

Module Ref	Requirement	Compliant? (Y/N/NA)	Self Assessment Comment
M1.1	<u>Risk Assessment</u>		
M1.1.a	Producers must conduct and document a Risk Assessment of their production system. At a minimum, this should include: i. A list of all relevant steps in the production process for each crop, up to pre-farm gate release; ii. Identification of the possible hazards and associated risks with each step, including microbial, physical, chemical and allergen hazards; iii. Identification of the measures (controls) that the producer has put in place to mitigate against the risk; iv. Identification of the person responsible for implementing the measures; v. Scheduling of, at a minimum, an annual review of the Risk Assessment plan and undertaking of a review of the Risk Assessment plan in the event of any change that might affect the risk on your farm (e.g. new crop, new process, etc.) in order to ensure that it is relevant and effective.		
M1.2	<u>Site Assessment</u>		
M1.2.a	All new and existing sites (growing unit, house, tunnel, field, or group of contiguous fields) must be assessed for suitability prior to use or re-use and records maintained.		
M1.2.b	There must be a map identifying the production units on the farm (e.g. fields, orchards, polytunnels and plots) and a method of cross-referencing the production unit to the map must be established and the size of each production unit must be recorded.		
M1.3	<u>Production Planning and Control</u>		
M1.3.a	Records for each crop must be available, maintained and up to date, recording the production unit and all activities related to the crop production. (See template Crop Record)		
M1.3.b	Where propagation takes place on site, records must be kept and be available to staff responsible for propagation.		
M1.4	<u>Seed / Planting material</u>		
M1.4.a	Each batch of seed or plants must be traceable to the supplier. The following information must be recorded (See template Raw Materials Receipt Record): i. Variety name; ii. Batch number / other reference; iii. Vendor.		
M1.4.b	Potato growers must plant only DAFM certified pre-basic or basic seed potatoes or one year's direct progeny of such potatoes (where the direct progeny was grown by themselves).		
M1.4.c	Potato growers must retain official DAFM seed potatoes labels as well as sales notes, delivery notes, invoices or similar documents for at least three years as proof of origin.		
M1.4.d	Purchased stock plants must be accompanied by the relevant certificates (such as plant passports) and certificates must be retained for a minimum of three years.		
M1.4.e	For all seeds/planting materials Producers must: i. Consider resistance to pests and disease; ii. Not plant invasive species; iii. Carry out visual inspection to ensure quality before use.		
M1.5	<u>Substrate (Growing Media) Management</u>		
M1.5.a	Mushroom growers must use mushroom casing and/or substrate sourced from a Bord Bia certified producer or equivalent, and records maintained.		
M1.5.b	Where growing media / compost is purchased or produced on site it must be included in the Risk Assessment and controls implemented in order to prevent contamination of the product.		
M1.5.c	Where peat is used on site, evidence must be available that it was supplied or extracted by a company that is compliant with local and National regulations in relation to Peat extraction.		
M1.5.d	Where chemical sterilisation of a growing substrate is practised, the use must be recorded in the Pesticides Usage Records.		
M1.5.e	Where thermal treatment is used in growing substrate sterilisation, it must be effective, included in the Risk Assessment and a record must be maintained of the following: i. Date; ii. Operator Name; iii. Temperature achieved; iv. Time period exposed.		
M1.5.f	Where plant growing substrates are reused, sterilisation must be carried out.		
M1.6	<u>Soil Management</u>		
M1.6.a	An effective soil management system must be implemented to maintain soil condition, safeguard soil health and control crop pests and diseases (e.g. crop rotation, routine addition of organic matter).		
M1.6.b	Soil analysis (including organic matter content) must be conducted on new production areas and analysis results less than 4 years old must be available for existing sites in order to design targeted nutrient programmes.		
M1.6.c	Where chemical soil fumigation is used, an assessment of the alternatives to this method must be conducted.		
M1.6.d	The Producer must identify the soil types on site, (e.g. from soil profile, soil analysis, regional cartographic soil-type maps or online databases), noting this information on crop records, and using it to help with production planning and to plan crop rotation.		

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M1.6.e	The Producer must monitor field conditions and take appropriate action to minimise soil erosion / poaching or compaction.		
M1.7	Water Management		
M1.7.a	A risk assessment must be conducted and recorded for all water sources used in the production system to identify: <ul style="list-style-type: none"> i. Hazards; ii. Risk of contamination; iii. Need for potable/non potable (except for activities listed in M1.7.e); iv. Frequency of analysis of water sources; v. Scope of analysis of water; vi. Other control measures. 		
M1.7.b	There must be a documented and implemented water management plan in place.		
M1.7.c	Analysis of all water sources used in the production system (irrigation, washing, etc.) must be conducted at least once per year, with the frequency of further testing to be determined by risk assessment (or as specified in legislation) and records maintained.		
M1.7.d	Where risk assessment determines the need for use of potable water the analysis must include, at a minimum, those microbiological and chemical parameters listed in Appendix 5 and any other parameters as indicated by the risk assessment.		
M1.7.e	Potable water must be used for the following activities: <ul style="list-style-type: none"> i. Cleaning and sanitation of product contact surfaces; ii. Water coming into contact with product during storage (e.g. misting, cooling and water transport systems); iii. All washing of leafy greens, herbs and berries; iv. Final rinse water of all fresh produce (secondary washing); v. Drinking water provided for staff. 		
M1.7.f	Where water analysis results are outside specification as established by the risk assessment, an alternative compliant water supply must be used immediately, and corrective measures must be taken. The original supply may only be reused when it has been demonstrated to be compliant, and a record maintained of this remediation.		
M1.7.g	The grower must have a policy on sustainable water use and re-cycling.		
M1.7.h	Water samples for analysis must be taken aseptically at the point of use and where water is stored in holding tanks on site, samples must be taken at a point downstream from these tanks.		
M1.7.i	Water samples must be tested in a laboratory accredited to ISO 17025 for the specific microbiological tests.		
M1.7.j	Where the water supply is derived from well(s), the well-head(s) must be sealed and the area around the well-head(s) maintained to prevent water contamination.		
M1.7.k	Potable and non-potable water supplies must be clearly distinguished in order to prevent inadvertent use of non-potable water.		
M1.7.l	Potable water storage tanks must be fit for purpose, covered to prevent pest entry and contamination, and must conform to the following specification: <ul style="list-style-type: none"> i. Fitted with an inspection hatch; ii. Water inlet at the top of the tank (to prevent sediment disturbance); iii. Water outlet at the bottom of the tank; iv. Fitted with screened vent pipes. 		
M1.7.m	Water supply/storage capacity (i.e. quality and volume) must meet the requirements of the production system in place.		
M1.7.n	Effective maintenance of irrigation systems, water storage systems and infrastructure must be employed to prevent contamination, water leakage and losses with maintenance records maintained.		
M1.7.o	Where recycling of irrigation/fertigation water is in operation measures must be in place to prevent contamination of the crop.		
M1.7.p	There must be appropriate facilities for the handling and disposal of waste water (e.g. produce washing) so as not to cause pollution to the environment, water bodies or ground water and evidence must be available to demonstrate that waste water is disposed of in compliance with current legislation.		
M1.7.q	Irrigation/Fertigation water or water used in the application of pesticides must be managed in a manner that will not cause pollution to the environment, water bodies or ground water.		
M1.7.r	Appropriate measures must be in place to prevent contamination of clean or potable water from contaminated water in lines and tanks (e.g. through back-flow valves, etc.).		
M1.7.s	A map for all sources of water on the site indicating, input, storage, potable water and waste water must be in place. (See Sample Farm Map)		
M1.8	Fertiliser Storage, Usage and Records		
M1.8.a	Fertiliser storage must comply with the following requirements: <ul style="list-style-type: none"> i. Solid fertilisers must be stored in a manner that poses no risk of contamination to the environment; ii. Liquid fertilisers must be stored in banded or secondary containment tanks. 		
M1.8.b	Fertilisers must not be stored with pesticides or flammable materials.		
M1.8.c	Fertiliser storage must be controlled with hazard signs that are clear, permanent and visible.		
M1.8.d	Documented evidence (e.g. soil/plant tissue analysis, technical advice) must be available to demonstrate that fertiliser application practices are based on the nutrient requirements of the crop (i.e. Crop Nutrient Management Plan).		

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M1.8.e	The person responsible for determining fertiliser application practices must be able to demonstrate competence to do so, by having a minimum of 5 years relevant on-farm experience in crop production or appropriate training / qualifications.		
M1.8.f	Evidence must be available to demonstrate that fertiliser is applied in a manner that minimises risk to human health, animal health and the environment (e.g. application record, implementation of buffer zone, map of watercourses, etc.)		
M1.8.g	Growers must apply organic manure in compliance with the organic material application matrix (OMAM) in Appendix 4, and records maintained must include the following: i. Source of organic material; ii. Material composition; iii. Age of manure; iv. Storage conditions (storage period & whether outdoor/indoor); v. Treatment Method.		
M1.8.h	To avoid the contamination of surface waters and well water with animal manures, Producers must implement a buffer strip between water resources and the manure application area as follows: • Watercourses - Buffer Width: 5 metres • Lakes and main rivers - Buffer Width: 20 metres • Domestic Wells / Public Water Supply Sources - Buffer Width: 25 metres		
M1.8.i	<u>Raw or treated sewage sludge must not be used on horticulture production units. (Critical)</u>		
M1.8.j	Fertiliser inventory records must be maintained, and these must detail the quantities of fertiliser in and out of the store.		
M1.8.k	Evidence must be provided detailing chemical content, including heavy metals, for all inorganic fertilisers used on crops.		
M1.8.l	A documented recording system must be implemented for fertiliser application and records (including sub-contractor applications) must include the following information (See template Crop Record): i. Date (for field crops, or when added to container growing media); ii. Location (field, etc.); iii. Crop; iv. Fertiliser type (composition); v. Fertiliser quantity applied; vi. Method of application (drill, incorporated into a peat compost, liquid feed, etc.); vii. Applicator's name (non-computerised systems).		
M1.8.m	Where fertigation is in operation, records of the schedule must be available for each crop, which includes the composition and timing and any deviation noted.		
M1.8.n	Fertiliser records must be maintained for a period of 5 years.		
M1.8.o	The fertiliser application equipment must be kept in good condition and calibrated on at least an annual basis (to ensure accurate fertiliser application) and records of such maintained.		
M1.9	<u>Pollination (Commercial Bumble Bees)</u>		
M1.9.a	A written protocol, detailing the introduction, management and disposal of bumblebee colonies must be maintained.		
M1.9.b	Bees must be sourced through a supplier registered with DAFM.		
M1.9.c	If the colony contains non-native bumblebees, it must be fitted with a queen excluder that remains in place, in order to prevent the queen leaving the hive.		
M1.9.d	Each purchase of bumblebee colonies must be accompanied by the health certificate issued by the Competent Authority in the EU Member State where the bees originated, and this health certificate must confirm the health status of the colonies (in accordance with EU legislative requirements), and also that the food within the hive has been irradiated / sterilised.		
M1.9.e	Bumblebee usage records must be maintained detailing; the supplier, date of purchase/supply, quantity purchased, and method of disposal and date of disposal.		
M1.10	<u>Integrated (Crop) Pest Management (IPM)</u>		
M1.10.a	An effective pest, disease, and weed prevention and control programme must be in operation, which does not interfere unduly with habitats for natural predators, pollinators and records must be available to demonstrate the implementation of the programme.		
M1.10.b	Growers must monitor pest and disease incidence patterns and other contributory factors (e.g. weather conditions) in order to determine optimum and appropriate pest management techniques.		
M1.10.c	Growers must ensure that appropriate intervention (non-pesticide, where possible) is undertaken where a current or predicted pest/disease attack will adversely affect the economic value of the crop.		
M1.10.d	The Producer must put in place measures to minimise pesticide use. (See DAFM IPM and Pesticide Application Record)		
M1.11	<u>Pesticides Usage</u>		
M1.11.a	<u>All the pesticides applied must be officially registered and must be approved for use in Ireland on the crops to which they are applied. Pesticide usage must be based on reference to the PCS website listing (Critical).</u>		
M1.11.b	Pesticides must only be used according to the conditions (timing, rates, etc.) laid down in the official approval, and stated on the label or off-label approval, as applicable.		

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M1.11.c	Pesticide application must be based on pest/weed threshold levels and/or disease pressure.		
M1.11.d	Producers must complete the DAFM 'IPM and Pesticide Application Record' on an annual basis and the most recent record must be available for inspection.		
M1.11.e	Pesticides must be procured from DAFM registered distributors.		
M1.11.f	Water used to apply pesticides must be included in the Risk Assessment and measures taken to ensure the crop is not contaminated, as a result of its use.		
M1.11.g	The person responsible for determining pesticide application must be able to demonstrate competence to do so, by having a minimum of 5 years relevant on-farm experience in crop production or appropriate training / qualifications.		
M1.11.h	Where an external advisor is the person responsible for determining pesticide application practices must be registered with DAFM as a Pesticide Advisor.		
M1.11.i	Only DAFM registered spray operator(s) may apply pesticides.		
M1.11.j	Aerial spraying of pesticides, where used, must only be conducted by a licenced operator.		
M1.11.k	Pesticides must not be used within the distances to surface water sources used for human consumption summarised in Appendix 1 Reference Information (taken from schedule 2 of S.I. 155 of 2012).		
M1.11.l	Pesticides must not be applied in the following areas: i. Within 15 metres of a landscape feature that is known to be a vulnerable ground water area including karst areas, sinkholes and collapse features; ii. Areas used by the general public or by vulnerable groups; iii. A European Site.		
M1.11.m	Pesticide application methods must ensure that field margins, wildlife corridors and farm tracks are not inadvertently treated during application to crops.		
M1.11.n	Precautions must be taken to prevent drift to adjacent sensitive areas or non-target crops.		
M1.11.o	Exclusion periods (i.e. personnel re-entry after application of product) must be implemented in accordance with manufacturer's recommendations.		
M1.11.p	Where pesticides have been applied, the producer must ensure that no produce is harvested before the first permissible harvest date.		
M1.12	Transporting Concentrated Pesticides on or between sites		
M1.12.a	Where pesticides are transported on and between sites, it must be done in a safe and secure manner in order to prevent harm to humans or the environment and the following requirements (at a minimum) must be observed: i. Pesticides must not be transported in the same cabin as people, pets, animal feed or fresh produce; ii. In order to prevent a leakage escaping into the vehicle, or into the environment, liquid pesticides must be transported securely inside a container or bund large enough to contain the liquid, were it to leak; iii. The appropriate PPE must be transported in a separate sealed container; iv. A first aid box, including eyewash, must be transported with the pesticide; v. A spill kit for small spills must be transported with the pesticide.		
M1.13	Pesticide Storage		
M1.13.a	Pesticides must be stored in a dedicated storage facility, of appropriate size.		
M1.13.b	Clear signage (using internationally recognised symbols where necessary) identifying the location of the pesticide store, as well as the precautions that must be taken when in the vicinity of or using pesticides, must be permanently displayed in a prominent location at the entrance to the store.		
M1.13.c	The store must be: i. Located away from the areas used for the collection and sorting of harvested produce, living quarters, fuel and waste storage; ii. Of sound structure and enclosed; iii. Fire resistant; iv. Secure/locked and access restricted to authorised personnel only; v. Ventilated (if walk-in) to avoid build-up of harmful vapours; vi. Well lit; vii. Capable of containing the volume of liquid within the store plus 20% (e.g. using tanks/trays/bundling), to ensure that there cannot be any leakage, seepage or contamination to the exterior of the store; viii. Equipped with shelving and work surfaces that are made of non-absorbent material, and fitted with anti-slip flooring that can be easily cleaned and is resistant to chemical attack.		
M1.13.d	A list of relevant telephone numbers useful in the event of an accident must be maintained, and this list must be displayed in the pesticide store and at least one other location (See Appendix 7 for further guidelines).		
M1.13.e	All pesticides must be stored in their original packaging, unless in the event of breakage, when the label information must be retained or recorded on the new container.		
M1.13.f	All pesticides must be segregated in the following way: i. Flammable products separated from non-flammable; ii. Powders stored above liquids; iii. Water soluble packs kept away from sources of moisture; iv. Obsolete pesticides labelled and segregated to prevent unintentional use.		
M1.13.g	Appropriate safety information must be retained for all pesticides used, and must be accessible to all relevant employees (e.g. safety data sheets (MSDS), Instructions for Use, labels, etc.).		

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M1.13.h	The following must be available within 10 metres of the pesticide store and access must not be obstructed: i. An emergency wash; ii. A first aid kit (see criterion M1.39.c); iii. Appropriate grade fire extinguisher;		
M1.13.i	The pesticides store must be equipped with an eyewash station or in-date eyewash.		
M1.13.j	There must be appropriate equipment for clearing up small spillages or leakages (e.g. bucket of sand, brush, etc.).		
M1.13.k	Dedicated measuring equipment (measures, weighing scales) for pesticides must be available, clearly labelled, and controlled to prevent other uses.		
M1.14	<u>Pesticide Records</u>		
M1.14.a	A pesticide store inventory record must be kept up to date in the store, which clearly indicates the substances and quantities or volumes stored, and an additional copy of this record must be kept outside the store.		
M1.14.b	All purchases of pesticides must be recorded and the following information retained for each product purchased: i. Name and address of the supplier; ii. Brand name; iii. PCS number; iv. Quantity (pack size and total quantity); v. Date of receipt.		
M1.14.c	<u>A usage record must be maintained for all pesticides used on site (including those applied by sub-contractors) and must be retained for a period of 3 years (Critical).</u>		
M1.14.d	The following information must be recorded in the Pesticide Usage Record: i. Product Name ii. PCS Number iii. Location iv. Crop / Substrate v. Area / Tonnage treated vi. Pesticide application rate / amount applied vii. Date Applied viii. Pre-planting/harvest interval ix. First permissible harvest date x. Justification for use xi. Operator Name		
M1.14.e	A record of each pesticide returned for disposal/refund must be available, and the following information retained: i. The name of the company/contractor to which the product was returned, or the name of the licenced disposal company or organisation; ii. Confirmation that the company is licenced to dispose of hazardous waste (products returned for disposal only); iii. The brand name of each product disposed of or returned; iv. The PCS number of each product disposed of or returned; v. The date of return or disposal of each product; vi. The quantity of each product disposed of or returned (kilograms or litres).		
M1.15	<u>Pesticide Disposal / Returns</u>		
M1.15.a	All empty pesticide containers must be: i. Triple rinsed, crushed and/or pierced to prevent re-use; ii. Appropriately stored, labelled and handled, pending disposal; iii. Disposed of using a licenced waste contractor (or the supplying company) and records maintained.		
M1.15.b	Any surplus spray mix must be stored pending safe disposal.		
M1.15.c	Expired / obsolete pesticides must be: i. Labelled for disposal; ii. Segregated within the store; iii. Disposed of through an approved chemical waste contractor or the supplying company.		
M1.16	<u>Personal Protective Equipment (PPE) and Spraying Equipment</u>		
M1.16.a	Spraying equipment must be in good repair and calibrated at least annually (to ensure accurate application) and calibration records maintained.		
M1.16.b	Boom sprayers (in excess of 3m wide), orchard and blast sprayers must be independently inspected and certified to ensure compliance by a registered DAFM inspector at least every 5 years up to January 2020 and at least every 3 years after that.		
M1.16.c	When handling or using hazardous materials protective clothing and respiratory equipment, as recommended by the manufacturers, must be used, and when not in use must be stored in a separate enclosed area, away from chemicals, food produce or other contaminants.		
M1.16.d	Respiratory equipment must be available to staff for crop spraying and must be clean and in good repair.		
M1.16.e	Respiratory equipment for spraying must be designed for the products in use as well as the method of application and the relevant components must be within expiry dates (e.g. filters).		
M1.17	<u>Harvesting: General requirements</u>		
M1.17.a	Producers must include all harvesting activities, including on-farm transport of product, within the overall Risk Assessment.		

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M1.17.b	Producers of ready-to-eat crops must have a documented and implemented harvest hygiene procedure (See Sample Hygiene Procedure).		
M1.17.c	Harvest records must be maintained for all production units (e.g. fields, orchards, polytunnels and plots) and must include the following information: i. Product harvested; ii. Harvest date (or date of first harvest, where appropriate); iii. Batch code or other identifier; iv. Field or growing structure; v. Total yield or quantity harvested for that production unit (for reconciliation purposes).		
M1.17.d	Windfall fruits (such as apples and pears) that have come into contact with the ground must not be used as fresh produce or juiced products.		
M1.18	Produce Packed Directly at Point of Harvest		
M1.18.a	Harvested product and harvest containers must be kept off the ground.		
M1.18.b	Reusable harvest containers must be kept clean, used exclusively for harvested product and must not contaminate the harvested product.		
M1.18.c	Harvested product must not be left in the field / growing unit overnight.		
M1.18.d	Where there is short term storage of packed product at the farm, the stores must be fit for purpose, clean and the product must be stored in such a manner as to avoid contamination.		
M1.18.e	Any packaging waste, or other non-produce related waste, must be removed from the harvesting area (i.e. field/house/tunnel, etc.).		
M1.19	Harvest Machinery and Equipment		
M1.19.a	All harvesting tools, equipment and vehicles must be kept clean to prevent contamination.		
M1.19.b	Where knives or similar tools (e.g. secateurs) are used for harvesting purposes, a system must be in place that will notify the grower of loss or damage, and records maintained.		
M1.19.c	Field rigs must be in good repair and structurally sound to prevent contamination of product or compromise of product quality.		
M1.19.d	Where packing is conducted on field rigs, the packed produce must be kept off the ground.		
M1.20	Packaging and Packaging Storage		
M1.20.a	All packaging materials that come in contact with the product must have a certificate of suitability / conformance from the manufacturer and materials traceable back to the supplier.		
M1.20.b	Packaging materials must be kept clean and free from contamination.		
M1.20.c	Packaging materials must be stored in accordance with the following requirements: i. Stored in a dedicated area/room; ii. Kept off the ground/floor at all times; iii. Protected from potential contaminants; iv. Kept covered, where necessary.		
M1.20.d	Access to the packaging store must be controlled.		
M1.21	Post-Harvest Produce Handling		
M1.21.a	Producers must have a documented and implemented procedure for post-harvest produce handling, which ensures the quality and safety of the product up to pre-farm gate release.		
M1.21.b	The relevant staff must have been trained in the post-harvest handling procedures.		
M1.22	Post-Harvest Washing		
M1.22.a	Where Growers wash product prior to packing they must have a documented and implemented washing procedure to prevent contamination of the product.		
M1.22.b	A final rinse using potable water must take place prior to packing.		
M1.22.c	Producers must have a system for removing excess/free water from fruit and vegetables, after washing, and before processing/packaging.		
M1.22.d	Solid waste materials must be removed and disposed of in an appropriate manner.		
M1.23	Post-Harvest (Pesticide) Treatments (PHT)		
M1.23.a	All applications of PHT must be recorded and the following information must be recorded: i. Product used & PCS No.; ii. Treatment date; iii. Crop batch number (or other identifier); iv. Interval between treatment and consumption ('utilisation interval'); v. Usage rate vi. Extent of use (area treated, volume of water treated or volume/weight of harvested crop treated); vii. Quantity used; viii. Justification for use; ix. Operator name.		
M1.24	Product Sampling		
M1.24.a	Where microbiological testing of product is carried out then the evidence of the testing must be available.		

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M1.24.b	Where testing has been conducted and an MRL or microbiological limit exceeded then the following steps must be taken: i. Recall or withdrawal of product where necessary; ii. Notification (where recall/withdrawal deemed necessary) to the competent authority and Bord Bia; iii. Investigation of the reason for the exceedance; iv. Implementation of measures to prevent reoccurrence.		
M1.25	Transport of Harvested Product		
M1.25.a	A clearly established system must be in place that prevents contamination/damage of the product during transport, loading and unloading (this includes the manner of transport and the hygiene/suitability of transport vehicles).		
M1.25.b	An effective cleaning and maintenance programme must be in place for all transport vehicles and records maintained (See Vehicle Cleaning & Inspection record templates).		
M1.25.c	Records must be maintained to demonstrate the effectiveness of temperature control (where required) appropriate to the product during transit.		
M1.25.d	A contingency plan must be in place to deal with refrigerated delivery breakdown.		
M1.25.e	The grower must ensure that any water transport systems, where used, do not pose a contamination risk to the product and the transport system must be assessed as part of the risk assessment.		
M1.25.f	An effective system for removing excess/free water from produce, after water transport and before processing/packaging must be in place.		
M1.25.g	Solid waste materials within water transport systems must be removed and disposed of in an appropriate manner.		
M1.26	Growing House Structures		
M1.26.a	Growing houses / growing structures must be clean, fit for purpose and free from materials that may pose a contamination risk to the product.		
M1.26.b	Where glass houses / polytunnels are in use, the glass / plastic must be maintained clean and in good repair to ensure optimum light levels are achieved for food safety and quality purposes and records kept.		
M1.27	Product Storage and Cold-chain Facilities		
M1.27.a	For all product storage and cold-chain facilities an effective cleaning programme to prevent contamination of the product must be in place and cleaning records maintained (See template Cleaning Schedule & Record).		
M1.27.b	For buildings where produce is stored the following apply: i. Kept in good repair; ii. Openings must be sealed, or protected to prevent animals (such as rodents, birds, pets, wildlife, etc.) entering.		
M1.27.c	The store/cold room/fridge door must also open from the inside.		
M1.27.d	Cold-chain facilities must have adequate lighting to permit the efficient movement of materials.		
M1.27.e	Where required on the basis of Risk Assessment, finished produce must be kept covered to minimise possibility of contamination.		
M1.27.f	Finished produce must be stored off the ground to minimise possibility of contamination.		
M1.27.g	Cold-chain facility temperature records must be maintained and up to date.		
M1.28	Exterior Areas		
M1.28.a	The site must be free of any accumulated rubbish, and be clear of any obstructions and machinery that might attract or be potential breeding sites of vermin.		
M1.28.b	All necessary fencing and boundaries must be maintained intact (e.g. fencing for security and safety purposes around reservoirs).		
M1.28.c	The grounds must be kept free of stagnant water.		
M1.28.d	Farm and domestic animals must be controlled to prevent contamination of the produce.		
M1.28.e	The apron / yard area must be fit for purpose and maintained in good repair.		
M1.29	Site Security and Visitors (including sub-contractors)		
M1.29.a	Producers must ensure that before entry to the site, all visitors and subcontractors are required to sign a visitors book acknowledging that they are: i. Aware of safety procedures; ii. Aware of the hygiene procedures and policy; iii. Understand and are willing to observe biosecurity measures.		
M1.29.b	Access to growing, production, cold chain and storage facilities must be restricted to appropriate personnel.		
M1.29.c	A sign/Signs containing the following information must be displayed at a prominent location on entry to the site: i. Please observe the biosecurity measures; ii. A farm safety statement is available on request. iii. No unauthorised access.		
M1.29.d	The following signage must be on display throughout the site, where appropriate: i. Hygiene; ii. Health & Safety.		
M1.29.e	Producers must ensure that recognised symbols/signage are used where staff cannot read English.		
M1.30	Waste Management and Recycling		

Module Ref	Requirement	Compliant? (Y/N/NA)	Self Assessment Comment
M1.30.a	Producers must have a documented and implemented procedure for the management of organic and inorganic waste (e.g. fertiliser bags), which ensures that it does not pose a contamination risk to the product or environment, and evidence of the implementation of this procedure must be visible on site.		
M1.30.b	Waste must not be allowed to accumulate on site.		
M1.30.c	Potential pollutants (silage, fuel, oil, waste materials, etc.) must be stored appropriately to prevent pollution and spread of disease.		
M1.30.d	Waste containers used at the growing unit must be: i. Clearly identified so they cannot be mistaken for produce containers; ii. Available at appropriate locations and be of appropriate size for the facility; iii. Regularly/routinely emptied to prevent overloading.		
M1.30.e	Producers must ensure that only licenced waste hauliers are used for waste collection and records of collection agreement maintained.		
M1.30.f	Where organic wastes are composted on the farm all measures must be taken to minimise the risk of contamination of the product.		
M1.31 Glass Breakage Record and Procedure			
M1.31.a	A documented and implemented procedure for handling glass/hard plastics breakages must be in place for all growing, produce handling and storage areas.		
M1.31.b	Where glass/hard plastics are present, a register must be maintained, and all items inspected, at least monthly and records of breakages maintained.		
M1.31.c	Where used, light fittings must be protected by shatterproof materials, to avoid possible contamination of produce and packaging.		
M1.32 Site Pest Control			
M1.32.a	There must be an effective pest control programme to ensure food/product safety.		
M1.32.b	A rodent baiting programme, where used, must reflect the label instructions for the rodenticide selected, and include the following: i. Measures to ensure bait is not exposed to non-target species, and does not contaminate product or water; ii. Measures to ensure that, where used, all bait stations are secured and clearly identified on a site map; iii. Record of regular inspections and replenishment of bait points; iv. Measures to ensure that only products with a valid PCS number are used; v. Schedule of routine collection of dead rodents and safe disposal as per product label instructions.		
M1.32.c	Where baiting supplies are stored on site, the store must be kept locked.		
M1.32.d	Where Electronic Fly Killers are in use: i. They must be located away from packaging equipment or packaging operations; ii. They must not be located close to or above exposed unpacked product; iii. Light tubes must be shatterproof; iv. Bulbs must be changed at frequency as determined by the manufacturer's instructions.		
M1.32.e	Producers must review the effectiveness of rodent prevention / control systems, which should consider an assessment of bait takes and location of bait points. This review must be conducted on an annual basis at a minimum.		
M1.32.f	Where an external pest control contractor is not used, staff involved in the control of pests must have formal training in creating an effective pest control program and the handling of rodenticides where used, with records maintained.		
M1.33 General Equipment / Tools Maintenance			
M1.33.a	All equipment (e.g. crates, trolleys, buckets, knives, secateurs, size gauges, scales, boilers, etc.) used in any production related activities, must be clean, fit for purpose and effectively maintained according to a procedure and schedule and records maintained.		
M1.33.b	Where water is used to clean equipment, it must be included in the water Risk Assessment.		
M1.33.c	Work surfaces and containers used for harvested crops must be made of non-splintering material (exception made for wooden bulk containers that are in good condition) that is easy to clean, and the cleaning of such surfaces and containers must be included in the cleaning schedule and records maintained.		
M1.34 Control of Measuring Equipment			
M1.34.a	All produce monitoring and measuring equipment (weighing scales, thermometers, etc.) in use must be uniquely identified.		
M1.34.b	A programme for the calibration (at least annually) of all measuring equipment used as a reference for operational checks must be in place where the calibrations are traceable to National standards.		
M1.34.c	A calibration record must be maintained up to date which includes: i. Identity / location; ii. Current use / purpose of the equipment; iii. Calibration frequency and responsibility; iv. Operational checking (e.g. start-up checks for functionality) to ensure continuing accuracy.		
M1.34.d	When a device is found to be out of calibration, an assessment must be made of the validity of previous results and the likely impact of inaccurate results and the appropriate corrective actions must be determined and recorded.		
M1.34.e	Operational checks must be conducted on monitoring and measuring equipment at a frequency determined by the Producer and commensurate to the risk, to ensure continuing accuracy.		
M1.35 Environmental Protection			

Module Ref	Requirement	Compliant? (Y/N/NA)	Self Assessment Comment
M1.35.a	A risk assessment must be conducted identifying any pollution risks, and measures implemented to control these risks (e.g. wastewater from washing of produce on site).		
M1.35.b	All fuel stored on site must be in fully bunded facilities or double skinned tanks (with outlet protected where gravity fed tanks are used), in order to minimise the risk of spillage and/or contamination in the event of a breach.		
M1.35.c	A detailed map indicating any areas of environmental sensitivity must be in place.		
M1.35.d	Measures must be implemented to encourage an increase in biodiversity where possible (e.g. setting aside unproductive areas).		
M1.35.e	All significant sources of air, odour and noise emissions must be identified and measures put in place to reduce any negative effects. (See Sample Pollution Prevention Policy)		
M1.36	Disposal of Spent Growing Media		
M1.36.a	Spent Mushroom Substrate, or plant growing media, must be disposed of in line with the Teagasc SMC Guidelines and/or the Nitrates Directive, and records of disposal maintained.		
M1.36.b	Non-organic growing medium must be collected and controlled pending appropriate re-use or disposal through a registered waste contractor with records of disposal maintained.		
M1.37	Sustainable Use of Energy Resources		
M1.38	Farm Safety		
M1.38.a	Producers must ensure that all avoidable hazards are controlled: these include open / unfenced lagoons, open wells, excessively low or insecure electric wiring, poorly, inadequately protected machinery, etc.		
M1.38.b	An up to date FSRA/FSS must be available that identifies specific hazards on the farm, assesses the risk of injury, and specifies how these risks are to be controlled (www.hsa.ie and http://besmart.ie).		
M1.38.c	A copy of the safety statement signed by the farm manager (or safety officer where present) must be maintained and its implementation must be evident.		
M1.38.d	The FSRA/FSS must be available to all people who visit and work on the farm, such as Farm Workers, Farm Relief Personnel, Contractors, etc.		
M1.38.e	If the FSRA/FSS is not immediately available to hand, a notice must be displayed that is visible to all visitors advising of the availability of the FSRA/FSS on request.		
M1.38.f	The Producer must demonstrate that staff who handle pesticides have been informed that they have the right to request medical surveillance, in relation pesticide hazards.		
M1.39	First Aid Facilities and Accident & Emergency Plan		
M1.39.a	An emergency procedure/plan for dealing with emergencies (such as personal injury, fire, flood or power failure) must be in place and displayed in a prominent location. (See sample Accident & Emergency Plan Guideline)		
M1.39.b	The plan must have been communicated to all staff, and must contain the following information in the predominant language(s) required, if an accident were to occur: i. Farm location, address (including Eircode) and directions; ii. Contact person(s); iii. Name of First Aid Certificate holder on site; iv. An up to date list of relevant phone numbers e.g., Gardaí, hospital, fire brigade, etc.; v. Location of fire extinguishers; vi. Emergency cut-off procedure for electricity, gas, water.		
M1.39.c	First aid kits, that include blue plasters, must be located close to the working areas, so that they are easily accessible in the case of an accident.		
M1.39.d	An accident record book must be maintained and made available for inspection.		
M1.39.e	At least one member of staff (who is ordinarily on site during production hours) must be qualified in occupational first aid, or be a currently registered health professional with first aid, and hold a valid certificate/professional qualification.		
M1.39.f	Where an occupational first aider is absent, there must be a person designated to take charge to ensure that medical assistance is obtained, if required.		
M1.40	Employment Contracts		
M1.40.a	There must be an employee welfare policy that includes respect and fair treatment in the workplace and worker wellbeing and development and this must be communicated to all employees (See Sample Employee Welfare Policy).		
M1.40.b	There must be a named and competent individual responsible for ensuring employees' rights are respected as outlined in the employee welfare policy and obligations are met under national employment law.		
M1.41	Community Engagement/Social Audits		
M1.42	Staff Facilities		
M1.42.a	All personnel facilities must be included in the cleaning programme and maintained in a clean condition.		
M1.42.b	Where accommodation is provided, adequate living conditions must be provided for the number of people involved.		
M1.42.c	Smoking, eating and drinking must only be permitted in designated areas away from the production, handling or storage of product and there must be clear signs to this effect.		
M1.42.d	The canteen must have sufficient and appropriate equipment and furnishings for the number of employees.		
M1.42.e	Food and drink for personal use must not be stored in any area used for production, handling or storage of the product.		
M1.43	Toilet and Hand Washing Facilities		

Module Ref	Requirement	Compliant? (Y/N/NA)	Self Assessment Comment
M1.43.a	Employees must have access to clean, ventilated toilets and hand washing facilities in the vicinity of their work, including off-site work (e.g. harvesting, planting, etc.) (Critical).		
M1.43.b	Toilets must have a supply of non-perfumed, liquid soap, clean water and hand drying facilities.		
M1.43.c	Toilet facilities must not open directly onto any food handling area.		
M1.43.d	Hand washing signs must be displayed, instructing workers how to effectively wash their hands to remove microbial flora & other contaminants before entering/returning to the product handling facilities.		
M1.44	Protective Clothing/Jewellery		
M1.44.a	Suitable hygiene protective clothing must be available for all staff, where identified as required by risk assessment.		
M1.44.b	Protective clothing must be clean and in good repair.		
M1.44.c	Where disposable gloves and other disposable clothing are used, they must be used only once.		
M1.44.d	When handling produce, jewellery (except smooth single bands) must not be worn.		
M1.45	Personal Hygiene		
M1.45.a	A procedure must be in place to ensure that no person who is likely to be a carrier of, or suffering from a disease or infection which can be transmitted through food, is permitted to handle food or enter any food-handling area in any capacity.		
M1.45.b	Employees are required to wash their hands after any activity which may cause contamination of the product (e.g. smoking, eating).		
M1.45.c	A hygiene policy must be in place that includes policies regarding visitors, subcontractors and all employees (See Sample Hygiene Policy).		
M1.46	Staff Training		
M1.46.a	The person with responsibility for staff training must review the training records of all staff an annual basis to assess training needs and ensure that training is up to date.		
M1.46.b	Staff must be provided with training to ensure that they are competent to carry out their responsibilities and the following training records or certification must be available for each employee, where applicable: i. Staff Induction (All Staff); ii. Specific Job Responsibilities (All Staff) (Including complex equipment / product knowledge training); iii. Fertiliser Application Advisor Qualifications (Applicable Staff); iv. Valid Pesticide Spraying Certification (Applicable Staff); See criteria M1.11.h v. Harvest Hygiene Procedure (Applicable Staff); See criteria M1.17.b vi. Post-Harvest Handling Procedures (Applicable Staff); vii. Product & Personal Hygiene (All Staff); viii. Health & Safety (All Staff); ix. Valid First Aid Certification (Applicable Staff).		
M1.47	Regulatory Registration		
M1.47.a	Evidence must be available to prove that the Producer is registered with the competent authority (e.g. DAFM).		
M1.48	Product Safety and Quality Policy		
M1.48.a	The producer must have a policy which states the commitment of management to ensuring quality and safety of the product and their commitment to meeting the requirements of this scheme and to continuous improvement. (See Sample Quality Policy.)		
M1.49	Management Responsibility		
M1.49.a	An organisation chart must be maintained showing the company structure. (See sample Organisational Chart)		
M1.49.b	Management must define the person(s) with responsibility for: i. Hygiene and biosecurity; ii. Food/Product Safety and Quality Management; iii. Production decisions (including crop production plan/schedule); iv. Non-conforming product management; v. Product recall; vi. Managing complaints; vii. Managing suppliers; viii. Chemical selection and use; ix. Health and safety; x. Staff training.		
M1.49.c	Where the person responsible for quality management changes, Bord Bia must be notified.		
M1.49.d	Management must conduct an annual assessment of the business activities to identify and set at least one documented target for improvement in each of the following areas: i. Raw material sourcing (e.g. seed, plant, growing media, etc.); ii. Resource efficiency (e.g. product use, water use, energy use, etc.); iii. Social sustainability; iv. Environmental/Biodiversity measures (e.g. reduce food waste, general waste).		
M1.49.e	Management must track and document performance against defined improvement targets set out against requirement M1.49.d above.		
M1.50	Quality Documentation and Records		
M1.50.a	Quality documentation must be made available and understood by personnel as appropriate to their responsibilities.		

Module Ref	Requirement	Compliant? (Y/N/NA)	Self Assessment Comment
M1.50.b	All records must be signed and dated, and must be available for inspection at audits (or in the case of archived records, maintained at a secure and easily accessible location) for a minimum period of three years, unless an alternative longer retention period is required by legislation. (See summary list of all records, procedures and policies required in this module in Appendix 6).		
M1.51 Internal Auditing and Reporting			
M1.51.a	The Bord Bia additional performance criteria survey (available through qas.bordbia.ie) must be completed/updated prior to each audit and made available for inspection.		
M1.51.c	All non-compliances defined in these self-assessment audits, must be assigned and tracked, until completed by the target completion dates.		
M1.51.d	<u>In the event that a critical non-compliance is identified during internal audits or routine checks, Members must immediately notify Bord Bia and implement the relevant procedures (including recall where necessary) (Critical).</u>		
M1.51.e	Where an environmental or health & safety (e.g. reportable accident or dangerous occurrence) incident has occurred on the site, the Producer must inform Bord Bia and records of this communication must be maintained.		
M1.52 Supplier & Customer Management / Product Specification			
M1.52.a	The grower must maintain an up to date list of all suppliers (with contact details) that have been approved to supply any materials and services that could affect product quality and / or safety.		
M1.52.b	A documented product specification must be available for each product produced.		
M1.52.c	Growers must actively engage with customers to develop a good understanding of their customers' requirements and future plans (e.g. through regular meetings).		
M1.53 Product Traceability			
M1.53.a	<u>There must be a documented traceability procedure in place. (Critical)</u>		
M1.53.b	Documentation must be maintained to demonstrate the traceability of all produce through each stage of production and forward to the immediate customer.		
M1.53.c	Where the Producer supplements his/her own produce, a system must be in place to verify the certification status of the supplier.		
M1.53.d	Where a supplier of supplemented product is not Bord Bia approved, a system must be in place, which clearly identifies how certified and non-certified produce streams are segregated, and how the customer is informed of the certification status of the product.		
M1.53.e	There must be adequate records to permit a clear reconciliation of all produce.		
M1.54 Withdrawal and Recall			
M1.54.a	The Producer must have a documented and effective procedure for product withdrawal & recall (See Sample Product Recall Withdrawal Procedure).		
M1.54.b	Where product withdrawal or recall has occurred, records must be maintained and the Producer must inform Bord Bia immediately (See template Product Withdrawal Recall Record).		
M1.54.c	This procedure must be tested on an annual basis and records of the test maintained.		
M1.55 Complaints Handling			
M1.55.a	The Producer must have a documented complaints procedure that ensures that complaints are recorded, followed up and analysed, and records must be available of all complaints, as well as the actions taken on their basis.		
M1.56 Management of Non-Conforming and Waste Product			
M1.56.a	The Producer must have a system in place to identify and record crop losses and must review and implement strategies to reduce crop/food waste at all stages of the process annually.		
M1.56.b	There must be a system to ensure that produce that does not conform to requirements (e.g. held, returned, withdrawn, recalled or rework), is managed appropriately to prevent unintended use or release. (See Sample Non-Conforming Products Policy.)		
M1.57 Subcontractors			
M1.57.a	Where subcontractors are used for any activity on the farm they must be made aware and confirm understanding of the compliance criteria of this Scheme applicable to their area of activity.		
M1.57.b	Where activities have been undertaken by a subcontractor and records/documentation are required by the associated compliance criteria of this Scheme, then these records must be available.		
M1.58 Allergens			
M1.58.a	Where allergens are produced/handled (e.g. celery, mustard seeds, dairy products, nuts), a documented procedure must be in place, and available, to all staff, subcontractors and visitors, informing them of the possible allergen risks and the preventative measures to be taken.		
M2.1 Produce Handling			
M2.1.a	The produce handling and packing activities must be included in the Risk Assessment as per criteria M1.1.a.		
M2.1.b	Producers must implement a produce handling and packing procedure which highlights the hygiene aspects from the risk assessment.		
M2.2 Pack-house Hygiene and Management			
M2.2.a	All facilities and equipment involved in the packing operation must be kept clean so as not to pose a risk of contamination to the produce		
M2.2.b	There must be an established and effective pack-house cleaning routine and a cleaning schedule record must be kept.		

Module Ref	Requirement	Compliant? (Y/N/NA)	Self Assessment Comment
M2.2.c	Water used for cleaning surfaces that may come in contact with the produce must be in compliance with the microbiological and chemical parameters listed in Appendix 5.		
M2.2.d	All cleaning agents and other chemicals (detergents, lubricants, etc.) used in the pack house must be approved for use in the food industry and evidence maintained (i.e. through material safety data sheets).		
M2.2.e	When not in use, cleaning agents must be stored securely in a clean and dry place separate from produce and packaging.		
M2.2.f	Where controlled environment is required to preserve quality and safety of the produce, environmental readings must be monitored and records must be maintained (e.g. humidity, temperature).		
M2.2.g	When the pack-house building / room is in use for packing it must be: i. Used only for activities that are directly related to the packing of fresh produce; ii. Free of potential contaminants (e.g. non-food grade oil / paint etc.).		
M2.2.h	Access to the pack-house must be restricted to prevent ingress by animals or unauthorised personnel/visitors.		
M2.3.a	Measuring equipment (at a minimum, all equipment used to validate the unit of sale) must be compliant to national standards and calibrations traceable to National standards .		
M2.4	<u>Purchasing, Supplier and Materials Control</u>		
M2.4.a	Producers must maintain a record (e.g. delivery docket) of crop inputs and packaging for each product received, with the following information retained at a minimum: i. Name of Supplier; ii. Address; iii. Product Description; iv. Date of Supply; v. Quantity Received.		
M2.4.b	An effective stock rotation of all produce must be in place, which need not be date dependent.		
M2.4.c	Incoming produce must be inspected and approved for use upon delivery and record of inspection maintained.		
M2.4.d	Produce imported from outside the EU must be clearly identified through all stages of the process.		
M2.5	<u>Product Release</u>		
M2.5.a	An inspection process must be in place for all packed produce to ensure compliance with defined quality, labelling and logo use criteria prior to despatch and records kept.		
M2.5.b	For all products dispatched, a record of the following information must be maintained: i. Customer Name; ii. Product(s) supplied; iii. Quantity supplied; iv. Date(s) of supply.		
M2.6	<u>Labelling</u>		
M2.6.a	Producers must be aware of the labelling requirements as described in the regulation on provision of food information to consumers and as outlined in customer specifications.		
M2.6.b	An effective system for checking labels on outgoing product must be in place and records of these checks maintained.		
M2.6.c	A copy of each label for each batch of all outgoing product must be retained for a sufficient period (e.g. best before date + three months) to allow for effective product recall.		
M2.7	<u>Food Fraud</u>		
M2.7.a	Producers must be aware of the potential for food fraud to occur and must have a documented food fraud policy outlining the measures in place to mitigate the risks		
M2.8	<u>Use of the Bord Bia Logo</u>		
M2.8.a	The use of the Quality Symbol / Bord Bia Logo must be in accordance with the Bord Bia conditions which govern its use (full policy published on www.bordbia.ie , please see Section 2.11 for further information).		
M2.8.b	Where the Bord Bia Logo is in use for a specific product, evidence of the approved application must be kept and made available for inspection.		