and updates shall be maintained.</p>	
<p>2.1.4 Complaint Management (Mandatory)</p> <p>2.1.4.1 The methods and responsibility for handling and investigating the cause and resolution (corrective actions) of complaints from customers and authorities shall be documented and implemented.</p> <p>2.1.4.2 Trends of customer complaint data shall be investigated and analyzed by personnel knowledgeable about the incidents.</p> <p>2.1.4.3 Corrective action shall be implemented commensurate with the seriousness of the incident and as outlined in 2.5.5.</p> <p>2.1.4.4 Records of customer complaints and their investigations shall be maintained.</p>	

<p>2.1.5 Crisis Management Planning</p> <p>2.1.5.1 A crisis management plan that is based on the understanding of known potential dangers (e.g. flood, drought, fire, tsunami, or other severe weather or regional events such as warfare or civil unrest) that can impact the site's ability to deliver safe food, shall be documented by the owner/senior site management outlining the methods and responsibility the site shall implement to cope with such a business crisis.</p> <p>2.1.5.2 The crisis management plan shall be reviewed, tested and verified at least annually. Records of reviews of the crisis management plan shall be maintained.</p>	<p>i. For livestock production, the crisis management plan shall include the requirement to comply with government regulation and guidance in relation to nuclear disasters.</p> <p>ii. The farm shall be able to demonstrate the safety of livestock and products in terms of radioactive materials and include a radioactive material inspection.</p>
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2.2 Document Control and Records	
<p>2.2.1 Food Safety Management System (Mandatory)</p> <p>2.2.1.1 A food safety management system shall be documented, maintained in either electronic and/or hard copy form, and made available to relevant staff and include:</p> <ul style="list-style-type: none"> i. The policy statement and organization chart; ii. The scope of the certification; iii. A list of the products covered under the scope of certification; and iv. Include or reference the written procedures (Good Agricultural Practices, Good Aquacultural Practices and/or Good Production Practices) and other documentation necessary to support the development, implementation, maintenance and control of the SQF System. <p>2.2.1.2 All changes made to Food Safety Plans, Good Agricultural/Aquacultural Practices and other aspects of the SQF System shall be validated or justified.</p>	<p>i. The management system shall indicate the type of animal produced and production rearing process, the name and address where products are stored, the area where animals are stored and concentration of animals, the location where carcasses are stored (if applicable), and the livestock waste treatment facility (if applicable).</p> <p>ii. If any functions are outsourced to other companies or facilities, the name, address and contact details of the outsourced facility shall be identified</p>
<p>2.2.2 Document Control (Mandatory)</p> <p>2.2.2.1 The methods and responsibility for maintaining document control and ensuring staff have access to current documents shall be documented and implemented.</p> <p>2.2.2.2 A register of current SQF System documents and amendments to documents shall be maintained.</p> <p>2.2.2.3 Documents shall be safely stored and readily accessible.</p>	
<p>2.2.3 Records (Mandatory)</p> <p>2.2.3.1 The methods and responsibility for undertaking monitoring activities, verifying, maintaining and retaining records shall be documented and implemented.</p> <p>2.2.3.2 All records shall be legible and suitably authorized by those undertaking monitoring activities that demonstrate inspections, analyses and other essential activities have been completed.</p> <p>2.2.3.3 Records shall be readily accessible, retrievable, securely stored to prevent damage and deterioration and shall be retained in accordance with periods specified by a customer or regulations.</p>	<p>i. Site records shall include receipts for seeds, seedlings, manure, soil improvement materials, fertilizer, pesticides and cleaning chemicals</p> <p>ii. For livestock production, records shall include work performed in pastures and facilities that handle livestock</p>

2.3 Specification and Product Development	
<p>2.3.1 Product Development and Realization</p> <p>2.3.1.1 The methods and responsibility for designing, developing and converting product concepts (e.g. new crops, animal species) to commercial realization shall be documented and implemented.</p> <p>2.3.1.2 New products shall be validated for shelf life, Maximum Residue Limits (MRLs) and customer requirements.</p> <p>2.3.1.3 Records for new products validation, shelf life and final approvals shall be maintained.</p>	
<p>2.3.2 Raw and Packaging Materials</p> <p>2.3.2.1 Specifications for food contact packaging and agricultural/aquaculture inputs shall be documented and kept current.</p> <p>2.3.2.2 All food contact packaging and agricultural/aquaculture inputs shall comply with the relevant legislation.</p> <p>2.3.2.3 Food contact packaging and agricultural/aquaculture input specification development and approval shall be documented.</p> <p>2.3.2.4 Food contact packaging and agricultural/aquaculture inputs shall be verified to ensure product safety is not compromised and the material is fit for its intended purpose. Verification shall include certificates of conformance; or certificate of analysis; or sampling and testing.</p>	<p>i. For livestock production, purchased litter shall be inspected for color, foreign matter and mold upon receipt mold.</p>
<p>2.3.2.5 Verification of packaging materials shall include:</p> <ul style="list-style-type: none"> i. Certification that all packaging that comes into direct contact with food meets either regulatory acceptance or approval criteria. Documentation shall either be in the form of a declaration of continued guarantee of compliance, a certificate of conformance, or a certificate from the applicable regulatory agency; and ii. In the absence of a certificate of conformance, certificate of analysis, or letter of guarantee, tests and analyses to confirm the absence of potential chemical migration from the packaging to the food contents shall be conducted and records maintained. <p>2.3.2.6 Finished product labels shall be accurate, comply with the relevant legislation and be approved by qualified company personnel.</p> <p>2.3.2.7 A register of current packaging materials and agricultural input specifications and labels shall be maintained.</p>	
<p>2.3.3 Contract Service Providers</p> <p>2.3.3.1 Specifications/agreements for contract services that have an impact on finished product safety shall be documented, current, include a full description of the service to be provided and detail relevant training requirements of contract personnel (e.g. sprayers, portable toilets, temporary labor).</p> <p>2.3.3.2 A register of all contract service specifications shall be maintained and kept current.</p>	
<p>2.3.4 Contract Farms/Producers</p> <p>2.3.4.1 The methods and responsibility for ensuring all agreements relating to food safety, customers product requirements and its realization and delivery are specified and agreed shall be documented and implemented.</p> <p>2.3.4.2 The site shall:</p> <ul style="list-style-type: none"> i. Verify compliance with the SQF Food Safety Code and that all customer requirements are being met at all times; and 	

<p>ii. Ensure changes to contractual agreements are approved by both parties and communicated to relevant personnel.</p>	
<p>2.3.4 Contract Farms/Producers</p> <p>2.3.4.1 The methods and responsibility for ensuring all agreements relating to food safety, customers product requirements and its realization and delivery are specified and agreed shall be documented and implemented.</p> <p>2.3.4.2 The site shall:</p> <p>iii. Verify compliance with the SQF Food Safety Code and that all customer requirements are being met at all times; and</p> <p>iv. Ensure changes to contractual agreements are approved by both parties and communicated to relevant personnel.</p>	
<p>2.3.5 Finished Product Specifications</p> <p>2.3.5.1 Finished product specifications shall be documented, current, approved by the farm/producer and their customer where applicable, accessible to relevant staff and may include:</p> <p>i. Microbiological and agricultural chemical limits;</p> <p>ii. Maximum Residue Limits (MRL's) for pesticides and/or veterinary drugs; and</p> <p>iii. Labeling and packaging requirements.</p> <p>2.3.5.2 A register of finished product specifications shall be maintained.</p>	

2.4 Food Safety System	
<p>2.4.1 Food Legislation (Mandatory)</p> <p>2.4.1.1 The owner/senior site manager shall ensure that, at the time of delivery to its customer, the food supplied shall comply with the legislation that applies to the food and its production in the country of use or sale, if known.</p> <p>2.4.1.2 The methods and responsibility for ensuring the organization is kept informed of changes to relevant legislation, scientific and technical developments, emerging food safety issues, and relevant industry codes of practice shall be documented and implemented.</p> <p>2.4.1.3 SQFI and the certification body shall be notified in writing within twenty-four (24) hours in the event of a regulatory warning. Notification to SQFI shall be by email to foodsafetycrisis@sqfi.com.</p>	<p>i. Where applicable, livestock shall be registered according to regulations governing livestock registration in the country of production</p> <p>ii. For livestock production, the owner/senior site manager shall ensure that a production plan is prepared that describes the work, the time period in which it is to be performed, production forecasts for each livestock/product and productivity goals.</p> <p>iii. For livestock production, the producer shall adhere to the requirements of the Rearing Hygiene Control standards released by the Japan Livestock Industry Association.”</p> <p>iv. For livestock production, the producer shall adhere to the requirements of the Act on Domestic Animal infectious Diseases Control</p>

<p>2.4.2 Good Agricultural/Aquaculture Practices (Mandatory)</p> <p>2.4.2.1 The site shall ensure that Good Agricultural Practices described in Module 7, or other relevant applicable module of this Code, are applied, or exempted according to a written risk analysis outlining the justification for exemption or evidence of the effectiveness of alternative control measures to ensure that food safety is not compromised.</p>	
<p>2.4.3 Food Safety Plan</p> <p>2.4.3.1 A HACCP-based reference Food Safety plan, developed by a responsible authority shall be implemented by the organization in the absence of a specifically developed food safety plan for the organization. The organization shall:</p> <ul style="list-style-type: none"> i. Maintain a current record indicating that is has reviewed the food safety plan and ensure its scope of risk assessment covers all products sold by the organization; and ii. Document where changes in the food safety plan have impacted their Good Agricultural/Aquaculture Practices. <p>2.4.3.2 Where an organization has developed its own food safety plan, either by choice or due to product(s) not included within the scope of a HACCP-Based model as per 2.4.3.1, it shall be implemented and maintained and outline the means by which the organization controls and assures food safety of the products or product groups included in the scope of the SQF certification and their associated processes. More than one HACCP food safety plan may be required to cover all products included in the scope of certification.</p>	
<p>2.4.3.3 The food safety plan or plans shall be developed and maintained by a multidisciplinary team that includes the SQF Practitioner and those site personnel with technical, production, and engineering knowledge of the relevant products and associated processes. Where the relevant expertise is not available on site, advice may be obtained from other sources to assist the food safety team.</p> <p>2.4.3.4 The scope of each food safety plan shall be developed and documented including the start and end-point of the processes under consideration and all relevant inputs and outputs.</p> <p>2.4.3.5 Product descriptions shall be developed and documented for all products included in the scope of the food safety plans. This shall reference the finished product specifications plus any additional information relevant to product safety, such as pH, Aw, composition.</p> <p>2.4.3.6 The intended use of each product shall be determined and documented by the food safety team. This shall include target consumer groups, the potential for consumption by vulnerable groups of the population, requirements for further processing if applicable, and potential alternative use of the product.</p> <p>2.4.3.7 The food safety team shall develop and document a flow diagram covering the scope of each food safety plan. The flow diagram shall include every step in the process of primary production, all agricultural inputs, packaging material, and service inputs (e.g. water, steam, gasses as appropriate), process delays, and all process outputs including feed, waste and rework. Each flow diagram shall be confirmed by the food safety team during all stages and hours of operation.</p> <p>2.4.3.8 The food safety team shall identify and document all food safety hazards that can reasonably be expected to occur at each step in the processes, including agricultural/aquaculture inputs.</p> <p>2.4.3.9 The food safety team shall conduct a hazard analysis for every identified hazard, to identify which hazards are significant, i.e. their elimination or reduction to an acceptable level</p>	<ul style="list-style-type: none"> i. The flow diagram developed for the Food Safety Plan shall include storage of harvested product, where appropriate

<p>is necessary to ensure food safety. The methodology for determining hazard significance shall be documented and used consistently to assess all potential hazards.</p> <p>2.4.3.10 The food safety team shall determine and document the control measures that must be applied to all significant hazards. More than one control measure may be required to control an identified hazard, and more than one significant hazard may be controlled by a specific control measure.</p> <p>2.4.3.11 Based on the results of the hazard analysis (refer to 2.4.3.9), the food safety team shall identify the steps in the process where control must be applied to eliminate a significant hazard or reduce it to an acceptable level (a critical control point or CCP). In instances where a significant hazard has been identified at a step in the process, but no control measure exists, the food safety team shall modify the process to include an appropriate control measure.</p> <p>2.4.3.12 For each identified CCP, the food safety team shall identify and document the limits that separate safe from unsafe product. The food safety team shall validate the critical limits to ensure the designated level of control of the identified food safety hazard(s) and that all critical limits and control measures individually or in combination effectively provide the level of control required (refer to 2.5.2.1)</p> <p>2.4.3.13 The food safety team shall develop and document procedures to monitor CCPs to ensure they remain within the established limits (2.4.3.12). Monitoring procedures shall identify the personnel assigned to conduct testing, the sampling and test methods, and the test frequency.</p> <p>2.4.3.14 The food safety team shall develop and document deviation procedures that identify the disposition of affected product when monitoring indicates a loss of control at a CCP. The procedures shall also prescribe actions to correct the process step to prevent recurrence of the safety failure.</p> <p>2.4.3.15 The documented and approved food safety plan(s) shall be implemented in full. The effective implementation shall be monitored by the food safety team, and a full review of the documented and implemented plans shall be conducted at least annually, or when changes to the process, equipment, inputs or other changes affecting product safety occur.</p> <p>2.4.3.16 Implemented food safety plans shall be verified as part of SQF System verification (refer to 2.5).</p> <p>2.4.3.17 Where food safety regulations in the country of production and destination (if known) prescribe a food safety control methodology other than the Codex Alimentarius Commission HACCP guidelines, the food safety team shall implement food safety plans that meet both Codex and food regulatory requirements.</p>	
<p>2.4.4 Approved Supplier Program (Mandatory)</p> <p>2.4.4.1 Agricultural/aquaculture inputs, harvested product, pre-market ready livestock, market ready product and packaging materials that impact on finished product food safety shall be supplied by an approved supplier.</p>	<ul style="list-style-type: none"> i. Where required, seed and seedlings shall be appropriately registered and sourced from an authorized supplier ii. For livestock production semen, fertilized eggs and feeder livestock shall be purchased only from an approved supplier. Records shall be maintained that identify the product name, product type and quantity iii. All chemicals purchased for use on farm, including fertilizers and other agricultural inputs, shall comply with government regulations, including standards for radioactive material

<p>2.4.4.2 The receipt of agricultural/aquaculture inputs, harvested product, pre-market ready livestock, market ready product and packaging materials received from non-approved suppliers shall be acceptable in an emergency situation provided they are inspected or analyzed before use.</p> <p>2.4.4.3 The responsibility and procedure for selecting, evaluating, approving and monitoring an approved supplier shall be documented and implemented.</p> <p>2.4.4.4 The site's food defense plan (refer to 2.7.1.1) shall include measures to secure incoming materials and ingredients and protect them from deliberate acts of sabotage or terrorist-like incidents.</p> <p>2.4.4.5 The site's food fraud vulnerability assessment (refer to 2.7.2.1) shall include the site's susceptibility to raw material or ingredient substitution, mislabeling, dilution and counterfeiting which may adversely impact food safety.</p> <p>2.4.4.6 The food fraud mitigation plan (refer to 2.7.2.2) shall include methods by which the identified vulnerabilities from ingredients and materials shall be controlled.</p> <p>2.4.4.7 Agricultural/aquaculture inputs, harvested product, pre-market ready livestock, market ready product and packaging materials received from other facilities under the same corporate ownership, shall be subject to the same specification requirements (refer to 2.3.2) and approved supplier requirements as all other material providers.</p>	
<p>2.4.4.8 The approved supplier program shall be based on the prior performance of a supplier and the risk level of received goods and shall contain as a minimum:</p> <ul style="list-style-type: none"> i. Agreed specifications; ii. Reference to the rating of the level of risk applied to the approved supplier; iii. A summary of the food safety controls implemented by the approved supplier; iv. Methods for granting approved supplier status; v. Methods and frequency of monitoring approved suppliers; vi. Details of the certificates of conformance if required, and vii. Methods and frequency of reviewing approved supplier performance and status. <p>2.4.4.9 Supplier audits shall be based on risk and shall be conducted by individuals knowledgeable of applicable regulatory and food safety requirements risk and trained in auditing techniques.</p> <p>2.4.4.10 A register of approved supplier and records of inspections and audits of approved suppliers shall be maintained.</p>	<ul style="list-style-type: none"> i. A publicly recognized, registration agency (such as the Livestock Hygiene Health Center) shall be utilized for audits of livestock suppliers in relation to food safety, such as chemical residue, water quality, microbes or radioactive material.
<p>2.4.5 Non-conforming Product or Equipment</p> <p>2.4.5.1 Non-conforming product, agricultural/aquaculture inputs, packaging or equipment shall be quarantined, handled, re-worked or disposed of in a manner that minimizes the risk of inadvertent use, improper use or risk to the integrity of finished product.</p> <p>2.4.5.2 Records of the handling and disposal of non-conforming product shall be maintained, minimally including grower/producer name, farm location, quantity and final disposition.</p>	

2.5 SQF System Verification	
<p>2.5.1 Validation and Effectiveness (Mandatory)</p> <p>2.5.1.1 The methods, responsibility and criteria for ensuring the effectiveness of Good Agricultural/Aquaculture Practices and production programs, and validating critical food safety limits to ensure they achieve their intended purpose shall be documented and implemented. The methods applied shall ensure that:</p> <ul style="list-style-type: none"> i. Good Agricultural/Aquaculture Practices are confirmed to ensure they achieve the required result; ii. Critical food safety limits are validated, and re-validated annually; iii. Changes to the processes or procedures are assessed to ensure controls are still effective. <p>2.5.1.2 Records of all validation activities shall be maintained.</p>	
<p>2.5.2 Verification Activities (Mandatory)</p> <p>2.5.2.1 A verification schedule outlining the verification activities, their frequency of completion and the person responsible for each activity shall be prepared and implemented.</p> <p>2.5.2.2 The methods, responsibility and criteria for verifying monitoring of Good Agricultural/Aquaculture Practices, critical control points and other food safety controls, and the legality of certified products, shall be documented and implemented. The methods applied shall ensure that personnel with responsibility for verifying monitoring activities authorize each verified record.</p> <p>2.5.2.3 Records of the verification of monitoring activities shall be maintained.</p>	
<p>2.5.3 Corrective and Preventative Action (Mandatory)</p> <p>2.5.3.1 The responsibility and methods outlining how corrections and corrective actions are determined, implemented and verified, including the identification of the root cause and resolution of non-compliance of critical food safety limits, and deviations from food safety requirements, shall be documented and implemented.</p> <p>2.5.3.2 Records of all investigation and resolution of non-conformities including their corrections and corrective action shall be maintained.</p>	
<p>2.5.4 Product Sampling, Inspection and Analysis</p> <p>2.5.4.1 The sampling, inspecting and/or analyzing and release of finished product shall be documented and implemented. The procedures applied shall ensure:</p> <ul style="list-style-type: none"> i. Inspections and analyses are completed at regular intervals as required and to agreed specification (e.g. MRL's as per 2.3.5) and regulatory and labeling requirements; ii. All analyses are conducted to nationally recognized methods or alternative methods which are validated as equivalent to the nationally recognized methods; iii. Release of products to customers is approved by authorized personnel. <p>2.5.4.2 On-site personnel that conduct product testing shall participate in an applicable proficiency testing program at least annually to ensure accuracy of results.</p> <p>2.5.4.3 Where external laboratories are utilized to conduct input or product analysis, the laboratories shall be accredited to ISO 17025 or an equivalent national standard, and shall be included on the site's contract service specifications register (refer to 2.3.3.1)</p>	

<p>2.5.5 Internal Audits (Mandatory)</p> <p>2.5.5.1 The methods and responsibility for scheduling and conducting internal audits to verify the effectiveness of the SQF System shall be documented and implemented. Internal audits shall be conducted at least annually. The methods applied shall ensure:</p> <ul style="list-style-type: none"> i. All applicable requirements of the SQF Food Safety Code are audited as per the SQF Audit Checklist or equivalent tool; ii. Correction and corrective action of deficiencies identified during the internal audits are undertaken; iii. Audit results are communicated to relevant management personnel and staff responsible for implementing and verifying corrective actions; and iv. Records of internal audits and any corrections and corrective action taken as a result of internal audits shall be maintained. <p>2.5.5.2 Staff conducting internal audits shall be trained and competent in internal audit procedures.</p> <p>2.5.5.3 Regular inspections of the facility and equipment shall be planned and carried out to verify Good Agricultural Practices and building/equipment maintenance is compliant to the SQF Food Safety Code. The supplier shall:</p> <ul style="list-style-type: none"> i. Take correction or corrective and preventative action; and ii. Maintain records of inspections and any corrective action taken. <p>2.5.5.4 Where practical staff conducting internal audits shall be independent of the function being audited.</p>	
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2.6 Product Identification, Trace, Withdrawal and Recall	
<p>2.6.1 Product Identification (Mandatory)</p> <p>2.6.1.1 A product identification system shall be implemented to ensure:</p> <ul style="list-style-type: none"> i. Agricultural/Aquaculture inputs, work in progress and finished product are clearly identified during all stages of receipt, operations, storage, shipping and transportation and dispatch; and ii. Finished product is labeled to the customer specification and/or regulatory requirements. <p>2.6.1.2 Product identification records shall be maintained.</p>	<ul style="list-style-type: none"> i. For livestock production, product identification records shall include records of births, mating, and parentage
<p>2.6.2 Product Trace (Mandatory)</p> <p>2.6.2.1 The responsibility and methods used to trace product shall be documented and implemented to ensure:</p> <ul style="list-style-type: none"> i. Finished product is traceable to the customer (one up) and provides traceability through the process to the agricultural input supplier and date of receipt of raw materials, food contact packaging and materials and other inputs (one back); ii. Traceability is maintained where product is reworked; and 	

<p>iii. The effectiveness of the product trace system shall be reviewed at least annually as part of the product recall and withdrawal review (refer to 2.6.3.3).</p> <p>2.6.2.2 Records of agricultural/aquaculture inputs and packaging material receipt and use, and product shipping and transportation shall be maintained.</p>	
<p>2.6.3 Product Withdrawal and Recall (Mandatory)</p> <p>2.6.3.1 The responsibility and methods used to withdraw or recall product shall be documented and implemented. The procedure shall:</p> <ul style="list-style-type: none"> i. Identify those responsible for initiating, managing and investigating a product withdrawal or recall; ii. Describe the procedures to be implemented by site management; iii. Outline a communication plan to inform customers, consumers, authorities and other essential bodies in a timely manner appropriate to the nature of the incident; and iv. Ensure that SQFI and the certification body are listed as an essential body for notification of a recall or withdrawal. <p>2.6.3.2 Investigation shall be undertaken to determine the cause of a withdrawal, mock recall or recall and details of investigations and any action taken shall be documented.</p> <p>2.6.3.3 The product withdrawal and recall system shall be reviewed, tested and verified as effective at least annually and include the traceability requirement of 2.6.2.1.</p> <p>2.6.3.4 SQFI and the certification body shall be notified in writing within twenty-four (24) hours upon identification of a food safety event that requires public notification. SQFI shall be notified at foodsafetycrisis@sqfi.com.</p>	

<p>2.7 Food Defense and Food Fraud</p>	
<p>2.7.1 Food Defense Plan (Mandatory)</p> <p>2.7.1.1 The methods, responsibility and criteria for preventing food adulteration caused by a deliberate act of sabotage or terrorist-like incident shall be documented, implemented and maintained.</p> <p>2.7.1.2 A food defense plan shall include:</p> <ul style="list-style-type: none"> i. The name of the senior site management person responsible for food defense; ii. The methods implemented to ensure only authorized personnel have access to equipment, vehicles, operations and storage areas through designated access points; iii. The methods implemented to protect sensitive operational points from intentional adulteration; iv. The measures taken to ensure the secure receipt and storage of Agricultural/aquaculture inputs, packaging, equipment and hazardous chemicals; v. The measures implemented to ensure agricultural/aquaculture inputs, packaging materials, work-in progress and finished products are held under secure storage and transportation conditions; and vi. The methods implemented to record and control access to the premises by employees, contractors, and visitors. 	

<p>2.7.1.3 The food defense plan shall be reviewed and challenged at least annually and appropriately documented.</p>	
<p>2.7.2 Food Fraud</p> <p>2.7.2.1 The methods, responsibility and criteria for identifying the site's vulnerability to food fraud shall be documented, implemented and maintained. The food fraud vulnerability assessment shall include the site's susceptibility to product substitution, mislabeling, dilution and counterfeiting or stolen goods which may adversely impact food safety.</p> <p>2.7.2.2 A food fraud mitigation plan shall be developed and implemented which specifies the methods by which the identified food fraud vulnerabilities shall be controlled.</p> <p>2.7.2.3 The food fraud vulnerability assessment and mitigation plan shall be reviewed and verified at least annually.</p> <p>2.7.2.4 Records of reviews of the food fraud vulnerability assessment and mitigation plan shall be maintained.</p>	

2.8 Allergen Management	
<p>2.8.1 Allergen Management for Primary Production (Mandatory)</p> <p>2.8.2.1 The responsibility and methods used to control allergens and to prevent sources of allergens from contaminating product shall be documented and implemented. The allergen management program shall include:</p> <ul style="list-style-type: none"> i. A risk analysis of those Agricultural/aquaculture inputs and processing aids, including food grade lubricants, that contain food allergens; ii. An assessment of workplace-related food allergens from locker rooms, vending machines, lunch rooms, visitors; iii. A list of allergens which is accessible by relevant staff; and iv. The hazards associated with allergens and their control incorporated into the food safety plan. <p>2.8.2.2 Product labeling, in accordance with regulatory requirements, shall include allergens where risks from cross contamination have been documented.</p>	

2.9 Training	
<p>2.9.1 Training Requirements</p> <p>2.9.1.1 Appropriate training shall be provided for personnel carrying out the tasks essential to the effective implementation of the SQF System and the maintenance of food safety and regulatory requirements.</p>	<ul style="list-style-type: none"> i. For livestock production, the person who is responsible for managing feed shall be trained and competent in livestock nutrition ii. For livestock production, the person who is responsible for managing livestock shall be trained and competent in animal welfare iii. For livestock production, the person who is responsible for animal waste shall be trained and competent in disposal of animal waste iv. For livestock production, the employee training program shall include requirements to conserve energy and reduce carbon dioxide emissions v. The staff member who is responsible for employee welfare shall be trained and competent in human rights, welfare, and labor management vi. All employees required to have public qualifications have attended approved training and/or have passed qualification exams
<p>2.9.2 Training Program (Mandatory)</p> <p>2.9.2.1 An employee training program shall be documented and implemented. It shall outline the necessary competencies for specific duties and the training methods to be applied for those staff carrying out tasks associated with:</p> <ul style="list-style-type: none"> i. Developing and applying Good Agricultural Practices, Good Production Practices or Good Aquaculture Practices; and ii. Applying food regulatory requirements. 	<ul style="list-style-type: none"> i. The employee training program shall include dangerous work associated with farm activities and restrictions and authorisations that apply to dangerous procedures
<p>2.9.3 Instructions</p> <p>2.9.3.1 Instructions shall be available in the languages relevant to the staff, explaining how all tasks critical to meeting regulatory compliance, the maintenance of food safety and process efficiency are to be performed.</p>	
<p>2.9.4 HACCP Training Requirements</p> <p>2.9.4.1 Where a HACCP-based model or Group/Multi-site program is not used then HACCP training shall be provided for staff involved in developing and maintaining food safety plans.</p>	
<p>2.9.5 Language</p> <p>2.9.5.1 Training materials and the delivery of training shall be provided in language understood by staff.</p>	
<p>2.9.6 Refresher Training</p> <p>2.9.6.1 The training program shall include provision for identifying and implementing the refresher training needs of the organization.</p>	
<p>2.9.7 Training Skills Register</p> <p>2.9.7.1 A training skills register describing who has been trained in relevant skills shall be maintained.</p>	

Module 5: Good Agricultural Practices for Farming of Animal Products

This Module covers the Good Agricultural Practices requirements for the production and management of animals used for meat production, egg production or milk production.

Sites implementing this module must also meet the requirements of SQF System Elements for Primary Production.

All applicable elements of Module 5 shall be implemented. Where an element is not applicable a request for exemption must be appropriately justified and submitted to the certification body in writing before the audit.

Module 5: GAP for Farming of Animals (SQF Food Safety Code for Primary Production)	SQF Tokyo Sustainability Addendum
5.1 Site Requirements	
5.1.1 Property Location	
<p>5.1.1.1 The farm and facilities shall be such that adjacent and adjoining buildings, operations and land use do not interfere with safe and hygienic operations on the property.</p> <p>5.1.1.2 Production and growing sites shall have a risk assessment conducted to evaluate and document the risk to crops due to prior land use, adjacent land use, and other environmental factors including structures and equipment. Consideration shall be given to the following:</p> <ul style="list-style-type: none"> i. History of land use; ii. Topography; iii. Adjacent land use; and iv. Other factors that may impact on the ability to supply safe products. <p>5.1.1.3 The risk assessment shall be re-evaluated in the event of any circumstance or change that may impact on the production of safe product.</p> <p>5.1.1.4 Where risks are identified, control measures shall be implemented to reduce the identified hazards to an acceptable level.</p>	<ul style="list-style-type: none"> i. The farm site shall be developed in accordance with the applicable laws and regulations. ii. The farm and facilities shall be operated to minimize the impact of noise, odors, and discharge on the neighboring community <ul style="list-style-type: none"> i. The risk assessment shall include employee health and safety and dangerous environmental or work practices ii. The risk assessment shall include a map showing the topography of the area, adjacent land use and the condition of the area surrounding all facilities and pastures. <ul style="list-style-type: none"> i. The risk assessment shall be conducted at least annually or in the event of changes that may impact the production of safe product or employee safety <ul style="list-style-type: none"> i. Control measures implemented as a result of the risk assessment shall be communicated to all employees

5.2 Secure Housing of Livestock and Feed	
<p>5.2.1 Site Access and Security</p> <p>5.2.1.1 Fields, yards, and other open areas where livestock are housed shall be fenced. The site or building(s) entry point shall prevent entry by unauthorized visitors either by a lock or other control entry devices.</p> <p>5.2.1.2 Where electric fences are employed, they shall be controlled to avoid stress or discomfort to fenced livestock.</p>	
<p>5.2.2 Pens and Yards</p> <p>5.2.2.1 Pens and yards shall be designed, located, constructed and maintained so as to minimize stress, injury or disease and have minimal impact on the surrounding area and natural resources.</p> <p>5.2.2.2 Where animals are held for extended periods in pens and yards, adequate supplies of water and food shall be provided.</p> <p>5.2.2.3 Fences, gates, and other surfaces in pens and yards shall be free from paints, dips, sanitizers and other materials that are likely to cause contamination through ingestion, inhalation, or contact.</p>	<p>i. Livestock management, animal nutrition and welfare, the competency of livestock management and staff, and animal housing systems shall meet the requirements of the Animal Welfare-oriented Livestock Management Standards</p>
<p>5.2.3 Intensive Housing System</p> <p>5.2.3.1 The design, location and construction of intensive housing system shall be fit for purpose and protect the animals in expected extremes of climate. The housing and design shall also provide sufficient space to enable the animals to lie down, allow freedom of movement, have minimal impact on the surrounding area and natural resources and meet regulatory or industry/national codes of practice.</p> <p>5.2.3.2 Buildings used to house animals shall have signs posted or other forms of controlled entry (see also 5.2.1.1) that controls entry of unauthorized persons.</p> <p>5.2.3.3 Buildings used to house animals shall be adequately ventilated to promote a satisfactory living environment and designed to enable effective drainage and a firm footing.</p>	<p>i. Livestock management, animal nutrition and welfare, the competency of livestock management and staff, and animal housing systems shall meet the requirements of the Animal Welfare-oriented Livestock Management Standards</p>
<p>5.2.4 Laneways, Races, Entrances, Exits and Loading/Unloading Ramps</p> <p>5.2.4.1 Laneways, races, entrances, exits and loading/unloading ramps shall be designed to take advantage of the social behavior and movement of the species and maintained to prevent any potential injury points to animals. All flooring shall be non-slip to prevent slips and falls.</p> <p>5.2.4.2 Laneways, races, entrances, exits, and loading/unloading ramps shall be designed, constructed, and maintained of materials that do not contaminate animals through ingestion, inhalation, or contact, and shall be free from sharp objects that may damage animals.</p>	

<p>5.2.5 Buildings for Storage of Feed, Agricultural Chemicals, and Equipment</p> <p>5.2.5.1 All buildings used to store equipment, veterinary and agricultural chemicals, or animal feed shall be designed and constructed so as to permit compliance to good hygiene practices and avoid product contamination. They shall be kept clean.</p> <p>5.2.5.2 Silos used to store feed shall be constructed of approved materials and designed to remain dry, clean and free from any dirt residues, so they remain fit for purpose, in an acceptable condition, enable safe fumigation practices and prevent the invasion of pests.</p> <p>5.2.5.3 Storage rooms shall be designed and constructed to allow for the separate hygienic storage of feedstuffs, veterinary chemicals, and containers and equipment used to dispense feed and veterinary chemicals. Items shall be kept separate from farm machinery, hazardous chemicals and other toxic substances.</p> <p>5.2.5.4 Veterinary medicines and medical equipment shall be stored in a secure area and accessed only by authorized personnel.</p>	
<p>5.2.6 Construction and Storage of Farm/Harvesting Machinery and Conveyors</p> <p>5.2.6.1 Product contact surfaces on conveyors and harvesting equipment shall be designed and constructed to allow for the efficient handling of products and those surfaces in direct contact with products shall be constructed of materials that will not contribute a food or feed safety risk.</p> <p>5.2.6.2 Provisions shall be made for the cleaning and storage of equipment, conveyors, totes, trays containers and utensils.</p> <p>5.2.6.3 Provisions shall be made to store farm machinery separate from feed conveyors and harvesting equipment.</p>	<p>i. Machinery and equipment shall be designed, purchased and maintained to ensure employee safety</p>
<p>5.2.7 Vehicles, Equipment and Utensils</p> <p>5.2.7.1 Equipment, tools and utensils used for animal health shall be suitable for use, non-toxic, kept clean and sanitized, and stored in such a way as to avoid contamination.</p> <p>5.2.7.2 Equipment, tools, utensils and other items or materials that are used for feeding of livestock or animal health shall be kept in good repair, kept clean, and stored in such a way as to avoid contamination.</p> <p>5.2.7.3 Veterinary equipment, including disposable medical items, shall be fit for purpose and maintained in a clean and serviceable condition, and stored in a clean, safe, and secure location.</p> <p>5.2.7.4 Water tanks and troughs shall be cleaned at a sufficient frequency, as per 5.2.12, so as not be a source of contamination.</p> <p>5.2.7.5 The methods and responsibility for the inspection of forage harvest containers and pallets shall be documented and implemented. The type and construction of harvest containers shall be stated.</p> <p>5.2.7.6 The use of harvest containers for non-harvest purposes shall be clearly identified and not returned to use for harvest without thorough cleaning and inspection.</p> <p>5.2.7.7 Vehicles used for the transport of feedstuffs shall be fit for purpose and shall not be used to carry waste materials, manure, chemicals or other hazardous substances that could cause feed contamination without thorough cleaning and inspection.</p> <p>5.2.7.8 Entry and exit points to the site shall be equipped for cleaning and sanitizing of vehicle wheels to prevent cross contamination and disease outbreak.</p>	<p>i. Equipment and vehicles shall be designed and utilized to minimize or reduce energy consumption. Records shall be maintained of energy and fuel used for equipment and vehicles</p> <p>ii. Equipment shall be maintained after use, and inspected, to ensure the safety of employees</p> <p>i. Equipment used for the handling of excrement or other animal waste shall be designed and constructed in accordance with laws pertaining to livestock excrement.</p>

<p>5.2.8 Maintenance</p> <p>5.2.8.1 The methods and responsibility for maintenance of equipment and buildings shall be documented and implemented in a manner that prevents any risk of contamination of products or equipment.</p>	
<p>5.2.9 Calibration of Equipment</p> <p>5.2.9.1 The methods and responsibility for the calibration of application, measuring, test and inspection equipment used for feed application, chemical application, and veterinary medicines shall be documented and implemented.</p> <p>5.2.9.2 Equipment shall be calibrated against national or international reference standards, methods and schedules. In cases where such standards are not available, the producer shall indicate and provide evidence to support the calibration reference method applied.</p> <p>5.2.9.3 Calibration records shall be maintained.</p>	
<p>5.2.10 Pest Prevention</p> <p>5.2.10.1 The methods and responsibility for pest prevention on the site or facilities shall be documented and implemented. The property, animal housing facilities, storage facilities, machinery and equipment shall be kept free of waste or accumulated debris so as not to attract pests and vermin.</p> <p>5.2.10.2 The pest prevention program shall:</p> <ul style="list-style-type: none"> i. Describe the methods and responsibility for the development, implementation and maintenance of the pest prevention program; ii. Identify the target pests for each pesticide application; iii. Outline the methods used to prevent pest problems; iv. Outline the methods used to eliminate pests when found; v. Outline the frequency with which pest status is to be checked; vi. Include on a site map the identification, location, number and type of traps and bait stations set; vii. List the chemicals used (they are required to be approved by the relevant authority and their Safety Data Sheets (SDS) made available); viii. Outline the methods to make employees aware of the bait control program and the measures to take when they come into contact with a bait station and; ix. Outline the requirements for employee awareness and training in the use of pest and vermin control chemicals and baits. <p>5.2.10.3 Records of pest inspections and pest applications shall be maintained.</p>	<ul style="list-style-type: none"> i. The pesticides used, and the method of application, shall not directly or indirectly adversely affect livestock animals, or products resulting from livestock animals.
<p>5.2.11 Animal Control</p> <p>5.2.11.1 The operation shall have a written risk assessment on animal activity in and around the production of feed or food crops that has been implemented and monitored.</p> <p>5.2.11.2 Measures shall be in place to exclude domestic and wild animals from feed cultivation and from production animals.</p> <p>5.2.11.3 Where working dogs are used to muster production animals, the producer shall maintain and monitor the health of the working dogs.</p>	

<p>5.2.12 Cleaning and Sanitation</p> <p>5.2.12.1 The methods and responsibility for the cleaning of animal housing, pens, yards, lairages, feed contact equipment, animal health equipment, and sanitary facilities shall be documented and implemented. Consideration shall be given to:</p> <ol style="list-style-type: none"> i. What is to be cleaned; ii. How it is to be cleaned; iii. When it is to be cleaned; iv. Who is responsible for the cleaning, and v. Who is responsible for the evaluation of the cleaning. <p>5.2.12.2 A verification schedule shall be prepared indicating the frequency of verifying the effectiveness the cleaning of animal housing, pens, yards, lairages, feed contact equipment, animal health equipment, and sanitary facilities, and indicating who is responsible for completing the verification activities.</p> <p>5.2.12.3 The effectiveness of cleaning and sanitation programs shall be regularly reviewed and adapted as needed based on environmental factors or disease risk.</p> <p>5.2.12.4 A record of cleaning and sanitation activities shall be maintained.</p>	
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5.3 Personal Hygiene and Welfare	
<p>5.3.1 Personnel Practices</p> <p>5.3.1.1 Personnel engaged in the handling of livestock and feedstuffs shall observe appropriate personal practices. Corrective actions shall be implemented for personnel who violate food safety practices.</p> <p>5.3.1.2 Personnel suffering from, or are carriers of, an infectious zoonotic disease shall not engage in handling of livestock or feedstuffs.</p> <p>5.3.1.3 A medical screening procedure shall be in place for all employees, and will also be applicable to all visitors and contractors.</p> <p>5.3.1.4 A written policy shall be in place that specifies the procedures for handling livestock feed, and feed contact surfaces that have been in contact with blood or other bodily fluids.</p>	<ol style="list-style-type: none"> i. Clean water and a first aid kit shall be available for use in case of employee accident. ii. Employees who have open wounds on their hands or fingers shall refrain from any work that brings them into contact with livestock products.
<p>5.3.2 Sanitary Facilities and Hand Washing</p> <p>5.3.2.1 Toilet facilities shall be provided and designed, constructed and located in a manner that minimizes the potential risk for product contamination.</p> <ol style="list-style-type: none"> i. Toilets shall cater for the maximum number of employees and be constructed so that they can be easily cleaned and maintained; ii. Hand wash basins with clean/potable water, hand soap, disposable towels or effective hand drying device, waste bins and a tank that captures used hand wash water for disposal(if not connected to a drain) shall be provided inside or adjacent to toilet facilities; 	

<ul style="list-style-type: none"> iii. Signage in appropriate languages shall be provided adjacent to hand wash basins instructing people to wash their hands after each toilet visit; iv. Racks for protective clothing used by farm employees shall be provided; v. Toilets shall be located so as to provide easy access for farm workers; vi. Toilet and wash stations shall be maintained in a clean and sanitary condition. <p>5.3.2.2 Personnel shall have clean hands and hands shall be washed by all personnel:</p> <ul style="list-style-type: none"> i. After each visit to a toilet; ii. After handling dirty or contaminated material; and After smoking, eating or drinking. 	
<p>5.3.3 Protective Clothing</p> <p>5.3.3.1 Protective clothing shall be effectively, maintained, stored, laundered and worn so as to protect products from risk of contamination.</p> <p>5.3.3.2 Where applicable, clothing, including footwear, shall be effectively cleaned and sanitized, and worn so as to protect products from risk of contamination.</p> <p>5.3.3.3 If rubber or disposable gloves are used, the operation shall have a glove use policy and personnel shall adhere to the hand washing practices outlined above.</p> <p>5.3.3.4 Entry annex points of the buildings shall be equipped with materials for cleaning and sanitizing footwear.</p>	
<p>5.3.4 Jewelry and Personal Effects</p> <p>5.3.4.1 Jewelry and other loose objects that pose a threat to livestock safety shall not be worn or taken onto any livestock handling or feed storage operations.</p>	
<p>5.3.5 Visitors</p> <p>5.3.5.1 All visitors and employees shall be required to remove jewelry and other loose objects and wear suitable protective clothing.</p> <p>5.3.5.2 Visitors exhibiting visible signs of illness that can potentially be transmitted to livestock shall be prevented from entering any livestock handling, feed storage, or field operations.</p> <p>5.3.5.3 Visitors must follow all personnel practices as designated by company for employees within fields, pens, yards, sheds, or storage locations.</p> <p>5.3.5.4 Children and other family members shall follow all visitor requirements and shall be supervised at all times.</p>	
<p>5.3.6 Amenities</p> <p>5.3.6.1 Provisions shall be made to store employee personal belongings away from livestock, crops, harvesting, field operations and equipment.</p> <p>5.3.6.2 Areas for meal breaks shall be designated and located away from animal or feed contact/handling zones and equipment.</p> <p>5.3.6.3 Potable drinking water shall be available to all field employees</p>	

5.4 Field and Animal Husbandry Practices	
5.4.1 Field Handling Practices	
5.4.1.1 Measures shall be implemented to prevent cross-contamination of livestock or feed product from chemicals, oils and lubricants, and /or personnel.	
5.4.2 Animal Husbandry Practices	
5.4.2.1 The producer shall apply good animal husbandry practices for the type of animal under their care and shall ensure that the basic needs of animals, whether held under an extensive grazing, close confinement or intensive housing conditions, are maintained.	<ul style="list-style-type: none"> i. Livestock management, animal nutrition and welfare, the competency of livestock management and staff, and animal housing systems shall meet the requirements of the Animal Welfare-oriented Livestock Management Standards ii. The producer shall confirm their animal husbandry practices with the requirements of the Animal Raising Hygiene Management Standards at least annually iii. When organic matter is added to pasture, priority is given to using organic matter that was generated within the local area
5.4.2.2 Employees responsible for the care and management of animals shall be trained and competent in animal handling and welfare. They shall be able to recognize the early signs of distress and disease and ensure stress to animals is minimized.	
5.4.2.3 A written procedure regarding the handling of livestock shall be implemented and maintained. The procedure shall indicate that employees handling livestock ensure that: <ul style="list-style-type: none"> i. Animals have an adequate source of clean feed and uncontaminated water at all times; ii. Animals are herded and housed in such a way as to avoid damage or stress to the animals; iii. Animal manure and contaminated yard water is regularly removed and stored; iv. Measures to inspect for physical hazards and procedures to remove physical hazards are in place; v. Diseased or medicated animals are segregated from healthy animals; and vi. Personnel dealing with or treating diseased animals do not come into contact with healthy animals. 	<ul style="list-style-type: none"> i. Bedding litter shall be routinely changed or when it becomes contaminated with livestock excrement.
5.4.2.4 Materials and equipment that comes in contact with production animals shall be clean and in good repair.	

5.5 Water Management	
5.5.1 Water for Livestock Production	
<p>5.5.1.1 Water for livestock production shall be drawn from a known clean source or treated to make it suitable for use.</p> <p>5.5.1.2 The producer shall conduct an analysis of the hazards to the water supply from source through to application, establish acceptance criteria for the monitoring of water and validate and verify the integrity of the water used to ensure it is fit for the purpose.</p> <p>5.5.1.3 Where water for livestock production is stored in tanks or troughs, the producer shall ensure that the tanks or troughs are not a source of contamination.</p> <p>5.5.1.4 Waste system intended to convey human or animal waste shall be separated from conveyances utilized to deliver water for livestock production.</p>	
5.5.2 Treatment of Water for Livestock Production	
<p>5.5.2.1 In circumstances where water for livestock production is treated to render it acceptable, the water, after treatment shall conform to the microbiological standards as outlined in element</p>	
5.5.3 Water Management Plan	
<p>5.5.3.1 Water used for livestock production, mixing feeds, cleaning feed and veterinary equipment, and mixing sanitizer solutions shall comply with potable water microbiological and chemical standards in the country of production. Separate criteria shall be established for irrigation and other agricultural water, as applicable, based on a risk assessment and any application legislation, if applicable.</p> <p>The water management plan shall include the following:</p> <ul style="list-style-type: none"> i. Risk assessment (hazard analysis) ii. Preventive controls; iii. Monitoring and verification procedures iv. Corrective actions v. Documentation <p>5.5.3.2 Where necessary, water testing shall be part of the water management plan, as directed by the water risk assessment and current industry standards or regulations for the commodity being produced. Water analysis, if applicable, shall be undertaken by an approved laboratory accredited to ISO 17025 or equivalent.</p> <p>5.5.3.3 Water quality shall be monitored to verify it complies with the established standard or criteria. A verification schedule shall be prepared indicating the location and frequency of monitoring, which shall be decided by the risk assessment, or applicable legislation.</p>	
5.5.4 Corrective Actions	
<p>5.5.4.1 When monitoring shows that water for livestock production (or other uses identified under element 5.5.3.1) does not meet established criteria or standard, the producer shall have a corrective action plan developed which may include additional treatment for water, additional sources for water, livestock identification and disposition or other alternative actions to adequately control the identified hazards.</p>	

5.6 Storage and Transport	
<p>5.6.1 Storage of Livestock, Animal Feed and Veterinary Medicines</p> <p>5.6.1.1 Livestock shall be housed and transported under conditions that minimize the risk of microbiological or chemical contamination, physical damage, or distress.</p> <p>5.6.1.2 The producer shall implement measures to prevent cross-contamination of livestock, animal feed or feeding utensils from agricultural chemicals, cleaning agents, waste materials, or personnel.</p> <p>5.6.1.3 Animal feed shall be stored securely in clean, dry silos or sheds and handled separately from waste materials, animal medication, and hazardous chemicals.</p> <p>5.6.1.4 Animal feed sourced from different species, growers or manufacturers shall be properly segregated and identified.</p> <p>5.6.1.5 Animal feed shall be checked regularly for cleanliness, temperature, suitability, and freedom from molds and fungus. A record shall be maintained of feed checks.</p> <p>5.6.1.6 Veterinary vaccines and medications shall be stored in secure, lockable storage, and in accordance with regulatory requirements or, in the absence of regulatory requirements, manufacturer’s instructions.</p>	<ul style="list-style-type: none"> i. Manure shall be treated and stored at the required temperature to kill pathogenic microorganisms and weed seeds, and applied in accordance with the results of soil analysis, industry standards, and government regulations i. Semen, fertilized eggs and feeder livestock shall be stored according to regulatory requirements and supplier instructions
<p>5.6.2 Storage of Hazardous Chemicals, Toxic Substances, and Petroleum Products</p> <p>5.6.2.1 Hazardous chemicals, toxic substances, and petroleum products shall be specifically identified and stored so as not to present a hazard to employees, products, product handling equipment or areas in which livestock or feed is handled, stored or transported.</p> <p>5.6.2.2 Product contact chemicals such as pesticides and herbicides; rodenticides, fumigants and insecticides; sanitizers and detergents shall be stored separately and in their original containers.</p> <p>5.6.2.3 Chemical storage sheds shall:</p> <ul style="list-style-type: none"> i. Be compliant with national and local legislation and designed such that there is no cross-contamination between chemicals; ii. Be ventilated to the exterior; iii. Be provided with appropriate signage indicating the area is a hazardous storage area; iv. Be secure and lockable to restrict access only to those personnel with formal training in the handling and use of chemicals; v. Have instructions on the safe handling of hazardous chemicals readily accessible to employees; vi. Be equipped with a detailed and up-to-date inventory of all chemicals contained in the storage facility; vii. Have suitable first aid equipment and protective clothing available in the storage area; 	
<ul style="list-style-type: none"> viii. Have emergency shower and/or wash facilities available in the event of an accidental spill; and ix. In the event of a hazardous spill, be designed such that spillage and drainage from the area is contained; and x. Be equipped with spillage kits and cleaning equipment. 	

<p>5.6.2.4 Petroleum fuels, oils, grease and other lubricants shall be stored separate from other storage areas.</p>	<p>i. Fuel oils and lubricant storage shall be correctly signed, equipped with fire extinguishing equipment, and protected from leakage</p>
<p>5.6.3 Transport</p> <p>5.6.3.1 The methods and responsibility for loading, transport and unloading of livestock shall be documented, implemented and designed to minimize damage and distress.</p> <p>5.6.3.2 Employees involved in loading, transport and unloading livestock shall be appropriately trained.</p>	

5.7 Purchase and Use of Medications, Animal Feeds, and Agricultural Chemicals

<p>5.7.1 Purchasing Vaccines, Medications and Vitamins</p> <p>5.7.1.1 Vaccines, medications, vitamins and dietary supplements shall be purchased from an approved supplier in accordance with applicable legislation, and be correctly labeled by the manufacturer.</p> <p>5.7.1.2 An inventory of all animal medications, vitamins and dietary supplements purchased and used shall be maintained, including in-feed medications. The producer shall provide proof of purchase for all animal medications included in the inventory and used within the facility.</p>	
<p>5.7.2 Application of Animal Medicines</p> <p>5.7.2.1 The methods and responsibilities indicating the use of a vaccine or medication for a target disease shall be documented and implemented (i.e. animal health plan). All vaccines and medicines must be used in accordance to label instructions, including withholding periods.</p> <p>5.7.2.2 Off label use of medications shall be approved and documented by a registered veterinarian.</p> <p>5.7.2.3 The person making decisions on administering a vaccination medication shall:</p> <ul style="list-style-type: none"> i. Demonstrate knowledge of, and access to, information regarding medications and the maximum residue levels allowable in destination markets; ii. Demonstrate competence and knowledge of the various methods of administering medications and compliance with withholding periods; and iii. Maintain a current medication register and keep records of all medication purchased and used. <p>5.7.2.4 Where veterinary medication is required to be dispensed in feed, medicated feed shall be separately identified and stored.</p> <p>5.7.2.5 Where veterinary medication is required to be dispensed in water, medicated water shall be separately identified and stored.</p>	<p>i. The animal health program shall include measures to reduce the use of antibacterial drugs and to prevent drug resistance</p> <p>i. The farm shall have a registered veterinarian on staff or on contract to administer medication and provide guidance.</p> <p>ii. The farm shall maintain a record of examination and medications prescribed by the veterinarian.</p>

<p>5.7.2.6 The producer shall dispose of unused animal medications, expired medications, empty containers and disposable instruments in accordance with regulatory requirements and ensure that empty containers, used needles and disposable instruments are not re-used; and are isolated and securely stored while awaiting disposal.</p> <p>5.7.2.7 Where some or all of the living stock are found to be infected with a notifiable disease, the producer shall have a system in place to quarantine the affected stock and take appropriate action to treat or dispose of the affected stock.</p>	<ul style="list-style-type: none"> i. A process shall be implemented to account for all used needles and disposable instruments ii. In the event that an animal is discovered to have an injection needle within it's flesh, that animal shall not be released for sale without the knowledge of the immediate customer. iii. The animal health plan shall include a procedure to notify the Livestock Hygiene Service Center.in the event of stock infection symptoms (fever, salivation, blisters, increased mortality of domestic poultry)
<p>5.7.3 Feed Management Plan</p> <p>5.7.3.1 Animal feed, when not sourced internally, shall be purchased from an approved supplier in accordance with applicable legislation and an agreed specification. A record of all animal feed purchased shall be maintained.</p> <p>5.7.3.2 The methods and responsibilities to maintain the safety and integrity of all animal feed whether purchased, or produced on site shall be documented and implemented (i.e. feed management plan). Animal feed shall meet regulatory requirements and be managed to minimize the potential for microbiological or chemical contamination.</p> <p>The feed management plan shall include the following:</p> <ul style="list-style-type: none"> i. Risk assessment (hazard analysis); ii. Preventive controls; iii. Monitoring and verification procedures; iv. Corrective actions; and v. Documentation. <p>5.7.3.3 Feed quality shall be tested to verify that it complies with the established microbiological and chemical standard or criteria. Feed analysis shall be undertaken by an approved laboratory accredited to ISO 17025 or equivalent.</p> <p>5.7.3.4 Where animal feed is found to be contaminated or otherwise unsuitable for use, the producer shall have a process in place to contain and remove the contaminated feed so as not to pose a food safety risk to livestock and other farm products, and to clean and sanitize contaminated silos and equipment.</p>	<ul style="list-style-type: none"> i. In production sites where eco-feed is used, the farm shall be in compliance with the "Guideline for Ensuring Safety of Feeds using Food Residues ii. Manure shall be treated and stored at the required temperature to kill pathogenic microorganisms and weed seeds, and applied in accordance with the results of soil analysis, industry standards, and government regulations

5.7.4 Agricultural Chemicals	
<p>5.7.4.1 Chemicals shall be purchased from an approved supplier in accordance with applicable legislation. An inventory of all chemicals purchased and used shall be maintained.</p>	<ul style="list-style-type: none"> i. Inspection, cleaning and sanitizing of the pesticide control equipment shall be included in the crop protection program ii. Measures to protect surrounding crops from overspray shall be included in the crop protection program iii. Where appropriate, measures shall be taken to prevent vaporization of chemicals during storage or application iv. The crop protection program shall ensure that only the correct amounts of chemicals are applied and used to ensure that there is no residual chemical v. The application of pesticides shall be based on current knowledge of pest activity vi. Where appropriate, the crop protection program shall include measures in addition to the application of chemicals, to minimize crop infestation vii. Measures taken to protect surrounding crops, livestock, and neighboring residents from overspray shall be included in the crop protection program
<p>5.7.4.2 A feed crop protection action plan indicating the applications used for a target pest or disease and the threshold levels that initiate application shall be prepared and implemented.</p> <p>5.7.4.3 If the product is intended for export, agricultural chemical use shall consider requirements in the intended country of destination.</p> <p>5.7.4.4 The person making decisions on chemical application shall:</p> <ul style="list-style-type: none"> i. Demonstrate knowledge of, and access to, information regarding chemical applications and the maximum residue limits allowable in destination markets; ii. Use only chemicals approved for use in the intended market; iii. Demonstrate competence and knowledge of chemical application and crop withholding periods; iv. Ensure crop applications and application rates for target pests and diseases comply with label recommendations; v. Demonstrate the timing between chemical application and harvest complies with the approved harvest interval for the chemical applied; and vi. Maintain a current chemical register and keep records of all chemicals use. 	<ul style="list-style-type: none"> i. Records shall be maintained of the purchase and use of pesticides and manure
<p>5.7.4.5 The producer shall dispose of chemical waste and empty containers in accordance with regulatory requirements and ensure that:</p> <ul style="list-style-type: none"> i. Empty chemical containers are not re-used; ii. Empty containers are labeled, isolated and securely stored while awaiting collection; and iii. Unused and obsolete chemicals are stored under secure conditions while waiting authorized disposal by an approved vendor. 	

5.8 Stock Identification and Traceability	
<p>5.8.1 Living Stock Records</p> <p>5.8.1.1 All livestock shall be identified by an individual or batch identification system, and be traceable back to the farm of birth as per Primary Production system elements 2.6.1 and 2.6.2.</p> <p>5.8.1.2 The producer shall maintain a living stock record which includes current living stock on farm, stock movement, stock transactions, and stock losses.</p> <p>5.8.1.3 Records shall be maintained of living stock treated with approved veterinary medications and shall include the application date and the withholding period for that medication.</p>	
<p>5.8.2 Feed Identification and Traceability</p> <p>5.8.2.1 All animal feed and feed additives shall be identified by a batch identification system and be traceable back to the source, including name and address of the supplier and the batch number or manufacturer's identification mark as per Primary Production system elements 2.6.1 and 2.6.2.</p> <p>5.8.2.2 The producer shall maintain records of the use of feed and feed additives.</p>	
5.9 Waste Disposal	
<p>5.9.1 Dry, Liquid Waste Disposal</p> <p>5.9.1.1 Waste materials shall be regularly removed from the farm, field, pens, yards, livestock housing sheds and the surrounding areas so as not to pose a food safety risk to livestock and other farm products.</p> <p>5.9.1.2 The methods and responsibility for the effective and efficient disposal of all solid waste including inedible material and disused packaging, and liquid and unsanitary waste shall be documented and implemented.</p> <p>5.9.1.3 Areas where solid farm waste materials are stored shall be kept clean.</p> <p>5.9.1.4 Animal carcasses for disposal shall be stored outside production areas. Carcass disposal companies shall not pass through the production facilities to remove carcasses.</p>	<ul style="list-style-type: none"> i. Waste disposal methods shall include measures to reduce, minimize, and/or recycle waste material ii. Where livestock excrement is used as manure, it should preferentially be used within the local community
<p>5.9.2 Liquid Waste</p> <p>5.9.2.1 Drainage and waste disposal areas shall be designed and constructed so as to avoid contamination of water sources and neighboring properties.</p> <p>5.9.2.2 Untreated waste water and slurry from sewage handling operations shall be contained so that it does not contaminate animal holding areas, pasture, crop cultivation, and water courses.</p> <p>5.9.2.3 Liquid manure shall be stored in specially designed and constructed watertight containers/reservoir, so as not to pose a food safety risk to livestock and other farm products.</p>	<ul style="list-style-type: none"> i. The site/farm shall adhere to local laws or ordinances regarding treatment and/or disposal of waste water

Module 7: Good Agricultural Practices for Farming of Plant Products

This module covers the Good Agricultural Practices requirements for the growing and harvesting of fruits, vegetables and nuts.

Sites implementing this module must also meet the requirements of the SQF System Elements for Primary Production. All applicable elements of Module 7 shall be implemented. Where an element is not applicable a request for exemption must be appropriately justified and submitted to the certification body in writing before the audit.

Module 7: GAP for Farming of Plant Products (SQF Food Safety Code for Primary Production)	SQF Tokyo Sustainability Addendum
7.1 Site Requirements	
<p>7.1.1 Property Location</p> <p>7.1.1.1 The farm and facilities shall be such that adjacent and adjoining buildings, operations and land use do not interfere with the safe and hygienic operations on the property.</p> <p>7.1.1.2 Production and growing sites shall have a risk assessment conducted to evaluate and document the risk to crops due to prior land use, adjacent land use, and other environmental factors including structures and equipment. Consideration shall be given to the following:</p> <ul style="list-style-type: none"> i. History of land use; ii. Topography; iii. Adjacent land use; and iv. Other factors that may impact on the ability to supply safe product. <p>7.1.1.3 The analysis shall be re-evaluated in the event of any circumstance or change that may impact on the production of safe product.</p> <p>7.1.1.4 Where risks are identified, control measures shall be implemented to reduce the identified hazards to an acceptable level.</p>	<ul style="list-style-type: none"> i. The site risk assessment shall include the location and acreage of the land under cultivation, as well as a site map ii. The risk assessment of growing sites shall include the risk posed on neighboring properties and communities when applying pesticides
7.2 Product Handling, Storage and Equipment	
<p>7.2.1 Field and Storage Buildings</p> <p>7.2.1.1 All buildings used to store equipment, field chemicals, field packaging materials or field product shall be designed and constructed so as to permit compliance to good hygiene practices and avoid product contamination.</p> <p>7.2.1.2 Buildings designated to store field product or field product packaging materials shall be of durable construction. Internal surfaces shall be smooth and impervious with a light colored finish and shall be kept clean.</p>	
<p>7.2.2 Greenhouses, Hydroponics and Mushrooms</p> <p>7.2.2.1 Sites that grow produce indoors shall be designed so that there is no food safety risk to the product.</p> <p>7.2.2.2 A procedure for handling of glass or hard plastic breakages in greenhouses shall be documented and implemented (refer to 7.8.2).</p>	
<p>7.2.3 Controlled Temperature and Atmosphere Storage</p> <p>7.2.3.1 The producer shall ensure any chilling, cold storage and controlled atmosphere facility is of suitable size, construction and design and is capable of effective operational performance.</p>	
<p>7.2.3.2 Floors shall be constructed of smooth, dense impact resistant material that is impervious to liquid and easily cleaned. Floors shall be effectively graded, to allow the effective removal of all overflow or waste water under normal conditions.</p>	

<p>7.2.3.3 Wall, ceilings, doors, frames and hatches shall be of a solid construction. Internal surfaces shall be smooth and impervious with a light colored finish.</p> <p>7.2.3.4 Lighting shall be shatter-proof or provided with protective covers.</p> <p>7.2.3.5 Sufficient refrigeration and controlled atmosphere capacity shall be available to chill or store the maximum anticipated throughput of product with allowance for periodic cleaning of storage rooms.</p> <p>7.2.3.6 Discharge from defrost and condensate lines shall be controlled and discharged to the drainage system.</p> <p>7.2.3.7 Chilling, cold storage and controlled atmosphere facilities shall be fitted with temperature monitoring equipment or suitable temperature monitoring device that is located so as to monitor the warmest part of the room and is fitted with a temperature gauge that is easily readable and accessible.</p> <p>7.2.3.8 Chill, cold storage and controlled atmosphere loading dock areas shall be appropriately sealed, drained and graded.</p>	
<p>7.2.4 Storage of Dry Ingredient, Packaging and Utensils</p> <p>7.2.4.1 Storage rooms shall be designed and constructed to allow for the separate, hygienic storage of harvesting and packing utensils away from farm machinery and hazardous chemicals and toxic substances.</p>	
<p>7.2.5 Farm Machinery, Conveyors, Harvesting Rigs Construction and Storage</p> <p>7.2.5.1 Product contact surfaces on conveyors and harvesting rigs shall be designed and constructed to allow for the efficient handling of product and those surfaces in direct contact with product shall be constructed of materials that will not contribute a food or feed safety risk.</p> <p>7.2.5.2 Food handling equipment including knives, totes, trays, conveyors, containers and other equipment shall be constructed of materials that are non-toxic, smooth, impervious and easily cleaned.</p> <p>7.2.5.3 Provision shall be made for the washing and storage of harvesting rigs, equipment, conveyors, totes, trays containers and utensils.</p> <p>7.2.5.4 Provision shall be made to store farm machinery separate from food conveyors, harvesting and processing rigs.</p>	
<p>7.2.6 Vehicles, Equipment and Utensils</p> <p>7.2.6.1 Equipment, vehicles, tools, utensils and other items or materials used in farming operations that may contact produce are identified and are in good repair, kept clean and sanitized, and stored in such a way as to avoid contamination.</p> <p>7.2.6.2 Water tanks shall be cleaned at a sufficient frequency so as not be a source of contamination.</p> <p>7.2.6.3 Food contact harvest containers and pallets shall be inspected prior to and during harvesting. A documented and implemented procedure shall include the type and construction of harvest and packing containers.</p> <p>7.2.6.4 The use of harvest containers for non-harvest purposes will be clearly identified and not returned to use for harvest.</p>	<p>i. Equipment and vehicles shall be designed and utilized to minimize or reduce energy consumption. Records shall be maintained of energy and fuel used for equipment and vehicles</p> <p>ii. Equipment shall be maintained after use, and inspected, to ensure the safety of employees</p>
<p>7.2.6.5 Vehicles used for the transport of produce shall be adequate for its purpose and shall not be used to carry waste materials, manure, chemicals or other hazardous substances that could cause produce contamination without thorough cleaning and inspection.</p>	

<p>7.2.6.6 Tractors, harvesters, field packing equipment and machinery driven over ground crops shall be fitted with drip trays to prevent contamination of the crop by lubricants and oils.</p>	
<p>7.2.7 Maintenance 7.2.7.1 The maintenance of equipment and buildings shall be planned, scheduled and carried out in a manner that prevents any risk of contamination of product or equipment.</p>	
<p>7.2.8 Calibration of Equipment 7.2.8.1 The calibration and re-calibration of chemical application, measuring, test and inspection equipment used in the growing and harvesting process shall be documented and implemented. 7.2.8.2 Equipment shall be calibrated against manufacturer, national or international reference standards, methods and schedules. In cases where such standards are not available the producer shall indicate and provide evidence to support the calibration reference method applied. 7.2.8.3 Calibration records shall be maintained.</p>	
<p>7.2.9 Pest Prevention 7.2.9.1 The property adjacent to buildings, storage facilities, machinery and equipment shall be kept free of waste or accumulated debris so as not to attract pests and vermin. Harvested products and food contact packaging materials shall be free of evidence of pest and vermin infestation. 7.2.9.2 The pest prevention program shall: i. Describe the methods and responsibility for the development, implementation and maintenance of the pest prevention program; ii. Record pest sightings and trend the frequency of pest activity to target pesticide applications; iii. Outline the methods used to prevent pest problems; iv. Outline the methods used to eliminate pests when found; v. Outline the frequency with which pest status is to be checked; vi. Include on a site map the identification, location, number and type of bait stations set; vii. List the chemicals used (they are required to be approved by the relevant authority and their Safety Data Sheets (SDS) made available); viii. Outline the methods used to make employees aware of the bait control program and the measures to take when they come into contact with a bait station; and ix. Outline the requirements for employee awareness and training in the use of pest and vermin control chemicals and baits. 7.2.9.3 Records of pest inspections and pest applications shall be maintained.</p>	
<p>7.2.10 Animal Control 7.2.10.1 The operation shall have a written risk assessment on animal activity in and around the production of produce that has been implemented and monitored. 7.2.10.2 Measures shall be in place that control domestic and wild animals in the growing fields and does not allow the presence of domestic or wild animals in greenhouses and all storage and product handling areas.</p>	<p>i. Animal and bird controls shall include measures to minimize damage to agricultural crops</p>

<p>7.2.11 Cleaning and Sanitation</p> <p>7.2.11.1 The cleaning of product contact surfaces, field harvesting equipment and sanitary facilities shall be documented and implemented. Consideration shall be given to:</p> <ul style="list-style-type: none"> i. What is to be cleaned; ii. How it is to be cleaned; iii. When it is to be cleaned; iv. Who is responsible for the cleaning, and v. Who is responsible for the evaluation of cleaning activities. <p>7.2.11.2 A schedule shall be prepared indicating the frequency of verifying the effectiveness of the cleaning of product contact surfaces, field harvesting equipment and sanitary facilities and indicating who is responsible for completing verification activities.</p> <p>7.2.11.3 A record of cleaning and sanitation activities shall be maintained.</p>	<ul style="list-style-type: none"> i. Pesticide control equipment shall be included in the cleaning and sanitation program
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7.3 Personal Hygiene	
<p>7.3.1 Personnel Practices</p> <p>7.3.1.1 Personnel engaged in the handling of product shall observe appropriate personal practices. Corrective actions shall be implemented for personnel who violate food safety practices.</p> <p>7.3.1.2 Personnel suffering from, or are carriers of, an infectious disease, which can be carried with food as a vehicle, shall not engage in growing, product handling or field harvesting operations.</p> <p>7.3.1.3 A medical screening procedure shall be in place for all employees who handle product or food contact materials, and will also be applicable to all visitors and contractors.</p> <p>7.3.1.4 Personnel with exposed cuts, sores or lesions shall not be engaged in handling product or food contact materials. Minor cuts or abrasions on exposed parts of the body shall be covered with a suitable waterproof dressing.</p> <p>7.3.1.5 A written policy shall be in place that specifies the procedures for handling product or product contact surfaces that have been in contact with blood or other bodily fluids.</p> <p>7.3.1.6 Smoking, chewing, eating, drinking (except for water) or spitting is not permitted in any growing areas including on field harvesting rigs and during harvesting and packing operations.</p>	
<p>7.3.2 Sanitary Facilities and Hand Washing</p> <p>7.3.2.1 Toilet facilities shall be provided and designed, constructed and located in a manner that minimizes the potential risk for product contamination.</p> <ul style="list-style-type: none"> i. Toilets shall cater for the maximum number of employees and be constructed so that they can be easily cleaned and maintained; i. Hand wash basins with clean, potable water, hand soap, disposable towels or effective hand drying device, waste bins and a tank that captures used hand wash water for disposal (if not connect to drains) shall be provided inside or adjacent to toilet facilities; ii. Signage in appropriate languages shall be provided adjacent to hand wash basins instructing people to wash their hands after each toilet visit; 	

<ul style="list-style-type: none"> iii. Racks for protective clothing used by farm employees shall be provided; iv. Toilets shall be located so as to provide easy access for farm workers; v. Toilet and wash stations shall be maintained in a clean and sanitary condition. <p>7.3.2.2 Personnel shall have clean hands and hands shall be washed by all personnel:</p> <ul style="list-style-type: none"> i. Before handling product; ii. Before putting on gloves; iii. After each visit to a toilet; iv. After using a handkerchief, handling dirty or contaminated material; and v. After smoking, eating or drinking. 	
<p>7.3.3 Protective Clothing</p> <p>7.3.3.1 Protective clothing shall be effectively maintained, stored, laundered and worn so as to protect product from risk of contamination.</p> <p>7.3.3.2 Where applicable, clothing, including footwear, shall be effectively maintained, cleaned and sanitized, and worn so as to protect product from risk of contamination.</p> <p>7.3.3.3 If rubber or disposable gloves are used, the operation shall have a glove use policy and personnel shall adhere to the hand washing practices outlined above.</p>	<ul style="list-style-type: none"> i. Protective clothing shall be designed and maintained to ensure employee safety as well as product safety
<p>7.3.4 Jewelry and Personal Effects</p> <p>7.3.4.1 Jewelry and other loose objects that pose a threat to the safety of the product shall not be worn or taken onto any growing, product handling or storage operations.</p>	
<p>7.3.5 Visitors</p> <p>7.3.5.1 All visitors (including management and maintenance employees) shall be required to remove jewelry and other loose objects and wear suitable protective clothing around product growing, harvesting, or storage areas.</p> <p>7.3.5.2 Visitors exhibiting visible signs of illness shall be prevented from entering any growing or product handling or field harvesting operation.</p> <p>7.3.5.3 Visitors must follow all personnel practices as designated by the site for employees within various areas of fields, sheds, packing facilities or storage locations.</p> <p>7.3.5.4 Unsupervised children shall not be permitted to enter any harvesting, packing, or food storage areas.</p>	
<p>7.3.6 Amenities</p> <p>7.3.6.1 Provision shall be made to store employee personal belongings away from crops, harvesting, field and packing operations, and harvesting equipment.</p> <p>7.3.6.2 Areas for meal breaks shall be designated and located away from a food contact/handling zones and harvesting equipment.</p> <p>7.3.6.3 Drinking water shall be available to all field employees.</p>	

7.4 Harvesting, Field Packaging and Product Handling Practices	
7.4.1 Pre-Harvest Assessment	
<p>7.4.1.1 A pre-harvest risk assessment procedure shall be documented and implemented and describes when the assessment is performed and identifies those conditions that may be reasonably likely to result in physical, chemical, or biological contamination.</p> <p>7.4.1.2 Knives and cutting instruments used in harvesting operations shall be controlled, and kept clean and well maintained.</p> <p>7.4.1.3 A written procedure shall be documented and implemented that describes the use and storage of harvesting containers.</p>	
7.4.2 Foreign Matter and Glass Procedures	
<p>7.4.2.1 A written procedure shall be documented and implemented that describes the prevention of foreign matter and glass contamination.</p> <p>7.4.2.2 Containers, equipment and other utensils made of glass, porcelain, ceramics, brittle plastic or other like material shall not be permitted where exposed product is handled unless an effective foreign material and glass protocol is documented and implemented.</p> <p>7.4.2.3 Regular inspections shall be conducted to ensure food handling/contact zones areas are free of glass and brittle plastic and employees are to be made aware of their responsibility to adhere to the organization’s foreign matter and glass protocol.</p> <p>7.4.2.4 Glass covered instrument dial covers, where required, shall be checked at the end of each shift to ensure their covers have not been damaged.</p>	
7.4.3 Field Packing Personal Practices	
<p>7.4.3.1 Appropriate personnel practices shall be employed by field packing employees which include:</p> <ul style="list-style-type: none"> i. Fingernail polish, artificial nails, and long nails, shall not be permitted where product is handled with bare hands; ii. False eyelashes and eyelash extensions shall not be permitted; iii. Aprons and gloves shall be kept clean; iv. Aprons and gloves shall not be left on product, work surfaces, equipment or packaging material but hung on apron and glove racks provided; v. All product and packaging material shall be kept off the ground and the floor of the transport vehicle; vi. Waste shall be contained in the bins identified for this purpose. Waste shall not come in contact with produce and be removed on a regular basis and not left to accumulate. 	

<p>7.4.3.2 A written policy regarding the handling and field packaging of produce, specific to the commodity, shall be implemented and maintained. The policy shall assure that:</p> <ul style="list-style-type: none"> i. Damaged or decayed produce is not harvested or culled; ii. Product that contacts the ground shall not be harvested (unless that product typically contacts the ground); iii. Measures to inspect for physical hazards and procedures to remove physical hazards are in place; and iv. iii. Cloths, towels, or other cleaning materials that pose a risk of cross-contamination shall not be used to wipe produce. <p>7.4.3.3 Packaging materials shall be appropriate for their intended used and stored in a manner that prevents contamination. A written policy shall be in place that identifies how packing materials are permitted in direct contact with soil.</p> <p>7.4.3.4 Materials that come in contact with the produce shall be clean and in good repair.</p>	
7.5 Water Management	
<p>7.5.1 Water Systems</p> <p>7.5.1.1 A water description plan shall be prepared that describes the water sources and the production blocks they serve, and shall include one or more of the following: maps, photographs, drawings, or other means to communicate the location of the water sources, permanent fixtures and the flow of the water system. The plan shall be kept current and revised when changes occur.</p> <p>7.5.1.2 Agricultural water shall be sourced from a location and in a manner that is compliant with prevailing regulations.</p> <p>7.5.1.3 Water system intended to convey untreated human or animal waste shall be separated from conveyances utilized to deliver agricultural water.</p>	
<p>7.5.2 Irrigation Water</p> <p>7.5.2.1 Agricultural water shall be drawn from a known clean source or treated to make it suitable for use. The producer shall conduct an analysis of the hazards to the irrigation water supply from source through to application, establish acceptance criteria for the monitoring of water and validate and verify the integrity of the water used to ensure it is fit for the purpose.</p>	
<p>7.5.3 Treatment of Irrigation Water</p> <p>7.5.3.1 In circumstances where irrigation water is treated to render it acceptable, the water, after treatment shall conform to the microbiological standards as outlined in element 7.5.5.</p>	
<p>7.5.4 Water System Risk Assessment</p> <p>7.5.4.1 An initial risk assessment shall be performed and documented that takes into consideration the historical testing results of the water source, water system control and protection, the characteristics of the crop, the stage of the crop, and the method of application.</p>	

<p>7.5.5 Water Management Plan</p> <p>7.5.5.1 Water used for washing and treating product, cleaning food contact surfaces, mixing sanitizer solutions and washing hands shall comply with potable water microbiological and chemical standards in the country of production and destination. Separate criteria will be established for irrigation water, frost control, humidifying, pesticide application, etc. as applicable, based on the hazard analysis, best practices within country of production and any applicable legislation.</p> <p>The water management plan shall include the following:</p> <ul style="list-style-type: none"> i. Preventive controls; ii. Monitoring and verification procedures; iii. Corrective actions; and iv. Documentation. <p>Water testing shall be part of the water management plan, as directed by the water risk assessment and current industry standards or regulations for the commodity being grown.</p> <p>7.5.5.2 Water quality shall be monitored to verify it complies with the established water microbiological and chemical standard or criteria established. A verification schedule shall be prepared indicating the location and frequency of monitoring, which shall be decided by the risk assessment, best practices within country of production, or applicable legislation. Water analysis shall be undertaken by an approved laboratory accredited to ISO 17025 or equivalent.</p> <p>7.5.5.3 Water used for hydroponics culture shall be frequently changed and procedures shall be implemented that minimizes microbial or chemical contamination. Delivery systems shall be designed so they can be maintained and cleaned.</p>	<ul style="list-style-type: none"> i. Hydroponic delivery systems shall be designed to protect contamination of the culture liquid
<p>7.5.6 Corrective Actions</p> <p>7.5.6.1 A corrective action plan shall be developed when monitoring shows that water does not meet established criteria or standards. The plan can include additional treatment for water, additional sources for water, product identification and disposition or other alternative actions to adequately control the identified hazards.</p>	
<p>7.5.7 Ice</p> <p>7.5.7.1 The producer shall verify that any ice used is made from water that meets the microbiological and quality standards as specified in element 7.5.5.</p>	
<p>7.5.8 Harvest Assessment Water/Ice</p> <p>7.5.8.1 Written procedures shall be developed for all uses of water during harvesting of food or feed products. The procedures shall address:</p> <ul style="list-style-type: none"> i. The microbial quality of water or ice that directly contacts the harvested crop, is used on food contact surfaces or used to deliver agricultural chemicals; ii. The treatment of re-circulated water, if used; iii. The condition and maintenance of water-delivery system; and iv. The control of wash water temperature. <p>7.5.8.2 A written procedure that includes water-change schedules shall be developed for all uses of water during harvesting.</p>	

7.6 Storage and Transport	
<p>7.6.1 Storage of Hazardous Chemicals, Toxic Substances, and Petroleum Products</p> <p>7.6.1.1 Hazardous chemicals, toxic substances, and petroleum products shall be stored so as not to present a hazard to employees, product, product handling equipment or areas in which product is handled, stored or transported.</p> <p>7.6.1.2 Product contact chemicals such as pesticides and herbicides; rodenticides, fumigants and insecticides; sanitizers and detergents shall be stored separately and in their original containers.</p> <p>7.6.1.3 Chemical storage sheds shall:</p> <ul style="list-style-type: none"> i. Be compliant with national and local legislation and designed such that there is no cross-contamination between chemicals; ii. Be ventilated to the exterior; iii. Be provided with appropriate signage indicating the area is a hazardous storage area; iv. Be secure and lockable to restrict access only to those personnel with formal training in the handling and use of chemicals; v. Have instructions on the safe handling of hazardous chemicals readily accessible to employees; vi. Be equipped with a detailed and up-to-date inventory of all chemicals contained in the storage facility; vii. Have suitable first aid equipment and protective clothing available in the storage area; viii. Have emergency shower and/or wash facilities available in the event of an accidental spill; ix. Be designed such that spillage and drainage from the area is contained in the event of a hazardous spill; and x. Be equipped with spillage kits and cleaning equipment. <p>7.6.1.4 Petroleum fuels, oils, grease and other lubricants shall be stored separate from other storage areas.</p> <p>7.6.1.5 The storage of hazardous chemicals, toxic substances and petroleum products in areas (separate lockable or otherwise contained) shall not occur inside food handling areas, product and packaging storage rooms.</p>	
<p>7.6.2 Transport</p> <p>7.6.2.1 The loading, transport and unloading of crops shall ensure that product integrity is maintained. Documented and implemented practices include:</p> <ul style="list-style-type: none"> i. Verification of cleanliness and functionality of shipping units; ii. Appropriate storage conditions during transportation to final destination; iii. Prevention of cross contamination with other hazards and spoilage; and iv. Appropriate stock rotation practices. <p>7.6.2.2 Employees involved in loading, transport and unloading events shall be appropriately trained.</p>	<ul style="list-style-type: none"> i. Conditions for loading, transport, and unloading of harvested crops shall include temperature control, where appropriate ii. Records relating to the shipment of fruit and vegetable products shall be kept

7.7.4 Agricultural Chemicals	
<p>7.7.4.1 A spray or crop protection program indicating the applications used for a target pest or disease and the threshold levels that initiate application shall be prepared and implemented.</p>	<ul style="list-style-type: none"> i. Inspection, cleaning and sanitizing of the pesticide control equipment shall be included in the crop protection program ii. Measures to protect surrounding crops from overspray shall be included in the crop protection program iii. Where appropriate, measures shall be taken to prevent vaporization of chemicals during storage or application iv. The crop protection program shall ensure that only the correct amounts of chemicals are applied and used to ensure that there is no residual chemical v. The application of pesticides shall be based on current knowledge of pest activity vi. Where appropriate, the crop protection program shall include measures in addition to the application of chemicals, to minimize crop infestation
<p>7.7.4.2 The person making decisions on chemical application shall:</p> <ul style="list-style-type: none"> i. Demonstrate knowledge of, and access to, information regarding chemical applications and the maximum residue limits allowable in destination markets; ii. Use only chemicals approved for cultivation of the specified products, and approved for use in the intended market; iii. Demonstrate competence and knowledge of chemical application and crop withholding periods; 	
<p>7.7.4.3 Records of all chemical applications shall be maintained and include:</p> <ul style="list-style-type: none"> i. A current chemical register of all chemical use; ii. The chemical used; iii. The crop sprayed; iv. The concentration; v. The date, method and frequency of application; and vi. Evidence that the timing between chemical application and harvest complies with the approved harvest interval for the chemical application. 	
<p>7.7.4.4 Biological controls that are approved for the cultivation of the specified products shall be used, and in accordance with instructions or as per expert recommendations.</p>	
<p>7.7.4.5 The site shall dispose of chemical waste and empty containers in accordance with regulatory requirements and ensure that:</p> <ul style="list-style-type: none"> i. Empty chemical containers are not re-used; ii. Empty containers are labeled or rendered unusable, isolated and securely stored while awaiting collection; iii. Unused and obsolete chemicals are stored under secure conditions while waiting authorized disposal by an approved vendor. 	

7.8 Waste Disposal

7.8.1 Dry, Liquid and Unsanitary Waste Disposal

7.8.1.1 Waste shall be regularly removed from the farm, field, packing facility and the surrounds so as not to pose a food safety risk to finished product or growing, harvesting and packing operations.

7.8.1.2 A written procedure shall be documented and implemented that describes the effective and efficient disposal of all solid waste, including inedible material, unusable packaging, including trademarked material, and liquid and unsanitary waste.

7.8.1.3 Inedible waste designated for animal feed shall be stored and handled so as to not cause a risk to the animal or further processing for human consumption.

- i. Disposal of solid waste shall prohibit the improper burning of waste material
- ii. Where appropriate, waste crop and other organic materials shall be recycled

Module 8: Good Agricultural Practices for Farming of Grains and Pulses

This module covers the Good Agricultural Practices requirements for the production, harvesting, preparation, transport and storage of broad-acre crops including pulses, cereal and other grains. Also includes growing and harvesting of animal feed crops.

Sites implementing this module must also meet the requirements of the SQF System Elements for Primary Production.

(Applies to all grain and cereal varieties for human consumption and animal feed including but not limited to wheat, oats, pulse crops, soy, rice, legumes, maize, corn, cotton, pasture, silage and hay.)

All applicable elements of Module 8 shall be implemented. Where an element is not applicable a request for exemption must be appropriately justified and submitted to the certification body in writing before the audit.

Module 8: GAP for Farming of Grains (SQF Food Safety Code for Primary Production)	SQF Tokyo Sustainability Addendum
8.1 Site Requirements	
<p>8.1.1 Property Location</p> <p>8.1.1.1 The farm and facilities shall be such that adjacent and adjoining buildings, operations and land use do not interfere with the safe and hygienic operations on the property.</p> <p>8.1.1.2 Production and growing sites shall have a risk assessment conducted to evaluate and document the risk to crops due to prior land use, adjacent land use, and other environmental factors including structures and equipment. Consideration shall be given to the following:</p> <ul style="list-style-type: none"> i. History of land use; ii. Topography; iii. Adjacent land use; and iv. Other factors that may impact on the ability to supply safe product. <p>8.1.1.3 The analysis shall be re-evaluated in the event of any circumstance or change that may impact on the production of safe product.</p> <p>8.1.1.4 Where risks are identified, control measures shall be implemented to reduce the identified hazards to an acceptable level.</p>	<ul style="list-style-type: none"> i. The risk assessment of growing sites shall include the risk posed on neighboring properties and communities when applying pesticides ii. The site risk assessment shall include the location and acreage of the land under cultivation, as well as a site map
8.2 Product Handling, Storage and Equipment	
<p>8.2.1 Field and Storage Buildings</p> <p>8.2.1.1 All buildings used to store equipment, field chemicals or field product shall be designed and constructed so as to permit compliance to good hygiene practices and avoid product contamination.</p> <p>8.2.1.2 Buildings designated to store field product shall be of durable construction. Internal surfaces shall be smooth and impervious with a light colored finish and shall be kept clean.</p>	
<p>8.2.2 Storage of dry ingredient, packaging and utensils</p> <p>8.2.2.1 Silos or bins used to store seed or food crops shall be constructed of approved materials and designed to remain dry, clean and free from any dirt residues, so they remain fit for the purpose, in an acceptable condition, enable safe fumigation practices and prevent the invasion of pests.</p> <p>8.2.2.2 Storage rooms shall be designed and constructed to allow for the separate, hygienic storage of harvesting and packing utensils and packaging materials (e.g. bulk bags) away from farm machinery and hazardous chemicals and toxic substances.</p>	

<p>8.2.3 Construction and Storage of Farm/Harvesting Machinery and Conveyors</p> <p>8.2.3.1 Product contact surfaces on conveyors and harvesting equipment and utensils shall be designed and constructed to allow for the efficient handling of product. Surfaces in direct contact with product shall be constructed of materials that will not contribute a food or feed safety risk and are non-toxic, smooth, impervious and easily cleaned.</p> <p>8.2.3.2 Provisions shall be made for the washing and storage of equipment, conveyors, totes, trays containers and utensils.</p> <p>8.2.3.3 Provisions shall be made to store farm machinery separate from feed conveyors and harvesting equipment.</p>	
<p>8.2.4 Vehicles, Equipment and Utensils</p> <p>8.2.4.1 Equipment, vehicles, tools, utensils and other items or materials used in farming operations that may contact produce are identified and are in good repair, kept clean and sanitized, and stored in such a way as to avoid contamination.</p> <p>8.2.4.2 Water tanks shall be cleaned at a sufficient frequency so as not be a source of contamination.</p> <p>8.2.4.3 The methods and responsibilities for the inspection of food contact harvest containers and pallets shall be documented and implemented. The type and construction of harvest containers and packing materials shall be stated.</p> <p>8.2.4.4 The use of harvest containers for non-harvest purposes will be clearly identified and not returned to use for harvest.</p> <p>8.2.4.5 Vehicles used for the transport of seed, food and feed shall be fit for purpose and shall not be used to carry waste materials, manure, chemicals or other hazardous substances that could cause feed or food contamination without thorough cleaning and inspection.</p> <p>8.2.4.6 Tractors, harvesters and machinery driven over ground crops shall be fitted with drip trays to prevent contamination of the crop by lubricants and oils.</p>	<p>i. Equipment shall be maintained after use, and inspected, to ensure the safety of employees</p>
<p>8.2.5 Maintenance</p> <p>8.2.5.1 The methods and responsibility for maintenance of equipment and buildings shall be planned, scheduled and carried out in a manner that prevents any risk of contamination of product or equipment.</p>	
<p>8.2.6 Calibration of Equipment</p> <p>8.2.6.1 The methods and responsibility for the calibration and re-calibration of chemical application, measuring, test and inspection equipment used for monitoring Good Agricultural Practices and other operational controls shall be documented and implemented.</p> <p>8.2.6.2 Equipment shall be calibrated against national or international reference standards, methods and schedules. In cases where such standards are not available, the site shall indicate and provide evidence to support the calibration reference method applied.</p> <p>8.2.6.3 Calibration records shall be maintained.</p>	<p>i. Equipment and vehicles shall be designed and utilized to minimize or reduce energy consumption</p>
<p>8.2.7 Pest Prevention</p> <p>8.2.7.1 The methods and responsibilities for pest prevention on the site or facilities shall be documented and implemented. The property, storage facilities, machinery and equipment shall be kept free of waste or accumulated debris so as not to attract pests and vermin.</p>	

<p>8.2.7.2 The pest prevention program shall:</p> <ul style="list-style-type: none"> i. Describe the methods and responsibility for the development, implementation and maintenance of the pest prevention program; ii. Identify the target pests for each pesticide application; iii. Outline the methods used to prevent pest problems; iv. Outline the methods used to eliminate pests when found; v. Outline the frequency with which pest status is to be checked; vi. Include on a site map the identification, location, number and type of traps and bait stations set; vii. List the chemicals used (they are required to be approved by the relevant authority and their Safety Data Sheets (SDS) made available); viii. Outline the methods to make employees aware of the bait control program and the measures to take when they come into contact with a bait station and; ix. Outline the requirements for employee awareness and training in the use of pest and vermin control chemicals and baits. <p>8.2.7.3 Records of pest inspections and pest applications shall be maintained.</p>	
<p>8.2.8 Animal Control</p> <p>8.2.8.1 The operation shall have a written risk assessment on animal activity in and around the production of food or feed crops that has been implemented and monitored.</p> <p>8.2.8.2 Measures shall be in place to exclude domestic and wild animals from crop fields and all storage areas.</p>	
<p>8.2.9 Cleaning and Sanitation</p> <p>8.2.9.1 The cleaning of product contact surfaces, field harvesting equipment and sanitary facilities shall be documented and implemented. Consideration shall be given to:</p> <ul style="list-style-type: none"> i. What is to be cleaned; ii. How it is to be cleaned; iii. When it is to be cleaned; iv. Who is responsible for the cleaning, and v. Who is responsible for the evaluation of the cleaning practices. <p>8.2.9.2 A schedule shall be prepared indicating the frequency of verifying the effectiveness of the cleaning of product contact surfaces, harvesting equipment and sanitary facilities and indicating who is responsible for completing verification activities.</p> <p>8.2.9.3 A record of cleaning and sanitation activities shall be maintained.</p>	<ul style="list-style-type: none"> i. Pesticide control equipment shall be included in the cleaning and sanitation program

<p>8.3 Personal Hygiene</p>	
<p>8.3.1 Personnel Practices</p> <p>8.3.1.1 Personnel engaged in the handling of product shall observe appropriate personal practices. Corrective actions shall be implemented for personnel who violate food safety practices.</p> <p>8.3.1.2 Personnel suffering from, or are carriers of, an infectious disease which can be transmitted by food shall not engage in growing or product handling or field processing operation.</p> <p>8.3.1.3 A medical screening procedure shall be in place for all employees and will also be applicable to all visitors and contractors.</p>	<ul style="list-style-type: none"> i. Protective clothing shall be designed and maintained to ensure employee safety as well as product safety

<p>8.3.1.4 Personnel with exposed cuts, sores or lesions shall not be engaged in handling product or product contact materials. Minor cuts or abrasions on exposed parts of the body shall be covered with a suitable waterproof dressing.</p> <p>8.3.1.5 A written policy shall be in place that specifies the procedures for handling product or product contact surfaces that have been in contact with blood or other bodily fluids.</p> <p>8.3.1.6 Smoking, chewing, eating, drinking (except for water), spitting is not permitted in any growing areas including on field processing rigs and during harvesting and packing operations.</p>	
<p>8.3.2 Sanitary Facilities and Hand Washing</p> <p>8.3.2.1 Toilet facilities shall be provided and designed, constructed and located in a manner that minimizes the potential risk for product contamination.</p> <ul style="list-style-type: none"> i. Toilets shall cater for the maximum number of employees and be constructed so that they can be easily cleaned and maintained; ii. Hand wash basins with potable water, hand soap, disposable towels or effective hand drying device, waste bins and a tank that captures used hand wash water for disposal (if not connected to a drain) shall be provided inside or adjacent to toilet facilities; iii. Signage in appropriate languages shall be provided adjacent to hand wash basins instructing people to wash their hands after each toilet visit; iv. Racks for protective clothing used by farm employees shall be provided; v. Toilets shall be located so as to provide easy access for field workers; vi. Toilet and wash stations shall be maintained in a clean and sanitary condition. <p>8.3.2.2 Personnel shall have clean hands and hands shall be washed by all personnel:</p> <ul style="list-style-type: none"> i. Before handling product; ii. After each visit to a toilet; iii. After using a handkerchief; iv. After handling dirty or contaminated material; and v. After smoking, eating or drinking. 	
<p>8.3.3 Protective Clothing</p> <p>8.3.3.1 Protective clothing shall be effectively maintained, stored, laundered and worn so as to protect product from risk of contamination.</p> <p>8.3.3.2 Where applicable, clothing, including footwear, shall be effectively maintained, cleaned and sanitized, and worn so as to protect product from risk of contamination.</p> <p>8.3.3.3 If rubber or disposable gloves are used, the operation shall have a glove use policy and personnel shall adhere to the hand washing practices outlined above.</p>	
<p>8.3.4 Jewelry and Personal Effects</p> <p>8.3.4.1 Jewelry and other loose objects that pose a threat to the safety of the product shall not be worn or taken onto any growing, product handling or storage operations.</p>	
<p>8.3.5 Visitors</p> <p>8.3.5.1 All visitors and employees shall be required to remove jewelry and other loose objects and wear suitable protective clothing.</p> <p>8.3.5.2 Visitors exhibiting visible signs of illness shall be prevented from entering any growing or product handling or field harvesting operation.</p>	

<p>8.3.5.3 Visitors must follow all personnel practices as designated by company for employees within various areas of fields, sheds, packing facilities or storage locations.</p> <p>8.3.5.4 Unsupervised children shall not be permitted to enter any harvesting, packing, or food storage areas.</p>	
<p>8.3.6 Amenities</p> <p>8.3.6.1 Provision shall be made to store employee personal belongings away from crops, harvesting, field and packing operations, and harvesting equipment.</p> <p>8.3.6.2 Areas for meal breaks shall be designated and located away from a food contact/handling zones and harvesting equipment.</p> <p>8.3.6.3 Drinking water shall be available to all field employees.</p>	

8.4 Harvesting and Packaging/Handling Practices	
<p>8.4.1 Pre-Harvest Assessment</p> <p>8.4.1.1 The methods and responsibilities for pre-harvest risk assessments shall be documented and implemented. It shall describe when the assessments are performed and identifies those conditions that may be reasonably likely to result in physical, chemical, or biological contamination.</p> <p>8.4.1.2 The methods and responsibilities for the handling and packaging of crops, where applicable, shall be documented and implemented. It shall ensure:</p> <ul style="list-style-type: none"> i. Inspection and removal of physical hazards ; ii. Damaged or decayed product is not harvested or culled; and iii. Materials that come in contact with products are clean and in good repair; iv. Packaging materials are used and stored during use in a manner that prevents product contamination. 	

8.5 Water Management	
<p>8.5.1 Water System Description</p> <p>8.5.1.1 A water description plan shall be prepared that describes the water sources and the production blocks they serve, and shall include one or more of the following: maps, photographs, drawings, or other means to communicate the location of the water sources, permanent fixtures and the flow of the water system.</p> <p>8.5.1.2 Agricultural water shall be sourced from a location and in a manner that is compliant with prevailing regulations.</p> <p>8.5.1.3 Waste System intended to convey untreated human or animal waste shall be separated from conveyances utilized to deliver agricultural water.</p>	<ul style="list-style-type: none"> i. The water description plan shall include measures to prevent the discharge of pesticides from paddy fields
<p>8.5.2 Irrigation Water</p> <p>8.5.2.1 Agricultural water shall be drawn from a known clean source or treated to make it suitable for use. The producer shall conduct an analysis of the hazards to the irrigation water supply from source through to application, establish acceptance criteria for the monitoring of water and validate and verify the integrity of the water used to ensure it is fit for the purpose.</p>	<ul style="list-style-type: none"> i. Measures shall be implemented to prevent overflow and discharge from paddy fields following irrigation
<p>8.5.3 Treatment of Irrigation Water</p> <p>8.5.3.1 In circumstances where irrigation water is treated to render it acceptable, the water, after treatment shall conform to the microbiological standards as outlined in element 8.5.5.</p>	

<p>8.5.4 Water System Risk Assessment</p> <p>8.5.4.1 An initial risk assessment shall be performed and documented that takes into consideration the historical testing results of the water source, water system control and protection, the characteristics of the crop, the stage of the crop, and the method of application.</p>	
<p>8.5.5 Water Management Plan</p> <p>8.5.5.1 Water used for washing and treating product, cleaning food contact surfaces and mixing sanitizer solutions shall comply with potable water microbiological and chemical standards in the country of production and destination. Separate criteria will be established for irrigation water, frost control, humidifying, pesticide application, etc. as applicable, based on the risk assessment, best practices within country of production and any applicable legislation.</p> <p>The water management plan shall include the following:</p> <ul style="list-style-type: none"> i. Preventive controls; ii. Monitoring and verification procedures; iii. Corrective actions; and iv. Documentation. <p>Water testing shall be part of the water management plan, as directed by the water risk assessment and current industry standards or regulations for the commodity being grown.</p> <p>8.5.5.2 Water quality shall be monitored to verify it complies with the established water microbiological and chemical standard or criteria established. A verification schedule shall be prepared indicating the location and frequency of monitoring, which shall be decided by the hazard analysis, best practices within country of production, or applicable legislation. Water analysis shall be undertaken by an approved laboratory accredited to ISO 17025 or equivalent.</p>	
<p>8.5.6 Corrective Actions</p> <p>8.5.6.1 A corrective action plan shall be developed when monitoring shows that water does not meet established criteria or standards. The plan can include additional treatment for water, additional sources for water, product identification and disposition or other alternative actions to adequately control the identified hazards.</p>	
<p>8.6 Storage and Transport</p>	
<p>8.6.1 Storage of Hazardous Chemicals, Toxic Substances, and Petroleum Products</p> <p>8.6.1.1 Hazardous chemicals, toxic substances, and petroleum products shall be stored so as not to present a hazard to employees, product, product handling equipment or areas in which product is handled, stored or transported.</p> <p>8.6.1.2 Product contact chemicals such as pesticides and herbicides; rodenticides, fumigants and insecticides; sanitizers and detergents shall be stored separately and in their original containers.</p>	

<p>8.6.1.3 Chemical storage sheds shall:</p> <ul style="list-style-type: none"> i. Be compliant with national and local legislation and designed such that there is no cross-contamination between chemicals; ii. Be ventilated to the exterior; iii. Be provided with appropriate signage indicating the area is a hazardous storage area; iv. Be secure and lockable to restrict access only to those personnel with formal training in the handling and use of chemicals; v. Have instructions on the safe handling of hazardous chemicals readily accessible to employees; vi. Be equipped with a detailed and up-to-date inventory of all chemicals contained in the storage facility; vii. Have suitable first aid equipment and protective clothing available in the storage area; viii. Have emergency shower and/or wash facilities available in the event of an accidental spill; and ix. In the event of a hazardous spill, be designed such that spillage and drainage from the area is contained; and x. Be equipped with spillage kits and cleaning equipment. <p>8.6.1.4 Petroleum fuels, oils, grease and other lubricants shall be stored separate from other storage areas.</p> <p>8.6.1.5 The storage of hazardous chemicals, toxic substances and petroleum products in areas (separate lockable or otherwise contained) shall not occur inside food handling areas, product and ingredient and packaging storage rooms.</p>	
<p>8.6.2 Transport</p> <p>8.6.2.1 The methods and responsibilities for loading, transport and unloading of crops shall be documented and implemented. Product integrity is maintained and practices include:</p> <ul style="list-style-type: none"> i. Verification of cleanliness and functionality of shipping units; ii. Appropriate storage conditions during transportation to final destination; iii. Prevention of cross contamination with other hazards and spoilage, and iv. Appropriate stock rotation practices. <p>8.6.2.2 Employees involved in loading, transport and unloading events shall be appropriately trained.</p>	<ul style="list-style-type: none"> i. Records relating to the shipment of rice products shall be kept

8.7 Soil Management	
<p>8.7.1 Fertilizer Management</p> <p>8.7.1.1 Inorganic (chemical) and organic (manure) soil amendments shall be isolated and stored separately so as not to pose a food safety risk.</p> <p>8.7.1.2 Provision shall be made for the storage of concentrated and diluted liquid soil amendments in tanks designed to retain at least 110% of total volume or as per local regulations.</p> <p>8.7.1.3 Soil amendments shall be stored separate from crop, field or irrigation water sources such that contamination from run off is avoided either by locating of the soil amendment a suitable distance from the crop or by the utilization of other physical barriers.</p>	

<p>8.7.1.4 A current inventory of all organic and inorganic soil amendment storage and use shall be maintained.</p>	
<p>8.7.2 Soil Amendment</p> <p>8.7.2.1 A soil amendment policy shall be documented, implemented and designed to prevent contamination of product. The policy shall outline the methods used to treat manure and other untreated organic fertilizers ensuring:</p> <ul style="list-style-type: none"> i. The treatment methods applied inactivate pathogens in organic soil amendments; ii. No raw untreated manure is used; iii. A risk assessment of organic soil amendments treatment methods is conducted before use; iv. Treatments and application methods are validated and treatment of organic soil amendments are verified as being in compliance with the approved or recommended methods applied; and v. Records of the validation, approvals and verification of organic soil amendment treatments are maintained. <p>8.7.2.2 Soil amendment protocols shall outline the methods to ensure organic soil amendment applications are timed to pose minimum risk to product safety and human health including:</p> <ul style="list-style-type: none"> i. All applications of soil amendments are in accordance with national or local guidelines, best practices and codes of Good Agricultural Practice; ii. Equipment used for soil amendment application is maintained in good condition and calibrated to ensure accurate application; iii. Records of all equipment maintenance and calibration are maintained; iv. Signage complies with national and local codes of practice; and v. Sufficient data is recorded to provide a detailed record of soil amendment applications. 	<ul style="list-style-type: none"> i. The soil amendment policy shall include strategies to reduce the impact of heavy metals including cadmium in rice crops ii. The soil amendment policy shall include measures to reduce soil erosion <ul style="list-style-type: none"> i. The soil amendment procedure shall ensure that organic soil amendment materials are targeted to eliminate foreign weed seeds
<p>8.7.3 Purchasing Chemicals</p> <p>8.7.3.1 Chemicals shall be purchased from an approved supplier in accordance with applicable legislation. A current inventory of all chemicals purchased and used shall be maintained.</p>	
<p>8.7.4 Agricultural Chemicals</p> <p>8.7.4.1 A spray or crop protection action plan indicating the applications used for a target pest or disease and the threshold levels that initiate application shall be prepared and implemented.</p>	<ul style="list-style-type: none"> i. Inspection, cleaning and sanitizing of the pesticide control equipment shall be included in the crop protection program ii. Measures to protect surrounding crops from overspray shall be included in the crop protection program iii. The crop protection program shall ensure that only the correct amounts of chemicals are applied and used to ensure that there is no residual chemical iv. The application of pesticides shall be based on current knowledge of pest activity v. Where appropriate, the crop protection program shall include measures in addition to the application of chemicals, to minimize crop infestation

<p>8.7.4.2 The person making decisions on chemical application shall:</p> <ul style="list-style-type: none"> i. Demonstrate knowledge of, and access to, information regarding chemical applications and the maximum residue limits allowable in destination markets; ii. Use only chemicals approved for cultivation of specific crops and approved for use in the intended market or country of destination. iii. Demonstrate competence and knowledge of chemical application and crop withholding periods. <p>8.7.4.3 Records of all chemical applications shall be maintained and include:</p> <ul style="list-style-type: none"> i. A current chemical register of all chemical use; ii. The chemical used; iii. The crop sprayed; iv. The concentration; v. The date, method and frequency of application; and vi. Evidence that the timing between chemical application and harvest complies with the approved harvest interval for the chemical application. <p>8.7.4.4 Biological controls that are approved for the cultivation of the specific crops shall be used, and in accordance with instructions or as per expert recommendations.</p> <p>8.7.4.5 The producer shall dispose of chemical waste and empty containers in accordance with regulatory requirements and ensure that:</p> <ul style="list-style-type: none"> i. Empty chemical containers are not re-used; ii. Empty containers are labeled or rendered unusable, isolated and securely stored while awaiting collection; iii. Unused and obsolete chemicals are stored under secure conditions while waiting authorized disposal by an approved vendor. 	
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8.8 Waste Disposal	
8.8.1 Dry, Liquid and Unsanitary Waste Disposal	
<p>8.8.1.1 Waste shall be regularly removed from the farm, field, packing facility and the surrounds so as not to pose a food safety risk to finished product or growing, harvesting and packing operations.</p> <p>8.8.1.2 The methods and responsibility for the effective and efficient disposal of all solid waste, including inedible material and disused packaging, including trademarked material, and liquid and unsanitary waste shall be documented and implemented.</p>	<ul style="list-style-type: none"> i. Disposal of solid waste shall prohibit the improper burning of waste material ii. Where appropriate, waste crop and other organic materials shall be recycled