



REFERENCE

Packhouse Management of Growers Template

Packhouse Grower Supplier Model

Purpose of this document

This document has been created to assist industry in demonstrating to the department how they meet the requirements as a horticulture export accredited property applying to operate under the packhouse grower supplier model.

The below template must be completed and submitted to the department for assessment during the application process. The template should be accompanied by the following supporting documentation:

- List of all growers (accredited properties) being managed by the packhouse – (refer to Section 1: General requirements)
- Organisational Chart
- List of roles and responsibilities
- Training program
- Grower and crop monitor verification
- Any other supporting information or evidence.

Supporting documentation

For further guidance on how to complete this template, please refer to:

- Guideline: [Management of horticulture export accredited properties operating under the packhouse grower supplier model](#)
- Reference: [Performance standards for the packhouse grower supplier model](#)

This completed form, the application form and supporting documentation must be forwarded to auditservices@aff.gov.au for review.

Packhouse Requirement	Process requirement	How do you meet this requirement? Describe the process. Provide supporting evidence/documentation where relevant.	Example/s (guide only) of management processes, documentation and supporting evidence
Section 1. General requirements			
List of accredited properties	<ul style="list-style-type: none"> • The packhouse must provide a current list of all accredited property growers that supply, or intend to supply, export product to the packhouse. • All growers must be registered accredited properties. • The packhouse must have a system in place to maintain accredited list, including the removal of non-compliant blocks. 		<ul style="list-style-type: none"> • Approval notice provided by grower. • Access to peak industry body online system showing accredited and not accredited blocks. • Internal list of accredited property farms associated with the packhouse. • Advice of changes by packhouse representative.

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Roles and responsibilities	<ul style="list-style-type: none"> • The packhouse must provide a clearly defined organisational chart demonstrating the roles of each personnel and their roles in the management of growers. • The packhouse must provide a full list of nominated personnel responsible for the following activities: <ul style="list-style-type: none"> ○ Packhouse Management/control ○ Packhouse Representative ○ Farm Management ○ Crop Monitor/s ○ Other, as relevant. • The packhouse must be able to demonstrate an appropriate level of independence between personnel conducting farm monitoring and verification activities. 		<ul style="list-style-type: none"> • Organisational chart showing key personnel with responsibilities for the management of growers. • Electronic or manual list. • Part of training register for packhouse representatives.

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Training and education	<p>The packhouse must have a system in place to ensure all relevant parties understand the requirements outlined in the department's farm and crop monitor performance standards and relevant work plans/protocols.</p> <ul style="list-style-type: none"> • Grower awareness of requirements. • New grower awareness of requirements. • Packhouse representative awareness of requirements. 		<ul style="list-style-type: none"> • Email to growers. • Link to farm and crop monitor performance standards. • Declaration from growers that they are aware of the requirements. • Training records. • Industry meetings & communiques. • Signed up to receive IANs. • History of accreditation.

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Internal review	The packhouse must have a process in place to conduct an annual, internal review of the processes described in this document and record the findings.		<ul style="list-style-type: none"> • Internal review of the system must be completed annually which includes a review of the packhouse representative's tasks. • Example: third party within packhouse to examine some crop monitor reports reviewed by the packhouse representative. • The packhouse representative may be questioned on their understanding of the requirements under the model. • Check the packhouse representative's records for the orchard site visits they've conducted, and issues found.

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Section 2. Packhouse verification of grower activities			
Documentation review - Pest management and crop monitor verification	<ul style="list-style-type: none"> • The packhouse must have a system in place to ensure growers comply with crop monitoring requirements as outlined in the department performance standards, relevant work plans and protocols. <ul style="list-style-type: none"> ○ method of reviewing and verifying crop monitoring records. ○ method of confirming the crop monitor is suitably trained and registered with the department (*Feb survey only for citrus). ○ confirm that monitoring is conducted on an approved template and includes all relevant pests of concern as per the applicable work plans. 		<ul style="list-style-type: none"> • Documented procedure/standard operating procedure outlining the verification activities completed by the packhouse representative and methods of recording these activities. • Packhouse representative to document the review of crop monitoring records and grower site visits. Example: Packhouse representative receives all crop monitoring records monthly and signs to confirm activities have been verified. • Packhouse representative to document minor issues with growers/crop monitors and how they are rectified. The process also needs to capture how major issues are referred to the packhouse and then to

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	<ul style="list-style-type: none"> ○ confirm that monitoring is completed at the required intervals as per the relevant work plans. ● The packhouse must have a system to ensure minor issues identified after grower applications close are to be documented, managed and resolved by the packhouse. ● The packhouse must have a system to ensure major issues are referred to the department for consideration. 		<p>the department for consideration.</p> <ul style="list-style-type: none"> ● Issues register outlining grower issues and rectification measures.
<p>Documentation review - Farm hygiene/Good agricultural practices</p>	<ul style="list-style-type: none"> ● The packhouse must have a system in place to ensure growers comply with farm hygiene requirements as outlined in the relevant department performance standards, work plans and protocols. 		<ul style="list-style-type: none"> ● Documented procedures (e.g., using this template) for reviewing spray diaries and farm hygiene records. ● Copies of spray records kept from growers may be online or manual system. ● Records to be signed/sighted by packhouse representative.

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	<ul style="list-style-type: none"> ○ method of reviewing and verifying spray diaries and farm hygiene records. ○ confirm that spray records meet accredited property requirements. ● The packhouse must have a system to ensure minor issues identified after grower applications close are to be documented, managed and resolved by the packhouse. ● The packhouse must have a system to ensure major issues are referred to the department for consideration. 		<ul style="list-style-type: none"> ● Issues register outlining grower issues and rectification measures.
On-farm inspection	<ul style="list-style-type: none"> ● Method of documenting grower site visits (to be completed by the packhouse representative) ● Method of confirming farm hygiene requirements are being 		<ul style="list-style-type: none"> ● Documented evidence of grower meeting hygiene requirements (examples below): <ul style="list-style-type: none"> ➤ crop monitoring reports documenting weeding and skirting compliance. Sighted

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	<p>met as required by the relevant work plan/protocols:</p> <ul style="list-style-type: none"> ○ weed control is maintained from the commencement of monitoring until harvest. ○ where applicable, orchards have been skirted and pruned. ○ controls are in place to manage fallen fruit after harvest. 		<p>and signed by packhouse representative.</p> <ul style="list-style-type: none"> ➤ photo evidence taken by packhouse representative for growers visited. ➤ spray records detailing product used for weed control. ➤ online system capturing packhouse representative visits.

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Document information

The following table contains administrative metadata.

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IMLS-9-9375	Director, Horticulture Exports Program, Plant Export Operations Branch.

Version history

The following table details the published date and amendment details for this document.

Version	Date	Amendment details
0	1/11/2023	First publication of this reference.

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