

GLOBALG.A.P. IFA VERSION 6

INCLUDING THE SPRING, TESCO NURTURE MODEL AND LEAF MARQUE STANDARD ADD-ONS

DOCUMENT TEMPLATES

TOOLKIT

195+ documents

715+ pages



Complete Package Includes:

POLICIES
PROCEDURES
FORMS
CHECKLISTS

VIEW THE COMPLETE LIST BELOW



info@asconsultants.co.za | +27 (041) 004 0382

GLOBALG.A.P. IFA VERSION 6

(INCLUDING SPRING, TESCO NURTURE MODULE & LEAF MARQUE STANDARD ADD-ONS)

Food Safety Management System

DOC NO	DOCUMENT NAME	REF NO	PAGES
SPRING Add-on			
Water Risks and Objectives			
1	Production Sites and Water Users Register	CP-1.1	1
2	Water Risk Assessment	CP-1.2.1	3
3	Identification of Water Stakeholders	CP-1.3	1
4	Water Management Plan	CP-1.4.1	3
5	Training Attendance Register	CP-1.7	2
6	Master Internal Document List	CP-1.8	3
7	Internal Audit	CP-1.10	3
Legal Compliance			
	<i>Refer to Relevant Environment Laws</i>	CP-2.1	
	<i>Refer to Farms' Certificate of Agricultural Safety Compliance</i>	CP-2.2	
	<i>Refer to Farms' Water License</i>	CP-2.3	
	<i>Refer to Farm's Title Deed</i>	CP-2.4	
8	Corrective Action Register	CP-2.5	1
Management and Use of Water Resources			
	<i>Refer to Farm Map</i>	CP-3.1	
	<i>Refer to Farm Map</i>	CP-3.2	
9	Irrigation Drainage Record	CP-3.3	1
10	Irrigation Monitoring Form	CP-3.4	1
	<i>Refer to Irrigation Monitoring Form</i>	CP-3.5	
11	Calibration Records	CP-3.6	1

DOC NO	DOCUMENT NAME	REF NO	PAGES
12	Harvest Interval Procedure	CP-3.7	2
13	Soil Moisture Test Form	CP-3.8	1
14	Calibration Schedule	CP-3.10	1
	<i>Refer to Water Management Plan (CP-1.4.1)</i>	CP-3.12	
Environmental Management- Protecting Water Sources			
15	Waste Management Plan	CP-4.1	2
16	Energy Efficiency Plan	CP-4.3.1	3
Traceability			
	<i>Refer to Farm Invoices</i>		
	<i>Refer to Farm Delivery Records</i>		
TESCO Nurture Module Add-on			
1	Approved Plant Protection List (PPL) for All Crops Registered for Supply to Tesco	NM 1	
	<i>Refer to Company Spray Records</i>	NM 2	
	<i>Refer to Company Spray Records</i>	NM 3	
2	Farm MRL Test Results (Pre and Post Harvest)	NM 4	
3	Chemical Handling, Application and Safety Procedure	NM 5	3
4	Identification and Traceability Procedure	NM 6	3
	<i>Refer to Chemical Handling, Application and Safety Procedure</i>	NM 5	
	<i>Refer to Plant Protection List</i>	NM 1	
	<i>Refer to "Derogation" on the "FoodExperts Platform"</i>	NM 9	
5	Corrective and Preventative Action Procedure	NM 10	5
	<i>Refer to Plant Protection List</i>	NM 1	
	<i>Refer to Product Specification from Packhouse or Market Agents</i>	NM 12	
6	Employee Health, Safety and Welfare Procedure	NM 13	13
7	Identification and Storage of Cleaning Equipment Procedure	NM 14	3

DOC NO	DOCUMENT NAME	REF NO	PAGES
8	Daily Hygiene, Cleaning and Allocated Equipment Checklist	NM 15	2
9	Utilities (Efficient Use of Resources) Procedure	NM 16	6
10	Calibration Records	NM 17	
	<i>Refer to Chemical Handling, Application and Safety Procedure</i>	<i>NM 5</i>	
	<i>Refer to Chemical Handling, Application and Safety Procedure</i>	<i>NM 5</i>	
	<i>Refer to Identification and Traceability Procedure</i>	<i>NM 6</i>	
	<i>Refer to Identification and Traceability Procedure</i>	<i>NM 6</i>	
	<i>Refer to Packhouse Invoices and Inventory</i>	<i>NM 25</i>	
11	Customer Notification Recall Form	NM 26	2
	<i>Refer to Customer Notification Recall Form</i>	<i>NM 27</i>	
	<i>Refer to communication records with Tesco (e.g. emails)</i>	<i>NM 28</i>	
12	Packhouse Pest Inspection Record	NM 29	1
	<i>Refer to Packhouse Pest Inspection Record</i>	<i>NM 30</i>	
LEAF Marque Add-on			
Organisation And Planning			
1	Integrated Farm Management Plan	LF-1.6	10
2	Training Attendance Register	LF-1.8	2
3	Internal Audit/Self-Assessment	LF- 1	8
4	Customer Complaints Form	LF-1.14	2
5	HSE Risk Assessment	LF-1.9	28
Soil Management and Fertility			
6	Soil Management Plan	LF-2.5	3
7	Long-Term Crop Plan	LF-2.6	1
8	Soil Health and Environmental Risk Assessment	LF-2.10	3
9	Organic and Inorganic Fertilizer Application Form	LF-2.11	1
10	Production Records	LF-2.8	3

DOC NO	DOCUMENT NAME	REF NO	PAGES
Crop Health			
11	Crop Health and Protection Plan	LF-3.1	3
12	Pest Monitoring and Recording	LF-3.3	1
13	Plant Protection Product (PPP) Procedure	LF-3.8	7
14	PPP Application Form	LF-3.11	1
15	Chemical Advisor Qualifications	LF-3.13	2
16	Calibration Records	LF-3.16	1
17	Harvest Interval Procedure	LF-3.21	2
Pollution Control & By-product Management			
18	Manure Management Plan	LF-4.1	4
19	Waste and Pollution Risk Assessment	LF-4.3	1
	<i>Refer To Farm Map</i>	<i>LF-4.8</i>	
20	Waste Action Plan	LF-4.11	3
Animal Husbandry			
21	Animal Feed Audit	LF-5.12	3
22	Animal Feed Action Plan	LF-5.13	2
23	Animal Health and Welfare Plan	LF-5.8	5
24	Livestock Health Plan	LF-5.7	2
Energy Efficiency			
25	Energy Efficiency Plan	LF-6.1	3
Water Management Plan			
26	Water Management Plan	LF-7.1	3
27	Irrigation Monitoring Form	LF-7.2	1
Landscape and Nature Conservation			
28	Landscape and Nature Conservation Audit	LF-8.1	
29	Landscape and Nature Conservation Enhancement Plan	LF-8.2	4

DOC NO	DOCUMENT NAME	REF NO	PAGES
FV 01- Internal Documentation			
GG001	Documentation Procedure	FV-GFS PRO 1.1.1	6
GG002	Master Document Control Registry	FV-GFS DOC 1.1.1	Excel
GG003	Site Inspection Risk Assessment	FV-GFS RA 1.1.2	2
GG004	Farm Management Plan	FV-GFS PLA 1.2.4	5
GG005	Annual Inspection Checklist	FV-GFS CHK1.2.3	2
GG006	Farm Policy Statement	FV-GFS POL 1.2.5	3
GG007	Internal Audit / Self-Assessment	FV-GFS IA 1.2.6	37
GG008	Corrective Actions Report	FV-GFS RC 1.2.7	1
GG009	Management Review	FV-GFS RC 1.2.2	5
GG010	Corrective Action Form	FV-GFS RC 1.4.2	1
GG011	Document Change Request Form	FV-GFS DOC 1.2	1
FV 02 - Continual Improvement Plan			
GG012	Continual Improvement Plan	FV-GFS PLA 2.1	6
GG013	Continual Improvement Plan and Soil Management	FV-GFS DOC 2.4	5
FV 03 - Resource Management and Training			
GG014	Appointment Letter	FV-GFS APP 3.1	2
GG015	Training Procedure	FV-GFS PRO 3.2	4
GG016	Training Attendance Register	FV-GFS TAR 3.3	2
GG017	Organogram	FV-GFS DOC 3.4	1
GG018	Training Matrix Internal	FV-GFS DOC 3.5	1
GG019	Training Matrix External	FV-GFS DOC 3.5.1	1
GG020	Skills Required for Each Job Description	FV-GFS DOC 3.6	1
GG021	Induction Training	FV-GFS DOC 3.7	4
GG022	Hazardous Chemical Substance Risk Assessment	FV-GFS RA 3.3	6

DOC NO	DOCUMENT NAME	REF NO	PAGES
FV 04 - Outsourced Activities (Subcontractors)			
GG022	Outsourced Processes and Services Procedure	FV-GFS PRO 4.1	5
FV 05 - Supplier Approval & Performance Evaluation			
GG023	Supplier Approval and Performance Evaluation Procedure	FV-GFS PRO 5.1	3
GG024	Approved Suppliers List	FV-GFS DOC 5.2	1
GG025	Supplier Checklist	FV-GFS DOC 5.3	1
GG026	Supplier Self Audit Questionnaire	FV-GFS QC 5.4	6
GG027	Fruit Supplier Questionnaire	FV-GFS QC 5.5	2
FV 06 - Traceability			
GG028	Identification and Traceability Procedure	FV-GFS PRO 6.1	3
GG029	Traceability Test	FV-GFS DOC 6.2	3
GG030	Product Release Procedure	FV-GFS PRO 6.1.1	2
FV 07 - Parallel Ownership, Traceability and Segregation			
GG028	<i>Refer to Identification and Traceability Procedure</i>	FV-GFS PRO 6.1	3
FV 08 - Mass Balance			
GG031	Mass Balance Verification Form	FV-GFS DOC 8.2	1
GG032	Bins In	FV-GFS DOC 8.3	1
GG033	Bins Out	FV-GFS DOC 8.1	1
FV 09 - Recall and Withdrawal			
GG034	Incidents, Product Recall and Withdrawal Procedure	FV-GFS PRO 9	8
GG035	Product Withdrawal and Recall Form	FV-GFS RC 9.1.2	1
GG036	Emergency Contact Numbers	FV-GFS DOC 9.1.3	1
FV 10 - Complaints			
GG036	Customer Complaints Procedure	FV-GFS PRO 10.1	3
GG037	Customer Complaints Form	FV-GFS DOC 10.1.1	2

DOC NO	DOCUMENT NAME	REF NO	PAGES
GG038	Whistle-blower Policy	FV-GFS POL 10.1.2	4
GG039	Complaint Register (Check 1 st Form)	FV-GFS RC 10.1.3	1
GG040	Whistle Blower Box Form	Excel	
GG041	Customer Notification Recall Form	FV-GFS RC 10.2	2
FV 11- Non-Conforming Products			
GG042	Control of Non-Conforming Products Procedure	FV-GFS PRO 11.1	4
GG043	Corrective Action Form (CAR)	FV-GFS RC 11.2	2
GG044	Corrective Action Register	FV-GFS RC 11.3	1
GG045	Corrective Action Trend Analysis	FV-GFS RC 11.4	2
FV 12 - Laboratory Testing			
GG046	Laboratory Testing Frequency	FV-GFS RC 12.1	1
FV 13 - Equipment and Devices			
GG047	Maintenance and Engineering Procedure	FV-GFS PRO 13.1	3
GG048	Scale Verification Checklist	FV-GFS CHK 13.1.1	1
GG049	Spraying Equipment Calibration Record	FV-GFS RC 13.1.2	1
GG050	Calibration Schedule	FV-GFS RC 13.1.3	1
GG051	Preventative Maintenance Plan	FV-GFS PLA 13.2	2
GG052	Master List of Equipment	FV-GFS DOC 13.3	Excel
GG053	Equipment Analysis Risk Assessment	FV-GFS RA 13.4	69
GG054	Risk Assessment Rating	FV-GFS RC 13.4.1	1
GG055	Annual Foremen Inspection list	FV-GFS RC 13.4.2	1
GG056	Equipment Register	FV-GFS RC 13.4.3	1
GG057	Weekly Forklift Checklist	FV-GFS RC 14	1
GG058	Step Ladder Checklist	FV-GFS CHK 13.5	1
GG059	Weekly Vehicle Inspection Checklist	FV-GFS CHK 13.6	1

DOC NO	DOCUMENT NAME	REF NO	PAGES
FV 14 - Food Safety Policy Declaration			
GG060	Food Safety Policy Declaration	Excel	
FV 15 - Food Defense			
GG061	Food Defence Procedure	FV-GFS PRO 15.1	5
GG062	Food Defense Risk Assessment	FV-GFS RA 15.2	14
GG063	Food Defense Checklist	FV-GFS RC 15.3	3
GG064	Food Safety Meeting Agenda	FV-GFS RC 15.4	3
FV 16 - Food Fraud			
GG065	Food Fraud Prevention Procedure	FV-GFS PRO 16.1	5
GG066	Food Fraud Vulnerability Risk Assessment	FV-GFS RA 16.2	5
GG067	Risk Assessment Matrix	FV-GFS DOC 16.3	1
FV 17 - Logo Use			
GG006	<i>Refer to Farm Policy Statement</i>	FV-GFS POL 1.2.5	3
FV 18 - GlobalG.A.P. Status			
GG006	<i>Refer to Farm Policy Statement</i>	FV-GFS POL 1.2.5	3
FV 19 - Hygiene			
GG068	Hygiene And Personnel Health Procedure	FV-GFS PRO 19.1.1	4
GG069	Food Hygiene Risk Assessment	FV-GFS RA 19.1.2	6
GG070	Code of Conduct and Hygiene Rules Policy	FV-GFS POL 19.2	5
GG071	Cleaning and Sanitation Procedure	FV-GFS PRO 19.4	3
GG072	Toilet Cleaning Record	FV-GFS RC 19.5	1
GG073	Orchard Sanitation Record	FV-GFS RC 19.5.1	1
GG074	Master Cleaning Schedule	Excel	
GG075	Daily Hygiene Inspections	Excel	
GG076	Washing of PPE for Sprayers Form	FV-GFS RC 19.7	1
GG077	Washing of Picking Bags, Scissors and Bins	FV-GFS RC 19.6	1

DOC NO	DOCUMENT NAME	REF NO	PAGES
FV 20 - Workers Health, Safety and Welfare			
GG078	Health and Safety Risk Assessment	FV-GFS RA 20.1.1	10
GG079	Employee Health, Safety and Welfare Procedure	FV-GFS PRO 20.1.2	11
GG080	OHS Representative Appointment Letter	FV-GFS APP 20.1.4	1
GG081	HSE Baseline Risk Assessment (Field Work)	FV-GFS RA 20.1.3	35
GG082	HSE Risk Assessment Rating	FV-GFS RC 20.1.5	1
GG083	Emergency Telephone Numbers	FV-GFS DOC 20.2.1.1	1
GG084	Emergency Chemicals Spillage Poster	FV-GFS DOC 20.2.1.2	1
GG085	Emergency Procedure Fire Poster	FV-GFS DOC 20.2.1.3	1
GG086	General Emergency Procedure	FV-GFS DOC 20.2.1.4	1
GG087	Fire Fighter Appointment Letter	FV-GFS APP 20.2.4.1	1
GG088	First Aider Appointment Letter	FV-GFS APP 20.2.4	1
GG089	First Aid Kit Contents	Excel	
GG090	PPE Procedure	FV-GFS PRO 20.3.1	3
GG091	PPE Issuing Register	FV-GFS RC 20.3.3	3
GG093	Health and Safety Meeting Minutes	FV-GFS DOC 20.4.1	4
GG094	Illness and Treatment Reporting Register	FV-GFS RC 20.2.3	1
GG095	Illness Reporting Register	FV-GFS RC 20.2.3	1
GG096	Near Miss Reporting Form	FV-GFS DOC 20.4.2	4
FV 21 - Site Management			
GG097	Orchard Risk Assessment	FV-GFS RA 21.1.1	2
GG098	Crop Growing Hazard Analysis	FV-GFS RA 21.1.2	6
GG099	Farm Management Plan	FV-GFS PLA 21.2	5
GG100	Allergen Management Procedure	FV-GFS PRO	8

DOC NO	DOCUMENT NAME	REF NO	PAGES
FV 22 - Biodiversity and Habitats			
GG101	Wildlife and Environmental Statement	FV-GFS PLA 22.1.1	5
GG102	Biodiversity Management Plan	FV-GFS PLA 22.1.2	11
GG103	Wildlife and Landscape Conservation Enhancement Plan	FV-GFS PLA 22.1.3	3
GG104	Environmental Officer Appointment Letter	FV-GFS APP 22.1	1
FV 23 - Energy Efficiency			
	<i>Refer to your company invoices</i>	FV-GFS RC 23.01	
GG105	Energy Efficiency Plan	FV-GFS PLA 23.02	3
FV 24 - Greenhouse Gases and Climate Change			
GG102	<i>Refer to Biodiversity Management Plan</i>	FV-GFS 22.1.2	11
FV 25 - Waste Management			
GG106	Waste Management Procedure	FV-GFS PRO 25.1	4
GG107	Waste and Pollution Identification Action Plan	FV-GFS PLA 25.2	2
FV 26 - Plant Propagation Material			
	<i>Refer to Your Company Spray Records</i>	FV-GFS RC 26.04	1
GG108	Fruit Evaluation – Seed Count	FV-GFS DOC 26.1	1
FV 27 - Genetically Modified Organisms (GMO)			
GG109	Non-GMO Foods Policy	FV-GFS POL 27.1	1
V 28 - Soil and Substrate Management			
GG110	Soil Moisture Test Form	FV-GFS RC 28.1.2	1
GG111	Soil Safety Procedure	FV-GFS PRO 28.1.1	4
GG112	Soil Moisture Measurement Record	FV-GFS RC 28.1.3	1
FV 29 - Fertilizers and Bio stimulants			
GG113	Fertilizer Procedure	FV-GFS PRO 29.1	2
GG114	Fertilizer Inventory Register	FV-GFS RC 29.2	1
GG115	Fertilizer Application Form	FV-GFS RC 29.3	1

DOC NO	DOCUMENT NAME	REF NO	PAGES
FV 30 - Water Management			
GG116	Utilities Procedure (Efficient Use of Resources)	FV-GFS PRO 30.1.3	7
GG117	Irrigation Water Risk Assessment	FV-GFS RA 30.1.2	3
GG118	Water Safety Risk Assessment	FV-GFS RA 30.1.1	3
GG119	Water and Irrigation Policy	FV-GFS POL 30.1.4	3
GG120	Water Management Plan	FV-GFS PLA 30.1.5	13
GG121	Irrigation Monitoring Form	FV-GFS RC 30.1	1
FV 31 - Integrated Pest Management			
GG122	Integrated Pest Management	FV-GFS PRO 31.1	3
GG123	Daily Crop Monitoring Form	FV-GFS RC 31.1.3	1
GG124	FCM & Fruit Fly Register	FV-GFS 31.5.2	1
GG125	Pest Control Procedure	FV-GFS PRO 31.4	4
FV 32 - Plant Protection Product			
GG126	Plant Protection Product Procedure	FV-GFS PRO 32.1	8
GG127	Empty Chemical Container Register	FV-GFS RC 32.4.1	1
GG128	Disposal of Empty Chemical Containers Form	FV-GFS RC 32.4.2	1
GG129	MRL Monitoring Form	FV-GFS RC 32.7.1	1
GG130	MRL Exceeding Procedure	FV-GFS PRO 32.7.1	4
GG131	Controlling MRL's Procedure	FV-GFS PRO 32.7.1	3
GG132	MRL Risk Assessment	FV-GFS RA 32.7.2	4
GG133	Hazardous Chemical Substances Risk Assessment	FV-GFS RA 32.10.1	6
GG134	Hazardous Material Risk Assessment	FV-GFS RA 32.10.2	3
GG135	Foreign Object Material Procedure	FV-GFS PRO 32.02.2	6
GG136	PPP Application Form	FV-GFS RC 32.02.6	1

DOC NO	DOCUMENT NAME	REF NO	PAGES
FV 33 - Post Harvest Handling			
GG137	Storage Facilities Procedure	FV-GFS PRO 33.4.15	3
GG138	Distribution and Transport of the Final Product Procedure	FV-GFS PRO 33.4.16	3
GG139	Glass Breakage Register	FV-GFS DOC 33.2.1	1

OTHER USEFUL INFORMATION

Toolkit page	Visit our toolkit page here
Toolkit demonstration	Join our free webinar for a toolkit demonstration here
Training	Book your Implementation of GLOBALG.A.P. IFA V6 training here