

BEST MANAGEMENT PRACTICES	
Plant Name & Location	Date
The goal of this checklist is to encourage all Association facilities to operate above a minimum standard. rating scale: 0-3, with 3 = meeting high standard, 0= not meeting standard at all	
DUST CONTROL SYSTEM/SCREENINGS/ WASTE MANAGEMENT	
Collection system (dust bins, etc.)	"Waste" material management Disposal/ Removal (SOP)
Cyclones, fans and/or bag houses (proper, operation)	Presence of dust is at an acceptable level.
FIRE CONTROL	
Approved extinguishers, strategically located.	Physical Site Address posted external, internal
Extinguishers inspected monthly by staff	Clear access for fire response (fire lanes etc.)
Staff training on proper use of fire extinguishers	Emergency Response Plan, including Evacuation Plan
Fireguard blackened within 6 feet of facility & grass cut short for at least 20 feet (6.5m)	Knowledge of location of main electricity/natural gas shut off switches/valves, or other 'kill' switches
ELECTRICAL	
Surge Protection	Lighting sufficient to check cleaning operation.
Emergency lighting.	Extension cords ONLY used for temporary purposes
Lightening Rods on structures	Cover on electrical boxes, panel box has no unfilled spares
Dust proof plugs, overhead lights, drop lights, etc.	
SAFETY FEATURES (guards, shields, handrails, etc.)	
Cupola/Head House/Upper Levels (ladder lockouts)	Hazard Prevention & Management Manual.
Main floor.	Evidence that safety plan is current. (record of safety meetings)
Basement.	Job Specific Hazard Assessments & Safety Plans
Man lift inspection: Specify date:	Access to personal protective equipment (PPE)
Ladders and stairs. (cages/ handrails)	Current Safety Data Sheets
Guards on yard augers.	Lock-out procedures for cleaning & maintenance
First aid kit stocked & readily available.	Fall prevention, confined space procedures
Exterior fire escape.	Working alone policy/procedures
Fire Extinguishers (training, installation, certification)	Forklift training, if applicable
OPERATIONAL	
Has written standard operating procedures	Plant policy regarding handling of Fusarium infected lots.
Written records of cleaned seed & grain on file	Recommend seed testing before and/or after cleaning.
Maintains samples for a minimum of 2 years.	Use of grower declaration to limit liability under PBR law.
Regular sampling procedure for ALL seed that exits premises, including exterior storage (yard bins)	Plant Policy Regarding Refusal Of Inferior Lots.
Scale is legal for trade (yr/interval?)	Operator(s) Attend Industry Training & Updates
Use of "buyer beware" form to indicate screenings have no real/ implied quality parameters.	Electronic file back-up system, Cyber safety policies
HOUSEKEEPING	
Plant exterior in good repair.	Office area well-kept
Exterior grounds maintenance (chaff build-up, weeds)	Segregated storage facilities for repairs and sundry items
Water alarms in basement areas (flood damage control)	End of day lock-up procedures (theft protection)
Combustibles never stored near source of ignition	Only use of explosion proof space heaters, if applicable.
Interior of Plant reasonably free of dust/chaff	
SIGNAGE	
Recommended to be posted in logical & appropriate places in or near the plant	
Emergency Response contact numbers	Fusarium poster/other agronomic related material
"Tarp Load" sign	Restricted Entry (Staff Only)
"Treated Seed Is Poisonous" sign	Pesticide storage area, if applicable
"Muster Point/Area" sign	Current pesticide applicators & service licence posted, if applicable
"No Smoking" sign	
LIST CERTIFICATIONS HERE: (I.e.: RSE, Pest vendor/applicator/ AWSA, Organic, HACCP, ISO, Etc.	
Notes on possible hazards or comments for planned improvement	
The undersigned hereby certify that they personally inspected the above named plant & have contributed towards its rating	
Name & Sign	ALBERTA SEED PROCESSORS