|  |  |
| --- | --- |
| **Business name:** |  |
| Completed by: |  | Signature: |  | Date of completion: |  |

Workers completing sections of this internal audit are independent of the practices being assessed (where possible).

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **M1** | **Scope and commitment** |
| **M1.1** | **Define the business scope and the scope of certification.** |
| M1.1.1 | The scope of Freshcare certification is defined by the owner and/or appropriate senior manager. |  |  |
| M1.1.2 | All business enterprises and activities undertaken are recorded. |  |
| M1.1.3 | Flowcharts are completed to document the crops and activities for which certification is required. |  |
| **M1.2** | **Identify property areas, infrastructure and surrounds on a property map.** |
| M1.2.1 | A property map is documented and maintained. A record is kept.  |  |  |
| M1.2.2 | The property map identifies property boundaries buildings and facilities including: * location(s) of all business infrastructure and activities (buildings, tanks, cellar door, sheds, houses, worker accommodation and facilities)
* on-property roads and access points
* toilet facilities, septic tanks and seepage pads
* property boundaries, roads, and surrounds (school, sports fields, residential).
 |  |  |
| M1.2.3 | The property map identifies production areas and infrastructure including: * vineyard blocks and other production areas
* hazardous chemicals and dangerous goods storage areas, mixing areas, equipment clean-down areas
* bulk fuel storage, including underground tanks
* storage sites for waste, including controlled wastes awaiting collection or disposal
* water sources, extraction points and delivery infrastructure
* wastewater storage and treatment areas and areas irrigated with treated wastewater
* drainage system of winery site, showing drainage lines through the site, surface drain network, direction of flow and drain interceptors
 |  |  |
| M1.2.4 | 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.** |
| M1.3.1 | 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.
 |  |  |
| M1.3.2 | The organisational structure, roles and responsibilities are reviewed at least annually, or when changes occur. A record is kept.  |  |  |
| M1.3.3 | The organisational structure, roles and responsibilities are communicated to all workers. |  |  |
| **M1.4** | **Document the business commitment to the Standard and sustainability objectives.** |
| M1.4.1 | 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).
 |  |  |
| M1.4.2 | The commitment statement is communicated to all workers. |  |
| M1.4.3 | The commitment statement is reviewed annually in conjunction with the Sustainability Action Plan (M2). |  |

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| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
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| **M2** | **Sustainability Action Planning**  |
| **M2.1** | **Establish a Sustainability Action Plan (SAP) to identify planned future actions to manage and improve sustainability.** |
| M2.1.1 | Conduct an assessment of the property and business operations to identify any business, community and environmental risks and assets.  |  |  |
| M2.1.2 | 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.
 |  |
| M2.1.3 | Evidence of progress towards and/or changes to planned action(s) is kept.  |  |
| M2.1.4 | 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. |  |

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| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **M3** | **Documentation** |
| **M3.1** | **Verify compliance with this standard through relevant documents and records.** |
| M3.1.1 | The current editions of the Standard and the Freshcare Rules are maintained. |  |  |
| M3.1.2 | Use of the Sustainable Winegrowing Australia trust mark is managed in accordance with the guidelines and specifications for use (See Appendix A- M3). |  |
| M3.1.3 | All records and documents required to verify compliance to this Standard are legible and must include:* title
* date of issue or version number
* business name
* name of the person completing the record, and date of completion.
 |  |
| M3.1.4 | As documents and records change, out-of-date versions are replaced. |  |
| M3.1.5 | 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.** |
| M3.2.1 | The defined Sustainable Winegrowing Australia business metrics and the best practice workbook are completed and reported annually. A record is kept.  |  |  |
| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **M4** | **Training and Development** |
| **M4.1** | **Complete approved training as required by this Standard.** |
| M4.1.1 | 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.** |
| M4.2.1 | Training is provided for workers who complete tasks relevant to this Standard. |  |  |
| M4.2.2 | Training is provided in the relevant language for workers and/or pictorially. |  |
| M4.2.3 | 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).
 |  |
| M4.2.4 | The owner or appropriate senior manager completes a review of training to:* identify worker needs
* identify opportunities for professional development
* ensure appropriate qualifications and licenses are maintained
 |  |
| M4.2.5 | The review of training is conducted at least annually or when tasks and/or workers change. A record is kept. |  |

*(Continues over page)*

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **M4.3** | **Instructions and signage are used to support workers and visitors.** |  |  |
| M4.3.1 | 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.
 |  |  |
| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **M5** | **Suppliers** |
| **M5.1** | **Approved suppliers are established for materials and services.** |
| M5.1.1 | 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. |  |  |
| M5.1.2 | 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.
 |  |  |
| M5.1.3 | A Competent laboratory is used when testing is undertaken to verify compliance with requirements of this Standard. |  |  |
| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **M6** | **Customer and Regulatory Requirements** |
| **M6.1** | **Comply with specific customer, regulatory body or legislative requirements.** |
| M6.1.1 | 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. |  |  |
| M6.1.2 | Practices and requirements outlined in M6.1.1 are complied with and included in M7 - Internal audits. A record is kept. |  |  |
| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **M7** | **Incident Management, Internal Audit, Corrective & Preventative Action** |
| **M7.1** | **Prepare an incident management plan to support business continuity.** |
| M7.1.1 | 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.
 |  |  |
| M7.1.2 | 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.
 |  |  |
| M7.1.3 | A test of the incident management plan is conducted annually. A record is kept. |  |  |
| M7.1.4 | 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** |
| M7.2.1 | An internal audit of all activities and records relevant to this Standard is conducted at least annually. A record is kept. |  |  |
| M7.2.2 | Workers responsible for completing sections of the internal audit are identified and, where possible, are independent of the practices being assessed. |  |  |
| **M7.3** | **Complete corrective actions for any non-compliance.** |
| M7.3.1 | 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
* internal audits
* external audits
* complaints
* incidents and near misses.
 |  |  |
| M7.3.2 | 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.
 |  |  |
| M7.3.3 | Reoccurrences of non-compliance are reviewed by the owner or appropriate senior manager. A record is kept.  |  |  |
| M7.3.4 | 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.** |
| M7.4.1 | 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
* complaints
* incidents and near misses
* training
* the Sustainability Action Plan (SAP).
 |  |  |
| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **M8** | **Product Identification, Traceability, Withdrawal and Recall** |  |  |
| **M8.1** | **Manage certified wine grapes.**  |  |  |
| M8.1.1 | A record of all wine grapes received from external suppliers is kept, and must include:* supplier business name
* crop/variety
* quantity/amount
* date received
* evidence of certification
 |  |  |
| M8.1.2 | A winery presenting wine for sale under the Sustainable Winegrowing Australia trust mark and certification to this Standard, must demonstrate 85% of wine grapes have been sourced from businesses currently certified to the Freshcare Australian Wine Industry Standard of Sustainable Practice – Viticulture *(Appendix – A-M3).* A record is kept. |  |  |
| **M8.2** | **Maintain a product identification and traceability system, to enable wine to be traced from production to destination.** |
| M8.2.1 | Traceability must be maintained for all wine products. |  |  |
| M8.2.2 | All product dispatched to a customer is marked with:* business name and physical address
* date of manufacture and/or batch identification code
* other trade descriptions required by legislation and/or customer.
 |  |  |
| M8.2.3 | Dispatch records are kept and must include:* customer
* dispatch date
* batch identification code
* quantity
* destination.
 |  |  |
| M8.2.4 | The product traceability system is tested at least annually to verify full traceability of wine from production to its destination, or vice versa. A record is kept. |  |  |
| **M8.3** | **Maintain a system enabling the effective withdrawal or recall of product.** |
| M8.3.1 | In the event of a potential issue regarding product safety, quality or regulatory compliance, the matter is investigated to determine the extent of the problem. Where required, further action is taken. |  |  |
| M8.3.2 | Determine whether a withdrawal or trade or consumer level recall is required for the product supplied to customers. |  |  |
| M8.3.3 | If a withdrawal or recall is required, the relevant withdrawal/recall is implemented. A record is kept. |  |  |
| M8.3.4 | A mock recall is completed annually using the A&NZ Product Recall/Withdrawal form or equivalent system. A record is kept. |  |  |
| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **E1** | **Biosecurity**  |
| **E1.1** | **Manage biosecurity on the property.**  |
| E1.1.1 | 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.
 |  |  |
| E1.1.2 | Biosecurity and hygiene requirements are reinforced with prominent signs and/or written or pictorial training guides. |  |
| E1.1.3 | Access to the property and growing sites is restricted to authorised persons and vehicles including workers, visitors and contractors. |  |
| E1.1.4 | 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.** |
| E1.2.1 | Worker and visitor behaviour is monitored for compliance with biosecurity and hygiene requirements. |  |  |
| E1.2.2 | 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). |  |  |
| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **E2** | **Chemical Management** |
| **E2.1** | **Select hazardous chemicals and dangerous goods that minimise risk to the environment.** |
| E2.1.1 | Consideration is given to all available options before hazardous chemicals and dangerous goods are chosen for use. |  |  |
| E2.1.2 | When necessary to use hazardous chemicals and dangerous goods, those that are less hazardous and dangerous and/or have a lower environmental impact are considered. |  |  |
| **E2.2** | **Obtain, check and record hazardous chemicals and dangerous goods.** |
| E2.2.1 | Hazardous chemicals and dangerous goods are purchased from approved suppliers and managed in accordance with the supplier requirements specified in M5.1. |  |  |
| E2.2.2 | Hazardous chemicals and dangerous goods containers are adequately labelled and in acceptable condition on receival. |  |  |
| E2.2.3 | All hazardous chemicals and dangerous goods purchased are recorded in an inventory. A record is kept and must include:* date purchased/received
* place of purchase
* name of hazardous substances dangerous good
* batch number (where available)
* expiry date or date of manufacture
* quantity.
 |  |  |
| **E2.3** | **Store, manage and dispose of hazardous chemicals and dangerous goods to minimise the risk of environmental harm.** |
| E2.3.1 | Hazardous chemicals and dangerous goods 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 hazardous substances and dangerous goods from direct sunlight and weather exposure
* equipped with a spill kit to contain and manage spills
* secure, with access restricted to authorised workers
* maintained in compliance with any additional legislative requirements
 |  |  |
| E2.3.2 | Hazardous chemicals and dangerous goods are stored in designated separate areas for each category and for substances awaiting disposal. |  |  |
| E2.3.3 | A current Safety Data Sheet (SDS) is kept for all hazardous chemicals and dangerous goods stored in the storage area(s). |  |  |
| E2.3.4 | Hazardous chemicals and dangerous goods are stored in original containers according to directions on the container label. If it is necessary to transfer substance 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. |  |  |
| E2.3.5 | Deteriorating labels are replaced immediately with a legible copy. |  |  |
| E2.3.6 | Stored Hazardous chemicals and dangerous goods are checked at least annually to identify and segregate 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.
 |  |  |
| E2.3.7 | 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.
 |  |  |
| E2.3.8 | Unusable Hazardous chemicals and dangerous goods and empty containers are legally disposed of through registered collection agencies, or in approved off-site disposal areas. A record of disposal is kept. |  |  |
| **E2.4** | **Train and authorise workers who store, handle, apply and/or dispose of hazardous chemicals and dangerous goods.** |
| E2.4.1 | Workers involved in the supervision of storage, handling, application and disposal of hazardous chemicals and dangerous goods must:* have completed hazardous chemicals and dangerous goods training; and
* remain competent in hazardous chemical and dangerous goods storage, handling, application and disposal as specified by this Standard and regulatory requirements
 |  |  |
| E2.4.2 | Workers authorised to store, handle, apply and/or dispose of hazardous chemicals and dangerous goods 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.  |  |  |
| E2.4.3 | Workers authorised to store, handle, apply and/or dispose of hazardous chemicals and dangerous goods are provided appropriate protective equipment to be used in accordance with label and Safety Data Sheet (SDS) requirements.  |  |  |
| E2.4.4 | A register of workers authorised to store, handle, apply and/or dispose of hazardous chemicals and dangerous goods is maintained and displayed. |  |  |
| **E2.5** | **Use hazardous chemicals and dangerous goods according to regulatory, label and customer requirements.** |
| E2.5.1 | Hazardous chemicals and dangerous goods are used according to label directions. |  |  |
| **E2.6** | **Maintain and calibrate hazardous chemicals and dangerous goods application equipment.** |
| E2.6.1 | Hazardous chemicals and dangerous goods usage equipment is maintained and checked for effective operation before and during each use. |  |  |
| E2.6.2 | Equipment requiring calibration is calibrated at least annually or as per manufacturer’s instructions. |  |  |
| E2.6.3 | Equipment is calibrated using a recognised method. 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.
 |  |  |
| **E2.7** | **Manage mixing and disposal of hazardous chemicals and dangerous goods to minimise risk to the environment.** |
| E2.7.1 | Hazardous chemicals and dangerous goods mixing areas are located, constructed, and maintained to minimise the risk of contaminating the site and surrounding environment. |  |  |
| E2.7.2 | Leftover hazardous chemicals and dangerous goods are disposed of according to label directions where specified, or in a manner that minimises environmental harm.  |  |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **E2.8** | **Record all hazardous chemicals and dangerous goods applications.** |
| E2.8.1 | Records of all hazardous chemicals and dangerous goods used are kept and must include:* date of use
* chemical used (including batch number if available)
* quantity applied/used
* equipment and/or method used
* name and signature of the person responsible for the use.
 |  |  |
| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **E3** | **Emergency Response** |
| **E3.1**  | **Manage spills to minimise environmental harm.** |
| E3.1.1 | The potential spill risks for wine, wastewater and hazardous chemicals and dangerous goods are assessed. |  |  |
| E3.1.2 | Spill control materials and equipment are adequate for containing spill risks and located in relevant areas. |  |  |
| E3.1.3 | Internal and external emergency contacts required in the event of a spill are documented and displayed in relevant areas. |  |  |
| E3.1.4 | Spill response procedures are documented and displayed in relevant areas. |  |  |
| E3.1.5 | Workers are trained in spill response procedures. |  |  |
| E3.1.6 | Spill response procedures are reviewed and verified/updated annually, or:* when there is a change in relevant legislation
* when there are alterations to facilities affecting spill risk
* following a spill
 |  |  |
| E3.1.7 | Spill response procedures are tested at least annually. A record is kept. |  |  |
| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **E4** | **Water Management**  |
| **E4.1**  | **Manage water use on the site.** |
| E4.1.1 | Water Management Program is documented and must include:* date developed
* name of the person documenting the Program
* method(s) and frequency of water consumption measurement
* strategies used for minimising water use
* method(s) and frequency of wastewater measurement
* method(s) of wastewater treatment
* wastewater reuse, recycling, treatment or disposal strategies
* worker(s) responsible
 |  |  |
| E4.1.2 | 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. |  |  |
| E4.1.3 | Water use improvement strategies identified in E4.1.2 are documented in the Sustainability Action Plan (M2). |  |  |
| **E4.2** | **Maintain water sources and infrastructure.**  |
| E4.2.1 | All water sources used are identified. A record is kept. |  |  |
| E4.2.2 | Water sources are monitored and managed to minimise potential contamination from:* human activities
* livestock and domestic animals
* wildlife (where possible)
* adjacent activities.
 |  |  |
| E4.2.3 | Water extraction points, water storage and delivery infrastructure and equipment is monitored and maintained. |  |  |
| E4.2.4 | Applicable licences and permits for infrastructure and activities in water harvesting, extraction, storage, use and discharge are current and available. |  |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| E4.2.5 | Water licences and permits are adhered to. |  |  |
| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **E5** | **Wastewater Management**  |
| **E5.1**  | **Manage wastewater to minimise environmental harm.** |
| E5.1.1 | Contaminated stormwater, winery wastewater, grape juice and wine from drains, pipes, sumps, tanks, retention basins or other facilities all drain into the wastewater capture and management system. |  |  |
| E5.1.2 | Wastewater capture and storage systems are:* separated from domestic septic systems
* sized to manage peak volumes
* monitored and maintained to minimise risk of leakage
 |  |  |
| E5.1.3 | Wastewater treatment systems are:* designed to treat wastewater to the irrigation or discharge standard required
* verified as achieving the irrigation or discharge standard required
* maintained and checked for effective operation. Maintenance records are kept.
 |  |  |
| E5.1.4 | Wastewater volume is measured and reviewed annually against the Water Management Program. |  |  |
| E5.1.5 | Water efficiency is considered in the selection and design of new irrigation systems. |  |  |
| E5.1.6 | Water run-off or discharge from the property is managed or treated to minimise environmental harm on and off-site. |  |  |
| E5.1.7 | Strategies are implemented to prevent contamination and sedimentation of water sources. |  |  |
| **E5.2**  | **Manage wastewater to minimise land and soil degradation, erosion and contamination.** |
| E5.2.1 | Wastewater disposal practices on the winery site are chosen to minimise soil degradation, erosion and contamination. |  |  |
| E5.2.2 | Wastewater disposed to land via irrigation is assessed for risk of causing an increase in soil salinity, soil acidity, soil alkalinity or soil sodicity. |  |  |
| E5.2.3 | Wastewater used for irrigation that has the potential to increase soil salinity, soil acidity, soil alkalinity or soil sodicity is either treated before use or the land areas receiving the wastewater are monitored for changes. |  |  |
| E5.2.4 | Land areas receiving irrigation from untreated wastewater are tested and monitored for changes to soil salinity, soil acidity, soil alkalinity or soil sodicity. Test results are kept including:* date of testing
* area and parameter(s) tested
* testing result(s) and action recommended
* name and signature of the person who carried out the testing
 |  |  |
| E5.2.5 | Irrigation records are kept for land areas irrigated with untreated wastewater, including:* date of irrigation(s)
* areas irrigated
* volume of water used or duration of irrigation
* name of the person who managed the irrigation activity.
 |  |  |
| **E5.3** | **Manage areas with highly degraded, eroded or contaminated soil.** |
| E5.3.1 | Land areas identified as being highly degraded, eroded or contaminated are:* managed to minimise further degradation, erosion or contamination
* contained to minimise soil movement on and off-site.
 |  |  |
| E5.3.2 | Remediation activities for areas identified in E5.3.1 are documented in the Sustainability Action Plan (SAP). |  |  |
| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **E6** | **Biodiversity** |
| **E6.1** | **Manage biodiversity on the property.** |
| E6.1.1 | 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.
 |  |  |
| E6.1.2 | 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.
 |  |
| E6.1.3 | 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. |  |
| **E6.2** | **Develop strategies to protect and improve biodiversity.** |
| E6.2.1 | Biodiversity protection and improvement strategies are developed with consideration of regional biodiversity priorities. |  |  |
| E6.2.2 | Improvement strategies identified in E6.2.1 are documented in the Sustainability Action Plan (M2). |  |  |
| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **E7** | **Waste** |
| **E7.1** | **Manage waste on the property.** |
| E7.1.1 | A Waste Management Program is documented and must include:* date developed
* name of the person documenting the Program
* all waste types
* waste storage location
* management method(s)
* worker(s) responsible.
 |  |  |
| E7.1.2 | Workers are provided appropriate protective equipment to be used in accordance with the Waste Management Program. |  |
| E7.1.3 | Waste that cannot be avoided, reused, or recycled, is disposed of in approved off-site facilities. |  |
| E7.1.4 | 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. |  |
| E7.1.5 | All stored waste is managed to minimise the risk of contaminating onsite and off-site areas and to minimise pest activity. |  |
| E7.1.6 | 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. |  |
| E7.1.7 | Waste management improvement strategies identified in E7.1.6 are documented in the Sustainability Action Plan (M2). |  |  |
| **E7.2** | **Review input materials and suppliers to reduce waste.** |
| E7.2.1 | 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. |  |  |
| E7.2.2 | Packaging size, quantity and weight, and the potential to reuse or recycle input materials is considered in the selection. |  |  |
| E7.2.3 | A review of input materials is undertaken at least annually, to prioritise the reduction of plastic waste. |  |  |
| E7.2.4 | Suppliers of input materials are managed in accordance with supplier requirements specified in M5.1. |  |  |
| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **E8** | **Air Quality** |
| **E8.1** | **Manage air quality.** |
| E8.1.1 | 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.
 |  |  |
| E8.1.2 | Workers are provided appropriate protective equipment to be used in accordance with the Air Quality Management Program. |  |
| E8.1.3 | 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. |  |  |
| E8.1.4 | Air quality improvement strategies identified in E8.1.3 are documented in the Sustainability Action Plan (M2). |  |  |
| **Section completed by:** |  | **Date of completion:** |  |

| **Element** | **Compliance Criteria** | **Yes, No or N/A** | **Comments/further actions required** |
| --- | --- | --- | --- |
| **E9** | **Energy and fuel** |
| **E9.1** | **Energy and fuel efficiency is optimised throughout the production system.** |
| E9.1.1 | Energy and fuel efficiency must be considered in the selection and/or design of new premises, vehicles, machinery, and equipment. |  |  |
| E9.1.2 | Efficient operating practices for premises, vehicles, machinery, and equipment are identified and implemented. |  |
| E9.1.3 | Servicing and maintenance records are kept for vehicles, machinery, and equipment. |  |
| E9.1.4 | Electricity and fuel consumption is reviewed at least annually, in consideration of improvement strategies for use. |  |
| E9.1.5 | Electricity and fuel use improvement strategies identified in E9.1.4 are documented in the Sustainability Action Plan (M2). |  |  |
| **E9.2** | **Bulk fuel is stored to minimise environmental harm.** |
| E9.2.1 | Bulk fuel storages are located, constructed, and maintained to minimise the risk of environmental contamination and contain spillage.  |  |  |
| E9.2.2 | A current Safety Data Sheet (SDS) is kept for all bulk fuel stored on the property. |  |
| E9.2.3 | Workers are provided appropriate protective equipment to be used in accordance with Safety Data Sheet (SDS) requirements. |  |
| E9.2.4 | Suppliers of bulk fuel are managed in accordance with the supplier requirements specified in M5.1. |  |
| **Section completed by:** |  | **Date of completion:** |  |