FARM/PACKAGING/PROCESS ORGANIZATION CHART

Annex the organization chart

The appointment of **Name of the Manager** as **Head of Social Responsibility** of thecompany, **Name of the Company** is hereby noted.

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**Manager's Name**

**Date**

**POSITION PROFILE**

The responsibilities and functions performed by the staff according to its hierarchy should be annexed in the organization chart of the company requesting the service, review it with the Advisor, here are examples as a basis:

The alternate for each area must be trained and informed of the activities of which he or she is an alternative staff member, in case someone is not able to perform the assigned responsibilities at any given time.

**GENERAL MANAGER**

Your responsibility:

It is the responsibility of the General Manager:

* Provide or manage resources so that workers have what is necessary for compliance with Good Agricultural/Management Practices.
* Approve or manage changes to facilities or processes when areas of improvement are required.
* Approve or manage training necessary for the good compliance of Good Agricultural/Management Practices.
* Always be aware of the safety aspects of the company.

The safety functions are as follows:

* Review and approve each document that is generated with respect to the topic (EOPs, Documents, Policies, etc.).
* Attend the meetings of the Safety Committee and meet the needs for the fulfilment of the objectives.

**Purchasing**

Your responsibility:

* Provide workers with what is necessary for GAP/GMP compliance.
* Ensure that the products and materials purchased meet the requirements of the system.

The safety functions are as follows:

* Attend meetings of the Safety Committee.
* Supplier evaluation.
* Verify the products and services that are purchased.
* Request the required documentation from suppliers.

**SAFETY MANAGER**

Your responsibility:

* Verify, record, and ensure at all times compliance with Good Agricultural/Management Practices within the company.
* Manage with Management the necessary resources so that workers have what is necessary for compliance with Good Agricultural/Management Practices.

The functions are as follows:

* Creation, modification, control and disclosure of the documentation of the safety manual.
* Transmit information about GAP/GMP and employee-related topics.
* Supervise at the beginning of the day the hygiene, health conditions of workers, and adherence to the rules of procedure.
* Check the daily existence of safety inputs and in case request what is necessary.
* Monitor workers' hygiene.
* Attend and lead safety committee meetings.
* Train or manage training for workers on safety-related issues.
* Periodically check the facilities and their surroundings.
* Preparation and/or revision and collection of logs and records.
* Channel the waste derived from the process to the place indicated for disposal.

**HARVEST/PACKAGING/PROCESS SUPERVISOR**

Your responsibility:

* Maintain control of operational personnel for compliance with Good Agricultural/Management Practices.
* Always be aware of the safety aspects in the company.
* To have as a priority safeguarding the safety of the product during the process.

The safety functions are as follows:

* Filling out records related to your activities.
* Ensure that truck transport, reception, and boarding supervisions are carried out.
* Channel workers with infectious diseases or injuries that may jeopardize product safety.
* Support in supervision of hygiene and adherence to the rules of procedure of workers.

**APPLICATION MANAGER Only applies to farm and packinghouse**

Your responsibility:

* Ensure the good use and management of nutrition and crop protection products.
* Be trained in the subject of good use and management of agrochemicals/organic products.

The safety functions are as follows:

* Monitoring of application personnel.
* Realization and/or supervision of mixtures.
* Carry out or supervise the triple washing of empty containers and place in the place assigned to them in the installation.
* Manage and supply PPE applicators and monitor PPE usage.
* Fill or monitor the filling of application logs.
* Correct control and storage of nutrition and crop protection products.

**CROP PROTECTION PRODUCT APPLICATOR Only applies to farm and packinghouse**

Your responsibility:

* Ensure the good use and handling of crop protection products.
* Be trained in the subject of good use and management of agrochemicals/organic products.

The safety functions are as follows:

* Use PPE when in contact with agrochemicals.
* Place and remove the treated area signaling in areas that have been fumigated when the re-entry periods of the product are met.
* Washing the PPE and sprinklers as marked by the procedure.
* Filling application logs if responsibility is assigned.

**SPRINKLER AND FERTILIZATION Only applies to farm and packinghouse**

Your responsibility:

* Ensure the good use and management of nutrition products.
* Be trained in the subject of good use and management of agrochemicals/organic products.

The safety functions are as follows:

* Filling of fertilizer application log.
* Use of PPE when required.
* Maintenance of the irrigation and fertilization area.
* Correct fertilizer control and storage.

**MAINTENANCE**

Your responsibility:

* Provide maintenance when required, always complying with the protocol to take care of the integrity of staff, equipment, and protecting the safety of the products at all times.

The safety functions are as follows:

* Maintain equipment, tools, and installations that are required.
* Filling in maintenance records.
* Keep tools free of rust, flakes, hygienized, and disinfected for maintenance when required.

**EXTERNAL SAFETY ADVISOR**

Your responsibility:

* Provide a quality service for the achievement of the objectives in the implementation of a safety system that allows the company to minimize the risk of contamination of its product.
* Safeguard workers' integrity and product safety at all times.

The safety functions are as follows:

* Make recommendations in physical, human, and document infrastructure for the implementation of an effective safety system.
* Train workers on safety-related issues.
* Preparation of the document file.
* Perform internal audits.
* Support in external audits.

**TECHNICAL APPLICATION ADVISOR Only applies to farm and packinghouse**

Your responsibility:

* Comply with the good use and management of agrochemicals.
* Be a specialist in the subject.
* Recommend only products allowed for cultivation, both in the country of origin and in the destination country.

The safety functions are as follows:

* Review of the crop periodically.
* Prepare a technical prescription with the products to be applied to the crop.

**TEMPORARY REAPERS Only applies to farm and packinghouse**

Your responsibility:

* Comply with company regulations and policies.
* Be trained in the hygiene and safety issues of workers and infectious and fluid diseases that can contaminate the product.

The safety functions are as follows:

* Maintain personal hygiene.
* Hand washing before entering the crop and whenever necessary (when going to the bathroom, sneezing, etc.).
* Correct use of the facilities.
* Keep the facilities clean.
* Inform the harvest supervisor or the safety officer of any aspect that could jeopardize the safety of the product.