

Appendix 1:

Example of a Pre-season Checklist

Pre-season Checklist

This checklist should be completed by the operator before the start of each honey extraction season. Refer to Part 2 of the Code of Practice for details about the GMP requirements.

Requirement	Okay (√) Not okay (X) Not applicable (NA)	Date checked	Corrective action required	Target date for action	Date rechecked	Checked by (Initial)
1. Applicability of RMP						
1.1. NZFSA has been notified of any change in the day-to-day manager of the RMP.						
1.2 Amendments to the RMP due to significant changes have been registered (refer to Part 2 section 12.2.5).						
2. Water						
2.1 Water tests were done before cleaning, and results are acceptable.						
2.2 Reticulation system was flushed before cleaning.						
2.3 Pipes, storage tanks, and taps are in good condition (no leaks, corroded parts).						
3. Facilities and equipment						
3.1 All unnecessary materials have been removed from processing and storage rooms.						
3.2 Holes, drains, and other places where pests are likely to gain access						

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are sealed, or covered with screens or similar material.						
3.3 Floors are in good condition (no big cracks, moulds) and properly sealed.						
3.4 Walls are in good condition (no moulds and rotten parts) and properly sealed.						
3.5 Sufficient lighting is provided. Lights are of safety type or protected.						
3.6 Hand washing facility is in an accessible location, in good working condition and provided with soap/cleaner & paper towels.						
3.7 Processing equipment are constructed of materials that comply with the COP (refer to Part 2 sections 2.4.3.4 and 2.4.3.5).						
3.8 All processing equipment are in good working condition.						
3.9 Equipment layout allows for effective and hygienic operation, cleaning and personnel movement.						
3.10 Reusable containers (e.g. plastic buckets) are properly identified as to their use (e.g. by colour coding or labeling).						
3.11 Waste bins that are properly labelled are provided.						
3.12 Work instructions and signs (e.g. cleaning instructions, operating						

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instructions for equipment, hygiene requirements) are clearly posted at appropriate locations.						
4. Cleaning and sanitation						
4.1 Walls, floor, ceiling, windows, doors, lights, sinks, fans and other fixtures have been washed/wiped and are visibly clean*.						
4.2 All processing equipment, containers & implements disassembled, as necessary, washed clean and dried.						
4.3 External areas are clean and tidy (no pest infestation, long grass, accumulated waste materials and other junk). Drums stacked in a tidy manner.						
5. Pest control						
5. 1 Pest traps and bait boxes are located in appropriate areas (not in processing rooms).						
5.2 Pesticides are in the approved chemicals list.						
6. Personnel competency and health						
6.1 Workers are medically fit to handle honey and other edible bee products.						
6.2 Workers are trained to do assigned task.						
6.3 Workers are familiar with required hygienic procedures and practices, and cleaning procedures.						

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6.4 Clean work gear (e.g. overall, aprons, caps, boots) are available.						
7. Chemicals						
7.1 There is an up to date list of all approved chemicals that are used and held in the premises.						
7.2 Chemicals are stored in a designated area (e.g. shelf, cupboard, room).						
7.3 Chemicals are properly labelled.						
8. Document/ record & inventory control						
8.1 The current version of the COP, RMP and other documents are readily accessible.						
8.2 Record forms or logbooks for recording monitoring observations, inventory, etc are available and ready for use (refer to Part 2 Section 10).						
8.3 A system for collection and storage of records (e.g. harvest declarations, purchase orders, test results, inventories, checklists, etc) is in place.						
8.4 A system for inventory control, identification of products, and traceability is in place.						

- **Visibly clean – free of honey and bee product residues, dirt, dust, moulds, insect parts and waste, and other debris.**