

PROCESSING MONITORING CHECKLIST PROCESSING GROUPS

(EXAMPLE VILLAGE BASED PROCESSING GROUPS ABAIANG KIRIBATI)
CHECKLIST MUST BE COMPLETED FOR EACH PROCESSING GROUP

1.0 Date of visit to VCO or Coconut Sugar Group:

1.1 Name of Processing Group and group leader:

1.2 Name of Village and Group:

Production records book (logbook)	Record book complete and up to date	Comments/Non-compliances and Corrective Action (CA) to be taken.	Date Corrective Action Completed
1.0 Management			
1.1 Management structure for Groups (Roles and responsibilities are clearly documented in log book)	YES NO	Examples of how to complete doc NON-COMPLIANCE = Roles and responsibilities not recorded clearly. CORRECTIVE ACTION = Group must document each member's role and responsibilities CM to check by DATE? NC = Rules clear but no detail on how income is distributed to members CA = Group must document income distribution rules - CM to check by date?	
1.2 Management rules for groups or Processor are documented (eg list of members, how new members join, how they manage money – share income etc)	YES NO		
2.0 Facilities			
2.1 Site map (Village name and diagram/map of location location)	YES NO	NC = Not complete	
2.2 Processing area Floor plan showing product flow and storage areas.	YES NO	CA = Complete by (set date)	
3.0 Equipment			
3.1 List of all equipment used is in Record Book (Item name and number of items)	YES NO		

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4.0 Daily production records			
4.1 Record keeping sheet up to date (coconuts/todi collected, price paid, amount processed, finished product).	YES NO		
5.0 Sales records			
5.1 Sales record sheet (up to date).	YES NO		
6.0 Batch samples (Develop and document system to suit situation)			
6.1 Batch samples labeled and kept ??? (one for testing one for backup)	A system for storing batch samples needs to be worked out with KOP as keeping samples in the village will be difficult.		
7.0 Production method(s)			
7.1 Production steps documented (covers each step from cutting to finished product)	YES NO		
8.0 Production rules describe			
8.1 Hygiene (human)	YES NO		
8.2 Dress code	YES NO		
8.3 Water use requirements	YES NO		
8.4 Cleaning of equipment and VCO/Sugar processing area	YES NO		
8.5 LIST of Approved cleaning chemicals from KOP	YES NO		

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9.0 Product list			
9.1 Details of product produced for sale			
10.0 Training			
10.1 List of training activities for group members in past year (who participated and what were the topics)			
11.0 List of persons present at the monitoring visit:			
12.0 Signed by Processing Group leader:			
13.0 Signed by certification manager:			

Once this form has been completed and checked by the Certification Manager (CM) the form is then passed on to the Certification Committee for their review.