

Job Description

Auditor (Post Harvest)

February 2013

Responsible to:

Compliance Manager

Key Relationships with:

Regional Managers
Quality Managers
Coolstore Managers
Compliance Manager
Systems Manager
Site Management Teams (including Glassfields)
Zespri Personnel
Asurequality Personnel – BRC, GAP, Globalgap and Woolworths

Primary Objective:

To complete audits relevant to BRC, WQA, MPI, GlobalGAP, ISO, Zespri and Food Safety Programme documented systems on a frequency determined by risk and timeframe.

To develop and update fruit quality systems, standards and procedures in conjunction with the Systems Manager.

Ensure all facility documented quality systems are being managed effectively in the areas of; good practice, quality, meeting ZIL and MPI export standards, and BRC/WQA/Globalgap standards and local market Food Safety Programmes are being met.

Key Tasks:

- Responsible jointly with System Manager for Seeka Post Harvest – Documented Quality System, Class 1 and Seekafresh/Class II Manuals (Kiwifruit Class II, Avocado, Kiwiberry)
- Verify that Seeka packhouse and coolstore (including Glassfields) facility quality systems are being carried out effectively.

Key Responsibilities:

- In conjunction with the Systems Manager design the internal quality systems, manuals and audit procedures.
- Keep up to date with industry specification changes (Kiwifruit, Avocado, Kiwiberry)
- Ensure all DQS and Manual changes/updates are current.
- Audit Seeka sites to ensure systems and documentation are correctly implemented.
- Determine any necessary corrective actions.
- Follow up and close out any Corrective Actions identified.
- Audit Verified Lab Services to ensure compliance to ISO Standard.
- Audit Glassfields sites to confirm compliance with WQA, Health and Safety and NZ Food Safety Programmes.
- Perform Gap/Globalgap inspections.
- Develop Audit Plan for:
 - Pre-harvest – Lab and Orchard Assessment – including Clearance To Pick, SDAN and Residue Testing
 - Harvest (Picking Auditors)
 - Post Harvest
- Work with the Systems Manager to actively develop company systems and procedure.
- Audit Health & Safety systems.
- Design and implement Globalgap audit strategy with Systems Manager
- Complete audits pre and post external audits, and assist with close-out of external audits.
- Carry out Head Office BRC and WQA audit and pre site audits jointly with System Manager.
- Trouble shooting where we have any documented quality system problems.

Key Measurements:

- Ensure sign off of all Quality Systems manuals and manual updates completed prior to the end of February each year.
- Effective working relationship with Compliance Manager, Systems Manager, Regional Managers and Quality Managers.
- Achieve the audit plan.