

NIS SUPPLIER SELF-AUDIT REPORT

2023

Grower Name: _____ Grower No.: _____
Telephone number: _____ Date: _____

This Self-Audit Report, combined with the Pre-Season and Grower Delivery Reports, forms the Marquis Macadamias Premium Approved Supplier Program documentation.

The Marquis Macadamias Premium Approved Supplier Program was implemented to comply with food safety regulations, to ensure global market access for our products, and meet our customer's increasingly stringent food safety requirements.

This Self-Audit follows the Macadamia Industry Approved Supplier Program. References to the relevant templates to allow you to complete the Self-Audit are included in the questions. If you record the same information, but in a different form, this is also acceptable.

Locate your farm records and review them as you complete the Self-Audit questions. If you cannot answer a question, record this in the Explanatory Note section at the end of the Self-Audit. For example, if you don't have a lockable chemical shed but are in the process of building one, record this. You must include a time frame for completion of the work, preferably before the next audit is due. Once you have completed the Self-Audit also file a copy with your records.

If you have undertaken the Marquis Premium Approved Supplier Training, you will have been given a folder with information about the program and templates for the required records. If you have not completed this training, need help completing the Self-Audit or a template, please contact the Marquis Grower Services Team in Lismore on (02) 6624 3900 or Bundaberg on (07) 4155 9377.

If you are already accredited with a third party audited Food Safety System (e.g., Freshcare) you do not need to complete this Self-Audit. Please supply a copy of your current Food Safety Certification to Marquis.

You can pause completing this form at any time by clicking 'Save' at the end of the form and complete the form later.

FRESHCARE	Yes	No
Q1. Do you have a current Freshcare certification? If 'Yes', please email a copy of your certificate to growerservices@marquis.com . You do not need to complete the rest of this audit.	<input type="checkbox"/>	<input type="checkbox"/>

FARM PLAN	Yes	No
Q2. Do you have a current Farm Plan? Farm Plans must include property orientation, blocks or separate growing areas, block areas, varieties and contaminated sites like old cattle dips, backfilled garbage dump areas etc. If 'No' contact Marquis Grower Services for a template and complete a farm plan. Once complete, continue with self-audit.	<input type="checkbox"/>	<input type="checkbox"/>

MANAGEMENT	Yes	No
Q3. Has a record of the job responsibilities and staff training been completed? This includes on-the-job training like a site-specific induction. If 'No' contact Marquis Grower Services for a template and complete a 'Job responsibility and training record'. Sole operators must have a record. File copies of training records and certificates if applicable. Once complete, continue with self-audit.	<input type="checkbox"/>	<input type="checkbox"/>
Q4. Has a list of documents and records been prepared, detailing name, date of issue, date of review, where copies are stored, and the minimum period that records are retained? If 'No' contact Marquis Grower Services for a template and complete a 'Document and Record Register'. Once complete, continue with self-audit.	<input type="checkbox"/>	<input type="checkbox"/>
Q5. Have all documents been checked to ensure that only the current version is used? If 'No', please check and update documents. Once complete, continue with the self-audit.	<input type="checkbox"/>	<input type="checkbox"/>

CHEMICALS

The following questions relate to the chemical use history of the property, which may include contamination by persistent chemicals from old cattle dips and garbage dump sites. Title deeds of the property should include this information. If you are concerned about potential unmarked contaminated sites, please contact the Marquis Grower Services team for guidance.

	Yes	No
Q6. Has a risk assessment of the orchard been undertaken for the presence of persistent chemicals and heavy metals and a record kept? If 'No' contact Marquis Grower Services for a template and complete a 'Risk Assessment Record'. Once complete, continue with self-audit.	<input type="checkbox"/>	<input type="checkbox"/>

The following questions are about current chemical use and cover the purchase of the chemicals, storage, and the disposal of chemical containers.

	Yes	No
<p>Q7. Do you use chemicals on-farm?</p> <p>Spraying fence-lines with herbicides chemical use, so the following questions are applicable.</p> <p>If 'No' move onto Q22 'Fertilisers and Soil Additives'.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q8. Do you store chemicals on-farm?</p> <p>If 'No' move onto to Q15.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q9. Are all farm chemicals purchased from AgSafe accredited suppliers?</p> <p>It is a legal requirement to source chemicals from accredited suppliers.</p> <p>If 'No', contact Marquis Grower Services for guidance. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q10. Are all farm chemicals stored safely in a secure, lockable and bunded area according to label directions?</p> <p>If 'No', contact Marquis Grower Services for guidance. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q11. Are all Safety Data Sheets (SDS) for each chemical filed in an obvious, accessible location outside the locked chemical store for each chemical?</p> <p>SDS can be obtained from the chemical retailer, the chemical distributor's website OR the APVMA pubCRIS portal.</p>		
<p>Q12. Has the chemical name, date, place, and quantity purchased, batch number and expiry/manufacture date been recorded for all chemicals stored on farm?</p> <p>If 'No' contact Marquis Grower Services for a template and complete a 'Chemical Storage Record'. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q13. Is a stock-take of the chemical store completed every 12 months, and a record kept of any chemicals disposed of and how?</p> <p>The date of the stock-take and signature of the person conducting the stock-take must be recorded.</p> <p>If 'No' contact Marquis Grower Services for a template and complete a 'Chemical Store Stock-take'. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q14. Is your orchard in Queensland?</p> <p>If 'Yes' proceed to Q17.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q15. If your orchard is in NSW, do all people who apply farm chemicals on your farm have a current chemical user's certificate from a Registered Training Organisation?</p> <p>File copies of Chemical User's Certificate for staff in the 'Job Responsibility and Training Record'.</p> <p>If 'No', contact Marquis Grower Services for guidance. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Q16. Has a register of staff trained to use farm chemicals been prepared and displayed in the chemical storage area?</p> <p>If 'No' contact Marquis growers services for a template and complete a 'Register of Personnel Trained to Apply Farm Chemicals' and display this in the chemical shed. Once complete, continue with self-audit. Please record chemical users certificate expiry date with these records.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q17. Are all chemicals applied approved and applied according to label or permit instructions?</p> <p>If using a chemical under permit, you should have a copy of this permit in your records. These can be obtained from the APVMA pubCRIS portal under 'Permit Search'.</p> <p>If 'No' contact Marquis Grower Services for guidance. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q18. Are external contractors used for spray applications?</p> <p>Spray contractors must be able to provide evidence they annually calibrate their spray units.</p> <p>If 'Yes' move to Q21.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q19. Has the chemical application equipment been calibrated in the last 12 months, or do you plan to have it calibrated before the spray season?</p> <p>Keep signed and dated records of any calibrations completed.</p> <p>If 'No' contact the Marquis Grower Services for guidance. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q20. Are chemical application records completed for all chemicals applied to the orchard?</p> <p>This is a legal requirement for all chemical users. If contractors are used for chemical applications, they must provide this information. Requirements for NSW can be found here and for Queensland here.</p> <p>If 'No' contact Marquis Grower Services for a template and complete a 'Chemical Application Record' or file the contractor's application records. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q21. Are empty chemical containers, surplus chemicals or chemicals that are past the expiry date or banned, disposed of in an approved manner like drumMUSTER or ChemClear?</p> <p>A list of approved disposal sites can be found on the drumMuster website. Keep a copy of receipts for any disposals and include these with your Chemical Storage stock-take records.</p> <p>If 'No' contact Marquis Grower Services for guidance. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>

FERTILISERS AND SOIL ADDITIVES

The following questions relate to the use of inorganic/synthetic fertilisers, organic fertilisers like mulch, manures, and husk and other commercial soil additives such as microbial suspensions.

	Yes	No
<p>Q22. Has a risk assessment for the use of fertilisers and soil additives been undertaken and a record kept?</p> <p>If 'No' contact Marquis Grower Services for a template and complete a 'Fertiliser and Soil Additives Risk Assessment Record'. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Q23. Do you compost on-farm?</p> <p>If you select 'Yes', you must keep records of the composting process to prove the correct composting procedure has been followed. Record will include treatment process, temperature, duration etc.</p> <p>If you have not recorded this information, you must ensure the material was applied more than 4 months before harvest.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q24. Do you purchase any pre-composted material and apply it to your orchard?</p> <p>If no move to Q27.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q25. If you answered 'Yes' to Q24, has the supplier provided a certificate to show compliance with Australian standard for compost production (AS4454-2012)?</p> <p>If 'No' then you must assume material is non-composted and ensure the material was applied more than 4 months before harvest.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q26. Has the application of fertilisers, organic matter and/or soil additives been recorded detailing name of product, date, area treated, rate, and person applying?</p> <p>If 'No' contact Marquis Grower Services for a template and complete a 'Fertiliser and Soil Additive Record'. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
WATER	Yes	No
<p>Q27. Has a risk assessment of the use of water for irrigation and water sorting been undertaken and a record kept?</p> <p>If 'No' contact Marquis Grower Services for a template and complete a 'Water Risk Assessment Record'. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>

SITE AND PREMISES

The following questions relate to the site that you use to handle any nut in shell or nut in husk. This can be a shed, outdoor loading area, paddock etc.

	Yes	No
<p>Q28. Are grease, oil, fuel, farm machinery, and workshop equipment kept separate from nut in shell or nut in husk handling and storage areas during the harvest period?</p> <p>If nut in shell or nut in husk is loaded directly into field bins or skips without entering a shed, then you must ensure that these vessels are free of any of the contaminants listed above. If this is what happens on your farm you can also answer 'Yes'.</p> <p>If 'No' contact Marquis Grower Services for guidance. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q29. Are the septic, waste disposal and drainage systems designed and constructed to reduce the risk of contaminating your water supply for spraying, water sorting and the orchard?</p> <p>If 'No' contact Marquis Grower Services for guidance. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Q30. Have structures been constructed and maintained to reduce the risk of contaminating nut in shell?</p> <p>Paint chips, wood chips, rust, or galvanized metal flakes are significant food safety risks and must not contaminate your consignment. If maintenance is completed to rectify potential sources of contamination this should be noted in the 'Site and Premise Record'.</p> <p>If 'No' contact Marquis Grower Services for guidance. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

EQUIPMENT, CONTAINERS AND MATERIALS

	Yes	No
<p>Q31. Are storage containers, silos and materials like packing wraps, bin liners etc., checked for soundness, cleanliness and vermin infestation before use and discarded or not used if they cannot be appropriately cleaned or repaired?</p> <p>The 'Cleaning and Vermin Control Plan' outlines how storage containers, silos and materials are checked.</p> <p>If 'No' contact Marquis Grower Services templates and complete a 'Cleaning and Vermin Control Plan' and 'Site and Premises Record'. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q32. Is regular equipment maintenance undertaken to prevent chemical and physical contamination of nut in shell or nut in husk?</p> <p>Examples of potential contaminants include leaking hydraulic lines, over greased bearings etc.</p> <p>If 'No' contact Marquis Grower Services for guidance. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q33. Are containers used for storage of waste, chemicals and other dangerous substances clearly identified and not used for holding nut in husk or nut in shell?</p> <p>If 'No' contact Marquis Grower Services for guidance. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>

VERMIN CONTROL

	Yes	No
<p>Q34. Are bait stations in the orchard and/or in the shed of the correct design and monitored regularly to reduce the risk of contaminating produce?</p> <p>If 'No' contact Marquis Grower Services for guidance. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q35. Are vermin control chemicals approved for use in orchards and/or buildings?</p> <p>Tomcat II is not registered for use in macadamia orchards but may be used in approved bait stations in and no more than two metres away from agricultural buildings.</p> <p>If 'No' contact Marquis Grower Services for guidance. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>

DEHUSKING & STORAGE

If an Approved Dehusking Facility or outside contractor is used for **all** dehusking of nut, please tick this box and move onto the next section Q42 'Personal Hygiene'.

	Yes	No
<p>Q36. Do you have a current 'Cleaning and Vermin Control Plan'?</p> <p>The plan must include.</p> <ul style="list-style-type: none"> - Cleaning of silos, equipment, containers, and materials that contact nut in shell as well as areas where nut in shell is handled and stored. - Measures taken to exclude roosting birds and domestic animals from areas where nut in shell is handled and stored. - A record of approved cleaning and vermin control chemicals. <p>If 'No' contact Marquis grower services for a template and complete a 'Cleaning and Vermin Control Plan'.</p> <p>A copy must be displayed on the wall in the dehusking area and another copy with your approved supplier records. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q37. Is the floor of the dehusking shed durable and cleanable?</p> <p>If 'No' contact Marquis Grower Services for guidance. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q38. Are the lights above areas where nut in shell is stored, dehusked and/or sorted protected with shatter proof covers or are LEDS or is there a 'Broken Light Plan' in place that provides steps to be undertaken if a breakage occurs?</p> <p>If 'No' contact Marquis Grower Services for a template and complete a 'Broken Light Plan'.</p> <p>A copy must be displayed on the wall in the dehusking area and another copy with your approved supplier records. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Q39. Are storage vessels or silos cleaned thoroughly when vessels are emptied?</p> <p>If 'No' contact Marquis Grower Services for a template and complete a 'Cleaning and Vermin Control Plan'.</p> <p>A copy must be displayed on the wall in the dehusking area and another copy with your approved supplier records. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>

PERSONAL HYGIENE

	Yes	No
<p>Q40. Have verbal instructions on personal hygiene practices been provided to staff and reinforced with written instructions and/or prominent signs?</p> <p>If you are a sole operator and you only use your house toilet tick 'Yes'</p> <p>If 'No' contact Marquis Grower Services for a template and complete a 'Personal Hygiene Instructions' form.</p> <p>A copy must be displayed in an appropriate area within the dehusking shed. Once complete, continue with self-audit.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Q41. Are toilets and hand washing facilities readily accessible to staff?		
If you are a sole operator and you only use your house toilet tick 'Yes'.	<input type="checkbox"/>	<input type="checkbox"/>
If 'No' contact Marquis Grower Services for guidance. Once complete, continue with self-audit.		

STORAGE AND TRANSPORT

	Yes	No
Q42. Are delivery vehicles checked for cleanliness, physical contamination, and vermin infestation before loading?		
If 'No' contact Marquis Grower Services for guidance. Once complete, continue with self-audit.	<input type="checkbox"/>	<input type="checkbox"/>
Q43. Is nut in shell stored and transported separately to goods that are a potential source of chemical, microbial and physical contamination?		
Examples include not transporting domestic animals or livestock and chemicals on vehicles when transporting nut in shell.	<input type="checkbox"/>	<input type="checkbox"/>
If 'No' contact Marquis Grower Services for guidance. Once complete, continue with self-audit.		

PRODUCT IDENTIFICATION AND TRACEABILITY

	Yes	No
Q44. Has a record been kept of harvest date, growing area and destination?		
If 'No' contact Marquis Grower Services for a template and complete a 'Harvest Record'. Once complete, continue with self-audit.	<input type="checkbox"/>	<input type="checkbox"/>
Q45. Is a record kept of how and who delivered the nut-in-shell to Marquis?		
Transport dockets from contract carriers and/or pack-out receipts from approved dehusking facilities are an acceptable record.	<input type="checkbox"/>	<input type="checkbox"/>
If 'No' contact Marquis Grower Services for guidance. Once complete, continue with self-audit.		

DELIVERY DOCUMENTATION AND RECORDS

The following questions refer to documentation you have read and understood (Terms and Conditions) and provide to Marquis Macadamias prior to consignment delivery (Pre-Season and Delivery Reports) and you receive once the consignment has been assessed (Consignment Quality Report or CQR). Paper or electronic records are acceptable and must be kept for at least 3 years.

	Yes	No
Q46. Have you read, understood, and kept a copy of the current Marquis Macadamias Terms and Conditions?	<input type="checkbox"/>	<input type="checkbox"/>
Q47. Do you have a current copy of your Pre-Season report?	<input type="checkbox"/>	<input type="checkbox"/>
Q48. Do you have a copy of the Delivery Report for each delivery?	<input type="checkbox"/>	<input type="checkbox"/>
Q49. Do you have copies of all Consignment Quality Reports?	<input type="checkbox"/>	<input type="checkbox"/>

EXPLANATORY NOTES – If you have answered No to any of the questions and they require further action to comply with food safety requirements note these details here.

Practices needing attention	Expected completion date

Actions taken to ensure compliance with Premium Approved Supplier Audit	Completion Date	Initial

Name of Grower or Marquis Authorised representative:

Date

Signature:
