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Operation: Cooling/Cold Storage CB Registration No. PLC-PGFS-1590-2 PrimusGFS
Final Report (Certified) PrimusGFS ID #45092 – Cert:3 Version 1.6 – Feb 10
 Audit Report Summary Audited by PrimusLabs

Organization: **Hinton Farms Produce Inc.**
Contact(s): Audra
 Maxwell
Address: 1839 N Dover Rd 33527
Location: Dover, Florida, United States
Phone: (813) 659-2160

Cooling/Cold Storage: **Hinton Farms Produce Inc.**
Contact: Audra Maxwell
Location: 1839 N Dover Rd 33527 Dover, Florida, United States

Shipper: Westlake Produce Company, Florida Elite Produce, Inc., California Giant, Inc.
Operation Type: **Cooling/Cold Storage**
 The scope of the audit included a cooling/cold storage for strawberries, squash, sweet potatoes, peppers and some juice was viewed on the day of the audit. The company sends packaging materials to the field for the field packing of the strawberries. The packed strawberries arrive and are placed in the pre cooler where forced air is blown on them. When the strawberries achieve the desired temperature they are transferred to the cold storage room before shipment. There is no strawberry packing conducted at the facility. 6 workers at this facility. Peppers, squash, sweet potatoes and juice that was bottled was viewed in some areas of the cooler.

Audit Scope:

Date Audit Started: 12/17/2013 11:30
Date Audit Finished: 12/17/2013 12:00

Product(s): Strawberries, Squash, Blueberries, Sweet Potatoes, Peppers
Auditor: [Kari Fiedler](#) (PrimusLabs)
Audit Percentage Score: 97.47%
Score after acceptance of corrective actions: **99.42%** [Click here to see Corrective Action Activity](#)
Certificate Link: [View Certificate](#)

Audit Scoring Summary	Pre-Corrective Action Review	Post-Corrective Action Review
Food Safety Management System Requirements	Score: 220 Possible Points: 227 Percent Score: 96.92%	Score: 227 Possible Points: 227 Percent Score: 100.00%
Good Manufacturing Practices Requirements	Score: 766 Possible Points: 785 Percent Score: 97.58%	Score: 779 Possible Points: 785 Percent Score: 99.24%
HACCP System Requirements	Score: 15 Possible Points: 15 Percent Score: 100.00%	Score: 15 Possible Points: 15 Percent Score: 100.00%
Total:	Score: 1001 Possible Points: 1027 Percent Score: 97.47%	Score: 1021 Possible Points: 1027 Percent Score: 99.42%

Non-Conformance Summary By Count	Pre-Corrective Action Non-Conformances	Post-Corrective Action Non-Conformances (NC's without completed CA's)
Food Safety Management System Requirements	2	0
Good Manufacturing Practices Requirements	6	1
HACCP System Requirements	0	0
Total:	8	1

Sections:

Food Safety Management System Requirements

[Management System](#)
[Records Requirements](#)
[Procedures and Corrective Actions](#)
[Internal and external inspections](#)
[Rejection and release of product](#)
[Supplier Monitoring](#)
[Traceability and Recall](#)
[Product testing](#)

Good Manufacturing Practices Requirements

[General GMP](#)
[Pest Control](#)
[Storage Areas &Packaging Materials](#)
[Operational Practices](#)
[Employee Practices](#)
[Equipment](#)
[Equipment Cleaning](#)
[General Cleaning](#)
[Buildings and Grounds](#)
[Chemical Files](#)
[Pest Control Documentation](#)
[Operation Monitoring Records](#)
[Maintenance &Sanitation Files](#)
[Employee Documentation](#)
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[Temperature Controlled Storage &Distribution Logs](#)

HACCP System Requirements

[Applicability of HACCP](#)
[Management Support of HACCP](#)
[Review of the Written HACCP plan](#)
[Execution of the HACCP plan on the Plant Floor](#)
[Verification of the HACCP plan](#)

FSMS – Management System

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.01.01	Is there a documented food safety policy detailing the company's commitment to food safety?	Total Compliance	5	5	Yes. General Company Policies were viewed. Food safety policy is the intention of Hinton Farms Produce to have the lowest possible occurrence of food safety issues during the day to day operations of the company.	
1.01.02	Is there a food safety manual or other documented food safety management system covering the scope of business included in this audit and procedures/instructions for all food safety processes?	Total Compliance	5	5	Yes. The food safety manual includes all of the procedures required to conduct the food safety program at the field and facility operations.	
1.01.03	Is there a detailed organizational structure chart of all employees whose activities affect food safety?	Total Compliance	3	3	Yes. Organizational structure chart detail viewed. Audra Maxwell Food Safety Manager.	
1.01.04	Is there a food safety committee and are there logs of food safety meetings with topics covered and attendees?	Total Compliance	5	5	Yes. Food safety committee was viewed. The committee meets monthly. Meetings were viewed and topics and attendees on file.	
1.01.05	Is there documented management verification of the entire food safety management system on at least an annual basis?	Total Compliance	5	5	Yes. SOP MREV management review was viewed. It is done on an annual basis. Signed on Gary Hinton on 12-13-2013. Done on management review log 12-10-2013 ,	
1.01.06	Is there a documented analysis detailing resources required to implement and improve the food safety management system processes with documented commitment from senior management to provide these resources?	Total Compliance	5	5	Yes. Food safety resource analysis form was viewed. Details sending the FS manager to attend the next available training provided by UF. Food Safety Resources Analysis Form	

FSMS – Records Requirements

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.02.01	Are all records free of "correction fluid" (white out), pencil text and erasable ink text? If using computerized records, is there a system that shows record amendments (data history) if the records are changed after initial entry?	Total Compliance	3	3	Yes. The food safety records were free of white out materials and pencil text.	
1.02.02	Are all monitoring and process control records stored for a minimum period of a year or for at least the shelf life of product if greater than a year?	Total Compliance	3	3	Yes. The company policy is to maintain the food safety records for a minimum for one year.	
1.02.03	Are the written procedures available to relevant users and is a master copy maintained in a central file?	Total Compliance	5	5	Yes. The company has written procedures available with copies for training at the various sites. The master copy is maintained in the central office.	

FSMS – Procedures and Corrective Actions

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.03.01	Are there written Standard Operating Procedures (SOPs) that detail work instructions for food safety related activities performed in the field operations?	Total Compliance	5	5	Yes. The company has SOPs for field level such as fertilization, irrigation, pesticide application, water and product sampling.	
1.03.02	Are there written Standard Operating Procedures (SOPs) that detail work instructions for food safety related activities in the facility operations?	Total Compliance	5	5	Yes. The company has SOPs on file for the activities required to maintain the food safety system at the cooling /cold storage operation.	
1.03.03	Is there a corrective action procedure that describes the requirements for follow up and prevention of future occurrences?	Total Compliance	5	5	Yes. NUOCA form corrective action procedure was viewed. When ever a corrective action procedure then a NUOCA form is filled out. Preventative measures, sanitation measures and follow up procedures are used. NUOCA was documented 1–29–2013, forklift section was pulled down from forklift curtains.	

FSMS – Internal and external inspections

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.04.01	Is there a program for periodic self–inspections of the field operations covering any process impacting food safety and are records maintained detailing corrective actions? For Field (GAP option) this includes the growing and harvesting practices and all the relate documentation and records generated.	Total Compliance	10	10	Yes. Self inspections was done on 12–9–2013. The inspections were completed by the food safety manager. The records were current ad complete.	
1.04.02	Is there a program for periodic self–inspections of the facility operations covering any process impacting food safety and are records maintained detailing corrective actions? For Facility (GMP option) includes the observation of the facility practices and all the relate documentation and records generated.	Total Compliance	10	10	Yes. The internal audit checklist for GMP/process and internal audit done 3x a year. 12–9–2013 , 10–17–2013, corrective actions were attached.	
1.04.03	Are there written procedures for handling regulatory inspections?	Total Compliance	3	3	Yes. Regulatory inspections from HFP 110 was viewed. The log detail photographs, sampling, exit meeting.	
1.04.04	Are there records of regulatory inspections and/or contracted inspections, company responses and corrective actions, if any?	Total Compliance	5	5	Yes. Documented in HFP 110.	
1.04.05	Are there documented policies and/or procedures for the calibration for measuring and monitoring devices used in the field operations such as fertilizer and crop protection application equipment, and other equipment related to the safety of the product?	Total Compliance	10	10	Yes. Procedure was viewed for calibration of the crop protection application equipment.	
1.04.06	Are there documented policies and/or procedures for the calibration for measuring and monitoring devices used in the facility operations such as chemical application equipment, thermometers, metal detectors, ORP meters, pH meters and other equipment related to the safety of the product	Total Compliance	10	10	Yes. Thermometer Calibration SOP Doc HFP 114. calibration Cooler thermometers were calibration log 2–01–2013.	

FSMS – Rejection and release of product

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.05.01	Is there a written procedure for handling on hold or rejected products?	Total Compliance	10	10	Yes. Rejections, complaints, response, corrective action policy was viewed. If a complain the company will write a response to the customer and the corrective action will be taken. Buyer rejections/complaints binder located in the sales office. Material On hold and rejected SOP HFP 108.	
1.05.02	Are product release procedures implemented (e.g. lot signed out, when a product lot sample is undergoing an analysis, etc.) and are records available for review?	Total Compliance	5	5	Yes. Documented in the on hold or rejected product procedure.	
1.05.03	Is there a documented system for dealing with customer complaints and buyer food safety complaints and are those on file, along with company responses, including corrective actions?	Total Compliance	10	10	Yes. Doc COM 001 buyer and consumer complaints and feedback SOP. Scope covers both food safety and food quality complaints. Customer complaints and buyer rejections records are kept on file in sales office. REJ–200.	

FSMS – Supplier Monitoring

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.06.01	Are there current written specifications for all ingredients, materials, products and services purchased &/or provided that relate to product safety, are they easily accessed and there is a review process in place for the specifications?	Total Compliance	5	5	Yes. Written specifications for raw material specification form, grower letter of guarantee form for farmers, packaging materials from Peninsula packaging company, International paper,	
1.06.02	Is there a list of approved suppliers?	Minor Deficiency	3	5	Cleaning service is not documented on approved supplier list.	
1.06.03	Is there a written procedure detailing the selection, evaluation, approval and monitoring process of approved suppliers?	Total Compliance	5	5	Yes. SOP Doc. SAM-100 Supplier approval and monitoring sop are listed for low, medium, high risk and emergency temporary suppliers form and log sheet.	
1.06.04	Does the organization have documented evidence to ensure that raw material, processing aids and ingredients suppliers comply with specifications, regulatory requirements and best practice guidelines?	Total Compliance	15	15	Yes. Contracted growers letters of guarantee was viewed. There were annual third party independent food safety audits on file.	
1.06.05	Does the organization have documented evidence to ensure that packaging, materials and services suppliers comply with specifications, regulatory requirements and best practice guidelines?	Total Compliance	15	15	Yes. Letter of guarantee for packaging material was viewed.	
1.06.06	Are appropriate supplier controls in place (e.g. results of pesticide multi-residue analysis) to ensure product pesticide residues of raw material/ingredients do not exceed published MRLs?	Total Compliance	5	5	Yes. A random sampling from the State of Florida is used. Copies of audits was viewed. Sampling if requested by the buyer.	

FSMS – Traceability and Recall

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.07.01	Is there a documented account that indicates how the company product tracking system works, thereby enabling trace back and trace forward to occur in the event of a potential recall issue?	Total Compliance	10	10	Yes. Produce traceback policy has each pallet will be numbered as soon as it arrives on the dock. Within each pallet, each flat or box will be stamped or stickered with this number. The grower, pack, brand, variety, and field from which the package came. SOP Doc HFP 104.	
1.07.02	Does the organization have a documented recall program including: procedures, recall team roles and contact details, external contact listings, explanation of different types (classes) of recalls?	Minor Deficiency	10	15	No external contact listings were viewed. Recall number and procedure Hinton Farms internal recall contact list , Recall product plan was viewed and current.	
1.07.03	Is testing of recall procedures (including trace back) performed and documented annually? Can the company identify where affected product was sent?	Total Compliance	10	10	Yes. Mock recall summary form was it started 11-19-2013. It started on 3:31 pm and ended on 3:38pm. The scenario was that the strawberries had been harvested to soon from pesticide. 100% of product was accounted for. Lessons learned.	
1.07.04	Is there a daily incidents report, sometimes called a Notice(s) of Unusual Occurrence and Corrective Actions Log (NUOCA) ?	Total Compliance	5	5	Yes. NUOCA log was viewed. Some strips of curtains came from forklift was documented.	

FSMS – Product testing

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.08.01	Based on risk assessment, is there scheduled testing program for raw materials, work in progress, packaging and finished goods?	Total Compliance	5	5	Yes. Risk assessment to determine testing necessity details the biological , physical, chemical. Chemical testing details that random pesticide residue testing is conducted by supplier and on field level when deemed necessary by risk assessment. There is no need for this facility to test since testing is done elsewhere. Also, no customer demands.	
1.08.02	If test are necessary from the risk assessment, is there evidence of the test results for raw materials, work in progress, packaging and finished goods, at the scheduled frequencies and with follow-up for identified deviations?	N/A	0	0	N/A Score is not affected. Based on the risk assessment no product testing is done.	
1.08.03	Are testing and analysis performed by licensed/accredited laboratories (e.g. ISO 17025 or equivalent, National Regulations, State Department, etc.)?	Total Compliance	5	5	Yes. Labs performing testing accreditation was viewed.	

GMP – General GMP

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.16.01	Is there a designated person responsible for the food safety program?	Total Compliance	10	10	Yes ,Audra Maxwell is responsible for the food safety program.	
2.16.02	Are all chemicals (sanitizers, detergents, lubricants, etc.) stored securely, safely and are they labeled correctly?	Total Compliance	15	15	Yes. The chemical storage area is properly labeled and secured. There was no chemicals used for the strawberry operation being stored in the designated area during the time of the audit.	
2.16.03	Are "food grade" and "non-food grade" chemicals handled and stored in a controlled manner?	N/A	0	0	N/A Score is not affected. No packaging occurring at this cooler. Product comes in packaged.	
2.16.04	Are signs supporting GMP's posted appropriately?	Total Compliance	10	10	Yes. There are signs posted through out the facility.	

GMP – Pest Control

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.17.01	Are products or ingredients free of insects/rodents/birds/reptiles/mammals or any evidence of them? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	Total Compliance	15	15	Yes, No issues seen on product on the day of inspection.	
2.17.02	Are packaging supplies free of insects/rodents/birds/reptiles/mammals or any evidence of them? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	Total Compliance	15	15	Yes, No issues seen on packaging supplies on the day of inspection.	
2.17.03	Are plant and storage areas free of insects/rodents/birds/reptiles/mammals or any evidence of them?	Total Compliance	10	10	Yes. At the time of the audit the storage areas of the facility were free of insects, rodents, birds, reptiles, mammals, and evidence of them.	
2.17.04	Is the area outside the facility free of evidence of pest activity?	Total Compliance	10	10	Yes. No issues observed.	
2.17.05	Does the operation have a pest control program? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	Total Compliance	15	15	Yes, The company has contracted pest control program in operation. The pest control program is maintained by Steriech Pest Control.	
2.17.06	Are pest control devices (inc. rodent traps and electrical fly killers) located away from exposed food products? Poisonous rodent bait traps are not used within the facility?	Total Compliance	10	10	Yes. None of the pest control devices were located where they would be a contamination risk to product or packaging. Interior pest control are catching traps and exterior were baited traps.	
2.17.07	Are pest control devices maintained in a clean and intact condition and marked as monitored (or bar code scanned) on a regular basis?	Total Compliance	5	5	Yes. Pest control devices were clean and marked as monitored.	
2.17.08	Are interior, exterior building perimeter and land perimeter pest control devices adequate in number and location?	Total Compliance	5	5	Yes. Adequate in number and location.	
2.17.09	Are all pest control devices identified by a number or other code (e.g. barcode) ?	Total Compliance	5	5	Yes. All pest control devices were identified with a number and a wall sign.	
2.17.10	Are all pest control devices properly installed and secured?	Total Compliance	5	5	Yes. The exterior pest control devices were properly secured to patio blocks or were weighted.	

GMP – Storage Areas & Packaging Materials

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.18.01	Are ingredients (including ice), products, and packaging stored to prevent cross contamination (this includes iced product pallets stored above pallets of product without adequate protection as well any allergen cross contamination issues)?	Total Compliance	15	15	Yes. Packaging and products are properly stored to prevent potential contamination issues. No ice or allergens are stored or used on site.	
2.18.02	Is the storage area completely enclosed?	Total Compliance	10	10	Yes. No stored goods outside the facility. Arriving product is taken into cooler/forced air cooler with a forklift through plastic strip doors.	
2.18.03	Is the facility's use restricted to the storage of food products?	Minor Deficiency	3	5	SC 27 non plant food ingredient soil inoculant was stored next to the sweet potatoes in the storage area. (it was promptly removed during the audit.)	
2.18.04	Are rejected or on hold materials clearly identified and separated from other materials?	N/A	0	0	N/A Score is not affected. There were no on hold materials while on site.	
2.18.05	Are products, ingredients (including ice) and food contact packaging within accepted tolerances for spoilage or adulteration? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	Total Compliance	15	15	Yes, No evidence of product or packaging adulterated observed on the day of the audit. Ice is not used during the strawberry production or storage processes at this facility.	
2.18.06	Are all storage areas clean, especially the racking structures, lights, ceilings, floor areas by the walls and other hard to reach areas?	Total Compliance	10	10	Yes. Storage areas appear clean.	
2.18.07	Are materials (commodities, packaging, ingredients, processing aids, work in progress, etc.) properly marked with rotation codes (receipt dates, manufacture dates, etc)?	Total Compliance	5	5	Yes. Product is coded as it is received from the field. Packaging items are labeled with product , entry date, supplier,.	

2.18.08	Are materials (commodities, packaging, ingredients, processing aids, work in progress, etc.) rotated using FIFO policy?	Total Compliance	5	5	Yes. There is an identification system in place for all packaging and product for FIFO. The products and the packaging material were being rotated in compliance with the company's written policy.
2.18.09	Are storage areas at the appropriate temperatures for the specific products being stored?	Total Compliance	10	10	Yes. The finish cooler is maintained and monitored for temperature,

GMP – Operational Practices

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.19.01	Does the process flow, facility layout, employee control, utensil control, internal vehicle use, etc. ensure that finished (processed) products are not contaminated by raw (unprocessed) products?	Total Compliance	15	15	Yes. Product arrives in one door and is offloaded by forklifts into the pre cooler area. The product is shipped from the cooler. All product is pre packed so no repacking takes place at cooler.	
2.19.02	Are all exposed materials (product, packaging etc.) protected from overhead contamination (e.g. ladders, motors, condensation, lubricants, walkways, loose panels, degrading insulation, etc.)?	Minor Deficiency	10	15	There was one overhead condensation in the pre cooler area hanging down.	
2.19.03	Are packing and/or processing areas completely enclosed?	N/A	0	0	N/A Score is not affected. Product comes in packed and there is no repacking of the strawberries conducted at the facility.	
2.19.04	Are production areas clean and well maintained; especially lights, floor areas by the wall and equipment, and other hard to reach areas?	Total Compliance	15	15	Yes. The cooler area of the facility are maintained in adequate condition.	
2.19.05	Is all re-work/re-packaging handled correctly?	N/A	0	0	N/A Score is not affected. No repack or rework is done at the cooler.	
2.19.06	Are raw ingredients examined before use?	N/A	0	0	N/A Score is not affected. No packing or processing at the facility.	
2.19.07	Are finished products coded (carton and unit packaging) for the day of production?	Total Compliance	10	10	Yes. Each flat of strawberries are coded with the day of production.	
2.19.08	Are foreign material control methods (e.g. metal detectors, metal traps, visual inspection, etc.) in place? Are these systems regularly tested (where relevant) to ensure proper operation?	N/A	0	0	N/A Score is not affected. No packing or processing at the facility. The facility is used to pre cool the products and to store in cold storage areas before shipment.	
2.19.09	Does the facility have the appropriate test strips, test kits or test probes for verifying the concentrations of anti-microbial chemicals (product washing water, terminal sanitizers, dip stations, etc) being used and are they in operational condition?	N/A	0	0	N/A Score is not affected. No packing or processing at the facility. The chemicals used in the sanitation process are mixed according to the label direction. There are no product wash steps conducted on the products included within the scope of this audit.	
2.19.10	Are hand washing stations adequate in number, appropriate in location, in working order, have warm water and adequately stocked (e.g. disposable towels, soap, etc.)?	Total Compliance	15	15	Yes. The hand washing stations were adequate in number and location at the facility. The hand washing stations were properly stocked.	
2.19.11	Are toilet facilities adequate in number and location and are they adequately stocked (e.g. toilet paper, disposable towels, soap, etc.)?	Total Compliance	15	15	Yes. The toilet facilities were adequate in number and location at the facility. The toilet facilities were properly stocked.	
2.19.12	Are secondary hand sanitation stations e.g. hand dip, gel or spray stations adequate in number and location? Are the stations maintained properly?	Total Compliance	3	3	Yes. Gel stations were viewed in the cooler area.	
2.19.13	Are foot dip stations adequate in number and location? Are the stations maintained properly?	N/A	0	0	N/A Score is not affected. There is no requirement for foot dip stations at this type of operation.	
2.19.14	Are single services containers used for their intended purpose only so that potential cross contamination is prevented?	Total Compliance	5	5	Yes. The single use containers were being used for their intended purpose.	
2.19.15	Are re-usable containers clearly designated for the specific purpose (trash, raw product, finished product, re-work, ice, etc.) such that cross contamination is prevented?	Total Compliance	5	5	Yes, The re usable containers were clearly marked to indicate their intended purpose. The reusable containers were limited to garbage containers.	
2.19.16	Are food safety measuring devices working properly?	Total Compliance	3	3	Yes, thermometers were working properly. No other food safety measuring devices used. Each of the cold storage rooms were equipped with thermometers.	

GMP – Employee Practices

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.20.01	Are employees washing and sanitizing their hands before starting work each day, after using the restroom, after breaks and whenever hands may be contaminated?	N/A	0	0	N/A Score is not affected. The employees were working at the facility prior to the start of the audit. I did not observe the employees go on break or wash their hands during the time of the audit. The hand washing stations are located inside the toilet facilities.	
2.20.02	Are employees fingernails clean, short and if gloves are not used, free of nail polish?	Total Compliance	5	5	Yes. No issues seen.	
2.20.03	Where gloves are used, are they latex-free (e.g. vinyl, nitrile) or powder-free latex?	N/A	0	0	N/A Score is not affected. Gloves are not required in the cooler/cold storage area.	
2.20.04	Are all cuts and wounds covered with waterproof detectable blue bandages (Band Aids) that contain a metal strip?	Total Compliance	5	5	Yes. Blue bandages were available. First aid kit current ingredients viewed.	
2.20.05	Are employees with boils, sores, open wounds or exhibiting signs of foodborne illness excluded from operations involving direct and indirect food contact?	Total Compliance	10	10	Yes. The company has a written policy that addresses this issues. No employees were viewed with sores, open wounds, or exhibiting signs of illness during the time of the audit.	
2.20.06	Are employees wearing hair nets (or similar hair restraints) and beard-nets?	N/A	0	0	N/A Score is not affected. Product comes in packaged so hairnets are not required. Hats are worn by employees.	
2.20.07	Is jewelry confined to a plain wedding band?	Total Compliance	3	3	Yes, no jewelry noted on employees.	
2.20.08	Are all employees wearing outer garments suitable for the operation (e.g. smocks, aprons , sleeves and gloves)?	N/A	0	0	N/A Score is not affected. The method of handling the product does not require the use of protective outer garment. The strawberries arrive to the facility already packed. The facility does not grade or conduct repacking operations.	
2.20.09	Do employees remove protective outer garments e.g. smocks, aprons, sleeves and gloves when on break and before using the toilets and when going home at the end of their shift?	N/A	0	0	N/A Score is not affected. No outer garments are required by organization.	
2.20.10	Is there a designated area for employees to leave protective outer garments e.g. smocks, aprons, sleeves and gloves when on break and before using the toilets?	N/A	0	0	N/A Score is not affected. No outer garments are required by organization.	
2.20.11	Employees personal items are not being stored in the production and material storage areas?	Total Compliance	5	5	Yes. No issues on the day of the audit.	
2.20.12	Is smoking, eating, chewing and drinking confined to designated areas?	Total Compliance	10	10	Yes. Eating and drinking is located in a lunchroom area on the outside of the dock. Smoking is designated to the outside of facility. There were no employees observed in the production or storage areas that were eating, drinking or chewing.	
2.20.13	Are all items removed from shirt or blouse top pockets?	Total Compliance	3	3	Yes, No violations of this were observed during the audit.	

GMP – Equipment

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.21.01	Are food contact surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g. tape, string, cardboard, etc.)?	N/A	0	0	N/A Score is not affected. Product comes in packed no food contact surfaces at this facility.	
2.21.02	Are non-food contact surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g. tape, string, cardboard, etc.)?	N/A	0	0	N/A Score is not affected. There is no equipment with non food contact surfaces used within the scope of this audit. The company does not repack or physically inspect/grade the packed strawberries.	
2.21.03	Does equipment design and condition (e.g. smooth surfaces, smooth weld seams, non-toxic materials, no wood) facilitate effective cleaning and maintenance?	N/A	0	0	N/A Score is not affected. The facility does not pack the strawberries. There is no equipment that comes in contact with the strawberries.	
2.21.04	Are thermometers (independent of thermostat probes) present in all coolers and freezers?	Total Compliance	5	5	Yes, Independent thermometers used in the finish cooler. No freezers at this facility.	
2.21.05	Are all thermometers non-glass and non-mercury?	Total Compliance	10	10	Yes, The thermometers and probes were non glass and non mercury.	

GMP – Equipment Cleaning

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.22.01	Are food contact surfaces clean?	N/A	0	0	N/A Score is not affected. There are no food contact surfaces storage only.	
2.22.02	Are non-food contact surfaces clean?	Minor Deficiency	7	10	Peeling paint on buffer strips in pre cooler area.	
2.22.03	Are items (barrels, bins, etc.) that are used to hold or store product clean?	N/A	0	0	N/A Score is not affected. There are no items used to temporarily store the strawberries. The strawberries arrive at the facility already packed in plastic clamshell containers.	
2.22.04	During cleaning are foods and packaging protected?	N/A	0	0		

2.22.05	Are cooling units including coils in coolers and freezers clean and free of aged, dirty ice?	Total Compliance	5	5	N/A Score is not affected. Cleaning practices were not observed at the time of the audit. Yes. The cooling units were clean and free of ice accumulation.
2.22.06	Are all fan guards dust-free and the ceiling in front of the fans free of excessive black deposits?	Total Compliance	5	5	Yes. The fan guards and the ceiling in front of the cooling units were free of black deposits.
2.22.07	Is stored equipment that is not used on a daily basis stored in a clean condition with food-contact surfaces protected and/or are they retained on cleaning schedules in some manner, even though they are not in use?	N/A	0	0	N/A Score is not affected. No equipment with food contact surfaces in the scope of the audit.
2.22.08	Are all utensils, hoses, and other items not being used stored clean and in a manner to prevent contamination?	Total Compliance	10	10	Yes. Brooms were observed hanging on the wall.
2.22.09	Are maintenance tools that are used in the production and storage areas of the facility clean, sanitary and corrosion free?	N/A	0	0	N/A Score is not affected. No maintenance tools observed at the facility.
2.22.10	Are excess lubricants and grease removed from the equipment?	N/A	0	0	N/A Score is not affected. No equipment except forklifts used in the cooler that requires lubrication used in the strawberry cooling operation.

GMP – General Cleaning

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.23.01	Are spills cleaned up immediately?	N/A	0	0	N/A Score is not affected. There were no spills observed at the facility during the time of the audit.	
2.23.02	Are waste and garbage frequently removed from packing and storage areas?	Total Compliance	5	5	Yes. The cleaning logs support the daily removal of garbage from the facility. There was no accumulation of garbage observed in the facility.	
2.23.03	Do floor drains flow in a manner that prevents contamination (e.g. from high to low risk areas, from high risk directly to drain system), are they covered, appear clean, free from odors and well maintained?	Total Compliance	5	5	Yes. Drains free from odors, debris, drains are properly covered and clean.	
2.23.04	Do high level areas including overhead pipes, ducts, fans, etc. appear clean?	Total Compliance	10	10	Yes. Overhead areas appear clean.	
2.23.05	Are plastic strip curtains maintained in a good condition, kept clean and mounted so that the tips are not touching the floor?	Total Compliance	5	5	Yes. Plastic strip curtains were not in disrepair and appeared clean.	
2.23.06	Is safety equipment for the sanitation crew adequate, in good condition and stored to prevent cross contamination to ingredients, packaging or product?	Total Compliance	3	3	Yes. Adequately stored in a cabinet.	
2.23.07	Is cleaning equipment available and stored properly?	Total Compliance	5	5	Yes. Brooms are hung up on rack.	
2.23.08	Is cleaning equipment identified in order to prevent potential cross contamination issues e.g. production, maintenance, outside, restroom equipment?	Total Compliance	5	5	Yes. The cleaning equipment is identified with a color code system.	
2.23.09	Are all items used for sanitation appropriate for their designated purpose? (no steel wool, metal bristles, etc.)	Total Compliance	5	5	Yes. No issues observed.	
2.23.10	Are toilet facilities and hand-wash stations clean?	Total Compliance	15	15	Yes. The toilet and hand washing facilities were clean.	
2.23.11	Are employee locker and lunchroom facilities clean, including microwaves and refrigerators? No rotting or out of date foodstuffs?	Total Compliance	5	5	Yes. Lunchroom appeared clean. Refrigerator clean from out of date material.	
2.23.12	Is the maintenance shop organized – i.e. equipment and spares stored in a neat and tidy fashion?	N/A	0	0	N/A Score is not affected. No maintenance shop viewed.	
2.23.13	Are internal transport vehicles (e.g. forklifts, bobcats, pallet jacks, trolleys, floor cleaners, etc.), clean, do not emit toxic fumes and being used in a sanitary manner?	Total Compliance	5	5	Yes. The forklifts were maintained in a adequate condition and were being used in a sanitary manner during the time of the audit. The internal transport vehicles used in the cold storage areas were electric powered.	
2.23.14	Are shipping trucks clean and in good condition?	N/A	0	0	N/A Score is not affected. No shipping trucks were observed.	

GMP – Buildings and Grounds

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.24.01	Are all lights in the production, product storage areas, packaging storage areas and maintenance shops intact and protected?	Total Compliance	15	15	Yes. Lights were either protected or shatter proof.	
2.24.02	Has the facility eliminated or controlled any potential metal, glass or plastic contamination issues?	Total Compliance	15	15	Yes. No issues seen.	
2.24.03	Has the facility eliminated the use of wooden items or surfaces?	Total Compliance	5	5	Yes, No wooden items or surfaces observed on the day of the audit.	
2.24.04	Is there adequate lighting in the packing and storage areas?	Total Compliance	5	5	Yes. Lighting is adequate throughout the facility.	
2.24.05	Is ventilation adequate to remove dust, steam, and odors?	Total Compliance	3	3	Yes. No dust, steam or odors observed, ventilation is adequate.	
2.24.06	Are floor surfaces in good condition, with no standing water, no debris trapping cracks and are they easy to clean?	Minor Deficiency	7	10	Some deep cracks in concrete of cooler area.	

2.24.07	Are the floor drains where they are needed for drainage and cleanup?	Total Compliance	5	5	Yes. This is a dry facility. Product comes in packed.
2.24.08	Are doors to the outside pest proof?	Total Compliance	5	5	Yes.No issues observed.
2.24.09	Are dock doors fitted with buffers to seal against trucks?	Total Compliance	3	3	Yes, no issues on the day of the audit.
2.24.10	Are dock load levelers and shelters maintained in a good condition, pest proof and debris free?	Total Compliance	3	3	Yes, no issues on the day of the audit.
2.24.11	Are exterior walls free of holes to exclude pests? Are pipes, vents, air ducts designed and protected in order to prevent pest entry e.g. by using fine mesh?	Major Deficiency	1	5	Large opening between new cooler and box barn area for pest harborage.
2.24.12	Are interior walls and ceilings free of cracks and crevices to prevent pest harborage and allow proper sanitation?	Total Compliance	5	5	Yes, no issues observed.
2.24.13	Do false ceiling areas have adequate access to allow for inspection and cleaning?	N/A	0	0	N/A Score is not affected. No false ceiling areas present at facility.
2.24.14	Is an 18" internal wall perimeter being maintained within the facility, with adequate access to these wall perimeters thereby allowing inspection and cleaning ?	Minor Deficiency	3	5	18" perimeter is not being respected in the finish cooler.
2.24.15	Is the exterior area immediately outside the facility free of litter, weeds and standing water?	Total Compliance	5	5	Yes.
2.24.16	Are control measures being implemented for the storage of pallets, equipment, tires etc. (i.e. out of the mud, stacked to prevent pest harborage, away from building perimeter)?	Total Compliance	5	5	Yes. no issues observed.
2.24.17	Are pallets inspected to separate and replace dirty or broken pallets?	Total Compliance	5	5	Yes. Pallets are visually inspected . No broken or dirty pallets present on the day of the audit.
2.24.18	Is the area around the dumpster/cull truck/trash area clean?	Total Compliance	3	3	Yes. area appeared clean.
2.24.19	Are outside garbage receptacles and dumpsters kept covered or closed?	Total Compliance	5	5	Yes. Closed.
2.24.20	Are all water lines protected against back siphonage?	Total Compliance	5	5	Yes.
2.24.21	Is the on-site laboratory (where appropriate) completely enclosed and separated from production and storage areas?	N/A	0	0	N/A Score is not affected. No laboratory on site.

GMP – Chemical Files

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.25.01	Are copies of all Materials Safety Data Sheets (detergents, sanitizers, pesticides, etc.) on file and fully accessible at all times with clear indexes?	Total Compliance	5	5	Yes. MSDS sheets available. Very little chemicals used.	
2.25.02	Are there copies of specimen labels for chemicals used, where the full label is not immediately accessible e.g. rodent chemicals, product sanitizers?	Total Compliance	5	5	Yes. Rodent chemical labels were viewed.	
2.25.03	Is there a chemical inventory and/or usage log?	Total Compliance	3	3	Yes. Inventory of chemicals was viewed. Very little chemicals are used.	
2.25.04	Are there specific Standard Operating Procedures (SOPs) for the changing and testing of water and ice systems e.g. washing flumes, hydrovacuums, hydrocoolers, ice making machines, ice injectors, etc?	N/A	0	0	N/A Score is not affected. No water or ice system used at this facility for strawberry handling operation.	

GMP – Pest Control Documentation

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.26.01	Is there a documented pest control program, including a copy of the contract with the extermination company (if used), Pest Control Operator license(s) (if baits are used) and insurance documents?	Total Compliance	15	15	Yes. pest control program with scope to rodents carried by Steritech Pest Company. Insurance,structural pest control license,and other documents were on file.	
2.26.02	Is there a schematic drawing of the plant showing numbered locations of all traps and bait stations, both inside and outside the plant?	Total Compliance	10	10	Yes, The company has a schematic drawing of the operation on file. The schematic drawing accurately shows the type and placement of the pest control devices that are in operation at the facility.	
2.26.03	Are service reports created for pest control checks detailing inspection records, application records, and corrective actions of issues noted (in-house and/or contract)?	Total Compliance	10	10	Yes, service reports provided monthly from the contractor. No reporting of activity from the records viewed. The reports were current.	

GMP – Operation Monitoring Records

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.27.01	Does the facility have incoming goods (products, ingredients and packing materials) inspection data?	Total Compliance	5	5	Yes. The company logs incoming packaging materials.	
2.27.02	Are there inspection logs on incoming trailers for rodents and insects, cleanliness, holes and temperature control?	Total Compliance	10	10	Yes. The company is maintaining records for the inspection of the incoming trucks of packaging materials. Drivers log policy was viewed.	
2.27.03	Are there records for the necessary process monitoring activities (e.g. pH, water temperature, metal detection, labeling, heating processes, etc.) showing the monitoring frequencies, results and where necessary the corrective actions?	N/A	0	0	N/A Score is not affected. No wash step for strawberries at this facility.	
2.27.04	Are there records (with corrective actions) that show anti-microbial (e.g. free chlorine, ORP, peracetic acid) strength testing of wash water and ice solutions prior to start up and throughout the production runs?	N/A	0	0	N/A Score is not affected. No wash step or ice at this facility.	
2.27.05	Is there a hand/foot/tool dip station log?	N/A	0	0	N/A Score is not affected. No dip station at this facility.	
2.27.06	Is there a tool accountability program for knives and similar hand tools used in the production area?	N/A	0	0	N/A Score is not affected. Product arrives already packed.	
2.27.07	Is there a daily pre-operation inspection log?	Total Compliance	5	5	Yes. There are daily inspections in place. The inspection records covered the entire area of the facility.	
2.27.08	If the site is new, has the site been risk assessed for adjacent land use, flooding, environmental pollutants and other food safety issues?	N/A	0	0	N/A Score is not affected. This facility is not new.	
2.27.09	Does the facility have documented evidence to ensure that any food safety hazards relevant to waste water treatments (e.g. settling ponds, land applications, etc.) are controlled?	N/A	0	0	N/A Score is not affected. There are no waste water sites located at or adjacent to the facility.	
2.27.10	Is there an annual certificate of inspection for the backflow prevention systems on water lines into and within the facility?	Total Compliance	3	3	Yes. Back flow valve was done by Hillsborough County Florida 11-11-2013.	

GMP – Maintenance & Sanitation Files

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.28.01	Does the facility have a preventative maintenance program and schedule?	Total Compliance	10	10	Yes. The preventative maintenance program is limited due to seasonal handling and no packing equipment for the strawberry operation.	
2.28.02	Is there a log of maintenance work or repairs ordered and is it signed off on work completed?	Total Compliance	10	10	Yes. There is documentation of repairs and signed off. Most are contracted out.	
2.28.03	Are there logs showing that equipment is cleaned and sanitized after maintenance work has been completed?	N/A	0	0	N/A Score is not affected. No packing equipment on site .	
2.28.04	Is there a written cleaning schedule (Master Sanitation Schedule) that shows what and where is to be cleaned and how often?	Total Compliance	10	10	Yes. Cleaning schedule observed. The master sanitation schedule covers the entire area of the facility including the forklifts. There is no packing equipment involved with the strawberries included within the scope of this audit.	
2.28.05	Are there written cleaning procedures (Sanitation Standard Operating Procedures) for the facility and all equipment?	Total Compliance	10	10	Yes. There were cleaning procedures viewed.	
2.28.06	Are sanitation logs on file that show what cleaning was done, when and who carried out the cleaning?	Total Compliance	5	5	Yes. Log sheet were viewed. Records showed cleaning of walls and drainage.	
2.28.07	Are there documented procedures and completion records for clean-in-place (CIP) activities, where applicable (e.g. cleaning re-circulating water systems such as washing flumes, ice injectors, etc.)?	N/A	0	0	N/A Score is not affected. No CIP activities required at this facility.	
2.28.08	Is there a routine program and written procedure to validate sanitation effectiveness using ATP bioluminescence?	N/A	0	0	N/A Score is not affected. There is no food contact equipment in the strawberry operation at this facility.	
2.28.09	Is there a log indicating that floor drains are cleaned on a regular basis (minimum daily in wet and fresh-cut production areas)?	Total Compliance	5	5	Yes. The company has records on file to support the cleaning of the drains. The floor drains are located in the ambient dry packaging material storage building and the cooler area.	
2.28.10	Are there records showing cooling units are serviced and cleaned at least on an annual basis or more frequently as required?	Total Compliance	10	10	Yes. Records with service agreements were viewed. Cleaning was done by Summers Air Mechanical Inc. Feb. 5, 2013.	
2.28.11	Is there a documented glass management policy and procedure (including company glass policy, glass breakage procedure and where necessary glass register)?	Total Compliance	5	5	Yes. There was a documented glass management policy/procedure that prohibits glass from being brought into the facility, includes a glass breakage cleaning procedure and an inventory.	

GMP – Employee Documentation

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.29.01	Do employee records have logs of new employee food safety (GMP) orientation training (with topics covered and attendees), and a document signed by each employee stating they will comply with the operations personal hygiene and health policies?	Total Compliance	5	5	Yes, There are records on file supporting the orientation training of the company's GMP policies viewed. There are signed copies of the training for each of the employees working at the facility.	
2.29.02	Are there logs of ongoing employee food safety education training with topics covered and attendees?	Total Compliance	10	10	Yes. Logs for ongoing employee food safety training was viewed. Training done on Dec. 9,2013.	
2.29.03	Is there a documented training program with training logs for the sanitation employees including best practices and chemical use details?	Total Compliance	5	5	Yes. Sanitation employees for the cooler are the same as the ones trained in GMP. Training files were viewed. TRN 300.	
2.29.04	Are there written procedures in place that require food handlers to report any cuts or grazes and/or if they are suffering any illnesses that might be a contamination risk to the products being produced? (In the US, auditors can check procedure/policy but not actual records).	Total Compliance	3	3	Yes, Procedure is detailed in hygiene policies documented. Also signs reminding workers to report any illnesses.	
2.29.05	Are there written sickness reporting and return to work procedures?	Total Compliance	3	3	Yes, Sickness reporting and return to work procedures are on file and communicated to employees during orientation training.	
2.29.06	Is there an employee non-compliance/disciplinary action procedure (verbal confirmation accepted)?	Total Compliance	3	3	Yes,	
2.29.07	Are visitors and contractors required to sign a log stating that they will comply with the operation's personal hygiene and health policies?	Total Compliance	3	3	Yes, Visitors are required to sign in at the office. GMP are posted on the wall near the entrance. The visitors log includes a copy of the company's personal health and hygiene policies. The log indicates that by signing you are agreeing to the company policies.	

GMP – Testing/Analyses Records

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.30.01	Are there records of routine equipment microbiological testing?	N/A	0	0	N/A Score not affected. There is no packing equipment included within the scope of the audit.	
2.30.02	Are there records of routine environmental microbiological testing?	Total Compliance	5	5	Yes. Testing program done at least once per season. HFP 103 done by a third party testing company. Done Dec 9,2013 Fork lift E. coli < 1 CFU/. Floor drain was done on Jan 24,2013. total aerobic plate count 48 CFU e.coli < 1 CFU, Listeria and salmonella negative.	
2.30.03	Is there at least an annual microbiological test on water used in the facility (sampled from within the facility)?	Total Compliance	10	10	Yes,A current water test was on file. Done on Feb.25,2013 total coliform an E. coli absent.	
2.30.04	Is there (at least) an annual microbiological test for in-house produced ice or a letter of guarantee from external suppliers of ice?	N/A	0	0	N/A Score is not affected. Ice is not applied to the strawberries at the facility.	

GMP – Temperature Controlled Storage &Distribution Logs

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.31.01	Are there records of final product temperature checks for temperature sensitive product?	Total Compliance	10	10	Yes. The company maintains records of the final temperature of the strawberries. Pulp temperatures are taken and recorded for each load of product prior to being loaded from the facility.	
2.31.02	Are there temperature logs for the packing room (if refrigerated)?	N/A	0	0	N/A Score is not affected. No packing done at this facility.	
2.31.03	Are there temperature logs for storage rooms?	Total Compliance	5	5	Yes. Monitored daily with ranges designated on the log sheet, also real time computerized temperature monitoring in place.	
2.31.04	Are there records of shipping truck temperature checks, indicating that the truck was pre-cooled prior to loading?	Total Compliance	5	5	Yes. The company verifies that the cooling units in the shipping trucks are operational prior to loading.	
2.31.05	Are there sanitary condition logs for shipping trucks (cleanliness, trailer condition, odor, etc.)?	Total Compliance	10	10	Yes, The company is maintaining records to support the inspection of the shipping trucks for sanitation issues prior to loading.	

HACCP – Applicability of HACCP

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
3.01.01	Is there need of a HACCP system to be developed and implemented in the operation? Only YES or NO answer is allowed. IF YES, go to 3.02.01	No	0	0	No. The auditee has determined that a HACCP program is not needed for this cooler/cold storage. the auditee demonstrated through a HACCP plan the various hazards and risks.	
3.01.02	If the company has determined that a HACCP system is not needed for the operation, is there a documented hazard analysis of all steps of each process showing that all hazards can be controlled through the implementation of prerequisite programs negating the need to develop and implement a complete HACCP system? If YES, the rest of the HACCP Module is not applicable.	Yes	15	15	Yes. The company has performed a hazard analysis of the processes at this facility and have decided there is no CCP. The outline of each step of the operation including receiving, cooling and shipping. Potential biological, chemical and physical contaminants have been identified, as well as pre requisite programs in place.	

HACCP – Management Support of HACCP

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
3.02.01	Is there a team responsible for HACCP development, implementation and on-going maintenance which is chaired by the site HACCP coordinator?	N/A	0	0		
3.02.02	Does the plant have formal recorded HACCP training for all employees (especially CCP operators and management)?	N/A	0	0		
3.02.03	Are changes in the process, equipment, ingredients, etc., causing timely reviews of HACCP systems including hazard analysis, CCP decisions, CCP records and staff training?	N/A	0	0		
3.02.04	Is the plant conducting self audits of the HACCP program?	N/A	0	0		
3.02.05	Have standard operating procedures (SOPs) been created for the monitoring process of the HACCP System, which would include how to carry out the monitoring activities?	N/A	0	0		
3.02.06	Is there a person or group responsible for all the records generated thru the monitoring activities of the HACCP plan?	N/A	0	0		
3.02.07	Are the records maintained in an organized and retrievable manner?	N/A	0	0		
3.02.08	Are there security measures to insure against HACCP monitoring activity record loss?	N/A	0	0		

HACCP – Review of the Written HACCP plan

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
3.03.01	Does a product description exist for each product produced? Do they contain the products intended use, materials and raw ingredients, and who the intended consumer is?	N/A	0	0		
3.03.02	Has the process been flow charted? Is the flow chart in sufficient detail to completely describe the process or product manufacturing steps?	N/A	0	0		
3.03.03	Has a documented hazard analysis for the process been conducted, showing the various types of hazard and their associated severity?	N/A	0	0		
3.03.04	Have CCPs been developed to control the hazards identified in the hazard analysis step?	N/A	0	0		
3.03.05	Have monitoring requirements and frequencies been determined for the CCPs?	N/A	0	0		
3.03.06	Are identified CCP critical control limits supported by validation document?	N/A	0	0		
3.03.07	Is there a clear detailed action plan for operators to follow if the limits are exceeded? Does it describe plans to adjust the process back into control and withhold out of compliance products if necessary?	N/A	0	0		
3.03.08	Have recording templates (recording forms) been developed for monitoring the CCPs?	N/A	0	0		
3.03.09	Have specific responsibilities been assigned for the monitoring, recording and corrective action management of each CCP?	N/A	0	0		
3.03.10	Have verification plans and schedules been developed for each CCP?	N/A	0	0		

HACCP – Execution of the HACCP plan on the Plant Floor

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
3.04.01	Are all of the documents noted in the HACCP plan in place for real time monitoring of the CCPs?	N/A	0	0		
3.04.02	Are the CCP monitoring activities and frequencies in compliance with the plan?	N/A	0	0		
3.04.03	Do CCP operators understand basic HACCP principles and their role in monitoring CCPs ? (Interview operators to verify).	N/A	0	0		
3.04.04	Are CCP monitoring records signed off (or initialed) by the operator(s) who are carrying out and recording the CCP check?	N/A	0	0		
3.04.05	Are corrective actions detailed in writing when the failure of a CCP occurs?	N/A	0	0		

3.04.06	Are the CCP records reviewed and signed off daily by the quality control supervisor and/or management?	N/A	0	0
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HACCP – Verification of the HACCP plan

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
3.05.01	Are monitoring and verification information reviewed and discussed at management level meetings?	N/A	0	0		
3.05.02	Are there independent audits e.g. third party audits, of the plant's HACCP program (at least annually)?	N/A	0	0		