

FORM

Title	Section	Number	Relevant to ...	Page
HACCP System Awareness Log	Vineyard	02	Manual (Section 12.2)	1 of 1

Employee Name:	
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SECTION 1. GENERAL REQUIREMENTS		(✓)						
1	Be aware of what a HACCP program is: 1) <i>it is a system that identifies and controls Food Safety hazards during the growing, production and handling of any food or drink, or food or drink ingredient and the overall concept of risk management.</i> 2) <i>HACCP reviews a process, considers what could go wrong (risks), and puts systems in place to manage the risks</i>							
2	Understand why this vineyard has this system (refer to the Scope and Purpose – Sections 4 and 5 of the manual).							
3	Understand how a HACCP table works, especially what the grey shaded areas signify (see Section 9.1 of the manual). Use the Vineyard HACCP Table as an example.							
4	Ensure the new employee knows where a hard copy of the manual is located and particularly where they can find the HACCP table.							
5	Explain the purpose and use of Standard Operating Procedures (SOP's). Demonstrate an SOP that will be relevant to the new employee. Note which one. (Emphasise the importance of adhering to SOP's as they are written. They are not just decoration. They can be modified by simply asking.)							
6	Explain the purpose and use of Forms. Demonstrate a Form that will be relevant to the new employee. Note which one. (Emphasise the importance of completing Forms as required. Again, they are not just decoration. They can be improved, by again, simply asking.)							
7	Show the new employee where the SOP's and (blank) Forms can be found							
8	Review and understand the Good Vineyard Housekeeping Program (see SOP 07 and Form 03)							
9	Understand the Smoking Policy (see Section 12.4.1 of the manual)							
10	Explain what is meant by a CCP – key steps in the production of wine grapes where, if control is lost, grape “food safety” may suffer.							
11	List the CCP's that are present in the Vineyard. <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Area (Vineyard)</td> <td style="width: 60%;">Risk</td> </tr> <tr> <td>Harvest</td> <td>chemical residue above MRL on grapes hydraulic oil, fuel or lubricant</td> </tr> <tr> <td>Transport to winery</td> <td>chemical taint from paint used on bins chemical taint from paint used on bins or transport vehicle</td> </tr> </table>	Area (Vineyard)	Risk	Harvest	chemical residue above MRL on grapes hydraulic oil, fuel or lubricant	Transport to winery	chemical taint from paint used on bins chemical taint from paint used on bins or transport vehicle	
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12	(If the new employee is likely to be operating spray equipment) sight their ChemCert “licence”. Write down the licence number here.							
13	Explain the process if the new employee can see a better way of doing things (Opportunity for Improvement – Manual 12.8).							

Print name and signed by Vineyard Manager:	date:
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Signed by new employee:	date:
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