



# Manager's checklist



Regularly use this sheet as a handy checklist to assess the major areas where bruising and damage can occur. Use it to monitor that staff are carrying out best practice and helping to keep bruising and damage to a minimum.

## FIELD ASSESSMENTS

	EXAMPLE	ACTION	CHECKED
<b>Have risk and damage assessments been done and when?</b>	When starting a field, changing variety or specific area of field (see point below)	Ensure harvester and trailer drivers are aware of risk and damage assessment results.	<input type="checkbox"/>
<b>How often are damage assessments completed?</b>	Well below target (e.g. 0-5% target 10%)	Once a day.	<input type="checkbox"/>
	Just below target (e.g. ~8%, target 10%)	Twice a day (investigate source).	
	Slightly above target (e.g. ~12-14%, target 10%)	<b>Needs attention now!</b> Investigate source.	
	Well above target (e.g. >20%, target 10%)	<b>Stop! Consider contacting your agronomist/machinery engineer for further advice.</b> Or move to another crop.	
<b>Are there any areas of the field with known differences in crop growth or treatments?</b>	Different soil types, fertiliser, disease incidence, irrigation, flooding or drought?	Separate risk assessments and damage tests should be made for any areas where there has been a difference in crop growth or treatments.	<input type="checkbox"/>
<b>Are there any areas of the field where tuber damage is more likely to be found when harvesting?</b>	Sprayer or irrigation runs. Drills run over by tractors.	Try and segregate crop from 'good' crop to avoid downgrading of the whole field.	<input type="checkbox"/>

## FIELD OPERATIONS

<b>Are tractor and harvester drivers keeping wheels away from adjacent drills?</b>	<input type="checkbox"/>
<b>Are harvester and trailer drivers making clean entries and exits from the drills?</b>	<input type="checkbox"/>
<b>Is the harvester operator constantly checking operations and elevator position - low fill height and slow elevator speed?</b>	<input type="checkbox"/>
<b>Is the crop flow through the harvester gentle without hold ups, rapid acceleration or impacts?</b>	<input type="checkbox"/>
<b>Are full trailers travelling slowly over rough ground?</b>	<input type="checkbox"/>
<b>Have the trailer drivers got a good awareness of what is happening around the harvester, with constant observation of the harvester and filling process?</b>	<input type="checkbox"/>
<b>Are boxes/trailers being filled in the agreed order?</b>	<input type="checkbox"/>

## GRADER

<b>When reversing up to the hopper, are trailer drivers being given guidance to avoid trailers backing onto potatoes already in the hopper?</b>	<input type="checkbox"/>
<b>Are grading staff checking that trailer tailgates are not catching potatoes in the hopper?</b>	<input type="checkbox"/>
<b>Is the grader clean and free of debris?</b>	<input type="checkbox"/>
<b>When grading into boxes or a bulker are foam mats being used?</b>	<input type="checkbox"/>
<b>When potatoes are being graded into boxes are grading staff checking they are not being overfilled?</b>	<input type="checkbox"/>
<b>When loading into a bulk store is filling being done by layering and the elevator drop height being kept a minimum?</b>	<input type="checkbox"/>
<b>When grading into a bulker are you sure no one is walking on the load?</b>	<input type="checkbox"/>