

Grown in Totnes H.A.C.C.P. (Hazard Analysis and Critical Control Points)

STORAGE ON FARM					
Step	Hazard	CCP	Likelihood and Severity	Record keeping	Action to be taken in order to correct outcome
Harvest	Damp	Moisture testing immediately after harvest	Likelihood: medium/high Severity: high	Readings will be reported to GinT and recorded internally	If moisture content of harvested grains and pulses is higher than 15% and quantities are $\geq 2.5t$, the batch will be dried on the farm and if $< 2.5t$, it'll get dried in Totnes.
Regularly	Animal Contamination	Regular eye inspection in and around dumpy bags	Likelihood: medium Severity: high	Any signs will be reported to Grown in Totnes and recorded internally	Any contaminated produce will be sent through the cleaner again or be disposed of.
DELIVERY FROM FARM					
Step	Hazard	CCP	Likelihood and Severity	Record keeping	Action to be taken in order to correct outcome
Unloading	Spillage	Check dumpy bags are without holes and kept closed	Likelihood: very low Severity: medium	Rough weight of disposed goods is recorded as loss.	If spilled outside, grains or pulses get disposed of. If spilled inside, husked grains can be swept up to get processed further.
Receipt of goods	Damp	Moisture readings to be done during receipt	Likelihood: medium Severity: medium	Findings are recorded on the Delivery Record Sheet	If moisture content is over 14%, delivered goods get dried on drying beds or with heating systems in the industrial unit.
	Animal Contamination	Eye inspection of delivered goods	Likelihood: low Severity: high	Findings are recorded on the Delivery Record Sheet	Supervisor makes decision whether grains/pulses have to be thrown or if they get polished to get rid of

Grown in Totnes H.A.C.C.P. (Hazard Analysis and Critical Control Points)

					contamination. Evaluation will be repeated after polishing.
STORAGE OF RAW FOOD IN WAREHOUSE					
Step	Hazard	CCP	Likelihood and Severity	Record keeping	Action to be taken in order to correct outcome
At any time	Damp	Moisture readings to be done regularly, especially before processing	Likelihood: medium Severity: medium	Results are recorded on the Moisture Reading Record Sheet	If moisture content is over 14%, grains and pulses get dried on drying beds or with heating systems.
	Animal Contamination	Regularly check for signs of vermin under pallets, in mouse traps, in bags of produce and on drying beds	Likelihood: low/medium Severity: high	Results are recorded on the Cleaning and Vermin Check Record Sheet; Amount of disposed produce is recorded as loss on Batch Sheet	Supervisor makes decision whether grains/pulses have to be thrown or if they get polished to get rid of contamination. Extra mouse or fly traps are to be placed strategically.
	Spillage	Make sure bags are stored safely and are not sitting in the way of staff or volunteers	Likelihood: low Severity: low	Amount of disposed produce is recorded as loss on Batch Sheet	Unhusked (naked) grains and pulses get disposed of. Husked grains can be swept up to get dehulled and polished.
PROCESSING					
Step	Hazard	CCP	Likelihood and Severity	Record keeping	Action to be taken in order to correct outcome
General use of machines	Human Contamination	Eye inspection of input and output	Likelihood: low Severity: medium	Findings are recorded on the Batch Sheet	Any contamination found will be removed, including potentially contaminated produce.

Grown in Totnes H.A.C.C.P. (Hazard Analysis and Critical Control Points)

	Cross Contamination	Eye inspection of input and output	Likelihood: medium Severity: high	Findings are recorded on the Batch Sheet	Any contamination found will be removed, including potentially contaminated produce.
	Mechanical Contamination	Eye inspection of input and output	Likelihood: low Severity: high	Findings are recorded on the Batch Sheet	Any contamination found will be removed, including potentially contaminated produce.
PROCESSING					
Step	Hazard	CCP	Likelihood and Severity	Record keeping	Action to be taken in order to correct outcome
Dehulling					
Polishing	Non grain contaminants	Eye inspection of input and output	Likelihood: low Severity: medium	Findings are recorded on the Batch Sheet	Check polisher is being effective at removing the contamination issue, if not dispose of affected grain, first label and weigh and record on Batch Sheet
Rolling	Husked / unpolished grains/pulses are processed	Eye inspection of input and output	Likelihood: low Severity: medium	Findings are recorded on the Batch Sheet	If still in the hopper, grains/pulses are removed and taken back to the appropriate stage of processing. If processed, produce gets disposed of.
Milling	Husked / unpolished grains/pulses are processed	Eye inspection of input and output	Likelihood: low Severity: medium	Findings are recorded on the Batch Sheet	If still in the hopper, grains/pulses are removed and taken back to the appropriate stage of processing. If processed, produce gets disposed of.
Sieving					
PACKING					

Grown in Totnes H.A.C.C.P. (Hazard Analysis and Critical Control Points)

Step	Hazard	CCP	Likelihood and Severity	Record keeping	Action to be taken in order to correct outcome
Bagging and Weighing	Human Contamination	Eye inspection of produce bagged	Likelihood: low Severity: medium	Findings are recorded on the Batch Sheet	Any contamination found will be removed, including potentially contaminated produce.
	Mechanical Contamination	Eye inspection of produce bagged	Likelihood: low Severity: high	Findings are recorded on the Batch Sheet	Any contamination found will be removed, including potentially contaminated produce.
Labelling	Wrong label / information on product	Feeling bags for produce, checking appearance (height, weight), customer feedback	Likelihood: low Severity: high	Notes on Stock Record	Sold products to be called back, Labels to be changed.

STORAGE OF PRODUCTS

Step	Hazard	CCP	Likelihood and Severity	Record keeping	Action to be taken in order to correct outcome
At any time	Animal Contamination	Regular checks on packaged goods	Likelihood: low Severity: high	Notes on Cleaning Rota	Label and dispose of contaminated bags. Record the weight on the Batch Sheet.
	Rancidity [oat products]	Sampling of oat products that have been stored in the warehouse for more than 2 months	Likelihood: low Severity: medium	Notes on Batch Sheet	Dispose of rancid products (complete batch if necessary).

DELIVERIES

Step	Hazard	CCP	Likelihood and Severity	Record keeping	Action to be taken in order to correct outcome
------	--------	-----	-------------------------	----------------	--

Grown in Totnes H.A.C.C.P. (Hazard Analysis and Critical Control Points)

At all steps	Drop or spillage of produce	Boxes and crates are appropriate for the carrying weight required	Likelihood: low Severity: low	Notes on Stock and Sales Record	Damaged bags or spilled grain gets disposed of and the weight recorded on the Batch Sheet. Customers get replacement.
--------------	-----------------------------	---	----------------------------------	---------------------------------	---