



SQI HACCP Surveillance Audit Report

CLIENT DETAILS

Company Name	Elite Fruit Melbourne Pty Ltd	Contact Given Name	Claudio
Trading Name	Elite Fruit Melbourne Pty Ltd	Contact Surname	Bevilacqua
Postal Address	Warehouse 9/11 Melbourne Market	Position of Contact	Management
Town	Epping	Telephone	03 9396 1900
State	Vic	Fax	Not applicable
Postcode	3076	Mobile	0400 784 263: Claudio 0425 808 995: Johnny
ABN	90 617 541 303	Email	orders@elitefruit.com.au claudbev@hotmail.com

LOCATION DETAILS

Street Location	Warehouse 9/11 Melbourne Market	State	Vic
Town	Epping	Postcode	3076
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	Receival, Storage, Dispatch		
Products	Fresh Produce		
ANZSIC Codes	3605	Certificate No	SQI HACCP CERTIFICATION
No. Permanent Staff	5	Certification Date	SQI HACCP CERTIFICATION
No. Casual Staff	0	Expiry Date	SQI HACCP CERTIFICATION

AUDIT DETAILS

Audit Date	19.12.2018	Audit No	One
Audit Type	Surveillance Audit	Report No	S17805
Auditor Name	Barbara Altamore	Start Time	01.00pm
Registration No	9105	Finish Time	04.00pm
Position	Lead Food Safety Auditor	Elapsed Time	3 hours
Recommendation	Certification Recommended	Next Audit Due	December, 2019
Audit Times as per Guidelines & all Critical Processes Reviewed	Yes	If No, please specify	Not applicable
HACCP Practitioner	Claudio Bevilacqua Eric Platt	HACCP Practitioner No.	Not applicable

Surveillance Audit

Elite Fruit Melbourne Pty Ltd

19.12.2018

SQI HACCP REQUIREMENTS	FINDINGS
<p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> <p>Audit Procedure: Following an Entry Meeting, a Desktop Review was conducted on the Manual and Procedures.</p> <p>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.</p> <p>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.</p>	

AUDIT FINDINGS

Element		COMMENTS	
6.1	Management Policy	Satisfactory	10.12.2018 Introduction / Food Safety Procedure reviewed at this Audit appropriate for Elite Fruit Melbourne Approval document signed by John Massaro 12.12.2018 Claudio Bevilacqua 12.12.2018 available for review at this Audit
6.2	Organisational Chart Position Descriptions	Satisfactory	Current Organisational Chart available for review and verification at this Audit: John Massara: Manager → Claudio Bevilacqua: Manager → Terry: Storeman → Joe: Driver → Bruno: Driver → Nick Paisley: IT Consultant → Sam Georgi: Consultant Position Descriptions available for review within HACCP Team. Refer Element 7.1 below
11.5	Training	Satisfactory	10.12.2018 Training Procedure reviewed at this Audit appropriate for Elite Fruit Melbourne. Current Training Record for all personnel identified in Organisational Chart available for review at this Audit
6.3	Description of how the SQI HACCP System works	Satisfactory	10.12.2018 Elite Fruit Melbourne Pty Ltd HACCP Manual reviewed at this Audit observed to be fully reflective of all activities and processes undertaken

6.4	Document Control	Satisfactory	10.12.2018 Document Control Procedure reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd
6.5	Document Register	Satisfactory	Document Register reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd
6.6	SQI HACCP Management System Review	Satisfactory	HACCP Meeting Minutes 12.12.2018 available for review at this Audit Attendees: - John - Claudio - Terry - Nick - Joe - Bruno
10.1	Internal Audit	Satisfactory	10.12.2018 Internal Audit Procedure reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd Internal Audit undertaken in conjunction with HACCP Meeting. Record 12.12.2018 available for review at this Audit.
10.2	HACCP Plan Review	Satisfactory	HACCP Plan review undertaken in conjunction with HACCP Meeting and Internal Audit undertaken on 12.12.2018
11.3	Approved Supplier Program Incoming Goods & Services	Satisfactory	Approved Supplier Program reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd Current certification documentation available for review at this Audit. 10.12.2018 Inwards Goods Inspection Procedure reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd Inwards Goods Inspection Record → 19.12.2018 available for review at this Audit.
10.3	Product Testing	Not Applicable	Product Testing not required to be undertaken by Elite Fruit Melbourne Pty Ltd Product MRL Test Results can be obtained from suppliers on request
10.4	Shelf Life Testing	Not Applicable	Shelf Life Testing not current required within Elite Fruit Melbourne Pty Ltd
10.5	Finished Product Assessment	Satisfactory	10.12.2018 Finished Product Assessment Procedure reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd Finished Product Assessment Records → 19.12.2018 available for review at this Audit.
10.6	Corrective Action	Satisfactory	10.12.2018 Corrective Action Procedure reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd No Corrective Action Requests raised since implementation of HACCP System within Elite Fruit Melbourne Pty Ltd
10.7	Customer Complaints	Satisfactory	10.12.2018 Customer Complaint Handling Procedure reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd No Customer Complaints recorded since implementation of HACCP System within Elite Fruit Melbourne Pty Ltd
11.8	Maintenance	Satisfactory	10.12.2018 Daily Operational Control Procedure reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd Daily Operational Control Record → 19.12.2018 available for review at this Audit.

11.9	Calibration	Satisfactory	10.12.2018 Calibration Procedure reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd Calibration Schedule available for review at this Audit. Calibration Records available for review at this Audit: Scales (Rite Weigh Scales) 18.12.2018 Coolroom (internal) → 19.12.2018
11.4	Product Identification and Traceability	Satisfactory	10.12.2018 Product Identification and Traceability Procedures reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd: Approved Supplier Program → Inwards Goods Register → Product Storage Records → Daily Operational Control Record → Dispatch Documentation Sound product identification and traceability indicated throughout today's SQI HACCP Certification Audit
11.10	Product Recall	Satisfactory	10.12.2018 Product Recall Procedure reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd
11.11	Labelling	Not Applicable	No labelling of product undertaken within Elite Fruit Melbourne Pty Ltd
11.13	Allergen Control	Not Applicable	No commonly known allergens identified within Elite Fruit Melbourne Pty Ltd
	Use of SQI HACCP Certification Mark/Logo	Not Applicable	SQI HACCP Certification Audit. SQI HACCP Certification Mark/Logo not currently used within Elite Fruit Melbourne Pty Ltd

HACCP PLAN

Element		COMMENTS	
7.1	HACCP Team	Satisfactory	Step 1 of Codex HACCP HACCP Team: John Massara; Claudio Bevilacqua; Terry; Joe; Bruno; Nick Paisley; Sam Georgi
7.2	Scope and Purpose of HACCP Plan	Satisfactory	Step 1 of Codex HACCP Scope: receipt, storage, dispatch Purpose: To identify any potential hazards within Elite Fruit Melbourne Pty Ltd
7.3	Product Description Product Intended Use	Satisfactory	Steps 2 & 3 of Codex HACCP Products: fresh produce Intended Use: sale to hospitality sector, wholesalers, retailers etc for human consumption
7.4	Flow Diagram	Satisfactory	Steps 4 & 5 Codex HACCP Flow Diagram reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd: receipt → storage → dispatch
8.1	Hazard Identification, Analysis and Control	Satisfactory	Step 6 Codex HACCP, Principle 1 Hazard Analysis reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd
8.2	Determining CCPs/QCPs	Satisfactory	Step 7 Codex HACCP, Principle 2 CCPs/QCPs reviewed at this Audit appropriate for Ventura Manks Pty Ltd No change to CCPs/QCPs since 2017 SQI HACCP Surveillance Audit
9.1	Critical Limits	Satisfactory	Step 8 Codex HACCP, Principle 3 Critical Limits reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd

9.2	Monitoring of CCPs/QCPs	Satisfactory	Step 7 Codex HACCP, Principle 2 CCPs/QCPs reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd CCP/QCP Monitoring Records reviewed at this Audit observed to be well maintained, accurate and up to date.
9.3	Corrective Action	Satisfactory	Step 10 Codex HACCP, Principle 5 Corrective Action Procedure reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd
9.4	Records	Satisfactory	Step 12 Codex HACCP, Principle 7 All records available for review at this Audit observed to be well maintained, accurate and up to date.
10.8	Verification	Satisfactory	Step 11 Codex HACCP, Principle 6 Verification Procedures/Schedule reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd

GOOD MANUFACTURING PRACTICE & HYGIENE PRACTICE

Element		COMMENTS	
11.7	Pest Management Vermin Control	Not Applicable	All vermin / pest management and control activities undertaken within Elite Fruit Melbourne Pty Ltd is managed by The Melbourne Market Authority
11.2	Housekeeping Practices & Stock Control	Satisfactory	Observations made during this Audit indicated sound housekeeping practices maintained within Elite Fruit Melbourne Pty Ltd FIFO Stock Control System maintained within Elite Fruit Melbourne Pty Ltd
11.6	Cleaning	Satisfactory	25.11.2018 Cleaning Procedure reviewed at this Audit appropriate for Elite Fruit Melbourne Pty Ltd Site Cleaning Record → 19.12.2018 available for review at this Audit.
Waste Disposal		Not Applicable	Melbourne Market Authority Waste Disposal Contractors utilised by Elite Fruit Melbourne Pty Ltd
Wash / Rinse Water Quality		Not Applicable	No washing or rinsing of product undertaken within Elite Fruit Melbourne Pty Ltd
Building Standard		Satisfactory	Premises reviewed during this Audit observed to be maintained to an extremely high standard and appropriate for the products handled
Equipment Standard		Not Applicable	No product processing or handling equipment maintained within Elite Fruit Melbourne Pty Ltd
Staff Hygiene		Satisfactory	Review of Training Procedure (refer Element 11.5 above) indicated sound staff hygiene training maintained within Elite Fruit Melbourne Pty Ltd
Staff Facilities		Satisfactory	Melbourne Market Amenities/Facilities utilised by Elite Fruit Melbourne Pty Ltd
Staff Practices		Satisfactory	Review of Training Procedure (refer Element 11.5 above) indicated sound staff practices maintained within Elite Fruit Melbourne Pty Ltd
Chemical Storage & Handling Material Safety Data Sheets		Not Applicable	No registered chemicals used within Elite Fruit Melbourne Pty Ltd
Packaging Material Storage		Not Applicable	No packing of product undertaken within Elite Fruit Melbourne Pty Ltd

Raw / Finished Product Segregation	Not Applicable	Only finished product handled within Elite Fruit Melbourne Pty Ltd
Product Storage	Satisfactory	Product Storage Areas and Coolroom reviewed during this Audit observed to be well maintained and appropriate for use. Coolroom Temperature Monitoring Record → 19.12.2018 available for review at this Audit.
Product Transport	Not Applicable	No product transport undertaken by Elite Fruit Melbourne Pty Ltd
Property & Environs Standards	Satisfactory	Elite Fruit Melbourne Pty Ltd operates within the environ of the Melbourne Wholesale Market. Property and environs reviewed during this Audit observed to be well maintained and appropriate for use

ASSESSORS COMMENTS

*Excellent SQI HACCP Certification Audit outcome.
No Corrective Action Requests raised.
Commitment to continuous improvement evident throughout today's SQI HACCP Certification Audit.
Sound product identification and traceability indicated.
Continued SQI HACCP certification for Elite Fruit Melbourne Pty Ltd 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.

Confidentiality

All information obtained from your organisation during the course of conducting the audit and producing this report will be treated as confidential. It will not be used for any other purpose without your express permission in writing.

Disclaimer

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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: Elite Fruit Melbourne Pty Ltd
Location: Warehouse 9/11 Melbourne Epping Vic 3076
Market
35 Produce Drive
Audit Date: 19.12.2018
Audit Standard: SQI - HACCP
Audit Type: Surveillance Audit
Scope: Receival, Storage, Dispatch

Products: Fresh Produce

Auditor: Barbara Altamore

QSA No: 9105

Date of Issue:

Time	Check List	
01.00pm	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.
04.00pm	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