



Hygiene

Checklist

Control Point	Description	Tick Appropriate Box	Option
13.1 GAP – Risk Assessment and Procedures			
13.1.1 There is a written hygiene risk assessment	A completed Hygiene Risk Assessment must be available that covers all hygiene related risks and how to eliminate, isolate or control them. Must be signed and dated and reviewed annually.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.1.2 The hygiene risk assessment includes the risks to be managed at harvest, on-orchard transport process and those risks identified in your biosecurity plan	The risk assessment must include all risks applicable to harvest including transport on the orchard, between orchards when applicable and those risks identified in your biosecurity plan.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
13.1.3 There is a documented hygiene policy and signed by the member of management who is identifiable as responsible for workers hygiene, food safety and welfare	The contractor must identify the person(s) whose roles and responsibilities that impact on food safety are clearly identified.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.1.4 There are documented hygiene instructions for the harvesting operations and the effectiveness of the hygiene instructions is measured to eliminate food safety risks	Check that the hygiene instructions/rules have been reviewed annually and are displayed in a format that the workers will understand if they don't speak the English language. How do they communicate the rules? The instructions must include – COVID-19 requirements are current – evaluating whether workers are fit to return to work after illness. – housekeeping, cleaning, and disinfection, with descriptions of how these activities are implemented, maintained, and monitored. NOTE: Best Practice to encourage the persons responsible for worker's welfare to subscribe to the NZKGI Newsletter https://www.nzkgi.org.nz/what-we-do/subscribe-to-our-newsletter/	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.1.5 The instructions include the immediate notification to management or supervisor of any relevant infections or conditions. This includes any signs of illness (e.g. fever, vomiting, jaundice, diarrhea), whereby these workers shall be restricted from direct contact with the product and food-contact surfaces. The instructions include an evaluation that workers are fit to return to work after illness	The contractor has hygiene instructions visibly displayed for workers and visitors provided by way of clear signs (pictures) and or in the predominant language of the workforce. The instructions must also be based on the results of the hygiene risk assessment and include at a minimum – the need to wash hands, the need to cover skin cuts, limitation on smoking, eating and drinking to designated areas, notification of any relevant infections or conditions. this includes any signs of illness (e.g. vomiting, jaundice, diarrhoea) whereby these workers shall be restricted from direct contact with the product, notification of product contamination with bodily fluids, the use of suitable protective clothing, where the individuals activities might pose a risk of contamination to the product. Signs with the main hygiene instructions shall be visibly displayed in the relevant locations and include clear instructions that hands shall be washed before handling produce. Workers handling ready to eat products shall wash their hands prior to start of work, after each visit to a toilet, after handling contaminated material, after smoking or eating, after breaks, prior to returning to work and at any other time when their hands may have become a source of contamination. Smoking, eating, chewing and drinking are confined to designated work areas particularly away from crops awaiting harvest.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY



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13.1.6 The KVH Kiwifruit Orchard Contractor Biosecurity Plan is completed, reviewed annually and retained on file	<p>There is a high biosecurity risk associated with kiwifruit orchard contractors, who routinely move machinery, equipment, tools, people, kiwifruit plant material and/or compost into, within and between orchards.</p> <p>Contractors with a valid CAV shall complete a biosecurity plan and keep it on file with their records for the annual inspection. The plan shall be reviewed annually.</p> <p>Contractors shall identify which risks are relevant to them in their business and are required to put systems in place to manage them. Anything brought onto an orchard needs to be clean and free of plant material and soil.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.2 Hygiene Training			
13.2.1 All workers have received hygiene training according to the hygiene instructions and Contractor Biosecurity Plan	Hygiene training shall be conducted with all workers as per the documented hygiene instructions and the contractors biosecurity plan.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.2.2 There are records of hygiene training kept	Worker training records must be available for hygiene training detailing the topic, trainer, date, names and signatures of staff.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3 Facilities and Equipment			
13.3.1 Harvest bins – are checked for cleanliness and are in good condition prior to use	Someone (supervisor) must have checked the bins for cleanliness to make sure there is no evidence of physical contamination, especially checking for bird droppings and mud build up on the bottom on bins as they will end up being stacked on top of each other. No broken bins are allowed to be used. Any broken or dirty bins must be set aside.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.2 Bin loading area – is clean, free from mud and any other potential contamination Have any issues identified that are grower responsibilities been reported to Zespri?	<p>The area where the bins are marshalled and stored shall be free of mud, loose soil, animals, faeces, or anything else that may contaminate the bins.</p> <p>Is the bin loading area suitable, separate from the orchard, not on the roadside</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.3 Picking bags – checked for cleanliness prior to use and before resuming picking after a break. Where cleaning chemicals are used to clean the bags, are they suitable for their intended use? Where are the chemicals stored? When purchased by the contractor, picking bags are fit for purpose and a product specification is held on file.	<p>Picking bags must be checked by the supervisor before starting work for the day. All picking bags must be visually clean and free of any debris. They must be checked for cleanliness before returning to work after a break.</p> <p>If chemicals are used for cleaning the bags are they suitable for their intended use? who cleans them? Where are the chemicals stored?</p> <p>Specified requirements or specifications shall be maintained for all inputs to the process, including services that are purchased or provided and have an effect on food safety. A review process of the specified requirements or specifications shall be in place (i.e annually in the hygiene risk assessment).</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
13.3.4 Gloves – are changed between orchards as a minimum or sooner if they become soiled or contaminated	Gloves must be changed between each orchard. They must be changed sooner if they become soiled or contaminated. The supervisor must check gloves before starting work.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



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13.3.5 Gloves – are removed and stored appropriately during breaks	During breaks gloves must not be placed on the ground, or taken into toilet facilities. They must be stored appropriately – i.e. left in the picking bag.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
13.3.6 Toilets – workers have access to a fixed or mobile toilet that is clean and easily accessible	Toilet facilities must be easily accessible of where picking is taking place.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.7 Toilets – the toilets are clean and stocked	Toilets must be clean and must have sufficient toilet paper provided.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.8 Hand washing facilities – are provided within easy access from where harvest is taking place	Hand washing facilities need to be close enough that workers use them after using the toilet and during breaks.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.9 Hand washing facilities – there is hygiene signage displayed	Instructions to wash hands as a minimum must be displayed.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.10 Handwashing facilities – the water used is proven potable, or if not then handwashing is used in conjunction with hand sanitiser	This must include clean water (town supply or water test to prove potable). If water is not proven potable then hand sanitiser shall also be provided in addition to soap and water.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.11 Handwashing facilities – include liquid soap, single use towels and a receptacle to dispose of towels	There must be liquid soap, single use towels and a rubbish bin provided wherever hand-washing facilities are present. Bar soap and material handtowels are not acceptable.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
13.3.12 Vehicles – any vehicles used for loading are cleaned and maintained as to avoid product contamination	Ensure that vehicles and any other equipment used in loading are in good condition and are clean. Especially for vehicles picking up bins.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.3.13 Workers have access to clean food storage areas, somewhere sheltered to have meals, and drinking water	Provide a sheltered area for workers to eat that is away from fruit that has been removed from the vine. Anywhere with shade is sufficient, it does not need to be inside a building. Normal drinking water (unless town supply) has to be proven potable (i.e. water test). Providing bottled water will also be sufficient.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
13.3.14 Hygiene instructions are followed	Workers must follow the hygiene instructions given to them. This should be checked by monitoring work. Especially focus on ensuring that workers are washing their hands after eating, smoking, drinking and before handling the fruit.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



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13.4 Onsite Other Vine Work			
13.4.1 Toilets – workers have access to a fixed or mobile toilet that is clean and easily accessible	Toilet facilities must be easily accessible of where work is taking place.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.4.2 Toilets – the toilets are clean and stocked	Toilets must be clean and must have sufficient toilet paper provided.	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
13.4.3 Hand washing facilities – are provided within easy access from where work is taking place	Hand washing facilities need to be close enough that workers use them after using the toilet and during breaks.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
13.4.4 Workers have somewhere sheltered to have meals and somewhere to store food	Provide a sheltered area for workers to eat that is away from fruit that has been removed from the vine. Anywhere with shade is sufficient, it does not need to be inside a building. Normal drinking water (unless town supply) has to be proven potable (i.e. water test). Providing bottled water will also be sufficient.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
13.4.5 Hygiene instructions are followed	Workers must follow the hygiene instructions given to them. This should be checked by monitoring work. Especially focus on ensuring that workers are washing their hands after eating, smoking, drinking and before handling the fruit.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



Onsite Harvest

Checklist

Control Point	Description	Tick Appropriate Box	Option
16 GAP –Onsite Harvest			
16.1 Fruit handling – there is no evidence of dropped fruit being placed into picking bags or bins?	Fruit is not allowed to be picked up and put into bins once it has been dropped.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.2 Hygiene monitoring – Is there a supervisor that monitors staff are following hygiene procedures, i.e. washing hands during breaks before returning to work?	Someone must be visually checking that hygiene procedures are being followed. Records are not required to be kept.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.3 Hygiene practices – do workers wash their hands after eating, smoking, and going to the toilet, before handling the fruit?	Workers must be observed carrying out handwashing as per the hygiene instructions.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.4 Hygiene practices – no smoking within the fruit picking area or in the vicinity of bins?	No smoking is allowed near the fruit at any time. There should be a designated area for smoking and hands must be washed afterwards.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.5 Clothing – fit for purpose and free of embellishments that may detach and contaminate the product?	Any clothing with loose parts, fraying etc. that could come off and drop into harvest bags/bins is not allowed to be worn.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.6 Jewellery – none worn that have the potential to contaminate the product?	Any loose jewellery that could come off and drop into bags/bins is not allowed to be worn.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.7 Animals – there is no evidence of animal activity within the orchard during harvest?	There must be no dogs/other domestic animals within the orchard during harvest. Every effort to keep away wild animals/birds must be made.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.8 Question worker: What are the hand-washing procedures, reporting of illness and return to work procedures?	While at work, all employees and contractors shall take all practicable steps to ensure good hygiene practices are followed to avoid product contamination and disease transmission.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
16.9 Question worker: What are the emergency procedures (i.e. where to find the first aid kit, who has first aid training, where is the nearest phone)?	Ensure all employees are aware of the orchard emergency and evacuation procedures.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



Onsite Harvest

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Control Point	Description	Tick Appropriate Box	Option
16.10 Question worker: What requirements have you been asked to complete for COVID-19 before starting work on orchard?	<p>The inspector will discuss:</p> <ol style="list-style-type: none">1. Pre Employment Protocols2. Prior to Entry to an orchard Protocols3. Good Hygiene Practices (Appendix 2)4. All sick staff must go home immediately (Records must be kept for a period no less than 8 weeks after entering COVID-19 Alert Level 1)5. Distancing and the use of Masks6. Site registers, Tracer app., manual sign in (visitor register appendix 1)7. Site and Equipment Hygiene (Appendix 3)8. Communicate risks and good practice to all staff (Appendix 4 or equivalent) <p>NOTE: Best Practice to encourage the persons responsible for worker's welfare to subscribe to the NZKGI Newsletter https://www.nzkgi.org.nz/what-we-do/subscribe-to-our-newsletter/</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY