| | PROCESS STEP | HAZARDS | CONTROL MEASURES | Critical point Y/N |
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| 1. | Reed harvested from nominated commercial reedbeds. | Poorly managed beds have week reed and too much weed contaminants.<br>Bundles of reed may contain a small percentage of grass and other plants but should be dry. Reed can contain insects and their larva and may well attract insects later. | Record single or double wale.<br>Look out for non reed plant material. | No<br>No |
| 2. | Water quality and water regimes. | Shallow flooding of the reed beds throughout the spring months promotes growth and helps protect against frost damage. Prolonged deep water flooding should be avoided in favour of rising and falling water levels which prevents stagnation throughout the summer. Adequate rainfall is also essential. | Tall reed which can be cut high up the stem can be weak and of low quality. | No |
| 3. | Reed cutting height | To obtain hard and durable reed the cutting must be carried out as close to the ground as possible where the stems are at their thickest and strongest.<br>Low cut reed often has a darker colour on the outside of the stems at the base. | Cut close to the ground | No |
| 4. | Reed cutting | The butt ends should have a flat clean cut with no frayed ends. Frayed ends are an indication of blunt cutting blades but can also indicate weaker reed stems.<br>Hand cut reed has sloping ends. | Keep cutting blades sharpened. | No |
| 5. | Weather conditions | Harvesting must be done when the reed stems are dry otherwise mould will form in the bundles. | Do not cut or bundle reed in the rain. Record weather conditions for delivery note | YES |
| 6. | On site conditioning | Individual bundles of reed need time to dry and "*condition*"prior to bundling or stacking.<br>Prior to collection, reed should be stored in stacks on pallets or rails to prevent contact with the ground and covered with a heavy duty tarpaulin secured to withstand winter weather conditions. It is essential that the butt ends of the bundles can air therefore stacks should not be 'wrapped' but just covered. | The maximum moisture level permitted is 17.5%. For stacks of loose reed (not baled).<br>Record time of cutting and time of baling for delivery note. | YES |
| 7. | Baling | Particular care must be taken with baled reed it must be dry and conditioned, before baling. | Bundles should be dry and the baling done during dry weather conditions. Maximum moisture content 17.5% This is the major control point! | YES |
| 8. | Containers | Reed stacked in steel containers may be prone to condensation damage.<br>Keep the reed dry but ventilated. | Place anti-condensation devices in the container and leave a gap between the load and the container ceiling. Check moisture levels Record dates from harvesting to shipping. | YES |
| 9. | Delivery to reed supplier | 1st point to check harvesting controls. Delivered with certification.<br>Checked and recorded by dealer on receipt. | Check moisture content of bales and accompanying paperwork. | YES |
| 10. | Delivery to thatcher | 2nd point to check harvesting and storage controls.<br>Delivered with certification. Checked and recorded by thatcher on receipt | Check moisture content of bales and accompanying paperwork. Complete own assessment form, see below. | YES |
| 11. | On site storage | Open bales as soon as possible, store reed prior to thatching off the ground on palets. Cover with a heavy tarpaulin , but let air to the butts ends. | Reject if reed smells, has high moisture levels. | YES |
| 12. | Thatching | If possible try not to thatch in extremely wet conditions. | Keep work as dry as possible by covering with tarpaulins. | YES |
| 13. | Maintenance | Regular inspection, remove and replace any white rot bundles as they appear and before they can spread.<br>Arrange a biennial check up with the owner as part of the thatching package. | Remove and repair any areas that show signs of early decay. Report to ThatchMark for monitoring. | No |