



SQI HACCP Surveillance Audit Report

CLIENT DETAILS

Company Name	Fresh Fellas Pty Ltd	Contact Given Name	Heath
Trading Name	Arthur Pang	Contact Surname	McInerney
Postal Address	PO Box 70	Position of Contact	Director
Town	Sydney Markeys	Telephone	02 9746 2474
State	N.S.W.	Fax	
Postcode	2129	Mobile	0408 615342
ABN	77075589392	Email	heath@freshfellas.com.au

LOCATION DETAILS

Street Location	169- 172 B Shed	State	N.S.W.
Town	Sydney Markets	Postcode	2129
Other Properties	Lot / Section No., Hundred of, Street, Town, State (attach details if insufficient space)		Visited
1			<input type="checkbox"/>
2			<input type="checkbox"/>
3			<input type="checkbox"/>
4			<input type="checkbox"/>
5			<input type="checkbox"/>
6			<input type="checkbox"/>
7			<input type="checkbox"/>
8			<input type="checkbox"/>

OPERATION DETAILS

Scope of Certification	The receipt, storage and despatch of fresh fruit and vegetables		
Products	Fresh Fruit and Vegetables		
ANZSIC Codes	3605	Certificate No	SQI1559
No. Permanent Staff	14	Certification Date	2/02/2006
No. Casual Staff		Expiry Date	11/01/2017

AUDIT DETAILS

Audit Date	Wednesday, 15 November 2017	Audit No	Twelve
Audit Type	Surveillance Audit	Report No	S14811
Auditor Name	Vernon Allen	Start Time	9.15am
Registration No	113426	Finish Time	11.15am
Position	Food Safety Auditor	Elapsed Time	2.00 hours
Recommendation	Certification Recommended	Next Audit Due	Oct-18
Audit Times as per Guidelines & all Critical Processes Reviewed	Yes	If No, please specify	
HACCP Practitioner	Liz Wallace	HACCP Practitioner No.	

Surveillance Audit

Fresh Fellas Pty Ltd

November 15, 2017

SQI HACCP REQUIREMENTS

FINDINGS

Confidentiality:

Information obtained from the Organisation reviewed in the course of producing this report will be treated as confidential. It will not be used for any purpose other than for the production of this report.

Disclaimer:

This report has been prepared by Sci Qual International Pty Ltd for the purpose of determining the standard implementation of organisation's management systems to SQI-HACCP at nominated sites.

Due to the sampling nature of auditing, some deficiencies may exist that were not detected at the time of the audit. The contents of this report are intended only for use in determining whether the organisation meets the SQI-HACCP standard.

Whilst every effort has been made to ensure the accuracy of this report, Sci Qual International Pty Ltd will not be held responsible, and extends no warranties as to the suitability of such information or for the consequences of its use. Likewise, neither Sci Qual International Pty Ltd nor the auditor will be held responsible for actions taken by third parties as a result of information contained in this report

Audit Procedure:

Following an Entry Meeting, a Desktop Review was conducted on the Manual and Procedures.

This audit was conducted in accordance with the current auditing Standard ISO 19011:2002. The focus of this assessment was an extensive review against SQI-HACCP. The findings are recorded on an exception basis. Due to the sampling nature of auditing other non-conformances may be present that were not detected at audit.

Record of Audit:

This report contains a summary of all audit findings. Details of documentation reviewed, persons interviewed and other observations, which may have been noted on the day of the assessment, will be contained within the auditor's notes. These notes if retained will be on file at Sci Qual International.

AUDIT FINDINGS

Element		COMMENTS	
6.1	Management Policy	Satisfactory	Policy is documented in the manual and signed by H McInerney
6.2	Organisational Chart Job Descriptions	Satisfactory	Organisation chart showing how the business operates is in the manual
11.5	Training	Satisfactory	Training is provided for all staff in procedures, hygiene and cleanliness
6.3	Description of how the SQI HACCP System works	Satisfactory	Heath is conversant with the HACCP system and how it runs in the business
6.4	Document Control	Satisfactory	This is done by version number
6.5	Document Register	Satisfactory	Register of documents and changes is in the manual
6.6	SQI HACCP Management System Review	Satisfactory	This is a small business, HACCP review is done at the internal audit
10.1	Internal Audits	Satisfactory	This is done by Heath McInerney on a 6 monthly basis . The last two were done 2/7/17 & 13/12/16
10.2	HACCP Plan Review	Satisfactory	Few changes have been required in recent years and this is done in conjunction with the internal audit
11.3	Approved Supplier Program Incoming Goods & Services	Satisfactory	Approved supplier program is in place. Comprehensive list and file of current approved suppliers certificates. The details include their expiry date, name of standard, and any appropriate MRL results
10.3	Product Testing	Not Applicable	see 10.5 product assessment below

10.4	Shelf Life Testing	Not Applicable	Product is bought and sold in a short period, generally less than 24 hours
10.5	Finished Product Assessment	Satisfactory	All produce is assessed on arrival at the premises and prior to despatch if not immediate. Two products are randomly selected each day for specific appraisal and record is kept.
10.6	Corrective Action	Satisfactory	The corrective action procedure is in place. No CARs since last audit
10.7	Customer Complaints	Satisfactory	This is a hands on business, customer feedback is dealt with promptly by the directors
11.8	Maintenance	Satisfactory	All equipment is clean and well maintained. No transport vehicles are involved
11.9	Calibration	Not Applicable	There are no scales involved in this operation as produce is bought and sold in the same packaging. Repacking, splitting of cartons, weighing of quantities is not part of this business
11.4	Product Identification and Traceability	Satisfactory	This is a feature of the business with a comprehensive management system of approved suppliers in place
11.10	Product Recall	Satisfactory	A product recall has not been required in the time since the last audit. The approved supplier system and the automated identification of all produce to the source provides the information required in a timely manner should an incident occur
11.11	Labelling	Not Applicable	This is not part of the business as produce is in the containers/cartons in which it is bought
11.13	Allergen Control	Satisfactory	Produce is sold in the container in which it was purchased. Hygiene training is mandatory for all staff ensuring transfer of allergens does not occur.
Use of SQI HACCP Certification Mark/Logo		Not Applicable	Label is not used in the business

HACCP PLAN

Element		COMMENTS	
7.1	HACCP Team	Satisfactory	Step 1 of Codex HACCP Team is Heath & Shaun McInerney, Mike Valentine and Marvin Prasad. This was last revised in 2016 to include new members
7.2	Scope and Purpose of HACCP Plan	Satisfactory	Step 1 of Codex HACCP The scope and purpose is documented in the manual
7.3	Product Description Product Intended Use	Satisfactory	Steps 2 & 3 of Codex HACCP Comprehensive tables are in manual to describe product and intended use
7.4	Flow Diagram	Satisfactory	Steps 4 & 5 Codex HACCP The diagram shows a seven step process starting with assessment of supplier to despatch of produce
8.1	Hazard Identification, Analysis and Control	Satisfactory	Step 6 Codex HACCP, Principle 1 A hazard analysis examining microbial, physical, chemical and quality risks has been documented for all steps on the flow chart

8.2	Determining CCPs/QCPs	Satisfactory	Step 7 Codex HACCP, Principle 2 Four CCPs have been determined for this operation, 1 relating to the purchasing of approved produce, 2 receiving and handling of the produce, 3. despatch and traceability of the produce, 4. Cleaning of the site and equipment.
9.1	Critical Limits	Satisfactory	Step 8 Codex HACCP, Principle 3 Critical limits for each are documented in the HACCP table
9.2	Monitoring of CCPs/QCPs	Satisfactory	Step 9 Codex HACCP, Principle 4 The monitoring for each section is documented for each CCP
9.3	Corrective Action	Satisfactory	Step 10 Codex HACCP, Principle 5 Corrective action shows who and what is to be done
9.4	Records	Satisfactory	Step 12 Codex HACCP, Principle 7 Required records are listed including Approved supplier lists and certificates, delivery dockets, weekly monitoring sheets
10.8	Verification	Satisfactory	Step 11 Codex HACCP, Principle 6 A verification table is documented in the manual

GOOD MANUFACTURING PRACTICE & HYGIENE PRACTICE

Element		COMMENTS	
11.7	Pest Management Vermin Control	Satisfactory	This is controlled by Sydney Markets Ltd within the complex area
11.2	Housekeeping Practices & Stock Control	Satisfactory	A daily produce assessment is done randomly on two products and a comprehensive file of results is maintained. Produce is sold on the same day or shortly thereafter
11.6	Cleaning	Satisfactory	Site cleaning is done daily. Areas external to the stand are cleaned by Sydney Markets Ltd
	Waste Disposal	Satisfactory	Waste is managed by Sydney Markets Ltd
	Wash / Rinse Water Quality	Not Applicable	There is no water used in this operation
	Building Standard	Satisfactory	Building is a purpose built market stand with the markets complex. It is clean and well maintained
	Equipment Standard	Satisfactory	Equipment is appropriate to the operation
	Staff Hygiene	Satisfactory	Staff are trained in hygiene. Record of training is maintained.
	Staff Facilities	Satisfactory	The monthly GMP chart show that facilities inside the stand are cleaned and checked
	Staff Practices	Satisfactory	Monthly GMP chart shows that basic hygiene rules have been established and reinforced in the workplace
	Chemical Storage & Handling Material Safety Data Sheets	Not Applicable	No chemicals are involved in this operation
	Packaging Material Storage	Not Applicable	No packaging materials are involved, produce is bought and sold in its existing packaging.
	Raw / Finished Product Segregation	Not Applicable	see comment above
	Product Storage	Satisfactory	Produce is generally sold immediately, carry over product is stored short term on stand or in coolrooms.

	Product Transport	Satisfactory	Produce is transported via forklift to their collection point within the market complex
	Property & Environs Standards	Satisfactory	This market stand is wholly within the Sydney markets complex

ASSESSORS COMMENTS

This business continues to focus on process, customer service and quality. Continuous improvement has been demonstrated. The seven step HACCP flow chart was tested to see it reflects the actual operation and the CCPs fully documented. GMP is completed on a daily, weekly and monthly basis and actions are recorded. the internal audit is completed by Heath Mcinerney on a 6 monthly basis. Produce in this business is bought and sold in the same packaging on a quick turnover basis appropriate for fresh produce. Continuing certification is recommended.

Category A Major Corrective Action Request

The auditor may, as part of an audit identify instances of Major non-conformances such as:

The HACCP Plans have not been fully documented in accordance with the Codex seven principles or that the HACCP Plans have not been effectively implemented

A support program has not been documented or has not been implemented

A product or process has been introduced which differs significantly from those initially verified

A product is not being assessed adequately against specification

Process control plans have major non compliance issues

The Client will be advised of any Major non conformances which are required to be closed out within 1 month of the audit date

Category B Minor Corrective Action Request

The auditor may identify instances of Minor non-conformances where:

Observed practices do not comply with procedures but are not affecting product safety or quality.

Where improvements or modifications addressing requirements of the standard elements may be required

Minor CAR's shall be closed out by the client by next audit or at auditor discretion, whichever is less.

Seasonal Non-Conformance

The auditor may identify instances of non-conformances for some product lines, which cannot be closed out prior to the commencement of a new season. These will be issued as a Seasonal Non Conformance and the client will be required to close the CAR within 14 days of the commencement of the season.

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AUDIT PLAN

SQI - HACCP



Sci Qual International Pty Ltd
Po Box 70, Morayfield Qld 4506
Phone 1800 998 999
Fax 07 5499 2332

Client: Fresh Fellas Pty Ltd
Location: 169- 172 B Shed Sydney Markets N.S.W. 2129

Audit Date: Wednesday, 15 November 2017
Audit Standard: SQI - HACCP
Audit Type: Surveillance Audit
Scope: The receipt, storage and despatch of fresh fruit and vegetables

Products: Fresh Fruit and Vegetables

Auditor: Vernon Allen

QSA No: 113426

Date of Issue:

Time	Check List	
9.15am	Opening meeting	Introductions, Purpose & Scope, SQI Regulations, Review of Audit Plan, Safety Issues, Personnel.
	SQI HACCP CHECKLIST	Including Documentation, Procedures & Records.
	Site Inspection	Including Chemical & Fertiliser Storage, Equipment Maintenance, Crop/Product Management, Personnel Safety & Welfare, and Environmental Issues.
	SQI HACCP CHECKLIST	Including Documentation, Procedures & Records.
11.15am	Exit meeting	Overview of Audit, Review of Non-Conformances, Use of logos, Questions.

This audit plan will be confirmed at the start of the audit