

[Company Name]
NATIONAL PROGRAMME

CONTENTS

Section No.	Procedure	Issue No.	Date
1.0	Introduction	1	10.10.16
1.1	Business Details		
1.2	Scope of the National Programme		
1.3	National Programme Manual		
1.4	Olives NZ National Programme Template		
1.5	National Programme Template Amendments		
1.6	National Programme Registration		
1.7	National Programme Breach		
1.8	Olives NZ Copyright Statement		
2.0	Documentation	1	10.10.16
2.1	Document Control		
2.2	Storage of Documents		
2.3	Amendments		
2.4	Manual Holders		
3.0	Premises Diagrams	1	10.10.16
3.1	Location		
3.2	Layout		
3.3	Flow of Product & Staff		
4.0	HACCP Assessments	1	10.10.16
4.1	Products/Categories of Product		
4.2	Product Descriptions		
4.3	Process Flows		
4.4	HACCP Worksheets		
4.5	HACCP Team		
5.0	Incoming Goods	1	10.10.16
5.1	Supplier Specifications		
5.2	Product Specifications		
5.3	Receipt and Inspection		

Section No.	Procedure	Issue No.	Date
6.0	Storage	1	10.10.16
6.1	Storage Standard		
6.2	Storage Procedure		
6.3	Storage Temperature Monitoring		
7.0	Manufacture and Process Control		
7.1	Operational Checks	1	10.10.16
7.2	Glass, Hard Plastic & Wood Policy	1	10.10.16
7.3	Dropped Product Policy	1	10.10.16
7.4	Harvesting Procedures	1	10.10.16
8.0	Testing and Monitoring	1	10.10.16
8.1	Water Testing		
9.0	Cleaning and Sanitation	1	10.10.16
9.1	Cleaning Information		
9.2	Cleaning Methods		
9.3	Cleaning Record		
10.0	Personnel	1	10.10.16
10.1	Staff Facilities		
10.2	Training		
10.3	Hygiene Policies		
10.4	Protective Clothing		
10.5	Visitors		
10.6	Staff Sickness Policy		
11.0	Pest Control	1	10.10.16
12.0	Services	1	10.10.16
12.1	Waste		
12.2	Water		
12.3	Lighting		
12.4	Drainage		
12.5	Ventilation		

Section No.	Procedure	Issue No.	Date
13.0	Repair and Maintenance	1	10.10.16
13.1	Premises Repair and Maintenance		
13.2	Equipment Repair and Maintenance		
14.0	Systems Improvements	1	10.10.16
14.1	Non-Compliance Procedure		
14.2	Product Recall		
14.3	Review of Recall Procedure		
14.4	Critical Event		
15.0	Dispatch and Transport	1	10.10.16
15.1	Transport from Harvest to Processing Plant		
15.2	Dispatch Procedure		
15.3	Delivery Vehicle Specification		
16.0	Review and Verification	1	10.10.16
16.1	Management Verification		
16.2	National Programme Review		
16.3	Internal & External Verification		

Authorised By: _____

Date: _____

National Programme Co-ordinator