

# PRODUCT RELEASE

## Procedure

### Scope

This procedure is to be used to ensure produce has been packed and dispatched in accordance with good food safety and quality standards and also meets the applicable grade specification.

### Responsible persons

The packing shed manager is responsible for authorising a product release. The following positions are responsible for specific checks of packed produce:

#### Position

#### Checks

_____	_____
_____	_____
_____	_____
_____	_____

### Procedure

Packed produce is checked before being approved for release for storage or dispatch.

Checks include:

- Label
- Date stamp
- Weight
- With-holding periods for chemicals
- Meets grade specification
- Meets customer specification, if applicable
- Absence of foreign objects
- Correctly packed

### Record keeping

A record of approval for release is kept with the harvest and packing record. The record should include release date, product name, responsible person name, and acknowledgement that the packed product is compliant with all checks.

The business may utilise consignment notes as a record of dispatch.

### Non-conforming produce

Any cartons/bins/crates/pallets identified as non-conforming will be labelled "do not send" (or similar) and segregated by moving them to a separate storage area.

Produce that is out of grade specification will be immediately regraded and sent for re-packing or disposal. Out of grade produce is not to be stored.

Produce that is not suitable for release due to potential contamination will be treated as waste product and disposed of on farm or at an approved waste disposal facility.

A corrective action record will be raised and completed when there is non-conforming produce or a potential contamination event has occurred.

Procedure approved by:

Date: