



B – QUAL

Australia Pty Ltd

APPROVED SUPPLIER PROGRAM MANUAL

2.4 Records

INTRODUCTION

Records provide evidence that activities have taken place. They are necessary:

- to demonstrate that the quality system is working,
- to review business activities to help pin point any problems,
- to provide details in the event of traceback, and
- to support a defence in the case of claims/litigation,

The records necessary to support apiary, extraction and biosecurity requirements for B-Qual Australia Pty Ltd are listed in the Table 1. However, if businesses have existing records that are suitable, they can be used to replace the samples provided.

Table 1. B-Qual Records to Meet Section 1 Requirements
(Honey sales to packers from beekeepers)

Record	Title	Purpose
01	Site Folder Apiary Site Record	<ul style="list-style-type: none"> To provide details of apiary location, health status and movements of hives to different sites to comply with biosecurity and traceback issues. To record all use of agricultural and veterinary chemicals. To maintain an accurate assessment of bee health and to comply with biosecurity and traceback issues.
02	Treatment Record	
03	Disease Monitoring Record	
A123	<i>Alternative Record (a)</i>	<ul style="list-style-type: none"> Alternative format to replace records 01,02,03
04	Risk Management and Plant Folder Honey Super & Extraction Record	<ul style="list-style-type: none"> To provide details of floral variety, extraction date, shipping date and GMO status. To record all treatments for rodents and pests in and around the extraction plant. To list each occasion that the extraction plant is cleaned and inspected and to note any problems that may occur.
05	Rodent/Pest Control Record	
06	Cleaning & Sanitising Check	
B456	<i>Alternative Record (b)</i>	<ul style="list-style-type: none"> Alternative format to replace records 04,05,06
07	Stock Control (Office) Order Form	<ul style="list-style-type: none"> To maintain a summary of purchases such as agricultural and veterinary chemicals. A folder containing purchase dockets may be satisfactory. To provide the necessary information about honey to be processed in the packing plant. Individual packing plants may have specific forms to be completed by suppliers. To identify ownership and product to comply with traceback and biosecurity issues.
08	Vendor Declaration	
09	Container Label	
10	Remedial Activities (Office) Corrective Action Record	<ul style="list-style-type: none"> When mistakes occur or accidents happen that may impact on food safety, it is firstly necessary to prevent product from reaching the market place in this condition. It is also necessary to describe on the CA record what happened and what steps have been taken to prevent the problem from occurring again.
11	Audit Internal Audit Report	<ul style="list-style-type: none"> To check that the business operation complies with the requirements for B-Qual registration. It is advisable to complete internal audits prior to external audits so that any deficiencies in the quality system can be rectified.

Table 2. B-Qual Additional Records to Meet Section 2 Requirements
(Honey sales to the public and/or export from packers & beekeepers)

Record	Title	Purpose
	<i>Stock Control</i>	
12	Honey Appraisal Record	<ul style="list-style-type: none"> To keep track of incoming stock, sampling, grading, testing and for traceback requirements.
13	Inventory Record	<ul style="list-style-type: none"> To keep track of stock, it is advisable to complete a stock take on a regular basis to monitor stock on hand.
14	Sale Record	<ul style="list-style-type: none"> To keep track of quantities of stock sold and where stock has been sold, for traceback requirements. A folder containing sales dockets may be satisfactory.
15	<i>Management</i> Temperature Record	<ul style="list-style-type: none"> Temperatures during processing may need to be monitored, for example, hot room temperature, and honey temperature for organic production.
16	Calibration Record	<ul style="list-style-type: none"> To ensure that any equipment used during production for measuring or weighing is accurate.
17	<i>Staff</i> Skills Check	<ul style="list-style-type: none"> To assess the skills of each person in the business to demonstrate competency to undertake work activities, and to assess training needs.
18	Training Register	<ul style="list-style-type: none"> To record all training activities for each person that works in the business.
19	<i>Manual</i> Document Amendment List	<ul style="list-style-type: none"> To maintain a list of any changes made to the quality manual to check that out of date documents have been discarded.

RECORD 02	TREATMENT RECORD	Version: 1.0 Page: 1 of 1	Approved: _____ Date: _____
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DATE	APIARY SITE DETAILS			REASON FOR TREATMENT - Include inspector/lab report reference - Include treatments for vermin	Name of product used	DOSE RATE	No. of hives treated	Total product used	LABEL WHP	Date cleared of WHP	Initial & date
	Number	Identification	Location								

Monitored by (signature & date): _____

RECORD 03	DISEASE MONITORING RECORD	Version: 1.0 Page: 1 of 1	Approved: _____ Date: _____
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DATE	APIARY SITE DETAILS (Site no., identification & location)	HONEY CULTURE TEST OR BROOD SLIDE SAMPLE		DISEASE NAME	NUMBER OR HIVES INFECTED	AFB HIVES SEALED		HIVES DESTROYED OR IRRADIATED		Initial & date
		DATE SENT TO LABORATORY	LAB REPORT ATTACHED (√)			No.	Date	No.	Date	

Monitored by (signature & date): _____

RECORD 09	CONTAINER LABEL	Version: 1.0 Page: 1 of 1	Approved: Date:
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Apiary identification (Number & location)	
Clinical signs of disease over last 3 months	AFB (yes/no): EFB (yes/no):
Number	Drums: Identification: Containers: Identification:
Date harvested	
Floral source	
Sample number	
Delivery date	
Comments	

RECORD 11	INTERNAL AUDIT REPORT	Version: 1.0 Page: 1 of 2	Approved: Date:
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Activity (add or delete items appropriate to business)	OK (√ or N/A)	Date	Action	Action By	Check (Init.)	Date
Enforcement Agency • Is approval documentation available for relevant enforcement agencies?						
Management System • Do all staff understand the quality policy? • Are staff familiar with their responsibilities? • Are training needs being met?						
Suppliers • Do purchases conform to specified requirements? • Are product specifications documented accurately in the Order Form? • Are purchased chemicals from the approved drug list? • Are products ordered through quality assured companies? • Have suppliers been audited/checked?						
Control of Production • Are the HACCP plans and flow charts verified as accurate? ■ Overview ■ Handling, Transport & Extraction ■ Honey Packing • Do all staff comply with Work Procedures? ■ Health Extraction Plant Operation Personal Hygiene & Food Handling Maintenance, Cleaning & Sanitation Pest Control Procedure Honey Storage, Sale & Recall Procedure Corrective Action ■ Stock Control Record Keeping Procedure Purchase and Receiving Procedure Equipment Calibration Procedure Stocktake Procedure Internal & External Audit Procedure ■ Management Staff Training Procedure OH&S Biosecurity & Emergency						
Inspection & Testing • Have all scales been check weighed? • Have all treatments been recorded accurately? • Is the Delivery Docket complied with?						
Document Control & Quality Records • Are manuals identified correctly? • Have superseded documents been destroyed? • Is the Document Amendment List accurate? • Are records being completed accurately?						
Product Identification & Traceability • Are honey containers identified? • Are there accurate records for treated hives? • Are treated hives accurately identified?						
Apiary Sites • Are the apiary site surrounding areas appropriate? • Are barrier management practices used?						

RECORD 11	INTERNAL AUDIT REPORT	Version: 1.0 Page: 2 of 2	Approved: Date:
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Activity (delete items not appropriate to business)	OK (√ or N/A)	Date	Action	Action By	Check (Init.)	Date
Cleaning & Sanitation and Processing Plant & Equipment Function <ul style="list-style-type: none"> • Is the processing plant/mobile unit in good, clean operating condition? • Is the processing layout appropriate? • Are processing plant surrounds clean, tidy and environmentally appropriate? • Is machinery and equipment functional, in good condition, appropriate and safe for use? • Are honey containers clean & stored appropriately? • Are honey containers stored in a manner that minimises contamination? • Is food grade material used for food contact surfaces? • Has food grade grease been used? • Is hot water/steam supply functional & adequate? • Are all lights and electrical items functioning correctly? • Do all lights have correct covers? • Is air quality in the extraction plant satisfactory? • Are the chemical storage facilities adequate and located away from honey processing facilities? 						
Personal and Equipment Hygiene <ul style="list-style-type: none"> • Are the hand basin facilities adequate? • Are the toilet facilities adequate? • Do staff understand the importance of personal and equipment hygiene? • Are hygiene-related signs appropriate and correctly located? • Do staff wear appropriate clothing and follow hygienic practices? • Is the first aid kit functional & adequate? • Are staff trained in first aid? 						
Waste Disposal <ul style="list-style-type: none"> • Is extraction room drainage adequate? • Is there any contamination of the water supply? • Is the waste disposal system adequate and functioning correctly? 						
Water Supply <ul style="list-style-type: none"> • Is the water supply adequate? • Are the water pipes in good condition? • Are the water tanks in good condition? • Has the water been tested? 						
Bee Nutrition <ul style="list-style-type: none"> • Is the feeding program satisfactory? 						
Pest Control <ul style="list-style-type: none"> • Are pests and vermin visible? • Are bait stations adequate? • Is shed condition adequate to minimise pest and vermin problems? • Has wax moth control been effective? 						

Monitored by (signature & date): _____

RECORD 17	STAFF SKILLS CHECK	Version: 1.0	Approved:
		Page: 2 of 2	Date:

Skill Check Name:	Yes (v)	No (v)	N/A (v)	Training Requirements	Completion Date	Check by
Processing Plant:						
Maintenance Procedure						
Building, plumbing, welding, mechanical, electrical skills.						
Honey processing						
Equipment operation						
Cleaning & sanitation						
Personal & equip. hygiene						
Waste system						
Ventilation equip. control						
Rodent /Pest Control						
Health:						
Quality assurance systems						
Food safety requirements						
Reading & writing skills						
Record keeping skills						
Customer Complaints Proc.						
Corrective Action Procedure						
Management:						
Purchase Procedure						
Calibration Procedure						
Stocktake Procedure						
Audit Procedure						
Staff Training						
Biosecurity						
- visitors?						
- vehicle movements?						
- process plant security?						
- emergency plan?						
- emergency contacts?						

