

# Food safety management statement template

## Leafy vegetables



## Introduction

### What is a food safety management statement (FSMS)?

A FSMS is a concise way of documenting your intended business activities. It should outline how your business intends to operate, including how you will prevent or minimise food safety risks likely to occur at each step of your process.

This template is designed to help leafy vegetable growers comply with Standard 4.2.8 of the Australia New Zealand Food Standards Code (the Code) and covers the growing, harvesting, primary processing and supply of leafy vegetables.

If you choose to use this template for your FSMS, you must complete all relevant parts.

Note: other formats, such as industry management statement template, food safety program or developing your own management statement are also acceptable ways to demonstrate your compliance with Standard 4.2.8 of the Code.

**If you operate under a GFSI certified food safety scheme, such as Freshcare, SQF, GLOBAL G.A.P. or BRCGS, do not complete this form.**

Please contact [food.contact@dpird.nsw.gov.au](mailto:food.contact@dpird.nsw.gov.au) for advice.

### For more information

If you have any questions about completing this template, please phone the Food Authority helpline on 1300 552 406 or email [food.contact@dpird.nsw.gov.au](mailto:food.contact@dpird.nsw.gov.au).

# Food safety management statement: Leafy vegetables

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## Section 1: Business details

Name of business:

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Trading name (if applicable):

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Name of the proprietor or  
designated representative:

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Address of business/production site:

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Business phone:

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Email:

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Company ACN:

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### 1. What leafy vegetables do you supply? (Tick all that apply.)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Lettuce (all types) | <input type="checkbox"/> Spinach leaves | <input type="checkbox"/> Kale  |
| <input type="checkbox"/> Watercress          | <input type="checkbox"/> Swiss chard    | <input type="checkbox"/> Asian leafy greens<br>(e.g. bok choy)                       |
| <input type="checkbox"/> Silverbeet          | <input type="checkbox"/> Cabbage        | <input type="checkbox"/> Spring onion  |
| <input type="checkbox"/> Microgreens         | <input type="checkbox"/> Chicory        | <input type="checkbox"/> Leafy herbs (e.g. parsley,<br>basil, coriander, dill, mint) |
| <input type="checkbox"/> Other               | <hr/>                                   |  |

### 2. How do you supply leafy vegetables? (Tick all that apply.)

- |   |                              |   |
|---|------------------------------|---|
| <input type="checkbox"/> Whole (e.g. lettuce) | <input type="checkbox"/> Cut | <input type="checkbox"/> Mixed leafy vegetables |
| <input type="checkbox"/> Other                | <hr/>                        |   |

## 3. Who do you supply leafy vegetables to? (Tick all that apply.)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Small retailers<br>(e.g. corner store) | <input type="checkbox"/> Large retailers (e.g. Coles,<br>Woolworths, IGA) | <input type="checkbox"/> Wholesale markets<br>(e.g. Sydney markets) |
| <input type="checkbox"/> Farmer markets                         | <input type="checkbox"/> Farm gate to the public                          | <input type="checkbox"/> Café/restaurants                           |
| <input type="checkbox"/> Providores                             | <input type="checkbox"/> Food processing facility                         |   |
| <input type="checkbox"/> Other                                  | <hr/>   |   |

## 4. What activities do you do? (Tick all that apply.)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Grow and harvest leafy<br>vegetables                     | <input type="checkbox"/> Inspect leafy vegetables<br>for weeds, insects etc.  | <input type="checkbox"/> Wash leafy vegetables    |
| <input type="checkbox"/> Wash and sanitise leafy<br>vegetables                    | <input type="checkbox"/> Source and supply other<br>people's leafy vegetables | <input type="checkbox"/> Process leafy vegetables |
| <input type="checkbox"/> Supply to food<br>processing facility or<br>food service |   |   |

## 5. What production system do you use? (Tick all that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> Soil production in open field  | <input type="checkbox"/> Soil production under cover (fully<br>covered)                         |
| <input type="checkbox"/> Soil less production/ hydroponic system<br>under cover (partially covered) | <input type="checkbox"/> Soil less production/ hydroponic system<br>under cover (fully covered) |
| <input type="checkbox"/> Intensive vertical farming   |   |
| <input type="checkbox"/> Other <hr/>  |   |

Number of businesses supplied to: 

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Approx. cultivated area of land used  
for growing product: 

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Approx. harvest per year  
(kg or tonnes): 

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## Section 2: Traceability

### 1. Can all leafy vegetables you sell or supply be traced back to your business?

- ☐ Yes ☐ Unsure

You MUST be able to trace your leafy vegetables and keep records of who you sell leafy vegetables to, and who you receive them from.

### 2. Do you keep traceability records?

- ☐ Yes - digital ☐ Yes – paper based

### 3. How quickly can you identify a purchaser of your product?

- ☐ Within one hour ☐ Within 3 hours ☐ Within one day  
☐ Overnight ☐ Within 2-3 business days

### 4. How do you ensure all leafy vegetables sold from your farm can be traced back to where it was grown? (Tick all that apply.)

- ☐ Sales receipts ☐ Colour coding for harvest day ☐ Logbook  
☐ Sales journal/records ☐ Farm notebook/harvest journal ☐ Purchase receipts  
☐ Produce stickers ☐ Barcodes

### 5. How do you prepare for and manage product recalls and customer complaints about your leafy vegetables? (Tick all that apply.)

- ☐ Sales receipts ☐ Produce stickers ☐ Records of sale  
☐ Logbook ☐ Sales journals ☐ Barcodes on product that identifies a day of harvest  
☐ Production and dispatch records

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## Section 3: Management of inputs

### Water

1. **Where does your irrigation water come from?** (Tick all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> Direct from river, creek, stream                   | <input type="checkbox"/> Underground (bore) water source |
| <input type="checkbox"/> Potable water (such as mains or town water supply) | <input type="checkbox"/> Surface dam on the property     |
| <input type="checkbox"/> Other _____  |  |
- 

2. **How often do you test your irrigation water?** (Tick all that apply.)

- ☐ Annual water test
- ☐ More than once a year water test
- ☐ No test required as potable water is used

3. **When do you test your irrigation water?** (Tick all that apply.)

- ☐ Summer
- ☐ Not summer, but during leafy vegetable production
- ☐ Before each growing cycle of the year
- ☐ No tests are conducted
- ☐ No tests are required as potable water is used

4. **If using irrigation water from a river, creek, stream or surface water source, how do you ensure your water is *E.coli* < 100cfu/100ml?** (Tick all that apply.)

- ☐ No treatment, water is pumped direct from surface or other water source onto crops
- ☐ Water is pumped into a dam and is then used for irrigating crops
- ☐ Water is pumped into a dam which is filtered before use on crops
- ☐ Water is treated before use on crops

5. If applying water to the edible portion of crops within 48 hours of harvest, what type of water do you use? (Tick all that apply.)

- ☐ Potable water is used
- ☐ Water is treated to *E.coli* < 1cfu/100ml
- ☐ Water is treated to *E.coli* < 100cfu/100ml

If water touches the edible portion of your crop and the produce may be eaten uncooked, your water must be *E.coli* < 100cfu/100ml.

## Seeds and seedlings

1. How do you ensure only appropriate seeds and seedlings are used for growing leafy vegetables? (Tick all that apply.)

- ☐ I only purchase seed and seedlings from commercial suppliers who can provide certificates of analysis for their seed
- ☐ I use my own seeds and seedlings from my farm

If you purchase seed from commercial suppliers, please keep certificates of analysis for review by regulatory authorities.

2. If using your own seeds and seedlings, how do you ensure they are free from contamination, for example, *Salmonella*? (Tick all that apply.)

- ☐ Seeds are periodically tested to validate absence of foodborne pathogens (e.g. *Salmonella*)
- ☐ Other \_\_\_\_\_

## Agriculture chemicals

1. What types of chemicals are used during the growing and harvest period? (Tick all that apply.)

- |  |   |                                       |
|--|---|---------------------------------------|
| <input type="checkbox"/> Nil               | <input type="checkbox"/> Insecticides                         | <input type="checkbox"/> Herbicides   |
| <input type="checkbox"/> Foliar nutrients  | <input type="checkbox"/> Fungicides                           | <input type="checkbox"/> Rodenticides |
| <input type="checkbox"/> Soil conditioners | <input type="checkbox"/> Only pesticides from natural sources |                                       |
| <input type="checkbox"/> Other _____       |   |                                       |

2. Do you keep a chemical spray application diary of what chemicals have been sprayed, dose, date and time of application?

☐ Yes☐ No

## Soil amendments, fertilisers and compost

### 1. How do you ensure that soil amendments, fertilisers and composts used to help grow your leafy vegetables are appropriate?

☐ I purchase soil amendments, fertilisers and compost from commercial suppliers who can provide certificates of analysis (or evidence of compliance with Australian Standard AS4454:2012)

☐ Other \_\_\_\_\_

Please obtain and keep these certificates for review by regulatory authorities if you purchase soil and soil amendments from commercial suppliers.

### 2. Do you produce your own soil amendments/fertilisers onsite?

☐ Yes☐ No

Untreated or raw animal manures MUST NOT be used as soil amendments in leafy vegetable growing.

### 3. If using your own fertiliser, compost, soil or soil amendments onsite, how do you ensure these are free from contamination/contaminants?

☐ Carbon to nitrogen ratio is maintained at 25:1

☐ Temperature of compost is measured as more than 55°C but less than 70°C for 4-5 days

☐ The compost pile is frequently turned (aerated)

☐ The compost pile is cooled following the 4-5 days pasteurisation cycle and allowed to mature prior to use

☐ The compost is tested after maturation to ensure absence of food-borne pathogens

☐ The compost is covered prior to use to protect it from contamination

### 4. What tests do you do on your processed and matured compost to ensure it is free from foodborne pathogens? (Tick all that apply.)

☐ *Salmonella*

☐ *E.coli*

☐ Faecal coliforms

☐ None



☐ Other \_\_\_\_\_

5. Do you use any other organic fertilisers containing animal byproducts, for example, biofertilisers, composted or non-composted teas, biostimulants?

☐ Yes – pre-planting

☐ Yes – post-planting

☐ No

6. If yes post-planting, do these applications come into direct contact with leafy vegetables?

☐ Yes

☐ No

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## Section 4: Management of growing site

1. How is the growing site used now? (Tick all that apply.)

☐ Only leafy vegetables grown

☐ Melons grown

☐ Berries grown

☐ Other horticulture crops grown

☐ Livestock operation

☐ Wildlife present

☐ Other \_\_\_\_\_

If you have multiple growing sites, please print and complete Section 4 for each growing site.

2. How is the land next to your growing site used? (Tick all that apply.)

☐ Leafy vegetables grown

☐ Melons grown

☐ Berries grown

☐ Other horticulture crops grown

☐ Livestock operation

☐ Wildlife present

☐ Industrial operation

☐ Residential

☐ Other \_\_\_\_\_

**3. How do you protect crops from livestock, pest and wildlife contamination? (Tick all that apply.)**

- ☐ Fences around my growing site
- ☐ Buffer zones between livestock operations and my growing site
- ☐ Crops are planted a suitable distance away from any surface water storage ponds to avoid the risk of pond leakage onto growing sites
- ☐ Crops are frequently inspected while growing and before harvest to ensure absence of wildlife (e.g. no excrement, foot/hoof prints)
- ☐ Rodent control measures (such as poison bait)
- ☐ The immediate boundary of the growing site is kept clean of debris, plant and food scraps that may attract pests and rodents
- ☐ My growing site is frequently inspected to ensure that standing water sources due to frequent rains are removed
- ☐ If compost or animal manure piles are stored on-site, a buffer zone exists between growing sites and compost piles

**4. What methods do you use to protect the crop from potential contamination? (Tick all that apply.)**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Nil               | <input type="checkbox"/> Ground plastic | <input type="checkbox"/> Raised mounds |
| <input type="checkbox"/> Drainage channels | <input type="checkbox"/> Netting        | <input type="checkbox"/> Windbreak     |
| <input type="checkbox"/> Other             | <hr/>                                   |  |

**5. How do you manage extreme weather events, for example, floods, fire, heavy rain, dust storms, that affect the growing site? (Tick all that apply.)**

- ☐ Crops affected by flooding are not harvested for food
- ☐ Crops are protected from wind and dust storms by a natural barrier (for example, a hedge or windbreak)
- ☐ Crops are inspected following significant non-flooding rain events with damaged crop assessed for suitability for harvest
- ☐ Other 

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6. Do you keep a register to record all extreme weather events during crop production and harvest?

☐ Yes ☐ No

7. If yes to question 6, what do you record in the register? (Tick all that apply.)

☐ Date of incident ☐ Type of incident (e.g. dust storm, heavy rain) ☐ Crops affected  
☐ Remedial action taken ☐ Preventative actions taken

8. Is your register available for viewing upon request?

☐ Yes ☐ No

9. Does your site have any known natural contaminants (for example, Cadmium) that may concentrate in leafy vegetables above permitted Maximum Limits (MLs) or any persistent agricultural and veterinary chemicals above maximum 'Maximum Residue Limits' (MRLs) in the Australia New Zealand Food Standards Code?

- Standard 1.4.1 [Chemicals in food | Food Standards Australia New Zealand \(www.foodstandards.gov.au/consumer/chemicals\)](http://www.foodstandards.gov.au/consumer/chemicals)
- Standard 1.4.2 [Chemicals in food – maximum residue limits | Food Standards Australia New Zealand \(www.foodstandards.gov.au/consumer/chemicals/maxresidue\)](http://www.foodstandards.gov.au/consumer/chemicals/maxresidue)

☐ Yes ☐ No

## Section 5: Premises, equipment and transportation vehicles

### Cleaning, sanitising and maintenance of specific equipment and premises

1. How do you keep equipment (for example, harvesting machines, knives, harvest bins/containers), the premises and vehicles used for leafy vegetables clean and sanitary?

- ☐ Clean to remove visible matter
- ☐ Rinse with water after cleaning
- ☐ Rinse with water, including a detergent
- ☐ Rinse with water, including a detergent, and then sanitise
- ☐ Other \_\_\_\_\_

**2. How often do you clean and sanitise your harvest equipment?**

- ☐ Before/after each use      ☐ Once a week      ☐ Once a month  
☐ Once a season      ☐ Other \_\_\_\_\_

**If processing leafy vegetables, complete the following questions:****3. Do you have an environmental monitoring plan (EMP) for the packing shed hygiene?**

- ☐ Yes      ☐ No

**4. How frequently do you swab produce contact surfaces (for example, harvest bins, conveyor belts, packing tables) for the detection of environmental pathogens?**

- ☐ Daily      ☐ Weekly      ☐ Monthly  
☐ Once a season      ☐ Never

**5. How frequently do you swab non-contact surfaces (for example, cool room floors, processing area floors) for the detection of environmental pathogens?**

- ☐ Daily      ☐ Weekly      ☐ Monthly  
☐ Once a season      ☐ Never

**6. What are the target pathogens or indicator organisms used for your EMP?**

- ☐ *Listeria* species      ☐ *Listeria monocytogenes*      ☐ *Salmonella*  
☐ *E. coli*      ☐ N/A

**7. How do you keep equipment (for example, knives, harvest bins/containers, produce bins), premises and vehicles used to process leafy vegetables clean and sanitary?**

- ☐ Clean to remove visible matter  
☐ Rinse with water after cleaning  
☐ Rinse with water, including a detergent  
☐ Rinse with water, including a detergent, and then sanitise  
☐ Other \_\_\_\_\_

**8. How often do you clean and sanitise your processing equipment?**

- ☐ Before/after each use      ☐ Once a week      ☐ Once a month  
☐ Once a season      ☐ Other \_\_\_\_\_
- 

**Section 6: Temperature of harvested leafy vegetables****9. How do you store harvested leafy vegetables before processing? (Tick all that apply.)**

- ☐ Leafy vegetables are stored in field after harvest until collection for processing
- ☐ Leafy vegetables are harvested and transferred to temperature-controlled storage before collection for processing
- ☐ Leafy vegetables are harvested and stored in a shed at ambient temperature before collection for processing. Vegetables are collected on the same day they are harvested
- ☐ Leafy vegetables are harvested and stored in a shed at ambient temperature before collection for processing. Vegetables are collected on a different day to when they were harvested
- ☐ Leafy vegetables are processed on the same premises as they are grown
- 

**Section 7: Washing and sanitisation****Washing and sanitisation of harvested leafy vegetables****1. Do you wash or sanitise any harvested leafy vegetables?**

- ☐ Yes      ☐ No

**2. How do you ensure visible extraneous material on harvested leafy vegetables is removed?**

(Tick all that apply.)

- ☐ Leafy vegetables are brushed at harvest to remove excess dirt
- ☐ Leafy vegetables are washed with potable water to remove excess dirt
- ☐ Leafy vegetables are washed with treated agricultural water (*E.coli* <1cfu/100ml) to remove excess dirt
- ☐ Leafy vegetables that appear lightly soiled or damaged are separated from un-damaged produce
-

3. If using agricultural water for a pre-wash rinse to remove dirt, how do you ensure the water is drinking water quality *E.coli* <1cfu/100ml?

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**If sanitising leafy vegetables, complete questions 4-7, if not sanitising, move to question 8:**

4. What sanitiser do you use? (Tick all that apply.)

- ☐ Chlorine (food-grade)      ☐ Peracetic acid  
(e.g. Tsumani, Tidal Surge)      ☐ Chlorine dioxide
- ☐ Other \_\_\_\_\_

5. What is the contact time (seconds) that leafy vegetables are exposed to sanitiser?  
(Minimum contact time required is 30 seconds.)

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6. What is the minimum active dose of the sanitiser maintained in the wash water?  
(Minimum 10ppm free or available chlorine required in recirculatory wash water tanks, along with monitoring of pH.)

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7. How do you monitor sanitiser load during washing and sanitisation to ensure the active dose is continuously maintained during processing? (Tick all that apply.)

- ☐ Continuous automated monitoring with built-in automatic sanitiser top ups as required
- ☐ Manual monitoring of sanitiser load (e.g. pH strips to check that desired pH is maintained)
- ☐ Digital periodic monitoring of sanitiser load
- ☐ No monitoring is undertaken

8. **If you use a recirculatory wash system, what are your objective criteria for wash water quality monitoring?** (For example, water replenishment rate or water replacement frequency, minimum concentration of sanitiser maintained.)
- 
- 

9. **If your business processes weather affected product, how do you process it?** (Tick all that apply.)

- ☐ Product is visually inspected to ensure that only considered acceptable is further processed
  - ☐ Weather damaged product is separated from non-damaged product and processed separately
  - ☐ Sanitiser concentration is increased to accommodate potentially increased microbial load associated with processing weather damaged product (20-30 ppm chlorine is recommended)
- 

## Section 8: Skills and knowledge

### Worker education and training

1. **How do you train food handling staff on your farm and processing site (if applicable) in food safety practices?** (Tick all that apply.)

- ☐ I employ an external contractor to develop food safety training for my staff
- ☐ New staff are trained on-site by existing staff (on-the-job training)
- ☐ I require pre-requisite food safety training before we employ new staff
- ☐ I give new staff operating procedures to follow
- ☐ Routine staff meetings (toolbox meetings)
- ☐ I don't employ staff as I do it myself

2. **Do you have resources translated into key non-English speaking backgrounds?**

- ☐ Yes ☐ No
-

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## Section 9: Health and hygiene

### Personnel and visitors

1. **How do you minimise the risk of produce contamination by workers and visitors to your farm or processing site?** (Tick all that apply.)

- ☐ Hand washing facilities available with soap and warm running water (potable water *E.coli* <1cfu/100ml)
- ☐ People handling produce use personal protective equipment
- ☐ People who are visibly ill (sick, coughing, sneezing) do not handle produce
- ☐ No documented procedures but visual aids/posters are used to help staff keep clean (e.g. hand washing poster)
- ☐ Food handlers receive on the job training for their jobs
- ☐ Food handlers have dedicated toilets, lunch areas with hand washing facilities and access to potable water

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## Section 10: Sale or supply of unacceptable leafy vegetables

1. **How do you manage rejected, returned and waste products?** (Tick all that apply.)

- ☐ Disposed of off-site
- ☐ Go into processed foods (e.g. dried herbs)
- ☐ Composted on-site
- ☐ Other \_\_\_\_\_

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2. **Do you have a process to manage product recall?**

- ☐ Yes
- ☐ No

3. **Do you conduct mock recalls annually to validate your process?**

- ☐ Yes
- ☐ No



## Section 11: Declaration

I will review my food safety management statement at least once every 12 months to ensure that it continues to accurately reflect what I do.

I will also review and update my food safety management statement if the activities on my farm or processing site change. I will inform the NSW Food Authority of any changes.

If I identify a proposed amendment which affects food safety, I will apply to have the amendment reviewed for approval.

I will comply with measures described in this document and retain a completed copy for review by the NSW Food Authority upon request.

I will provide the NSW Food Authority with monitoring results and/or records if requested.

I will inform the NSW Food Authority immediately where there are instances of serious food safety concern; for example, the receipt of unsafe primary produce (for example, flood affected product) or breakdowns that have the potential to impact on food safety and any proposal to withdraw or recall product from the marketplace. I will also inform the NSW Food Authority immediately if my contact details change.

I agree to comply with the requirements outlined in Standard 4.2.8 - Primary Production and Processing Standard for Leafy Vegetables.

I am aware that a compliance assessment may be undertaken during each licensing period (calendar year).

☐ **I declare that the information provided in this document is complete, true and correct in every detail.**

Licence holder's name

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Licence holder's signature

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Date

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## References

Fresh Produce Safety Centre: Fundamental Guidelines for Fresh Produce Safety, version 5, 2025  
[fpsc-anz.com/fundamental-guidelines-for-fresh-produce-food-safety](https://fpsc-anz.com/fundamental-guidelines-for-fresh-produce-food-safety)

Fresh Produce Safety Centre: Quick Guides for Fresh Produce Food Safety  
[fpsc-anz.com/quick-guides-for-fresh-produce-food-safety](https://fpsc-anz.com/quick-guides-for-fresh-produce-food-safety)

Food Standards Australia New Zealand: Guidance for the leafy vegetables standard  
[www.foodstandards.gov.au/business/food-safety-horticulture/food-safety-requirements-leafy-vegetable-growers-and-primary-processors](https://www.foodstandards.gov.au/business/food-safety-horticulture/food-safety-requirements-leafy-vegetable-growers-and-primary-processors)

FSANZ: Food safety in horticulture  
[www.foodstandards.gov.au/business/food-safety-horticulture](https://www.foodstandards.gov.au/business/food-safety-horticulture)

NSW Food Authority: Leafy vegetable growers  
[www.foodauthority.nsw.gov.au/industry/plant-products/berries-leafy-vegetables-and-melons/leafy-vegetable-growers](https://www.foodauthority.nsw.gov.au/industry/plant-products/berries-leafy-vegetables-and-melons/leafy-vegetable-growers)

NSW Food Authority: Leafy vegetable processors  
[www.foodauthority.nsw.gov.au/industry/plant-products/berries-leafy-vegetables-and-melons/leafy-vegetable-processors](https://www.foodauthority.nsw.gov.au/industry/plant-products/berries-leafy-vegetables-and-melons/leafy-vegetable-processors)

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## More information

- Visit [www.foodauthority.nsw.gov.au](https://www.foodauthority.nsw.gov.au)
- Contact the Food Authority helpline:
  - Email [food.contact@dpird.nsw.gov.au](mailto:food.contact@dpird.nsw.gov.au)
  - Phone 1300 552 406

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ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Food Authority or the user's independent adviser.