

On-farm observational guide/questionnaire

Survey instrument to be completed as part of the ISFR SMWG survey “Microbiological contamination during pre- and post-harvest activities on-farm”.

- This instrument is to be completed by the relevant DEDJTR representative primarily through **visual observation of practices and activities** undertaken on farm.
- Questions can also be asked if triggered by a visual prompt. For example: if you see a number of cats/ domestic or wild animals around the property, you may like to ask the producer how he manages this in relation to his crop. Questions should be phrased as “what” and “how” rather than “is”, “are” and “do you” type questions.
- Some components may also be completed by asking questions of the producer, or through prior assessment of supplied documentation.

Date:

Name of DEDJTR representative:

Part 1: To be completed prior or post farm visit

1	Business details	
1.1	Business name	
1.2	Contact person	
1.3	Contact details: Address Phone Email	
1.4	Property Identification Code (PIC):	
1.5	Produce grown: <i>List all produce grown on farm (e.g. strawberries, blueberries, cauliflower etc)</i>	<i>Can you see evidence of other crops? List</i>

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1.6	Business activities carried out on-site: (e.g. <i>growing, harvesting, processing and packaging</i>)	<i>Observations? Response from producer?</i>
1.7	Area planted to crop (ha):	<i>If more than one crop grown, list area for each crop.</i>
2	QA/HACCP program (to be completed prior/post farm visit)	
2.1	QA/HACCP program details, certification body and audit frequency (eg <i>FreshCare, Coles, Woolworths QA, certification bodies such as SAI Global and SGS, annually/quarterly etc</i>)	
2.2	Traceability of product <i>Describe how documentation states traceability is ensured (one step forward-one step back etc)</i>	<i>Observation? Response from producer?</i> <i>How is the product marked for traceability purposes ie: batch code, date, field/patch number? Describe system.</i> <i>What is the distribution chain for the product? Is it packed on farm, transported to a wholesaler, pack-house (on farm of origin, or other) etc.</i> <i>How is the product traced through the various process stages?</i>

Part 2: To be completed during farm visit

3	Geographical/topographical description	
3.1	<p>Farm placement <i>Observations regarding geography/site. Is the area hilly? Can you see streams, dams, crop in adjacent paddocks, other farms (if yes, what type of farming?) etc</i></p>	<p><i>Describe location, other farms etc</i></p>
3.2	<p>Other farms <i>If there are livestock farms adjacent or in the general vicinity of farm, could water run-off occur to horticulture crops?</i></p>	<p><i>Can you see any evidence of this?</i></p> <p><i>How does the farm account/mitigate any run-off water that may enter fields?</i></p>
3.3	<p>Fencing/containment/animal exclusion <i>Observation of fences/containments/ bird netting etc.</i></p> <p><i>Observation of evidence of animal/bird presence.</i></p>	<p><i>If evidence of animals/bird near crops, or in packing or storage sheds (including machinery and packing material storage facilities)</i></p> <p><i>How does producer keep animals/birds away from crops? What else do they do to stop animal/birds contaminating crops – either in fields during growing or during</i></p>

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		<p><i>harvest, packing and storage?</i></p> <p><i>If there is evidence of animal/birds in or near product, what is done to mitigate this? E.g. – if the farmer notices he’s had a nest of birds above his fruit washing line, what did he do about it (both the facilities and the horticulture produce), in the first instance, and for the long term?</i></p>
<p>3.4</p>	<p>Weather conditions</p> <p><i>On day of farm visit?</i></p> <p><i>Previous 5 days?</i></p>	<p><i>Ask producer about weather conditions during growing season. Is any event notable? (ie: heavy prolonged rain, period of high wind etc?) If yes, what was it? How did it impact crop/farming practices etc?</i></p> <p><i>If higher rainfall – does the farm utilise this water? How is it stored/treated etc before use on crops? (see other water questions if required....)</i></p>

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4	Water/Composts/Manure/Fertilisers etc	
4.1	<p>Water <i>Observations regarding water sources, treatments, etc</i></p>	<p><i>Is the water source protected from animal contamination? Eg protected from heavily grazed catchment areas? Is the water source protected from run-off and flooding?</i></p>
4.2	<p>Observations about fertilisers/composts – types, application etc</p>	<p><i>Are they properly stored (e.g. covered, not prone to rain/water run-off etc)? Does the equipment used to prepare and use them appear clean?</i></p> <p><i>If compost used – ask producer how he uses it etc. Produced on farm, or externally sourced? (approved supplier/correctly treated etc)</i></p>
5	Crop/harvest/packing	
5.1	<p>Observations of farmer harvesting product</p> <p><i>Describe how the produce is harvested e.g. manual handling, type of containers used, direct from paddock to package or to bulk bins etc</i></p>	<p><i>Are gloves worn? If yes, type of glove, frequency of changing etc? If no, describe handwashing procedure (e.g. water temperature, paper towel, soap, facilities etc).</i></p> <p><i>Do the containers appear clean and suitable? How often, and what products are used to clean (wash/dry) equipment?</i></p>

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		<p><i>If there's been adverse/extreme weather recently – ask producer if anything is done differently when harvesting/packing etc</i></p> <p><i>Has there been any unusual events (animals in fields etc) prior to harvesting – what would the producer do to minimise risk of contamination on product (e.g. – additional washing of product, sanitisers in water – levels, replenishment frequency etc)</i></p>
6	Facilities	
6.1	<p>Observations of sheds/equipment</p> <p><i>Describe the packing and storage facilities. Do they appear appropriate for use, clean, appropriate to exclude animals, minimise dust etc</i></p>	<p><i>If you observe evidence of animals/bird/pest presence/mitigation measures, ask the producer how/what he does to prevent contamination.</i></p> <p><i>Is there a coolroom? – describe observations – cleanliness, temperature recording, general state etc</i></p> <p><i>Describe harvest, packing and storage equipment. Do they appear clean and appropriate? What are the cleaning routines for equipment and facilities?</i></p>
6.2	<p>Water used post-harvest</p> <p><i>Describe water sources/uses on product</i></p>	<p><i>Where is it sourced from? Is the water treated before use? (type of treatments, evidence of efficacy etc)</i></p>

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7	Personnel	
7.1	<p>Observations of personnel</p> <p><i>Describe the facilities available to staff (e.g. meals areas, toilet and handwashing facilities etc)</i></p>	<p><i>Are facilities available in fields as well as packing shed areas? Describe handwashing facilities etc.</i></p> <p><i>Observations of workers hygiene (personal, do any appear ill etc) and clothing (including gloves).</i></p> <p><i>How are gloves used? What are they used for? How often are they changed? Do all workers understand and follow correct glove procedures?</i></p> <p><i>How does the producer ensure workers follow correct hygiene procedures when handling produce?</i></p>
8	Miscellaneous/Additional information	
	<p><i>How do you think extreme weather events (eg, floods or storms) might affect your crops other than in relation to quality and yield?</i></p>	<p><i>List/describe and/or discuss risks in relation to microbiological contamination.</i></p>

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	<p><i>Similarly, risks from animal/bird or pest intrusion.</i></p>	
	<p><i>Are you aware that horticulture products can make people sick?</i></p> <p><i>If yes, what do you think is the biggest food safety risk?</i> <i>Why?</i></p> <p><i>Where do you get information/advice on food safety management?</i></p> <p><i>If no, briefly describe foodborne illness from eating horticulture product.</i></p>	