The Australian Prune Industry’s

Dry Right Quality Assurance Program
Contents

Section 1: Introduction ........................................................................................................... 5
  1.1 Introduction .................................................................................................................. 7
  1.2 Policy .......................................................................................................................... 7
  1.3 Target Audience .......................................................................................................... 7
  1.4 Procedures .................................................................................................................. 7
  1.5 Audits and Compliance .............................................................................................. 7
  1.6 Review and Update ..................................................................................................... 7
  1.7 Validity ...................................................................................................................... 8

Section 2: Dry Right Protocols ............................................................................................ 9
  2.1 Employees ................................................................................................................... 11
    2.1.1 Clothing ................................................................................................................ 11
    2.1.2 Shoes .................................................................................................................... 11
    2.1.3 Gloves .................................................................................................................. 11
    2.1.4 Jewellery and Personal Property ........................................................................ 12
    2.1.5 Personal Hygiene ................................................................................................. 12
    2.1.6 Health .................................................................................................................. 13
    2.1.7 Signage ................................................................................................................ 13

  2.2 Processing .................................................................................................................. 14
    2.2.1 Delivery and Traceability .................................................................................... 14
    2.2.2 Fresh Fruit Intake ............................................................................................... 14
    2.2.3 Water Quality and Disposal of Water ................................................................ 15
    2.2.4 Drying Trays ....................................................................................................... 15
    2.2.5 Tunnel Temperatures ......................................................................................... 16
    2.2.6 Bins ...................................................................................................................... 16
    2.2.7 Fruit Storage and Curing .................................................................................... 17

  2.3 Sanitation .................................................................................................................... 18
    2.3.1 Equipment Cleaning ............................................................................................ 18
    2.3.2 Floor Cleaning ..................................................................................................... 18
    2.3.3 Restrooms .......................................................................................................... 18
    2.3.4 Housekeeping ..................................................................................................... 19

  2.4 Minimising Contaminants ......................................................................................... 20
    2.4.1 Domestic Animals ............................................................................................... 20
    2.4.2 Rodent Control .................................................................................................... 20
    2.4.3 Contaminated Fruit ............................................................................................. 21
    2.4.4 Glass-Free Zone ................................................................................................. 21
Section 3: Record Keeping ................................................................. 23
Pre-Season Checklist ........................................................................... 25
Induction Record .................................................................................. 27
Employee Record .................................................................................. 29
Tunnel Temperature Record .................................................................. 31
Rodent Control – Shed Map ................................................................. 33
Rodent Control - Activity Log ................................................................. 35
Daily Cleaning Record ........................................................................ 37
Fresh Fruit Record .............................................................................. 39
Fruit Storage Record ........................................................................... 41
Corrective Action Report ...................................................................... 43
Section 1: Introduction
1.1 Introduction
The Australian prune industry is introducing approved supplier and quality assurance programs to demonstrate how the industry controls quality and food safety to deliver a consistent product to customers.
The Dry Right Quality Assurance Program has been developed for dehydrators and is outlined in this manual.
Australian prune growers will need to have their fresh prunes dehydrated by a Dry Right-accredited dehydrator if they are to meet their own Approved Supplier criteria.

1.2 Policy
To provide a better quality product to the consumer by improving the standard of dried prunes delivered to processors.

1.3 Target Audience
The manual is written for dehydrators.
Prune growers must have their fruit dehydrated by an accredited dehydrator as a component of the approved supplier program for growers supplying Australian processors.

1.4 Procedures
The procedures written in this manual are based on Hazard Analysis Critical Control Points (HACCP). At each stage of processing potential food safety and quality hazards that might impact the product have been identified and control measures put in place to reduce or eliminate the identified risks.

1.5 Audits and Compliance
To become an accredited dehydrator for the Approved Supplier Program, businesses must pass an annual pre-season shed inspection and the audit will be carried out in the first week of harvest. Each dehydrating shed will be audited once per season unless a follow up audit is required to correct non-conformances.
Audits are carried out by a trained processor representative and will be check listed against the procedures listed in this manual.
Once accredited, the dehydrator can supply all processors, regardless of who conducted the audit.
The Prune Industry Development Officer will allocate the auditor based on availability at the time and past audits. It is expected that the auditors will rotate so that dehydrators will be visited by a different processor/auditor each season, if the dehydrator supplies more than one processor.

1.6 Review and Update
The Dry Right Quality Assurance Program is controlled by the Approved Supplier Program Management Group, which includes representatives from the major processors and a grower representative. The Australian Prune Industry Approved Supplier Program will be continually
reviewed and updated to incorporate new management options and research findings or to make improvements to the system. The program is to be regularly reviewed by the Approved Supplier Program Management Group. Some of the requirements of the Approved Supplier Program may change if better management techniques become available or other significant risks are identified. Growers will be notified of any changes via the auditing system, grower meetings or the industry newsletter.

1.7 Validity

**Version 1.0** addresses quality of care issues within the Australian prune industry and incorporates three core quality assurance functions: defining quality, measuring quality and improving quality.

It is important that all processors, dehydrator operators and growers comply with this standard.

**Version 1.1** includes an additional Induction Record worksheet and all other worksheets were amended with the Ausprunes logo inserted in the footer.
Section 2: Dry Right Protocols
This section outlines the steps involved with dehydrating prunes, highlighting areas where sources of potential contamination may occur.

Dehydrator managers are required to read and understand all steps in this manual and implement changes where there are potential sources of contamination identified. Growers, dehydrator operators and processors require open communication during harvest to limit sources of contamination and potential loss of product. This will improve the overall quality of the dried prunes.

Good Manufacturing Practices (GMP) ensures the integrity of food manufacturing process as well as compliance with food safety regulations. Assurance of the safety and quality of food is an important consideration for consumers today. A GMP is an important enhancement to the food safety management system, which increases the customers’ confidence in the industry’s commitment to trading and producing safe, high quality food.

Compliance with GMP requirements entails minimum common sense sanitary and processing requirements applicable to all food processing establishments. Dehydrating facilities are NOT exempt from these regulations as the processes performed include cleaning, drying and storing of processed commodities.

These GMP requirements are straightforward and should have already been implemented in the drying facility. Ensure all employees full time, part time or seasonal workers understand these requirements prior to the commencement of work.
2.1 Employees

2.1.1 Clothing

Purpose: To ensure that all staff members wear appropriate clean clothing.
Area: Drying Shed
Frequency: Daily
Responsibility: Dehydrator Operator
Action: All employees will be required to wear appropriate clean clothing in their work areas.
Records: Employee Record

2.1.2 Shoes

Purpose: To ensure that all staff members wear appropriate footwear in the drying shed.
Area: Drying Shed
Frequency: Daily
Responsibility: Dehydrator Operator
Action: Shoes that provide non-slip footing on wet surfaces are recommended in wet areas.
Sandals, open-toed shoes, platform shoes, high-heels and shoes worn out to such an extent that they expose the sock or foot are prohibited in all areas.
Records: Employee Record

2.1.3 Gloves

Purpose: To ensure that all staff members cover non-infectious cuts or wounds to prevent contamination of the fresh or dried fruit.
Area: Drying Shed
Frequency: Daily
Responsibility: Dehydrator Operator
Action: Gloves must be worn when working with processed fruit if an employee has a non-infectious cut or wound. The wound must be covered with a blue metal detectable bandage before putting on gloves or other designated protective gear.
Disposable gloves must be discarded after each shift.
Do not re-use disposable gloves.
Records: Employee Record
2.1.4 Jewellery and Personal Property

**Purpose:** To ensure that all staff members limit the risk of foreign objects contaminating the fresh or dried fruit.

**Area:** Drying Shed

**Frequency:** Daily

**Responsibility:** Dehydrator Operator

**Action:** The wearing of watches, rings (including channel or prong settings, stones, etc.), earrings (including clip-on or pierced), ornaments, or other type of jewellery is strictly prohibited in all manufacturing and maintenance areas. Clothing, jewellery, personal property, including mobile phones, and personal protective gear must be stored in designated storage areas separate from areas where food product is processed or handled.

**Record:** Employee Record

---

2.1.5 Personal Hygiene

**Purpose:** To ensure that all staff members are trained in basic personal hygiene as this will give customers confidence in the cleanliness of the establishment.

**Area:** Drying Shed

**Frequency:** Daily

**Responsibility:** Dehydrator Operator, All staff members

**Action:** All employees will be required to wear appropriate clean clothing in their work areas.

Always wash hands with soap:

- Before and after food handling.
- Before and after each visit to the lunchroom or restroom.
- After touching human body parts, coughing, sneezing, using a handkerchief or tissue, smoking, eating, or drinking.

After engaging in any activities that may contaminate hands (taking out the garbage, fixing machinery, handling chemicals, picking up dropped item, etc.) wash with warm water and soap. A brush can be helpful when cleaning hands.

Maintaining personal habits such as bathing, washing and retraining long hair.

Keeping fingernails short and clean.

Nail polish or false nails are not allowed for employees who work with food.

All employees are responsible for taking all precautions necessary to protect food and food-contact surfaces against any type of contamination.

All employees are responsible for reporting when sick to avoid spreading possible infections.

Eating, drinking, smoking, gum chewing, spitting and chewing of tooth-picks in all processing, dehydrating, maintenance and fruit storage areas are absolutely prohibited.

**Record:** Employee Record
2.1.6 Health

Purpose: To ensure that all staff members notify their employer if they are unwell and may cause food contamination.

Area: Drying Shed

Frequency: Daily

Responsibility: Dehydrator Operator

Action: The Dehydrator Operator will determine the necessary action for any reported health cases that may pose a risk of contamination to fresh or dried fruit.

Record: Employee Record

2.1.7 Signage

Purpose: To help employees recognise possible points of contamination and hazards in the workplace.

Area: Drying Shed, Lunch Room, Toilets/Wash Areas

Frequency: Daily

Responsibility: Dehydrator Operator

Action: Place signs up to identify different areas of the Drying Shed, such as:

- No smoking
- Wash hands with soap
- No jewellery or personal belongings past this point
- No food or drink past this point
- Covered shoes must be worn
- Watch out for forklifts
- Glass-Free Zone
- Slippery when wet

Record: Pre-season Checklist
2.2 Processing

2.2.1 Delivery and Traceability

**Purpose:** To ensure consignments of fruit can be traced back to the grower clear identification markings must be used throughout the drying process and during storage.

**Area:** Intake Area and Storage

**Frequency:** When required

**Responsibility:** Dehydrator Operator

**Action:**
- When a load of fruit is delivered to the drying sheds the bins of fresh fruit should be marked with labels or chalk markings identifying the grower by surname and initial.
- The same markings should be recorded in the Fresh Fruit Record and used during the drying tunnels and during storage of the dried fruit.

**Records:** Fresh Fruit Record

2.2.2 Fresh Fruit Intake

**Purpose:** To ensure that high quality fresh fruit is received at the dehydration shed. Poor quality fresh fruit ends up being poor quality dried fruit.

**Area:** Intake Area

**Frequency:** Daily

**Responsibility:** Dehydrator Operator

**Action:**
- Schedule grower deliveries by the stage of fruit maturity for each grower, not by a calendar date.
- Harvest the lighter cropped areas first.
- Fresh fruit should be processed for drying within 24hrs of shaking. Fruit that sits in bins for too long becomes soft and sticky and has a greater risk of spoiling.
- Inspect fresh fruit for:
  - Break down
  - Skin that slips off when squeezed
  - A fermented odour
  - Live insect infestations
- If the fruit has any of these symptoms separate the consignment and contact the grower immediately.

**Records:** Fresh Fruit Record
2.2.3 Water Quality and Disposal of Water

**Purpose:** To ensure that the water used in the drying sheds for washing fresh fruit in dip tanks, cleaning machinery, bins and trays is free of potential contaminants. Continual reuse of water can impart foul odours and/or tastes on fresh fruit and the build-up of organic waste (skins, sugars, leaves and dirt particles) which may start to decay causing a site for potential contaminations.

**Area:** Intake Area

**Frequency:** Daily

**Responsibility:** Dehydrator Operator

**Action:** Dip tank water should be replaced on a daily basis.

‘Dirty’ dip tank water should be disposed of safely and sensibly on-farm but not directly into an open channel or waterway which may contaminate other water supplies.

**Records:** Daily Cleaning Record

2.2.4 Drying Trays

**Purpose:** Drying trays are constantly being wetted, filled, heated, flipped over and refilled during the season. They can become a source of contamination if not properly cleaned or if used when damaged.

**Area:** Drying Shed

**Frequency:** Daily during scrapping and refilling

**Responsibility:** Dehydrator Operator

**Action:** Trays should be checked for damage and washed before the start of the season.

There are several ways that dried fruit can be removed from the drying trays as many operators have designed their own process. To avoid fruit becoming contaminated, metal-on-metal scraping is not recommended.

Organic material such as skin, sugars and leaves sticks to the tray after each drying cycle and is a source of contamination if not removed. Trays must be washed prior to each refill.

Trays should be well maintained during the season. Trays that are damaged during the drying process should be set aside for repair, or if damage is extensive, disposal. Do not use damaged trays to dry fruit.

**Records:** Pre-Season Checklist, Daily Cleaning Record
2.2.5 Tunnel Temperatures

**Purpose:** Maintaining correct tunnel temperatures is critical to ensure a high quality, consistent product is delivered to the processor. Incorrect temperatures can cause the fruit to have undesirable flavours that consumers don’t find appealing, or the dried fruit moisture content may be too high causing problems during storage.

**Area:** Drying Tunnels

**Frequency:** Daily

**Responsibility:** Dehydrator Operator

**Action:**
- **Parallel flow:** Temperatures should be maintained at 82°C.
- **Counter flow:** Temperatures should be set between 70°C - 75°C.

Daily temperatures must be recorded.

**Records:** Tunnel Temperature Records

2.2.6 Bins

**Purpose:** To ensure that all plastic and wooden bins used to transport or store fresh and dried fruit are free of contaminants.

**Area:** Drying Shed, Orchard, Storage Area

**Frequency:** Daily – during refilling in field, tipping in the shed and in the storage areas

**Responsibility:** Forklift Operator, Harvester, Bin Tipper

**Action:** All bins should be free of contaminants prior to use. They should be clean and in good repair.

Bins should never be used to store oils, greases, fertilisers, herbicides, pesticides or any other products that cannot be eaten.

Harvest crew should inspect every bin prior to filling in the orchard to ensure that they are free of contaminants and are not damaged. Damaged or dirty bins should be put aside to be repaired and/or cleaned.

Wooden storage bins that hold the dried product should be inspected prior to use. They should be free of foreign objects and in good repair. If a bin is damaged or dirty, it should be put aside until repaired or cleaned. If a large number of wooden bins are contaminated or damaged, contact the processor to arrange for their return and replacement with suitable bins.

If the Dehydrator Operator is experiencing problems regularly with wooden bins, a Corrective Action Report (CAR) should be completed and supplied to the processor responsible.

Bins that are used to collect waste such as sticks, leaves, dirt clods, tree limbs and other organic matter should be appropriately labelled and kept separate from those that are used to hold fresh or dried fruit.

Waste bins should be emptied daily and sanitised at the end of each day to reduce the risk of rodents, bad odours or other contamination.

**Records:** Pre-Season Checklist, Daily Cleaning Record, Corrective Action Report (CAR)
2.2.7 Fruit Storage and Curing

**Purpose:** There can be wide variations in the moisture content of dried fruit after the fruit leaves the dehydrator. Storage area/s should be free of potential contaminants. Filled bins should be positioned to allow air flow and contents turned for even drying and curing. The correct moisture content ensures that long term storage of the dried fruit is a success.

**Area:** Storage Area

**Frequency:** Daily

**Responsibility:** Dehydrator Operator

**Action:**
- Storage areas should be free of dust, rodents and domestic animals.
- Filled bins should be stored in rows with an approximate 10cm gap between the rows. This allows adequate air movement to limit fruit spoiling.
- If a 10cm gap cannot be achieved due to space restrictions, bins should be inspected daily to ensure the dried fruit is not spoiling.
- Bins should be turned (the entire bin contents upended into an empty bin) when required to aid the curing process and to produce a bin of dried fruit with a consistent moisture content.
- The timing of bin tipping is at the dehydrator’s discretion as moisture contents can vary from dryer to dryer and can vary due to climatic conditions.
- If unsure about the moisture content a sample can be provided to the processors for testing prior to delivering fruit.
- The moisture content of fruit must be 18% or below prior to delivery at the processors.
- The moisture level will be recorded by the processor on delivery.

**Records:** Daily Cleaning Record, Fruit Storage Record
2.3 Sanitation

2.3.1 Equipment Cleaning

**Purpose:** To ensure all surfaces that the fresh or dried fruit touch in the drying process are clean and free of foreign objects, thus eliminating the chance of contamination.

**Area:** Dip Tanks, Trays, Conveyors, Shaker Beds, Return Elevators.

**Frequency:** Daily

**Responsibility:** Dehydrator Operator

**Action:** Dehydration equipment must be kept in a clean and sanitary condition at all times.

The nominated areas should be wiped, brushed or hosed down at the end of each day or prior to start up in the morning.

**Records:** Daily Cleaning Record

2.3.2 Floor Cleaning

**Purpose:** To ensure that the floor of the shed and tunnels are clean and free of foreign objects.

**Area:** Shed Floor and Tunnel Floors.

**Frequency:** Daily

**Responsibility:** Dehydrator Operator

**Action:** Dehydration equipment must be kept in a clean and sanitary condition at all times.

The nominated areas should be swept or hosed down at the end of each day or prior to start up in the morning.

**Records:** Daily Cleaning Record

2.3.3 Restrooms

**Purpose:** Employees must be provided with a suitable, clean, and well-lit restroom.

**Area:** Restroom

**Frequency:** Daily

**Responsibility:** Dehydrator Operator

**Action:** Wash water, soap and disposable paper towel must be available for proper hand washing.

Restrooms should be cleaned daily.

Malfunctions in the restroom must be corrected immediately.

**Records:** Daily Cleaning Record, Corrective Action Report
2.3.4 Housekeeping

**Purpose:** Housekeeping to ensure items are properly cleaned, free of clutter and appropriately stored reduces the risk of product contamination.

**Area:** Drying Shed

**Frequency:** Daily

**Responsibility:** All staff members

**Action:**

- Work areas and aisles are to be clean and free of non-essential materials (rags, empty containers, string, tape, wood, cardboard).
- Trays, field bins or portable bins are not to be used for storing other items.
- All lubricants should be properly labelled, handled and stored in a secure location when not in use.
- Do not store food, beverages, clothing, loose parts, tools, nuts, bolts, etc., on any machinery or in work stations.
- Waste receptacles should be properly marked, emptied, and cleaned routinely.
- Hoses should be coiled and all equipment and utensils properly stored when not in use.
- String, wire and tape are not to be used for temporary repairs. Likewise, cardboard is not to be used as temporary shields or diverters.
- High-traffic unpaved areas must be maintained to reduce the possibility of dust contamination.

**Record:** Daily Cleaning Record, Corrective Action Report
2.4 Minimising Contaminants

2.4.1 Domestic Animals

Purpose: Domestic animals are a potential contamination source to the fresh or dried fruit and must be restricted from entering the food handling areas.

Area: Drying Shed

Frequency: Daily

Responsibility: Dehydrator Operator

Action: Prevent dogs and cats from accessing the drying shed and on-farm fruit storage facilities.

Record: Corrective Action Report

2.4.2 Rodent Control

Purpose: Mice and rats carry disease and their faeces is a serious source of contamination in the drying shed and storage areas. Control measures help reduce the likelihood of this contaminant.

Area: Drying Shed and Storage Areas

Frequency: Year-round

Responsibility: Dehydrator Operator

Action: Bait stations should be set in the drying shed with locations noted on the Rodent Control Shed Map.

Stations should be checked weekly for rodent activity and bait levels.

Stations should be refilled with bait when necessary and activity recorded in the Rodent Control Activity Log.

Remove all rubbish and unwanted organic matter from the drying shed daily and dispose of appropriately.

Keep the area around the shed clean and free of weeds to eliminate areas where mice and rats live and breed.

Records: Rodent Control Shed Map, Rodent Control Activity Log, Daily Cleaning Record, Pre-Season Checklist
**2.4.3 Contaminated Fruit**

**Purpose:** In the event that fresh or dried fruit becomes contaminated, the contaminant and affected fruit must be removed and appropriately disposed to avoid spreading to non-contaminated fruit.

**Area:** Drying Shed

**Frequency:** As occurs

**Responsibility:** Dehydrator Operator

**Action:**
- Fruit that comes in contact with diesel, petrol, hydraulic oil, motor oil, pesticides, herbicides, fungicides, rodent baits or other non-food contaminants must be separated from non-contaminated fruit and disposed of immediately.
- Remove the non-food contaminant from the processing area and store in appropriate area; clean up the spillage.
- Provide staff training to prevent recurring incidences.

**Records:** Corrective Action Report

**2.4.4 Glass-Free Zone**

**Purpose:** To ensure that drying sheds are a glass-free zone to limit the risk of contamination to dried or fresh fruit.

**Area:** Drying Shed, Storage and Intake Areas

**Frequency:** Daily

**Responsibility:** Dehydrator Operator

**Action:**
- Shed lights must be covered so that broken light bulbs will not fall onto fruit or fruit handling surfaces.
- Signs must be hung to identify the area as a Glass-Free Zone.

- Glass drink bottles and other personal property with glass components (including watches and mobile phones) are prohibited in food processing areas.

**Record:** Pre-Season Checklist, Employee Record
Section 3: Record Keeping
These worksheets have been designed to help the dehydrator manager record day to day activities and ensure that highest quality dried fruit is produced.

These checklists and records take a short time to complete and some only have to be completed once a year or as required during harvest.
This checklist ensures the drying shed is ready to operate with appropriate quality controls in place once harvest commences. Please tick the box once the task has been completed.

<table>
<thead>
<tr>
<th>Item</th>
<th>Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff Facilities and Inductions</strong></td>
<td></td>
</tr>
<tr>
<td>Staff inductions and training are complete and recorded</td>
<td></td>
</tr>
<tr>
<td>Suitable hand washing facilities and toilets are accessible</td>
<td></td>
</tr>
<tr>
<td>Storage area is available for personal belongings</td>
<td></td>
</tr>
<tr>
<td>The lunch area is clean</td>
<td></td>
</tr>
<tr>
<td><strong>Drying Shed</strong></td>
<td></td>
</tr>
<tr>
<td>Drying shed lights are covered to avoid glass contamination</td>
<td></td>
</tr>
<tr>
<td>Glass-free policy is in place</td>
<td></td>
</tr>
<tr>
<td>Work areas and aisles are clean and free of non-essential materials (rags, empty containers, string, tape, wood, cardboard)</td>
<td></td>
</tr>
<tr>
<td>All lubricants are properly labelled and stored in a secure location when not in use</td>
<td></td>
</tr>
<tr>
<td>Waste containers are properly marked</td>
<td></td>
</tr>
<tr>
<td>Hoses are coiled and all equipment and utensils properly stored when not in use</td>
<td></td>
</tr>
<tr>
<td>String, wire and tape are not to be used for temporary repairs. Likewise, cardboard is not to be used as temporary shields or diverters.</td>
<td></td>
</tr>
<tr>
<td>A traceability system is in place to easily identify where and whom the fruit has come from</td>
<td></td>
</tr>
<tr>
<td><strong>Signage</strong></td>
<td></td>
</tr>
<tr>
<td>Notification signs are visible and easy to read throughout the Drying Shed</td>
<td></td>
</tr>
<tr>
<td>• No smoking</td>
<td></td>
</tr>
<tr>
<td>• Wash hands with soap</td>
<td></td>
</tr>
<tr>
<td>• No jewellery or personal belongs past this point</td>
<td></td>
</tr>
<tr>
<td>• No food or drinks past this point</td>
<td></td>
</tr>
<tr>
<td>• Covered shoes must be worn</td>
<td></td>
</tr>
<tr>
<td>• Watch out for forklifts</td>
<td></td>
</tr>
<tr>
<td>• Glass-free zone</td>
<td></td>
</tr>
<tr>
<td>• Slippery when wet</td>
<td></td>
</tr>
<tr>
<td><strong>Intake Area</strong></td>
<td></td>
</tr>
<tr>
<td>Harvest bins are not damaged, clean and free of contaminants</td>
<td></td>
</tr>
<tr>
<td>A traceability system is in place to easily identify where and whom the fruit has come from</td>
<td></td>
</tr>
<tr>
<td>Intake Area lights are covered to avoid glass contamination</td>
<td></td>
</tr>
<tr>
<td>Fresh Fruit Record templates are readily available at the point of receival</td>
<td></td>
</tr>
<tr>
<td>High-traffic unpaved areas are maintained to reduce the possibility of dust contamination.</td>
<td></td>
</tr>
</tbody>
</table>
### Pre-Season Checklist (continued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Processing</strong></td>
<td></td>
</tr>
<tr>
<td>Tunnel Temperature Record templates are readily available to record information and temperatures</td>
<td></td>
</tr>
<tr>
<td>Equipment has been serviced and is ready to operate</td>
<td></td>
</tr>
<tr>
<td>Trays are cleaned and ready for use</td>
<td></td>
</tr>
<tr>
<td>A clearly labelled bin/container is available for the collection of organic waste.</td>
<td></td>
</tr>
<tr>
<td>Processing area is clean either hosed down and/or swept out.</td>
<td></td>
</tr>
<tr>
<td>Identify a sensible area for dumping dip tank water and organic waste</td>
<td></td>
</tr>
<tr>
<td><strong>Housekeeping</strong></td>
<td></td>
</tr>
<tr>
<td>All equipment is cleaned, free of dust, droppings, grease, oil, glass etc.</td>
<td></td>
</tr>
<tr>
<td>Workshop equipment is separate to processing and storage areas</td>
<td></td>
</tr>
<tr>
<td><strong>Minimising Contamination</strong></td>
<td></td>
</tr>
<tr>
<td>Damaged trays have been removed and repaired/replaced prior to use</td>
<td></td>
</tr>
<tr>
<td>Domestic animals are restricted from entering the drying shed</td>
<td></td>
</tr>
<tr>
<td>The area around the shed is clean and free of weeds to eliminate areas where mice and rats live and breed.</td>
<td></td>
</tr>
<tr>
<td>Shed maps are maintained for the purpose of rodent control</td>
<td></td>
</tr>
<tr>
<td>Rodent traps have been checked regularly and replaced if necessary</td>
<td></td>
</tr>
<tr>
<td>Rodent activity is recorded</td>
<td></td>
</tr>
<tr>
<td><strong>Storage Area</strong></td>
<td></td>
</tr>
<tr>
<td>Storage Area has covered lights to avoid glass contamination</td>
<td></td>
</tr>
<tr>
<td>Storage bins are not damaged, clean and ready for use</td>
<td></td>
</tr>
<tr>
<td>Area is clean and free from foreign material that may contaminate the dried fruit</td>
<td></td>
</tr>
<tr>
<td>A traceability system is in place to easily identify where and whom the fruit has come from</td>
<td></td>
</tr>
<tr>
<td><strong>Validity</strong></td>
<td></td>
</tr>
<tr>
<td>Do you conform to all of these requirements?</td>
<td></td>
</tr>
<tr>
<td>Have you implemented the advice of the Corrective Action Reports to improve the quality management of your business?</td>
<td></td>
</tr>
</tbody>
</table>

**Date:**          
Signed:
Induction Record

Please record when an employee has been inducted into the dehydrating shed by recording the date of induction, inductee’s name and signature, and the person responsible for inducting new employees. Make sure inductees are aware of all components of the *Dry Right Quality Assurance Manual*, including personal hygiene, safe work practices, signage and the no glass policy.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Inductee signature</th>
<th>Supervisor signature</th>
</tr>
</thead>
</table>
Employee Record

Please record employee names, the dates worked and check if appropriate clothing and footwear are worn with satisfactory personal hygiene.

| Employee | Date | Appropriate attire & hygiene | Date | Appropriate attire & hygiene | Date | Appropriate attire & hygiene | Date | Appropriate attire & hygiene
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Company

Dehydrator Manager:
Maintaining correct tunnel temperatures is critical to ensure a high quality, consistent product is delivered to the processor. Incorrect temperatures can cause the fruit to have undesirable flavours that are not appealing to consumers or the dried fruit moisture content may be too high causing problems during storage.

Daily temperatures must be recorded.

<table>
<thead>
<tr>
<th>Company:</th>
<th>Dehydrator Manager:</th>
</tr>
</thead>
</table>

### Tunnel Temperature Requirement

**Parallel flow:** Temperatures should be maintained at 82°C

**Counter flow:** Temperatures should be set between 70°C - 75°C

<table>
<thead>
<tr>
<th>Date</th>
<th>Tunnel ID</th>
<th>Time</th>
<th>Temperature</th>
<th>Signature</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Mice and rats carry disease and their faeces are a serious source of contamination in the drying shed and storage areas. Control measures help reduce the likelihood of this contaminant.

Use this worksheet to draw a map of the shed and indicate where rodent traps are located. Number the traps on the map and use this to record rodent activity in the Rodent Control Activity Record.
Bait stations should be checked weekly for rodent activity and bait levels. Stations should be refilled with bait when necessary, and activity recorded on this worksheet.

<table>
<thead>
<tr>
<th>Date</th>
<th>Trap ID Number</th>
<th>Rodent Activity</th>
<th>Action</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Company**

**Dehydrator Manager**
Dehydration equipment and work areas must be kept in a clean and sanitary condition at all times. This will eliminate the chance of contamination. Please tick when the task has been completed.

<table>
<thead>
<tr>
<th>Company</th>
<th>Dehydrator Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning Action</td>
<td>Achieved</td>
</tr>
<tr>
<td><strong>Dip tank</strong></td>
<td></td>
</tr>
<tr>
<td>Replace dip tank water and dispose of safely and sensibly on-farm but not directly into an open channel or waterway</td>
<td></td>
</tr>
</tbody>
</table>

**Equipment Cleaning**

The equipment listed below will be wiped, brushed or hosed down at the end of each day or prior to start up in the morning.

- Bins that hold organic waste
- Conveyors
- Shaker Beds
- Return Elevators
- Trays are washed after every use

**Floor Cleaning**

Hose down or sweep the shed floors at the end of each day or prior to start up in the morning.

**Rodent Control**

Rubbish and unwanted organic matter from the drying shed has been removed and disposed of appropriately.

Remove food scraps from lunch area and wipe down surfaces

**Restrooms**

Restrooms should be cleaned

Re-stocked with toilet paper, soap and disposable paper towel

| Date: | |
| Signed: | |
Fresh fruit should be processed for drying within 24hrs of shaking because fruit that sits in bins for too long becomes soft and sticky and has a greater risk of spoiling.

To ensure consignments of fruit can be traced back to the grower, upon delivery to the Intake Area, bins of fresh fruit should be marked with labels or chalk markings identifying the grower by surname and initial. The same markings are used during the drying tunnels and during storage of the dried fruit.

Fruit is inspected and if any quality issues are detected the consignment should be separated and the grower contacted immediately.

### Fresh Fruit Record

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dehydrator Manager</td>
</tr>
</tbody>
</table>

#### Fruit Delivery

<table>
<thead>
<tr>
<th>Grower’s name</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variety:</td>
<td>Number of bins:</td>
</tr>
<tr>
<td>Bin ID markings</td>
<td></td>
</tr>
<tr>
<td>Time of harvest</td>
<td>Time of inspection</td>
</tr>
<tr>
<td>Inspected by:</td>
<td></td>
</tr>
</tbody>
</table>

#### Inspection

<table>
<thead>
<tr>
<th>Break down in the bins</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skin that slips off when squeezed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fermented odours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Live insect infestations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical contaminants such as oil, grease, glass, stones or metal</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dehydrator Manager Signature</th>
</tr>
</thead>
</table>
There can be wide variations in the moisture content of dried fruit. The correct moisture content ensures that long term storage of the dried fruit is a success.

Filled bins should be stored in rows with an approximate 10cm gap between the rows. This will allow for adequate air movement to limit fruit spoiling. Bins should be turned (the entire bin contents upended into an empty bin) when required to aid the curing process and produce a bin of dried fruit with a consistent moisture content.

The moisture content of fruit must be 18% or below prior to delivery at the processors.

<table>
<thead>
<tr>
<th>Company</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dehydrator Manager</td>
<td></td>
</tr>
</tbody>
</table>

**Inspection of dried fruit in filled bins**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Number of bins</th>
<th>Bin ID markings</th>
<th>Bin turned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Corrective Action Report

This worksheet is designed to record unusual events or incidents such as the contamination of fresh or dried fruit, restroom malfunctions, or domestic animal entering food handling areas, and the corrective action taken. It is important for traceability purposes, but also serves as a learning tool about how processes can be improved to prevent the problem occurring again.

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dehydrator Manager</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Problem and subsequent actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Problem</td>
</tr>
<tr>
<td>Corrective action taken</td>
</tr>
<tr>
<td>Preventative action (if applicable)</td>
</tr>
<tr>
<td>Date problem corrected</td>
</tr>
<tr>
<td>Signature</td>
</tr>
</tbody>
</table>