



**PREPARING FOR A
USDA GAP/GHP AUDIT**



GROWER/SHIPPER RESPONSIBILITIES

- Write a Food Safety Program that accurately reflects their operation
- Follow the program
- Any applicable questions in the matrix that show a “D” must have an appropriate document
- All documents must be kept current
- If it isn’t documented, it didn’t happen
- Any recordable data outside the range specified in the Food Safety Program must show a corrective action on the document

AUTOMATIC FAILURE

- Immediate food safety risk
- Presence or evidence of rodents
- Observation of employee practices (personal or hygienic) that jeopardize or may jeopardize the safety of the produce

Passing score is 80 per applicable section.

N/A's are deducted from the total for each section.

AUDIT CATEGORIES

General Questions

1. Farm Review
2. Field Harvest and Field Packing Activities
3. House Packing Facilities
4. Storage and Transportation
5. Traceback
6. Wholesale Distribution Center/Terminal Warehouse
 - 6a. Traceback
7. Preventive Food Security Procedures

GENERAL QUESTIONS

- Documented Food Safety Plan and someone designated to oversee the plan
- Potable water available to all employees
- Training on hygiene and sanitation
- Toilet/restroom facilities clean and properly supplied

Worker Training Log

Name of operation:

Date:

Trainer:

Training Time:

Location:

Training material (Please attach any written materials to this log with a staple):

Employee Name (please print)	Employee Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

Reviewed by:

Title:

Date:

FARM REVIEW

- Water usage
- Manure and municipal bio-solids

Manure Applications log

Name of operation:

Please see the food safety plan for overall manure application procedures

Date	Field Applied	Rate	Incorporated (Yes or No)	Supplier	Crop Planted (Type and Date)	Crop Harvested (Date)	Initials

Reviewed By:

Title:

Date:

FIELD HARVEST & FIELD PACKING

- Worker sanitation and hygiene

Field Sanitation Unit Service Log

Name of operation:

Please see the food safety plan for overall information on field sanitation unit service procedures.

Sanitation Unit #*	Date of Cleaning	Cleaned By (name)	Date of Servicing	Serviced By (name)	Supplies Stocked**

* See field map for locations of each unit in fields.

** Sanitation supplies are single use towels, toilet paper, hand or anti-bacterial soap, potable water for hand washing.

If contracted with sanitation company, attach service/cleaning receipt.

Reviewed by:

Title:

Date:

HOUSE PACKING FACILITY

- Washing packing line
- Worker health and personal hygiene

STORAGE AND TRANSPORTATION

- Containers and pallets
- Pest control
- Ice
- Storage/temperature control

Cooler Temperature Log

Name of operation:

Cooler number:

Thermometer number:

Please see the food safety plan for overall temperature control procedures and thermometer calibration instructions

Date	Thermometer calibrated date	Recorded temperature		Corrective actions if necessary:	Result of corrective actions and date accomplished	Initials
		AM	PM			

Reviewed by:

Title:

Date:

TRACEBACK

Traceable to:

- Packing house
- Group/single grower
- Group/single field
- Specific/group harvest dates

Identified with a packing date

Mock recall every 6 months

Mock Traceback Log

Name of operation:

Date:

Conducted by:

Lot:

Product traced:

Please see the food safety plan for overall traceback procedures.

Step backward					Step forward		
Harvest date	Harvester	Packing date	Packer	Shipping date	Customer(s) contacted	Amount of product remaining from original shipment at customer	Disposition of product which could not be recalled

Reviewed by:

Title:

Date: