



NIS SUPPLIER SELF-AUDIT REPORT

Grower Name: _____ **Grower No.:** _____ **Date:** _____

The NIS Supplier Self-Audit Report is a part of MPC's Premium Approved Supplier system documentation which comprises the NIS Supplier Self Audit Report, the MPC Pre-Season Report and MPC Grower Delivery Report. As food safety starts in the field, this system will enable you to ensure that MPC can meet our customers' increasingly stringent demands for food safety from the paddock to the plate.

The Self-Audit Report follows the Industry Approved Supplier Manual format. Reference is made to the relevant section in the Industry Approved Supplier Manual and Chemcert (NSW) Reference Manual where you can find examples and templates of the type of information required.

Before you start the self audit it may be a good idea to re-read the relevant sections in the Manuals. Where a question cannot be answered on the audit form, (eg there is work yet to be completed) make a note in the Explanatory Note section at the end of the audit. For example, if you don't have a lockable chemical shed but you are in the process of building one, then you can still complete the audit if you make a note in this section. The note will have to include a time frame during which the problem will be rectified (preferably before the next audit is due). If you have any problems, e.g. points of clarification, or need assistance in completing the forms please contact the **Agricultural Liaison Officer, Jim Patch on (02) 66 256 309 or Mobile 0427 243 900 or e-mail jimpatch@mpcmacs.com.au.**

An entire set of audit forms will fit in plastic sleeves in one compact folder which will allow you to keep each year's self audit in one place. These entries will build up over time into a useful record of farm activities. Keeping everything together in one place will make it easier and more efficient when you have to complete your annual self audit. However, if the records are filed elsewhere, a note to their whereabouts will need to be placed in the appropriate plastic sleeve.

The folder should be set out as below to enable systematic filing of appropriate records as they appear in the NIS Self-Audit Form.

- Sleeve 1. Document Register**
- Sleeve 2. Farm Plan**
- Sleeve 3. Management**
 - Cleaning Plan
 - Personal Hygiene
 - Job Responsibility & Training Records
 - Broken Light Plan
- Sleeve 4. Risk Assessments**
 - Chemicals
 - Water
 - Fertiliser & Soil Additives
- Sleeve 5. Site and Premises**
- Sleeve 6. Chemical Applications**
- Sleeve 7. Chemical Storage**
- Sleeve 8. Fertilizer & Soil Additive Applications**
- Sleeve 9. Harvest Records**
- Sleeve 10. NIS Storage Records**
- Sleeve 11. Transport Dockets**
- Sleeve 12. Pre-Season Reports**
- Sleeve 13. Delivery Reports**
- Sleeve 14. Quality Reports**
- Sleeve 15. Terms & Conditions (MPC NIS Specifications)**
- Sleeve 16. Self Audits**
- Sleeve 17. Corrective Actions Reports**



FARM PLAN

When drawing the farm plan, (it needs to be the same as in the spray diary) ensure that you include the name and area of each block, the position of neighbouring houses / land use, public roadways, waterways, chemical stores, chemical fill up points, chemical waste areas and any other information that may be shown in the Farm layout template (4.1).

	Yes	No	N/A
Q1 Has a current farm layout plan with property orientation, blocks (separate growing areas), their areas and varieties been completed? Refer to template 4.1 for example and place in Sleeve 2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q2 a) Are there any contaminated sites present on this farm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) If Yes, have they been identified on the farm map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MANAGEMENT

This section is all about how you manage the farm and the records you keep.

	Yes	No	N/A
Q3 Has a record of the job responsibilities for staff/sole operator been maintained? Complete template 4.12 and insert in the Management sleeve (3).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q4 Has on-the-job staff training been provided and a training record maintained? Insert copies of training records and certificates in the Management sleeve (3).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q5 Do all persons who use farm chemicals and rodenticides have a current certificate from a Registered Training Organisation (RTO) approved farm chemical use course? Refer to template 4.3 and place copies of Farm Chemical Users Certificate in the Management sleeve (3).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q6 Has a register of staff authorised to use farm chemicals been prepared and is it displayed in the chemical storage area? Complete and affix template 4.3 to door of the farm chemical shed in a plastic sleeve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q7 Is an internal review and audit of all activities, records, procedures and systems carried out every 12 months and a report prepared? i.e. Self Audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q8 Document record and register. Has a list of documents and records been prepared, detailing name, date of issue, where copies are stored, and the minimum period that records are retained? Complete template 4.11 and insert in the Sleeve 1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q9 Have all documents been checked to ensure that only the current version is used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHEMICALS

The first three questions in this section (Q10-Q12) are about the chemical history of the property and any contamination of the property that might exist from things such as old cattle dips. The second section is about current chemical use and covers the purchase of the chemicals, storage, their use, equipment used and the disposal of chemical containers.

	Yes	No	N/A
<p>Q10 Has a risk assessment of the growing sites for persistent pesticides and heavy metals been carried out and a record kept? Complete template 4.13 for 'Persistent Chemicals in Soil' and insert in Risk Assessments - Chemicals sleeve (4). <i>(You only need to complete template 4.13 once, unless there have been any changes e.g. new block established).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q11 Where a significant risk of contamination from persistent pesticides and heavy metals has been identified, has the site been quarantined or managed to reduce the risk? If you have identified an area of contamination, this should be shown on the Farm Plan.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q12 Have persistent chemicals been disposed of in legal off-farm areas or isolated from other chemicals in separate locked storage? A legal off farm area may be a council collection site, e.g. contact Lismore City Council Refuse facility for operating timetable.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q13 Are all farm chemicals purchased from Agsafe accredited suppliers?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q14 Are all farm chemicals stored safely in a secure, lockable and bunded area, according to label directions? Be sure to have all Safety Data Sheets (SDS's) filed in an obvious location outside the locked chemical store for each chemical stored there. SDS can be obtained from the chemical retailer.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q15 Has the chemical name, date, place and quantity purchased, batch number and expiry/ manufacture date been recorded for all farm chemicals? Complete template 4.4 and keep in a folder in the chemical store. Put a note in sleeve 7 to say where the chemical records are kept. (NOTE – Filing away chemical purchase receipts is a simple method of keeping a register).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q16 Is a stock-take of the chemical store completed every 12 months, and a record kept of any chemicals disposed of and how, and the date of the stock-take and signature of the person conducting the stock-take? Complete the stock-take on template 4.4 (rule off below the last entry, state 'stock take' on the line, insert date, chemical quantities, sign and carry forward the remaining quantities.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q17 Are only approved chemicals used and applied according to label or permit instructions?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q18 Are all chemical withholding periods strictly adhered to? See withholding period on product label.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
Q19 Is the chemical application equipment calibrated at least annually and the date and name of the competent person responsible recorded? Insert completed, signed and dated Calibration Worksheets (eg section 7 in Chemcert (NSW) Reference Manual) in sleeve 6. Additional copies of the calibration sheets can be obtained from the Agricultural Liaison Officer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q20 Is the application of chemicals recorded in the Chemical Application Record (template 4.2) detailing date/start/finish time, chemical used, dilution rate, application rate and method, area treated, wind speed and direction, humidity, rainfall, withholding period/date safe to harvest, and name of operator? File in Sleeve 6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q21 Are empty chemical containers triple rinsed and disposed of in an approved manner (e.g. DruMUSTER)? If DruMUSTER is used, file receipts for Chemical containers in sleeve 7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FERTILISERS AND SOIL ADDITIVES

	Yes	No	N/A
Q22 Has a risk assessment for the use of fertilisers and soil additives been carried out and a record kept? Complete template 4.13 for 'Fertilisers & Soil Additives' and insert in the Risk Assessments - Fertiliser and Soil Additives sleeve (4). (<i>You only need to complete Template 4.13 once unless there have been any changes</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q23 Where there is a significant risk of microbial contamination from organic materials, have measures been taken to reduce the risk? For example, if chicken litter or macadamia husk has been applied, has there been a four month period between application and the commencement of harvest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q24 Where organic materials require treatment on the farm before use (e.g. composting), has the date and treatment method been recorded on the 'Fertiliser and Soil Additives Record'? (template 4.5). If applicable, file in Sleeve 8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q25 Where organic materials have been treated before purchase, (such as pre-composted chicken litter) has documentation been obtained from the supplier to demonstrate that the organic material presents a low risk of contaminating nut-in - shell?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q26 Has the application of fertilisers (including macadamia husk) and soil additives been recorded (on template 4.5) detailing name of product, date, area treated, rate, and person applying? If applicable, file in Sleeve 8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q27 Are fertilisers and soil additives stored, applied, and disposed of in a manner that does not pose a contamination risk? For example is the fertiliser dump placed in an area where chemical leachate could contaminate a water source/waterway/the orchard, in the case of a rainfall event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q28 Where there is significant risk of heavy metal contamination, have fertilisers and soil additives been selected to reduce the risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WATER

	Yes	No	N/A
Q29 Has a risk assessment of the use of water for irrigation, water sorting and cleaning been carried out and a record kept? Complete template 4.13 for 'water' and insert in Risk Assessments - Water sleeve (4). <i>You only have to complete template 4.13 once, unless there have been any changes to the water sources used.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q30 If the risk of chemical or microbial contamination is significant is either a safe alternative water source used or is the water treated, the treatment monitored and the monitoring results recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q31 If a water test was first used to determine the risk of contamination, has a test of the water source been done in the last 12 months? Place a copy of water test in the Risk Assessment - Water sleeve (4) if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SITE AND PREMISES (NOTE - for Q32, Q35, & Q36 below, if approved dehusking facility or outside contractor is used please tick this box and tick N/A)

	Yes	No	N/A
Q32 Is the floor of the packing shed durable and cleanable? Floor coverings are not allowed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q33 Is grease, oil, fuel, farm machinery, and workshop equipment segregated or screened from nut-in-shell/nut-in-husk handling and storage areas during the harvest period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q34 Are the septic, waste disposal and drainage systems designed and constructed to reduce the risk of contaminating the water supply and the orchard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q35 Are the lights above areas where nut-in-shell and storage containers and materials are exposed protected with shatter proof covers? Or, in the event of a light breaking is there a plan to reject exposed nut-in-shell and clean equipment, storage containers and materials and surrounding areas? Place the written plan in the Management sleeve (3) and display a copy in the dehusking/nut-in-shell handling area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q36 Have structures been constructed and maintained to reduce the risk of contaminating nut-in-shell? For example, is the product likely to be contaminated by things such as paint chips, wood chips, rust, or galvanized metal flakes? Items such as these may cause considerable food safety problems in the factory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT, CONTAINERS AND MATERIALS

	Yes	No	N/A
Q37 Is equipment, containers and materials made of substances that are non-toxic and constructed to enable adequate cleaning and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q38 Is regular equipment maintenance carried out to prevent chemical and physical contamination? For example, over greasing bearings and de-huskers can result in contamination of nut-in-shell.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q39 Are storage containers and materials checked for soundness, cleanliness and vermin infestation before use and discarded if they cannot be appropriately cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q40 Are containers used for storage of waste, chemicals and other dangerous substances clearly identified and not used for holding produce?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CLEANING AND VERMIN CONTROL (NOTE - for Q41, Q42, Q43, Q44, Q45 & Q46 below, if approved dehusking facility or outside contractor is used please tick this box and tick N/A)

	Yes	No	N/A
Q41 Is a written plan followed for the cleaning of equipment, containers and materials that come in contact with nut-in-shell, and areas where nut-in-shell is handled and stored? Refer to template 5.3. Once the plan has been completed, affix a copy to the wall in the de-husking area and place another copy in the Management sleeve (3).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q42 Are only approved 'food safe' chemicals used for cleaning of nut-in-shell handling equipment and de-husking area floor? A list of approved chemicals and suppliers can be obtained from the Agricultural Liaison Officer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q43 Is a written plan followed for vermin control to minimize the presence of vermin in and around handling and storage areas? (Refer to template 5.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q44 Are cleaning and vermin control chemicals approved for use in food premises? For example, Tomcat II is NOT registered for use in macadamia orchards but may be used in approved bait stations within and around agricultural buildings (within 2 metres).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q45 Are measures in place to discourage the roosting of birds above handling and storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q46 Are domestic animals (includes cats, dogs etc) excluded from areas where nut-in-shell is handled and stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q47 Are orchard bait stations of correct design and monitored regularly to reduce the risk of contaminating produce?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERSONAL HYGIENE: (NOTE - for Q49 below, if approved dehusking facility or outside contractor is used please tick this box and tick N/A)

	Yes	No	N/A
Q48 Are toilets and hand washing facilities readily accessible to staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q49 Have verbal instructions on personal hygiene practices been provided to staff and reinforced with written instructions and/or prominent signs? Complete template 5.4, place in a plastic sleeve and affix in an appropriate area within the dehusking area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STORAGE AND TRANSPORT: (NOTE - for Q50 below, if approved dehusking facility or outside contractor is used please tick this box and tick N/A)

	Yes	No	N/A
Q50 Are storage vessels and plenum cleaned thoroughly before harvest and when vessels are emptied? Refer to template 4.7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q51 Are delivery vehicles checked for cleanliness, physical contamination and vermin infestation before loading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q52 Is nut-in-shell stored and transported separately to goods that are a potential source of chemical, microbial and physical contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRODUCT IDENTIFICATION AND TRACEABILITY

	Yes	No	N/A
Q53 Where separate growing areas are treated differently, is each batch of harvested nut-in-shell clearly marked to identify the growing area? This may only be the case where a contaminated site is present in the orchard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q54 Has a record been kept of harvest date, growing area and destination? Refer to template 4.6 or 4.7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q55 Is a record kept of how and who delivered the nut-in-shell to MPC? Refer to comments in template 4.7 or transport docket from contractor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q56A Has any nut-in-shell been identified as being contaminated, or potentially contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q56B Was MPC immediately notified and a record kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRODUCT AND HANDLING SPECIFICATIONS

	Yes	No	N/A
Q57 Is nut-in-shell ready for delivery to MPC checked for conformance with the current MPC nut-in-shell specification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q58 Where nut-in-shell does not meet specification has MPC been informed before delivery and a record kept of the notification and MPC's advice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QUALITY ASSESSMENT RECORDS

	Yes	No	N/A
Q59 Is a copy kept of the pre-season report? File a copy of the current Pre-Season Report in sleeve 12. These records need to be kept for 3 years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q60 Is a copy kept of the delivery report for each delivery? File a copy of The MPC Grower Delivery Report for the current season in sleeve 13. These records need to be kept for 3 years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q61 Are copies kept of the quality assessment reports? File a copy of the quality assessment report you receive for each delivery in sleeve 14. These records need to be kept for 3 years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXPLANATORY NOTES

Practices needing attention	Expected completion date

Actions taken to ensure compliance with Premium Approved Supplier Audit	Completion Date	Initial

Name of Grower Authorised representative: _____ Date _____

Signature of Grower Authorised representative: _____

Name of MPC Authorised representative: _____ Date _____

Signature of MPC Authorised representative: _____

