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| --- | --- | --- | --- | --- | --- |
| **Business name:** | *PJ’s Vineyard* | | | | |
| Completed by: | Max Smart | Signature: | MSmart | Date of completion: | 15/01/2021 |

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

| **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 Freshcare certification is defined by the owner and/or appropriate senior manager. | Yes | Stored on server in Sustainability folder |
| 1. All business enterprises and activities undertaken are recorded. | Yes |  |
| 1. Flowcharts are completed to document the crops and activities for which certification is required. | Yes |  |
| M1.2 | Identify property areas, infrastructure and surrounds on a property map. | 1. A property map is documented and maintained. A record is kept. | Yes | Electronic copy in server, reviewed 1/10/21 |
| 1. 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). | Yes | Updated 01/09/2020, using checklist. |

| **Element** | | **Compliance Criteria** | **Outcome - Yes, No or N/A** | **Findings and Comments** |
| --- | --- | --- | --- | --- |
|  |  | 1. 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 | Yes | Updated 01/09/2020, using checklist |
| 1. 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. | Yes | Updated 01/09/2020, using checklist |
| **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. | Yes | Last updated 01/09/2020 |
| 1. The organisational structure, roles and responsibilities are reviewed at least annually, or when changes occur. A record is kept. | Yes | Last updated 01/09/2020 |
| 1. The organisational structure, roles and responsibilities are communicated to all workers. | Yes | Through team meetings and employee noticeboards through the site |

| **Element** | | **Compliance Criteria** | | **Outcome - Yes, No or N/A** | **Findings and Comments** |
| --- | --- | --- | --- | --- | --- |
| 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). | | Yes | Last updated 01/09/2020  Signed by *Jason Bagpiper* |
| 1. The commitment statement is communicated to all workers. | | Yes | And communicated through team meetings and employee noticeboards through the site |
| 1. The commitment statement is reviewed annually in conjunction with the Sustainability Action Plan (M2). | | N/A | This is the first one, it will be reviewed in August 2021. |
| **Section completed by:** | | Max Smart | **Date of completion:** | | 15/01/2021 |

**NOTE:** The example provided is for the M1 element only, to complete the full internal audit for your business, this process must be undertaken for each element of the Standard.