Freshcare

Australian Wine Industry Standard of Sustainable Practice Viticulture

Edition 1

Forms

Freshcare Form Index – AWISSP-VIT1

Below is a list of form templates provided by Freshcare Limited.
Editable versions of these forms are available for download on **FreshcareOnline for Growers** via www.freshcare.com.au.
To have your business logon reissued, please email info@freshcare.com.au or contact the Freshcare Office on 1300 853 508.

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E1 Biosecurity Management Program

Business name: _____

Date program developed: _____ **Name of person who documented program:** _____

Crop	Biosecurity threats	**Strategies and practices to minimise risk(s)** (Include any quarantine regulations and requirements)	Evidence kept	Worker(s) responsible

E2 Fertilisers and soil additives application record

Business name: _____

Date	Location and crop	Product used and batch code (if applicable)	Rate of application	Wind speed and direction	Method of application/ incorporation	Name and signature of operator

E2 Nutrient Management Program

Business name: _____

Date program developed: _____ **Name of person who documented program:** _____

Crop/Variety	**Crop area** (ha)	**Fertiliser /soil additive budget** (total for crop/variety per year)	**Crop nutrient requirements** (include monitoring method(s))	**Fertiliser /soil additive application program** (method and schedule)	**Worker(s) responsible**
Total annual nutrient budget property:					
Total annual nutrient requirement property :					
Total annual crop yield property:					
Was the annual crop yield achieved within the annual nutrient budget?					

E3 Chemical Application Record

Business name: _____

Labels must be checked for additional record keeping requirements (e.g. operating pressure, droplet size, nozzle size, etc.).

Date	Start and finish times	Location and crop	Product name (and batch no. where available)	WHP/EHD*	Rate of application and quantity applied	Equipment/method used	Wind speed and direction	Name and signature of operator

*WHP = Withholding period; EHD = Earliest harvest date

E3 Chemical Authorisation Record

Business name: _____

When an authorised person is not present, this chemical storage area is to be kept locked.

_____ is responsible for the security, storage, handling, application, and disposal of chemicals used on this property, and the training and supervision of workers who store, handle, apply and dispose of chemicals.

The following workers are authorised:

Authorised person	Authorised for (Y or N)		Supervisor's signature	Date
	Storage			
	Handling			
	Application			
	Disposal			
	Storage			
	Handling			
	Application			
	Disposal			
	Storage			
	Handling			
	Application			
	Disposal			
	Storage			
	Handling			
	Application			
	Disposal			

E3 Chemical Inventory

Business name: _____

Date received	**Place of purchase**	**Product name**	**Batch no.** (where available)	**Label expiry date/ DOM***	**Quantity** (including container size)	**Permit no. and permit expiry date** (if applicable)	**Disposal of chemical/container**		
							Date	**Method**	**Name of person responsible**

*DOM = Date of Manufacture

Stored chemicals are checked at least annually to identify and segregate chemicals for disposal that have:

- exceeded the label expiry date
- exceeded the permit expiry date
- had their registration withdrawn
- containers that are leaking, corroded or have illegible labels

Checked by: _____ Date checked: _____

E3 Spill Response Procedure

SPILL RESPONSE PROCEDURE
Assess • identify substance spilled • obtain Safety Data Sheet (SDS) • assess risk level to self, other workers and environment **Alert** • if **emergency call '000'** or Poisons Information Centre 13 11 26 • identify area affected • notify area supervisor **Isolate** • keep people and animals away • restrict access to contaminated area **Contain** • wear Personal Protective Equipment (PPE) • obtain spill kit • contain spill – refer to SDS for instructions • apply absorbent material to liquids **Decontaminate** • apply decontaminants if required/possible **Dispose** • collect all contaminated material • clean spill area • dispose of contaminated material as specified in SDS

EMERGENCY CONTACT INFORMATION		
Property details		
Property name		
Property address		
Nearest town/cross-road		
Specific directions		
Phone number		
Manager		
First aid officer		
Emergency services		
AMBULANCE*	**000**	*For a text based service for the hearing or speech impaired: **Dial 106 from a mobile phone**
FIRE* (including RFS)	**000**	
POLICE*	**000**	
Poisons information centre	13 11 26	
Doctor (local)		
Police (local)		
Hospital/medical centre		
State emergency service		
Workplace safety authority		
Gas supplier		
Bulk fuel supplier		
Electricity supplier		

E3 Preventive Pest and Disease Control Program

Business name: _____

Date program developed: _____ **Name of worker/person/organisation that documented program:** _____

Crop/area to be treated	**Target pest/disease/weed**	**Method of control to be used** (biological, chemical, cultural, mechanical and technological)	**Details of control method**	**Frequency of use/stage of crop development** (must include any limitations on the frequency of chemical use per crop/season)

E4 Water Management Program

Business name: _____

Date program developed: _____ **Name of person who documented program:** _____

Crop/Variety	**Crop area** (ha)	**Water requirement** (mL/ha)	**Water requirement** (total for variety)	**Irrigation method**

Total water requirement property:	
Total water allocation for property:	
Is there sufficient water available to grow intended crops?	

E4 Water Management Program

Crop/Variety	**Irrigation program** (include justification and schedule)	**Contingency plans if water resources are unavailable**

E4 Water Source Record

Business name: _____

Water source	**Water use** include mode of water use, block, crop and application (pre harvest/post harvest)	**Completed by**	**Date completed**

E5 Biodiversity Management Program

Business name: _____

Date program developed: _____ **Name of person who documented program:** _____

Biodiversity value/issue	**Is it a regional priority?**	**Strategies / practices** (to protect areas of biodiversity, reduce threatening processes, manage feral animals invasive species, pests, weeds, diseases)	**Worker(s) responsible**

E6 Waste management program

Business name: _____

Date program developed: _____ **Name of person who documented program:** _____

Waste type and location	Management method	Minimised	Reused	Recycled	Stored	Disposed	Worker(s) responsible

E7 Air Quality Management Program

Business name: _____

Date program developed: _____ **Name of person who documented program:** _____

Issue to be addressed	Location	Management method	Worker(s) responsible

E8 Service and Maintenance Record

Business name: _____

Date of service/maintenance	Vehicle/machinery/equipment	Details of service/maintenance	Worker(s) responsible

M1 Commitment Statement

(Business name)

Our business uses the Freshcare Australian Wine Industry Standard of Sustainable Practice – Viticulture Standard and the Sustainable Winegrowing Australia program, to demonstrate its commitment to sustainability for the benefits of the environment, our business, our community, and the Australian Wine Industry.

We demonstrate this by our commitment and compliance to the requirements of the:
Freshcare Australian Wine Industry Standard of Sustainable Practice – Viticulture Standard and the Freshcare Rules; Sustainable Winegrowing Australia; and legislative requirements; to ensure we safeguard the natural environment in which our business operates.

We have developed a Sustainability Action Plan to help guide continual improvements and outcomes in sustainability within our business. We inform all our workers of our business' commitment to Sustainability and review this statement annually in conjunction with the Sustainability Action Plan.

Participation in this program has seen our business achieve the following Sustainability targets:

-
-
-

(Owner/senior manager)	**(Signature)**	**(Date)**

M1 Flowchart

Business Name: **Date:**

Flowchart instructions:
Indicate within corresponding boxes each step applicable to your business (i.e. Y, N or N/A). **Note:** The order of these processes may vary with each business operation.

Crop: Wine grapes	**Location/Site(s):**		
Land preparation	Yes, No or N/A	**Harvest and dispatch**	Yes, No or N/A
Site selection		Picking / Harvest	
Ground preparation		Transport to packing/processing/storage	
Fertiliser/soil improvement		Dispatch to Winery	
Growing		**Other practices**	
Planting			
Irrigation			
Crop nutrition			
Pest/disease control			
Weed control			
Crop management			
Protection from weather/pests			
		Completed by:	
		Date completed:	

M1 Organisational Chart

Business name: **Date:**

Organisational Chart identifying reporting relationships of workers (insert/draw).

M1 Position Descriptions

Business name: **Date:**

Position descriptions for workers responsible for the management of sustainability		
Position/Role/Job title	**Description and responsibilities of Position/Role/Job**	**Name of Worker(s)**

M1 Property Map Checklist

Business name: **Date:**

Identify property areas, infrastructure and surrounds on a property map – checklist	
Property boundaries buildings and facilities	
☐ property boundaries	☐ buildings and sheds
☐ roads	☐ on-farm roads and access points
☐ surrounding facilities (school, sports fields, residential)	☐ toilet facilities, septic tanks and seepage pads
☐ farm houses	☐ worker accommodation and facilities
Production areas and infrastructure	
☐ vineyard blocks and other production areas	☐ storage sites for waste, including controlled wastes (empty chemical containers awaiting collection, tyres)
☐ bulk fuel storage, including underground tanks	☐ fertiliser and soil additive storage areas and mixing/loading areas
☐ chemical storage areas, mixing areas, equipment clean-down areas	☐ composting/ageing
☐ dip sites (livestock)	☐ water sources, extraction points and delivery infrastructure
☐ disposal trenches/evaporation ponds	☐ drainage lines and discharge points
Environmentally sensitive areas on the property	
☐ areas that are, or are at risk of being, highly degraded, eroded or contaminated	☐ threatened species
☐ significant stands of remnant native vegetation	☐ other sensitive areas with high conservation value
Environmentally sensitive areas adjacent to the property boundary	
☐ National Parks	☐ wildlife sanctuaries/corridors or other specified conservation areas
☐ World Heritage-listed areas	☐ natural waterways, wetlands, riparian areas and lakes
☐ Ramsar-listed wetland areas	☐ other sensitive areas with high conservation value

M1 Scope

The Freshcare Australian Wine Industry Standard of Sustainable Practice – Viticulture, has been implemented by the following business:

_____

(Business name)

Certification scope:	Viticulture - Grower	**Category:**	Wine grapes

Identify business site(s)/addresses for which certification is required:

Address / vineyard locations	**Block names/ID**	**Customer / destination** (e.g. winery if known)	**Completed by**	**Date completed**

Identify other business enterprises/activities undertaken on these properties:

Business enterprises/activities conducted (e.g. livestock, transport, processing, farm gate sales)	**Specify locations where these activities occur**	**Completed by**	**Date completed**

M2 Sustainability Action Plan (SAP)

Business name:

Date conducted: **Completed by:**

Sustainability risks/assets	**Location** (on property/site or external)	**Actions planned to address issue/protect asset** (what, when & how?)	**Worker(s) responsible** (who?)	**Timeframe/target date of completion** (short or long term?)	**Evaluation** (review, outcomes, plan changes) **Sign-off of completed actions**
					Completed Date: Name & Signature:
					Completed Date: Name & Signature:
					Completed Date: Name & Signature:

M2 Sustainability Action Plan (SAP)

Sustainability risks/assets	**Location** (on property/site or external)	**Actions planned to address issue/protect asset** (what, when & how?)	**Worker(s) responsible** (who?)	**Timeframe/target date of completion** (short or long term?)	**Evaluation** (review, outcomes, plan changes) **Sign-off of completed actions**
					Completed Date: Name & Signature:
					Completed Date: Name & Signature:
					Completed Date: Name & Signature:

M2 SAP Assessment

Business name:

Date conducted: **Completed by:**

Elements	Suggested areas to consider	Business, community and/or environmental risks and assets identified:
Business	Staff training and development, food recovery (Fareshare, FoodBank, OzHarvest, SecondBite).	
Community	Community works, rehabilitation projects.	
Biosecurity	Site access, potential industry/regional risks.	
Land and soil	Salinity, soil acidity and alkalinity, sodicity, soil degradation, compaction, contaminated land.	
Nutrient management	Inappropriate use, misplacement of fertiliser, nutrient leaching.	
Pest and disease management	Chemical storage facilities, application/use, alternatives (IPM), disposal.	
Water	Inefficient use, run-off/discharge, water quality, storage, availability, waterways, riparian areas.	
Biodiversity	Loss of biodiversity, regionally significant biodiversity, protected species/land, feral animals, invasive species.	
Waste	Inappropriate disposal, inefficient use of resources, waste recovery.	
Air	Dust, smoke, noise, lights.	
Energy and fuel	Inefficient use of resources, storage, spillage.	

M4 Site Access Instructions

Business name: _____

This site is participating in the Freshcare Australian Wine Industry Standard of Sustainable Practice **Workers and visitors must be aware and abide by the following site requirements**			
Environmental priorities on site include: • • •			
Biosecurity and hygiene requirements, including site access and movement: • wear clean clothes at the beginning of each day and undertake cleaning protocols when required • only access property and growing sites where authorised •			
Use of protective clothing and footwear (where required): • when required protective clothing is used, it should be appropriate for the task, maintained and changed when damaged • •			
Emergency and evacuation procedures: • in the event of an emergency contact: • in the event of an evacuation follow the appropriate signage/procedure •			
General behaviour • follow site procedures and instructions at all times • report any breaches of these instructions to a relevant staff member •			
I have read and agree to abide by the site access instructions	**Name:**	**Signature:**	**Date:**

M4 Training record – internal VIT

Business name: _____

Training is provided to workers who complete tasks relevant to the Freshcare Australian Wine Industry Standard of Sustainable Practice – Viticulture.

	Trainee Name:				
Training by Standard Element		**Elements completed:**	**Date of training:**	**Trainer Name:**	**Signature of Trainee:**
R1-7	Freshcare Rules				
M1	Scope and commitment				
M2	Sustainability Action Planning				
M3	Documentation				
M4	Training and development				
M5	Suppliers				
M6	Customer & regulatory requirements				
M7	Incident management, internal audit, corrective & preventive action				
E1	Biosecurity				
E2	Land, soil & nutrient management				
E3	Pest and disease management				
E4	Water				
E5	Biodiversity				
E6	Waste				
E7	Air Quality				
E8	Energy and fuel				

M4 Training record – other

Business name: _____

A record of internal and external training is kept. Once training is delivered, the trainee is required to sign and date the relevant box.

Name of trainee	**Name of trainer or training provider**	**Topic of training**	**Date of training and expiry date** (when applicable)	**Signature of trainee**

M5 Approved Supplier Table

Business name: _____

Suppliers of materials and services that may introduce an environmental or business risk are identified. These may include:

- Agricultural chemicals – supplier, application
- Agronomist/technical advisor
- Chemicals – cleaning, water treatment
- Contract labour
- Fertilisers and soil additives
- Pest control
- Planting materials
- Portable toilets
- Transport
- Waste management
- Water

Input material/service that may introduce a risk	Name of supplier	Evidence of compliance/ mode of approval	Date approved	Completed by	If no longer sourcing from supplier	
					Date removed	Reason for removal

M7 Corrective action record (CAR)

Business name: _____

Date CAR raised:	**Person raising CAR:**	
What is the problem?		
What caused the problem?		
Has the problem occurred before?		*If yes, to be reviewed by owner or appropriate senior manager.*
Short term fix (what can be done now to fix the problem)?		
Person responsible for action:	***Date action completed:***	***Signature upon completion:***
Long term fix (what can be done to prevent the problem from happening again)?		
Person responsible for action:	***Date action completed:***	***Signature upon completion:***
Have the actions taken been effective?		*If no, complete another CAR to identify alternative actions to be implemented.*
Reviewed by:	***Signature:***	***Date of review:***

M7 Incident Management Plan

Business name: _____

Date plan developed: _____ **Name of person who documented the plan:** _____

The incident management plan is documented to support business continuity and identify ways to:

- reduce the likelihood of an incident occurring
- ensure business activities are not compromised
- respond to, and recover from, an incident.

Potential risks to business continuity	Strategies and practices to manage risk(s)	Internal and external stakeholders	Worker(s) responsible
Labour shortage	Contingency plan – find someone willing to start a new contract business or bring one across from mainland or bring in international workers (develop relationships). Re-train existing staff (e.g. cellar door staff for pruning and vine training). Mechanisation and automation Stay up to date on market trends, consumer surveys	Existing staff, senior management, contractors Consumers	
Diesel spill	Bollards, plan to contain the spill		
Biosecurity outbreak			
Major disease outbreak	Investigate alternative chemicals and permits,		
Chemical trespass	Keep an eye on neighbours, keep up dialogue. Communication. Record anything unusual (temp) and let regional association know		
Major workplace accident	Have a safety plan in place. Emergency response plan. Timely reporting. Having all details at hand. Having a relationship with regulatory bodies.	Reg bodies, staff and management	

M7 Incident Management Plan

	Awareness of requirements. Knowledge of trigger points for reporting.		
Equipment malfunctions during critical times	ID back up equipment and access to mechanics		
Loss of key personnel	Training, records available, succession plan, having a plan, communication, versatility in roles, SOPs, list of passwords, multiple copies of keys, insurance to cover employment		

M7 Incident Management Plan

Business name: _____

Date plan developed: _____ **Name of person who documented the plan:** _____

The incident management plan is documented to support business continuity and identify ways to:

- reduce the likelihood of an incident occurring
- ensure business activities are not compromised
- respond to, and recover from, an incident.

Potential risks to business continuity	Strategies and practices to manage risk(s)	Internal and external stakeholders	Worker(s) responsible

M7 Internal Audit Report

Business name: _____

Completed by: _____ **Signature:** _____ **Date of completion:** _____

Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
M1 Scope and Commitment				
M1.1	Define the business scope and the scope of certification.	1. The scope of certification is defined by the owner and/or appropriate senior manager.		
		2. All business enterprises and activities undertaken are recorded.		
		3. Flowcharts are completed to document the activities for which certification is required.		
M1.2	Identify property areas, infrastructure and surrounds on a property map.	1. A property map is documented and maintained. A record is kept.		
		2. The property map identifies property boundaries buildings and facilities including: • property boundaries, roads, and surrounds (school, sports fields, residential, etc.) • farm houses, buildings, sheds, on-farm roads and access points • toilet facilities, septic tanks and seepage pads • worker accommodation and facilities.		
		3. The property map identifies production areas and infrastructure including: • vineyard blocks and other production areas • bulk fuel storage, including underground tanks • chemical storage areas, mixing areas, equipment clean-down areas, dip sites (livestock) and disposal trenches/evaporation ponds • storage sites for waste, including controlled wastes (empty chemical containers awaiting collection, tyres) • fertiliser and soil additive storage areas, composting/ageing and mixing/loading areas • water sources, extraction points and delivery infrastructure • drainage lines and discharge points.		

M7 Internal Audit Report

Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
		4. The property map identifies environmentally sensitive areas including: • sensitive areas adjacent to the property boundary such as National Parks, World Heritage-listed areas, Ramsar-listed wetland areas, wildlife sanctuaries/corridors or other specified conservation areas • natural waterways, wetlands, riparian areas and lakes • areas that are, or are at risk of being, highly degraded, eroded or contaminated • significant stands of remnant native vegetation • threatened species • other sensitive areas with high conservation value.		
M1.3	Define the roles, responsibilities and reporting relationships of workers responsible for the management of the Standard.	1. The organisational structure of the business is documented and must include: • workers responsible for the management of this Standard • workers responsible for the management of the Sustainability Action Plan (M2) • reporting relationships of all workers whose roles may affect compliance with the requirements of this Standard.		
		2. The organisational structure, roles and responsibilities are reviewed at least annually, or when changes occur. A record is kept.		
		3. The organisational structure, roles and responsibilities are communicated to all workers.		
M1.4	Document the business commitment to the Standard and sustainability objectives.	1. The owner and/or appropriate senior manager signs a commitment statement to support and comply with: • Freshcare Australian Wine Industry Standard of Sustainable Practice • Freshcare Rules (R) • Sustainable Winegrowing Australia • Sustainability Action Plan (M2); and • Legislative requirements (including licensing and permits).		
		2. The commitment statement is communicated to all workers.		
		3. The commitment statement is reviewed annually in conjunction with the Sustainability Action Plan (M2).		

M7 Internal Audit Report

Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
M2 Sustainability Action Planning				
M2.1	Establish a Sustainability Action Plan (SAP) to identify planned future actions to manage and improve sustainability.	1. Conduct an assessment of the property and business operations to identify any business, community and environmental risks and assets.		
		2. Establish a Sustainability Action Plan (SAP) that documents the action(s) planned to address sustainability issues and protect assets. The SAP must include: • date of plan development • sustainability issue/asset being addressed • location on the property of the sustainability issue/asset • actions planned to address the issue and/or improve the process or asset • worker(s) responsible • target date of completion for each action • evaluation of action(s) undertaken • date, name and signature of the person verifying action(s) are completed.		
		3. Evidence of progress towards and/or changes to planned action(s) is kept.		
		4. The Sustainability Action Plan (SAP) is reviewed and updated at least annually. The name of the person completing the review and the date of the review are documented.		
M3 Documentation				
M3.1	Verify compliance with this Standard through relevant documents and records.	1. The current editions of the Standard and the Freshcare Rules (R) are maintained.		
		2. Use of the Sustainable Winegrowing Australia trust mark is managed in accordance with the guidelines and specifications for use *(See Appendix A- M3).*		
		3. All records and documents required to verify compliance to this Standard are legible and must include: • title • date of issue or version number		

M7 Internal Audit Report

Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
		• business name • name of the person completing the record, and date of completion.		
		4. As documents and records change, out-of-date versions are replaced.		
		5. All records are kept for a minimum of five (5) years (or longer if required by legislation or customers).		
M3.2	Verify compliance with Sustainable Winegrowing Australia through reporting of business metrics and completion of the best practice workbook.	1. The defined Sustainable Winegrowing Australia business metrics and the best practice workbook are completed and reported annually. A record is kept.		
M4 Training and Development				
M4.1	Complete approved training as required by this Standard.	1. A management representative completes approved training. Evidence is kept. *(See Appendix A-M4).*		
M4.2	Train all workers who complete tasks relevant to the Standard.	1. Training is provided for workers who complete tasks relevant to this Standard		
		2. Training is provided in the relevant language for workers and/or pictorially.		
		3. A record of internal and external training is kept and must include: • name and signature of trainee • name of trainer or training provider • title or topic of the training • date of training and expiry date (when applicable).		
		4. The owner or appropriate senior manager completes a review of training to: • identify worker needs		

M7 Internal Audit Report

Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
		• identify opportunities for professional development • ensure appropriate qualifications and licenses are maintained.		
		5. The review of training is conducted at least annually or when tasks and/or workers change. A record is kept.		
M4.3	Instructions and signage are used to support workers and visitors.	1. Site instructions are provided to all workers and visitors, and must include information regarding: • environmental priorities • biosecurity and hygiene requirements • site access and movement • use of protective clothing and footwear (where required). • emergency procedures • general behaviour.		
M5 Suppliers				
M5.1	Approved suppliers are established for materials and services.	1. Suppliers of materials and services are reviewed and approved, to demonstrate they comply with the applicable requirements of this Standard. A record of is kept.		
		2. Purchase records are kept for materials and services identified in M5.1.1 and must include: • name of supplier • date of purchase • material or service supplied.		
		3. A Competent laboratory is used when testing is undertaken to verify compliance with requirements of this Standard.		
M5.2	Manage new planting materials	1. New planting materials are purchased from suppliers that are managed in accordance with the supplier requirements specified in M5.1. and in consideration of legislation.		
M5.3	Manage certified wine grapes.	1. All wine grapes represented for sale by a certified business, must be sourced from a business currently certified to the Freshcare Australian Wine Industry Standard of Sustainable Practice.		

M7 Internal Audit Report

Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
M6 Customer and Regulatory Requirements				
M6.1	Comply with specific customer, regulatory body or legislative requirements.	1. Where a customer, regulatory body or legislation requires compliance with specific environmental, sustainable agriculture or greenhouse gas emission practice(s), not covered in this Standard, a copy of these practices is kept.		
		2. Practices and requirements outlined in the above point (M6.1.1) are complied with and included in M7 - Internal audits. A record is kept.		
M7 Incident Management, Internal Audit, Corrective & Preventative Action				
M7.1	Prepare an incident management plan to support business continuity.	1. An incident management plan is established to support business continuity and identify ways to: • reduce the likelihood of an incident occurring • respond to, and recover from, an environmental incident.		
		2. The incident management plan is documented and must include: • potential environmental risks to business continuity • strategies and practices to manage identified risks • workers responsible for incident management • contact details of internal and external stakeholders • name of person documenting the plan • date plan is developed.		
		3. A test of the incident management plan is conducted annually. A record is kept.		
		4. The incident management plan is reviewed at least annually, and after any event requiring the incident management plan to be actioned. A record is kept.		
M7.2	Conduct internal audits to verify ongoing compliance with this Standard.	1. An internal audit of all activities and records relevant to this Standard is conducted at least annually. A record is kept.		
		2. Workers responsible for completing sections of the internal audit are identified and, where possible, are independent of the practices being assessed.		

M7 Internal Audit Report

Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
M7.3	Complete corrective actions for any non-compliance.	1. A Corrective Action Record (CAR) must be completed when the requirements of the Standard, Freshcare Rules or legislation are not being met, as identified by: • routine activities • annual internal audits • annual external audits • complaints (received from a neighbour, customer or regulatory authority) • incidents and near misses (environmental harm has occurred/may occur as a result of property activity, neighbouring activity or a natural event).		
		2. A Corrective Action Record must include: • description of the problem • cause of the problem • whether or not the problem has occurred before • short term fix (action taken to fix the problem) • long term fix (action taken to prevent the problem recurring) • date action completed and the name of the person responsible • review and verify that short term and long-term actions are complete and effective • name of the person completing the review and date of review.		
		3. Reoccurrences of non-compliance are reviewed by the owner or appropriate senior manager. A record is kept.		
		4. Corrective Action Records are retained for a minimum period of five (5) years (or longer if required by legislation or customers).		
M7.4	Conduct a management review of compliance and documentation.	1. The owner or appropriate senior manager conducts a management review of compliance at least annually. A record of the review is kept and must include: • internal and external audits • corrective and preventative actions		

M7 Internal Audit Report

Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
		• complaints • incidents and near misses • training • the sustainability action plan (SAP).		
Assessment completed by:			**Date of completion:**	

M7 Internal Audit Report

Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
E1 Biosecurity				
E1.1	Manage biosecurity on the property.	1. A Biosecurity Management Program is documented and must include: • date developed • name of the person documenting the Program • biosecurity threats • strategies/practices to minimise risk (including quarantine regulations and requirements) • worker(s) responsible.		
		2. Biosecurity and hygiene requirements are reinforced with prominent signs and/or written or pictorial training guides.		
		3. Access to the property and growing sites is restricted to authorised persons and vehicles including workers, visitors and contractors.		
		4. The Biosecurity Management Program is reviewed and updated at least annually. The name of the person completing the review and the date of the review are documented.		
E1.2	Monitor and report unusual findings.	1. Worker and visitor behaviour is monitored for compliance with biosecurity and hygiene requirements.		
		2. Any unusual plant pest, disease or weed identified on the property must be reported to the relevant state or territory agriculture agency directly, or through the Exotic Plant Pest Hotline (1800 084 881).		
Assessment completed by:			**Date of completion:**	

M7 Internal Audit Report

Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
E2 Land, Soil and Nutrient Management				
E2.1	Manage land and soil to minimise degradation and optimise soil organic matter and remediation.	1. Soil conservation and crop production practices are chosen to: • minimise soil degradation, erosion, compaction and contamination • optimise soil organic matter and fertility consistent with fruit quality objectives For identified areas, applicable records of these practices are kept.		
		2. Areas identified as being highly degraded, eroded or contaminated are: • managed to minimise further degradation, erosion or contamination • managed to minimise the release of soil and surface water run-off to water sources • for contaminated soil, contained to minimise movement on and off-site.		
		3. Remediation activities for areas identified in the above point (E2.1.2) are documented in the Sustainability Action Plan (M2).		
E2.2	Select fertilisers and soil additives to minimise risk to the environment.	1. A Nutrient Management Program is documented and must include: • date developed • name of the person documenting the Program • crop nutrient requirements • fertilisers and soil additive budget • application including justification and schedule • worker(s) responsible		
		2. The decision to use fertilisers and soil additives is based on one or more of the following: • results of soil/plant tissue/sap testing • crop monitoring with monitoring records kept • a recognised nutrition program.		
		3. Worker(s) responsible for crop nutrition are competent to make recommendations relevant to the crops under their management, with training requirements managed in accordance with M4.2.		

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		4. The Nutrient Management Program is reviewed and updated at least annually. The name of the person completing the review and the date of the review are documented.		
E2.3	Fertilisers and soil additives are purchased from approved suppliers.	1. Fertilisers and soil additives are purchased from suppliers that are managed in accordance with the supplier requirements specified in M5.1.		
		2. Fertilisers and soil additives used comply with heavy metal limits specified in AS4454-2012 Composts, soil conditioners and mulches. *(See Appendix A-E2).* A record is kept.		
E2.4	Store and manage fertilisers and soil additives to minimise risk to the environment.	1. Storage sites for fertilisers and soil additives are located, constructed and maintained to minimise harm to off-target and sensitive areas from nutrient runoff or leaching.		
		2. A current Safety Data Sheet (SDS) or product specification/ ingredient declaration, is kept for fertilisers and soil additives stored on the property.		
		3. Workers are provided appropriate protective equipment to be used in accordance with label and Safety Data Sheet (SDS) requirements (where available).		
		4. Workers are trained in practices that minimise the risk of environmental contamination from fertilisers and soil additives.		
E2.5	Maintain and calibrate fertiliser and soil additive application equipment.	1. Equipment used to apply fertilisers and soil additives is maintained and checked for effective operation before and during each use.		
		2. Equipment used to apply fertilisers and soil additives is calibrated at least annually or as per manufacturer's instructions. A record of calibration is kept and must include: • description of method and calibration results • date of calibration • name of the person calibrating the equipment.		
E2.6	Manage and record all fertiliser and soil additive applications.	1. Fertilisers and soil additives are not applied when the risk of contaminating off-target areas due to wind drift and/or runoff is high.		
		2. Records of all fertiliser and soil additive applications are kept and must include: • application date		

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Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
		• location and crop • product used • rate of application • wind speed and direction • method of application/incorporation • name and signature of the person applying the fertilisers and soil additives.		
Assessment completed by:			**Date of completion:**	

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Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
E3 Pest and Disease Management				
E3.1	Select pest and disease control strategies to minimise risk to the environment.	1. Consideration is given to all available methods of pest and disease control (for example biological, chemical, cultural, mechanical, and technological) before a control program is chosen. A record of control methods used is kept.		
		2. When necessary to apply agricultural chemicals, those which are less hazardous to beneficial organisms and/or have a lower environmental impact must be considered.		
		3. The decision to use agricultural chemicals is based on one or more of the following: • Crop and/or weather monitoring for pest and disease pressure. Records must include: o date o area/crop and/or weather parameters monitored o monitoring result and action recommended o name of the person who carried out the monitoring activity. • External agency pest and disease alerts. Records must include: o evidence of subscription alerts o date of alert o pest or disease the alert is issued for o source/agency that issued the alert. • Documented preventive pest and disease control programs. Records must include: o date the program was documented o crop or area to be treated o target pest/disease/weed o chemical to be used o frequency of use (including any limitations on the frequency of chemical use per crop/season) or the stage of crop development o name of the worker/person/organisation that documented the control program.		

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Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
		• Industry preventive control programs or phytosanitary specifications. Records must include an up-to-date copy of the industry program or phytosanitary specification.		
E3.2	Obtain, check and record chemicals.	1. Chemicals are purchased from approved suppliers and managed in accordance with the supplier requirements specified in M5.1		
		2. Chemical containers are adequately labelled and in acceptable condition on receival.		
		3. All chemicals purchased are recorded in a chemical inventory. A record is kept and must include: • date purchased/received • place of purchase • name of chemical • batch number (where available) • expiry date or date of manufacture • quantity.		
E3.3	Store, manage and dispose of chemicals to minimise the risk of environmental harm.	1. Chemical storage areas must be: • located and constructed to minimise the risk of contaminating the site and surrounding environment • structurally sound, adequately lit, well-ventilated and constructed to protect chemicals from direct sunlight and weather exposure • equipped with a spill kit to contain and manage chemical spills • secure, with access restricted to authorised workers.		
		2. Chemicals are stored in designated separate areas for each category of chemical, and for chemicals awaiting disposal.		
		3. A current Safety Data Sheet (SDS) is kept for all chemicals stored in the chemical storage area.		
		4. Chemicals are stored in original containers according to directions on the container label. If a chemical is transferred to another container for storage purposes, the new container is a clean chemical container and a copy of the chemical label is transferred to the new container.		

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Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
		5. Deteriorating chemical labels are replaced immediately with a legible copy.		
		6. Stored chemicals are checked at least annually to identify and segregate chemicals for disposal that: • have exceeded the label expiry date • have exceeded the permit expiry date • have had their registration withdrawn • containers that are leaking or corroded or have illegible labels.		
		7. A record of the check is kept and must include: • date of the check • name and quantity of chemicals awaiting disposal • name of the authorised person conducting the check.		
		8. Unusable chemicals and empty chemical containers are legally disposed of through registered collection agencies, or in approved off-farm disposal areas. A record of disposal is kept.		
E3.4	Train and authorise workers who store, handle, apply and/or dispose of chemicals.	1. Workers involved in the supervision of storage, handling, application, and disposal of chemicals must: • have successfully completed a recognised chemical users' course or equivalent (*See Appendix A-E3*). • remain competent in chemical storage, handling, application, and disposal as specified by this Standard and regulatory requirement(s).		
		2. Workers authorised to store, handle, apply and/or dispose of chemicals are trained in practices that minimise the risk of environmental contamination from chemicals and in actions to be taken in the event of chemical spills, leakage, or spray drift.		
		3. Workers authorised to store, handle, apply and/or dispose of chemicals are provided appropriate protective equipment to be used in accordance with label and Safety Data Sheet (SDS) requirements.		
		4. A register of workers authorised to store, handle, apply and/or dispose of chemicals is maintained and displayed.		

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Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
E3.5	Use chemicals according to regulatory, label and customer requirements.	1. Chemicals are used and applied: • according to label directions, or • under 'off-label permits' issued by the Australian Pesticides and Veterinary Medicines Authority (APVMA), with a current copy of the permit kept, or • according to relevant state legislation for 'off-label use', and • according to specific customer and/or destination market requirements.		
E3.6	Avoid potential for spray drift.	1. Chemicals are not applied when the risk of contaminating off-target areas with spray drift is high. 2. Spray drift incidents are identified. A record is kept.		
E3.7	Maintain and calibrate chemical application equipment.	1. Chemical application equipment is maintained and checked for effective operation before and during each use.		
		2. Chemical application equipment is calibrated at least annually or as per manufacturer's instructions and immediately after spray nozzles are replaced.		
		3. Chemical application equipment is calibrated using a recognised method. A record of calibration is kept and must include: • description of method used • equipment name and calibration results • date of calibration • name of the person calibrating the equipment		
E3.8	Manage mixing and disposal of chemical solutions to minimise risk to the environment.	1. Chemical mixing areas are located, constructed, and maintained to minimise the risk of contaminating the site and surrounding environment. 2. Leftover chemical solutions are disposed of according to label directions where specified, or in a manner that minimises environmental harm.		

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Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
E3.9	Record all chemical applications.	1. Records of all chemical applications are kept and must include: • application date • start and finish times • location and crop • chemical used (including batch number if available) • rate of application and quantity applied • equipment and/or method used to apply the chemical • wind speed and direction • withholding period (WHP) • method of disposal for any leftover chemical solutions • name and signature of the person who applied the chemical.		
Assessment completed by:			**Date of completion:**	

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Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
E4 Water				
E4.1	Manage water use on the property.	1. A Water Management Program is documented and must include: • date developed • name of the person documenting the Program • water resources available • crop water requirements • water budget • irrigation method • irrigation program including justification and schedule • contingency plans if water resources are unavailable.		
		2. Irrigation requirements are determined using soil/growing medium, crop or weather monitoring methods, or a combination thereof.		
		3. The Water Management Program is reviewed in consideration of improvement strategies and updated at least annually. The name of the person completing the review and the date of the review are documented.		
		4. Water use improvement strategies identified in the above point (E4.1.3) are documented in the Sustainability Action Plan (M2).		
E4.2	Maintain water sources and infrastructure.	1. All water sources used for irrigation are identified. A record is kept.		
		2. Water sources are monitored and managed to minimise potential contamination from: • human activities • livestock and domestic animals • wildlife (where possible) • adjacent activities.		
		3. Irrigation systems are monitored and maintained for operational efficiency.		
		4. Water efficiency must be considered in the selection and design of new irrigation systems and water storages.		
E4.3	Water is harvested, extracted, stored,	1. Water extraction points, water storage and delivery infrastructure and irrigation equipment is monitored and maintained.		

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Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
	used and discharged in accordance with licences and permits.	2. Applicable licences and permits for infrastructure and activities in water harvesting, extraction, storage, use, and discharge are current and available.		
		3. Water licences and permits are adhered to.		
E4.4	Manage water to minimise environmental harm.	1. Water used for irrigation is assessed for risk of causing soil degradation.		
		2. Water that may cause soil degradation is, where possible, treated before use or managed to avoid soil degradation.		
		3. Water runoff or water discharge from property activities is managed or treated to minimise environmental harm on and off-site.		
		4. Strategies are implemented to prevent contamination and sedimentation of water sources.		
Assessment completed by:			**Date of completion:**	

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Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
E5 Biodiversity				
E5.1	Manage biodiversity on the property.	1. A Biodiversity Management Program is established using strategies and practices to: • protect areas of biodiversity identified on the property map • reduce threatening processes • manage feral animals, invasive species, pests, environmental weeds, and disease(s) on the property.		
		2. The Biodiversity Management Program is documented and must include: • date developed • name of the person documenting the Program • biodiversity issues or values • strategies/ practices • worker(s) responsible.		
		3. The Biodiversity Management Program is reviewed and updated annually. The name of the person completing the review and the date of the review are documented.		
E5.2	Develop strategies to protect and improve biodiversity.	1. Biodiversity protection and improvement strategies are developed with consideration of regional biodiversity priorities. 2. Improvement strategies identified in the above point (E5.2.1) are documented in the Sustainability Action Plan (M2).		
Assessment completed by:			**Date of completion:**	

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Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
E6 Waste				
E6.1	Manage waste on the property.	1. A Waste Management Program is documented and must include: • date developed • name of the person documenting the Program • all waste types • waste storage locations • management method(s) • worker(s) responsible.		
		2. Workers are provided appropriate protective equipment to be used in accordance with the Waste Management Program.		
		3. Waste that cannot be avoided, reused, or recycled, is disposed of in approved off-site facilities.		
		4. Records of waste transport and disposal of controlled wastes are kept, and suppliers of these services are managed in accordance with supplier requirements specified in M5.1.		
		5. All stored waste is managed to minimise the risk of contaminating onsite and off-site areas.		
		6. The Waste Management Program is reviewed in consideration of improvement strategies and updated at least annually. The name of the person completing the review and the date of the review are documented.		
		7. Waste management improvement strategies identified in the above point (E6.1.6) are documented in the Sustainability Action Plan (M2).		
E6.2	Review input materials and suppliers to reduce waste.	1. Raw material inputs, size, quantity/weight, the potential for reuse or recycling, and the residual waste product must be considered in the selection of input materials.		
		2. A review of input materials is undertaken at least annually, to prioritise the reduction of plastic waste.		
		3. Suppliers of input materials are managed in accordance with supplier requirements specified in M5.1.		
Assessment completed by:			**Date of completion:**	

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Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
E7 Air Quality				
E7.1	Manage air quality.	1. An Air Quality Management Program is documented and must include: • date developed • name of the person documenting the Program • issue(s) to be addressed • area/location • management methods • worker(s) responsible.		
		2. Workers are provided appropriate protective equipment to be used in accordance with the Air Quality Management Program.		
		3. The Air Quality Management Program is reviewed in consideration of improvement strategies and updated at least annually. The name of the person completing the review and the date of the review are documented.		
		4. Air quality improvement strategies identified in the above point (E7.1.3) are documented in the Sustainability Action Plan (M2).		
Assessment completed by:			**Date of completion:**	

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Element		Compliance Criteria	Outcome – Yes, No or N/A.	Findings and Comments
E8 Energy and Fuel				
E8.1	Energy and fuel efficiency is optimised throughout the production system.	1. Energy and fuel efficiency must be considered in the selection and/or design of new premises, vehicles, machinery, and equipment.		
		2. Efficient operating practices for premises, vehicles, machinery, and equipment are identified and implemented.		
		3. Servicing and maintenance records are kept for vehicles, machinery, and equipment		
		4. Electricity and fuel consumption is reviewed at least annually, in consideration of improvement strategies for use.		
		5. Electricity and fuel use improvement strategies identified in the above point (E8.1.4) are documented in the Sustainability Action Plan (M2).		
E8.2	Bulk fuel is stored to minimise environmental harm.	1. Bulk fuel storages are located, constructed, and maintained to minimise the risk of environmental contamination and contain spillage.		
		2. A current Safety Data Sheet (SDS) is kept for all bulk fuel stored on the property.		
		3. Workers are provided appropriate protective equipment to be used in accordance with Safety Data Sheet (SDS) requirements.		
		4. Suppliers of bulk fuel are managed in accordance with the supplier requirements specified in M5.1.		
Assessment completed by:			**Date of completion:**	

M7 Management review minutes

Business name: _____ **Date:** _____

AGENDA ITEMS	
☐ Previous Meeting Minutes	☐ Any Planned testing, Micro, Soil, Water tests
☐ Follow-Up of previous Customer Complaints, Non-conformance, Corrective and Preventative Action (as required).	☐ Continuing suitability and effectiveness of the Sustainability Action plan
☐ Current Customer Complaints and feedback	☐ Business metric report
☐ Deficiencies Identified by Corrective and Preventative Action Reports that may require changes to procedures	☐ Any Regulatory requirements that requires addressing
☐ Internal Audit Results	☐ Training needs review
☐ External Audit Results and preparation	☐ Changes that could impact on the Environment Management System
	☐ Any Other Relevant Business:

MINUTES AND DETAILS OF ACTIONS REQUIRED	ACTIONS REQUIRED	
Actions to be completed:	**Worker(s) responsible**	**Due by**