

FORM

Title	Section	Number	Relevant to ...	Page
Quarterly Vineyard Housekeeping Check	Vineyard	03	SOP 07	1 of 1

CHECKED BY:	DATE:			
OFFICE AND SHED AREA				
Question	Answer	Actions to be carried out		
		What	By when	Date & sign when done
1. Walk around the area.				
a. Are there any food or scraps or rubbish present?				
b. (Harvesting only.) Was there any sign of people smoking within 5m of harvesting containers, harvested fruit or the harvester?				
2. Is the chemical storage area maintained in a clean and tidy state?				
3. Are there any chemicals in the storage area that are:				
• unlabelled				
• wrongly labeled				
• unidentifiable				
4. Are there any packaging materials "lying around" (e.g. chemical containers)?				
5. Is the area generally neat and tidy?				
6. Are the toilets clean and tidy?				
7. Check the tractors present - are there any food scraps or rubbish present?				
8. Are employees wearing loose jewellery that could be caught in machinery, or contaminate product?				
VINEYARD				
9. Are there any food scraps or rubbish present?				
10. Are there any cigarette butts lying around?				
11. Is there any packaging or engineering materials "lying around"?				
12. (Harvesting only.) Is all "grape contact" equipment (e.g. sulphur mixing buckets) clean?				
13. Is the area generally neat and tidy?				
Vineyard Manager print name, sign and date please:				