

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	4	0
Good Agricultural Practices Requirements	0	0
Total:	4	0

Sections:

Food Safety Management System Requirements

[Management System](#)

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FSMS – Management System

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.01.01	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. Food Safety Management Systems Manual which included policies and procedures as required by the PGFS V 2.1 Module 1 FSMS. Supporting documentation e.g., blank logs, policies, and procedures are held by the organization and also maintained in manuals at the farm.	
1.01.02	Is there a documented food safety policy detailing the company's commitment to food safety?	Total Compliance	5	5	Yes, there was a signed and dated food safety policy detailing the company's commitment to food safety. The statement was located in a visible location at the employee's break area posting board. The policy outlined the dynamics of the organization and the scope of business.	
1.01.03	Is there an organizational chart of all employees who have food safety related activities?	Total Compliance	3	3	Yes, for Hinton Farms Produce, Inc. This is a company with less than 10 full time year round workers.	
1.01.04	Is there a food safety committee and are there logs of food safety meetings with topics covered and attendees?	Minor Deficiency	3	5	There is a team however the team members were not literally listed. There are monthly meetings. Food safety, safety, and food defense topics are raised and recorded in the meetings.	
1.01.05	Is there documented management verification of the entire food safety management system at least every 12 months?	Total Compliance	5	5	Yes, team listed as well as the monthly manager food safety meetings. Food safety topics are raised and recorded in the meetings.	
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 management to provide these resources?	Total Compliance	5	5	Yes. The titled document: Food Safety Resource Analysis, 12/10/2014 outlined resources required to implement and improve food safety. Examples included continuing education to meet food safety and state requirements (continuing hours for maintaining pesticide certification). Analysis form in place to show the resources required. Examples include HACCP training, infrastructure, service providers, and testing- microbial analysis at the farm and at the facility.	

FSMS – Control of Documents and Records

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.02.01	Is there a written document control procedure describing how documents will be maintained, updated and replaced?	Total Compliance	3	3	Yes. This procedure was outlined in the titled document: Document Control Procedure.	
1.02.02	Are all records stored for a minimum period of 12 months or for at least the shelf life of product if greater than a year?	Total Compliance	5	5	Yes. This element was outlined in the titled document: The Document Control Procedure which stated that the minimum time requirement for the storage of records is one year.	
1.02.03	Are food safety related documents and records stored and handled in a secured manner?	Minor Deficiency	2	3	The Document Control Procedure stated the requirements for storage and record maintenance however auditor noted a pencil text entry at the farm level on fertilizer logging reports.	
1.02.04	Are the records maintained in an organized and retrievable manner?	Total Compliance	3	3	Yes. This element was outlined in the titled document: Document Control Procedure.	

FSMS – Procedures and Corrective Actions

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.03.01	Are there documented instructions for the creation of Standard Operating Procedures?	Total Compliance	5	5	Yes. This element was outlined in the titled document: SOP Creation Procedure, 11/13/2014.	
1.03.02	Are the written procedures available to relevant users and is a master copy maintained in a central file?	Total Compliance	5	5	Yes. SOPs, blank logs, policies, and procedures are held by the organization and also maintained in manuals at the farm for the appropriate employees to review and use.	
1.03.03	Is there a corrective action procedure that describes the requirements for handling deficiencies affecting food safety and prevention of future occurrences?	Total Compliance	5	5	Yes. This element was outlined in the titled document: Corrective Action Procedure, 12/1/2014.	
1.03.04	Is there a daily incidents report, sometimes called a Notice(s) of Unusual Occurrence and Corrective Actions Log (NUOCA) ?	Total Compliance	5	5	Yes.	

FSMS – Internal and external inspections

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.04.01	Is there documented program for internal audits to be performed at the operations, covering all processes impacting food safety and the related documents and records?	Total Compliance	3	3	Yes. This element was outlined in the titled document: Internal Audit SOP, Doc HFP-125, revised 10/12/2014. The program detailed the frequency (quarterly minimum) responsible employee(s), and checklists to use. The auditee is subject to their sales and marketer's internal audits.	
1.04.02	Are there written procedures for handling regulatory inspections?	Total Compliance	3	3	Yes. There was a procedure for handling regulatory inspections. Auditor did not record the name or the title information of this document however did note that the procedure listed all of the PrimusGFS scheme's minimum requirements.	
1.04.03	Are there records of regulatory inspections and/or contracted inspections, company responses and corrective actions, if any?	Total Compliance	5	5	Yes. Auditee is subject to PGFS re-certification audits. A 2013 PrimusGFS certification audit report, certificate, and corrective actions available for review.	
1.04.04	Are there documented calibration procedures for measuring and monitoring devices used in the operations that are related to the safety of the product?	Major Deficiency	3	10	The procedure was outlined in an SOP with an accompanying form (Form CAL-001). The frequency showed the pulp thermometers to be calibrated bi-annually. Bi-annually is too infrequent.	

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	5	5	Yes. This procedure was outlined in the document title: Material On Hold Rejected SOP. Doc HFP-108, 11/05/2014	
1.05.02	Are there records of the handling of on hold or rejected products kept on file?	N/A	0	0	N/A. Verbally told there have not been any on hold or rejected items either products returned back or held in storage.	
1.05.03	Is there a documented product release procedure available?	Total Compliance	5	5	Yes. This procedure was outlined in the document title: Loading SOP.	
1.05.04	Are there records of product releases kept on file?	Total Compliance	5	5	Yes, support documentation to 1.05.03 is Pick Tickets and Bill of Ladings (BOLs).	
1.05.05	Is there a documented system for dealing with customer and buyer food safety complaints/feedback along with records and company	Total Compliance	10	10	Yes. This procedure was outlined in the document title: Buyer Rejection and Customer	

responses, including corrective actions?

Complaint Form Rej-200. In the records there were no food safety issues noted only quality issues such as decay. Sales and marketing is done by other entities from the organization.

FSMS – Supplier Control						
Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.06.01	Are there current written food safety related specifications for all raw products, ingredients, materials and services purchased?	Total Compliance	5	5	Yes. Specifications were made available for Strawberries, packaging, as well as the organization's shipper's specifications e.g., California Giant Berry Farms.	
1.06.02	Is there a written procedure detailing how suppliers are evaluated, approved and monitored?	Total Compliance	5	5	Yes. This procedure was outlined in the document title: Sam-100, 1/16/2012.	
1.06.03	Is there a list of approved suppliers?	Minor Deficiency	3	5	There was a listing of approved product and service providers however lacking Southern Analytical Laboratories, Inc. the laboratory currently used for the farm's water testing.	
1.06.04	Does the organization have documented evidence to ensure that all products, ingredients or materials and services suppliers comply with the approval requirements and that they are being monitored as defined in the procedure?	Total Compliance	15	15	Yes. Examples of documented evidence included packaging letters of guarantee, audit certificates, and reports (clamshells, corrugated). Also for product in storage there were letters of guarantee and/audit certificates.	
1.06.05	If the organization is outsourcing any processes that may affect food safety, are there control procedures over such processes?	Total Compliance	15	15	Yes. Examples of outsourced activities included the portable toilet service, refrigeration, forklifts, and pest control service.	
1.06.06	If tests and/or analysis within scope to food safety are performed by external laboratories, are they licensed/accredited (e.g. ISO 17025 or equivalent, National Regulations, State Department, etc.)?	Total Compliance	5	5	Yes. Southern Analytical Laboratories, Inc. is the laboratory used for the water testing at the farm level. There was proof of valid certification to NELAP Cert E84129, Drinking Water Standards. Certification was issued by Florida Department of Health. Certificate expiry: June 30, 2015. There was current certification (AOAC, A2LA) for Thornton Laboratories who is responsible for environmental testing in the facility.	

FSMS – Traceability and Recall						
Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.07.01	Is there a document 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. This procedure was outlined in the titled document: Traceability System SOP BC-117, 10/06/2013.	
1.07.02	Does the organization have a documented recall program including procedures, recall team roles and contact details, external contact listings and explanation of different recall classes?	Total Compliance	15	15	Yes. This procedure was outlined in the titled document: Traceability System SOP BC-117, 10/06/2013. The traceability system to the customer from the cooler and back to the grower is achieved through Famous software, a tracking and inventory system.	
1.07.03	Is testing of recall procedures (including trace back) performed and documented at least every six months? Can the company identify where affected product was sent?	Total Compliance	10	10	Yes. The drill was last conducted on 11/12/2014. The drill last from 9:15am-10:25am. The drill involved shipping code 6001314, tag # H30193, 69 flats of unlabeled clamshells of strawberries, a class 3 recall. The product was still in the cooler and had not been shipped. Receiving and inventory information was available as well as an overall mock recall summary sheet and "lessons learned."	

FSMS – Food Defense						
Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.08.01	Does the company have a documented food defense policy based on the risks associated with the operation?	Total Compliance	5	5	Yes. This element was outlined in the titled document: Food Defense Plan.	
1.08.02	Is there a current list of emergency contact phone numbers for management, law enforcement and appropriate regulatory agencies?	Total Compliance	3	3	Yes. Emergency listing detailed company supervisors, 911, Police, Fire, Poison Control, and FDA.	
1.08.03	Are visitors to the company operations required to adhere to food defense policies?	Total Compliance	3	3	Yes. There was an overview of the food defense policies and a Visitor's log at the Hinton Farms Produce office.	

GAP – Harvesting Inspections, Policies and Training

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.11.01	Have self–audits been completed for this harvest crew?	Yes	5	5	Yes, proof of internal inspections are carried out by the farm manager. The self audits were available. These are carried out at the beginning of the harvest season which typically run November through March of each year (strawberries).	
2.11.02	Was a pre–harvest inspection performed on the block being harvested and was the block cleared for harvest? If No, go to 2.11.03.	Yes	5	5	Yes, proof of internal inspections are carried out by the farm manager. The pre harvest checks are done before each harvest and recorded as such.	
2.11.02a	Where pre–harvest inspections have discovered issues, have buffer zones been clearly identified and at the time of the audit, are these buffer zones being respected?	N/A	0	0	N/A. According to the records this season, there have not been discovered issues requiring the need for buffer zones, field flagging, , on hold procedures, or crop destruction.	
2.11.03	Are there records of daily pre–operation inspections that check key aspects of equipment hygiene, personal hygiene, etc.?	Yes	5	5	Yes, proof of internal inspections were available and provided by the farm manager.	
2.11.04	Is there a documented and implemented policy that when commodities are dropped on the ground they are discarded? (Non–applicable for commodities such as tubers, root crops, etc.)	Yes	5	5	Yes.	
2.11.05	Is there a food safety hygiene training program covering new and existing employees and are records of these training events?	Yes	15	15	Yes, Monthly training takes place. Training is done in the native language of the employees. Topics include Hygiene, safety, quality, harvesting and food defense.	
2.11.06	Is there a documented and implemented policy stating what happens when harvesters find evidence of animal intrusion e.g. fecal material?	Yes	5	5	Yes. This specific policy and procedure was in place and also is one of the employee hygiene training topics.	

GAP – Harvesting Employee Activities & Sanitary Facilities (Applies to harvesting workers)

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.12.01	Does the harvesting operation have written and implemented policies and procedures regarding employees with open sores and/or wounds and for dealing with employees who appear to be physically ill, or who become ill while working?	Yes	5	5	Yes. This specific policy and procedure was in place and also is one of the employee hygiene training topics.	
2.12.02	Are any employees eating and drinking (other than water) in active harvest areas, areas yet to be harvested, near harvested product or storage areas?	No	5	5	No. During the inspection, this was not observed.	
2.12.03	Does the harvesting operation have written and implemented policies and procedures covering employees using tobacco products in active harvest areas, areas yet to be harvested, near harvested product or storage areas? Spitting is not allowed in any areas?	Yes	5	5	Yes. This specific policy and procedure was in place and also is one of the employee hygiene training topics.	
2.12.04	Is it evident the clothing harvesters are wearing is not posing a cross contamination risks?	Yes	5	5	Yes.	
2.12.05	Is it evident that employees are free of exposed jewelry (except for a single plain wedding band) and other items that may be a source of foreign contamination issue ?	Yes	5	5	Yes. No employees were observed with jewelry.	
2.12.06	Where gloves are required to be used by the auditee, are they appropriate for the type of harvesting (e.g., not using cotton gloves for harvesting a product such as lettuce) and are they in good working order?	N/A	0	0	N/A. Gloves are not required by the employee. Non latex disposable gloves are stored in the first aid kit however.	
2.12.06a	Where gloves are used, are they latex–free?	Yes	0	0	Yes. See previous.	
2.12.07	If any protective clothing is used by the auditee (e.g., gloves, aprons, sleeves) are they removed prior to using restrooms, going on breaks, etc?	N/A	0	0	N/A. Not required.	
2.12.07a	Are secondary hand sanitation stations (e.g., hand dip, gel or spray stations) adequate in number and location? Are the stations maintained properly? NOTE: Secondary hand sanitation does not replace hand washing requirements (lack surfactant qualities).	Yes	5	5	Yes.	
2.12.08	Are there operational toilet facilities provided? A 'NO' ANSWER TO THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT. If No, go to 2.12.09	Yes	20	20	Yes. Mobile portable self contained units are used which are situated on a trailer. The units are cleaned and serviced by a contracted company.	
2.12.08a	Are toilet facilities located in a suitable area and within ¼ mile or 5 minutes walking distance of all employees?	Yes	10	10	Yes. The portable self contained units are situated on a trailer and can be moved with the crew.	
2.12.08b	Are toilet facilities in a suitable location to prevent contamination to product, packaging, equipment, and growing areas?	Yes	15	15	Yes.	
2.12.08c	Are separate toilet facilities provided for men and women in groups larger than 5 employees?	Yes	5	5	Yes.	
2.12.08d	Is a minimum of one toilet facility provided for each group of 20 employees?	Yes	10	10	Yes.	
2.12.08e	Do toilet facilities have visuals or signs, written in the appropriate languages, reminding employees to wash their hands before returning to work?	Yes	5	5	Yes. Pictorials and written instructions in English and Spanish were posted at the toilet–hand washing stations.	
2.12.08f	Are toilets supplied with toilet paper and is the toilet paper maintained properly (e.g. toilet paper rolls not stored on the floor or	Yes	5	5	Yes.	

	in the urinals)?				
2.12.08g	Are the toilets maintained in a clean condition?	Yes	10	10	Yes. The portable toilets were clean.
2.12.08h	Are toilets constructed of materials that are easy to clean?	Yes	2	2	Yes.
2.12.08i	Are the toilet's construction materials of a light color allowing easy evaluation of cleaning performance?	Yes	2	2	Yes.
2.12.08j	Is there a documented and implemented policy that if portable toilets are used, waste is disposed of properly and the units are cleaned in an appropriate location?	Yes	5	5	Yes. The procedure detailed emptying the catch basin in a hygienic manner and also in a way that prevents product, packaging, equipment, water systems and growing area contamination.
2.12.08k	Are there toilet cleaning records and for portable toilets, are there servicing records?	Yes	2	2	Yes. The portable toilet service provider submits cleaning–stocking reports.
2.12.08l	If used, are catch basins of the toilets designed and maintained to prevent contamination (e.g. free from leaks and cracks)?	Yes	5	5	Yes.
2.12.08m	Are the toilet catch basins emptied properly?	Yes	5	5	Yes.
2.12.09	Is there evidence of human fecal contamination in the harvesting area? A 'YES' ANSWER TO THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	No	20	20	No.
2.12.10	Are operational hand washing facilities provided? If No, go to 2.12.11. A 'NO' ANSWER TO THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	Yes	20	20	Yes. Portable self contained hand washing units were observed. The hand washing units were located next to the toilets at the trailer.
2.12.10a	Are the hand washing facilities placed within ¼ mile or 5 minutes walking distance of all employees?	Yes	15	15	Yes, the hand washing units were located next to the toilets at the trailer. The trailer is mobile and can be moved with the crew.
2.12.10b	Are hand wash stations clearly visible (e.g. situated outside the toilet facility) and easily accessible to workers?	Yes	2	2	Yes.
2.12.10c	In the event of running out of toilet materials (e.g., water, soap, toilet tissue, hand paper towels) are there extra supplies readily available so that toilets can be restocked quickly?	Yes	5	5	Yes. Verified that the Farm Manager also has extra supplies. The office is located on the farm.
2.12.10d	Is soap made available at all hand washing facilities? If No, go to 2.12.10f.	Yes	10	10	Yes.
2.12.10e	Is non–perfumed soap available?	Yes	5	5	Yes.
2.12.10f	Are single–use towels available at all hand washing facilities and trash cans for them?	Yes	10	10	Yes.
2.12.10g	Are the hand wash stations designed and maintained properly (e.g. ability to capture or control rinse water to prevent contamination onto product, packaging, and growing area, free of clogged drains, etc)?	Yes	5	5	Yes.
2.12.10h	Are the employees washing their hands prior to beginning work? Score NA if this discipline is not observed at the time of the audit.	Yes	10	10	Yes. Auditor arrived before harvest.
2.12.10i	Are the employees washing their hands after break periods? Score NA if this discipline is not observed at the time of the audit.	N/A	0	0	N/A. No breaks were being taken during the audit.
2.12.10j	Are the employees washing their hands after using the toilet facilities? Score NA if this discipline is not observed at the time of the audit.	Yes	15	15	Yes. Observed.
2.12.10k	Is it evident that corrective action is taken when employees fail to comply with hand washing guidelines?	N/A	0	0	N/A. No issues to warrant corrective action during the time of the inspection.
2.12.11	Is fresh potable drinking water readily accessible to employees.? If No, go to 2.12.12.	Yes	7	7	Yes. Large igloos are used and placed at the harvest crew site for the employees.
2.12.11a	Are the water containers maintained in a clean condition?	Yes	5	5	Yes. Auditor checked the inside of the container to ensure water was fresh and the container was clean.
2.12.11b	Are single use cups provided (unless a drinking fountain is used) made available near the drinking water?	Yes	7	7	Yes.
2.12.12	Are first–aid kits available and is the inventory maintained properly?	Yes	5	5	Yes. Stocked first aid kits in place with all necessities (disposable gloves). No expired contents noted.
2.12.13	If observed, are all commodities that come in contact with blood and/or other bodily fluids destroyed? A NO ANSWER TO THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	N/A	0	0	N/A. This situation was not observed during the audit. This is a specific documented policy and procedure in place and also it is one of the employee hygiene training topics.
2.12.13a	Does the harvesting operation have written and implemented policies and procedures in place for all commodities that come in contact with blood and other bodily fluids, stating that they must be destroyed? Are these policies and procedures available to harvest crew workers?	Yes	5	5	Yes. This is a specific documented policy and procedure in place and also it is one of the employee hygiene training topics. The SOP included the requirement for all affected or potentially affected products to be disposed of and also implementation of a buffer radius.
2.12.14	Is garbage disposed of properly in the harvesting areas?	Yes	10	10	Yes.
2.12.15	Are garbage containers provided in the field for the disposal of food and beverage containers, cups, and paper towels? If No, go to 2.12.16	Yes	5	5	Yes.
2.12.15a	Are garbage containers constructed and maintained (e.g. bags, lids) to protect against pre harvest or post harvest contamination of the crop?	Yes	5	5	Yes.
2.12.16	Have any potential metal, glass, or plastic contamination issues been controlled?	Yes	5	5	Yes. No potential metal, glass, or plastic contamination issues were identified during the audit.
2.12.17	Are there any infant or toddler aged children observed in active harvest areas, areas yet to be harvested, near harvested product or storage areas?	No	10	10	No. This is a specific documented policy and also it is one of the employee hygiene training topics.

GAP – Harvest Practices

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.13.01	Is there evidence of animal presence and/or animal activity in the harvesting area? If answer is NO, go to Q 2.13.02.	No	15	15	No. During the inspection there was no evidence of animal presence and/or animal activity in the harvesting area.	
2.13.01a	Is the evidence of animal presence and/or animal activity found, in the form of fecal contamination? If answer is NO, go to Q 2.13.02.	N/A	0	0		
2.13.01b	Is the fecal matter found in the audited area, a systematic event (not sporadic)? A 'YES' ANSWER TO THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	N/A	0	0		
2.13.02	Is the product harvested and transported to a facility for additional handling and/or final packing?	No	0	0	No. Product is harvested in clamshells in the field.	
2.13.03	Is the product packed in the final packing unit in the field? If No, go to 2.13.04.	Yes	0	0	Yes. Product is harvested and placed into clamshells in the field. Product is palletized and then transported to the Hinton Farms Produce cooler for pre cooling, storage, and shipping.	
2.13.03a	Is packing material (e.g. cartons, bags, clamshells, sacks, RPCs) intended for carrying product used for that purpose only?	Yes	5	5	Yes. During the audit packaging was only used for carrying product only.	
2.13.03b	Is packing material free from evidence of pest activity, foreign materials and other signs of hazardous materials? A 'NO' ANSWER TO THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	Yes	20	20	Yes. During the audit packing material was free from evidence of pest activity, foreign materials, and other signs of hazardous materials.	
2.13.03c	Is packed product free from evidence of pest activity, foreign materials, hazardous materials and any adulteration issues? A 'NO' ANSWER TO THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	Yes	20	20	Yes. During the audit product was free from evidence of pest activity, foreign materials, and other signs of hazardous materials.	
2.13.03d	Is product and packing material free from exposure to the ground and or any handling contamination?	Yes	5	5	Yes.	
2.13.03e	Does the operation inspect packaging prior to use and is packed product inspected after packing; where contamination issues are found is corrective action taken and record?	Yes	5	5	Yes. There is an inspection program of the packaging prior to use and post packing to ensure quality and food safety standards are met.	
2.13.03f	If packing material is left in the field overnight is it secured and protected?	N/A	0	0	N/A. See On site storage section (2.15.01). Materials are brought to the farm each harvest.	
2.13.03g	Does finished product packaging display information to enable proper storage and use of the product within the food supply chain?	Yes	3	3	Yes.	
2.13.04	Are grading and packing tables used? If No, go to 2.13.05.	No	0	0	No.	
2.13.04a	Does the surface allow for easy sanitation?	N/A	0	0		
2.13.04b	Are grading and packing tables subject to a documented cleaning program including stating the frequency of cleaning and cleaning procedures? If No, go to 2.13.05.	N/A	0	0		
2.13.04c	Is an anti-microbial solution (e.g. chlorinated or equivalent) used to sanitize the grading and packing tables after cleaning has occurred?	N/A	0	0		
2.13.04d	Are records of grading and packing tables equipment cleaning being maintained?	N/A	0	0		
2.13.05	Are re-useable containers (e.g. buckets, field totes, lugs, bins) used in the harvesting operation? If No, go to 2.13.06.	No	0	0	No.	
2.13.05a	Are re-useable containers made of easy to clean materials?	N/A	0	0		
2.13.05b	Are re-useable containers subject to a documented cleaning program including stating the frequency of cleaning and cleaning procedures? If No, go to 2.13.05e.	N/A	0	0		
2.13.05c	Is an anti-microbial solution (e.g. chlorinated or equivalent) used to sanitize the re-useable containers after cleaning has occurred?	N/A	0	0		
2.13.05d	Are records of re-useable containers cleaning being maintained?	N/A	0	0		
2.13.05e	Are re-useable containers free from any handling contamination?	N/A	0	0		
2.13.06	Are tools (e.g. knives, clippers, scissors, etc.) used in harvesting? If No, go to 2.13.07.	No	0	0	No.	
2.13.06a	Are harvest tools (e.g. knives, coring rings, holsters) being used, made of non corrosive and easy to clean materials (e.g. no wood or fabric parts)?	N/A	0	0		
2.13.06b	Are harvest tools not being taken into break or toilet areas or used for any other purpose other than product harvesting?	N/A	0	0		
2.13.06c	Are harvest tools free from exposure to the ground and or any handling contamination?	N/A	0	0		
2.13.06d	Is there an equipment and utensil (e.g. knives) storage and control procedures when not in use?	N/A	0	0		
2.13.06e	Are harvest tools subject to a documented cleaning program including stating the frequency of cleaning and cleaning procedures? If No, go to 2.13.06h.	N/A	0	0		
2.13.06f	Is an anti-microbial solution (e.g. chlorinated or equivalent) used to sanitize the harvesting tools after cleaning has occurred?	N/A	0	0		
2.13.06g	Are records of harvesting tools cleaning being maintained?	N/A	0	0		
2.13.06h	Are harvesting tool dips being maintained properly in terms of anti-microbial solution strength and are records of the solutions checks being maintained? AUDITORS SHOULD REQUIRE A TEST AT THE TIME OF THE AUDIT.	N/A	0	0		
2.13.07	Is machinery used in the harvesting process? If No, go to 2.13.08.	No	0	0	No.	
2.13.07a	Are all food contact surfaces on the machinery used in the harvest process constructed of food grade materials or stainless steel?	N/A	0	0		

2.13.07b	Does the packing surface allow for easy sanitation?	N/A	0	0	
2.13.07c	Is the harvesting equipment subject to a documented cleaning program including stating the cleaning frequency and cleaning procedures? If No, go to 2.13.07f.	N/A	0	0	
2.13.07d	Is an anti-microbial solution (e.g. chlorinated or equivalent) used to sanitize the harvesting equipment after cleaning has occurred?	N/A	0	0	
2.13.07e	Are records of harvesting equipment cleaning being maintained?	N/A	0	0	
2.13.07f	Is equipment designed and used properly to minimize product contamination (e.g. drip pans utilized, lights protected)?	N/A	0	0	
2.13.07g	Are only food grade lubricants used on the critical parts of the harvesting machinery that have the potential to contaminate product?	N/A	0	0	
2.13.07h	Are all glass issues on harvesting machines, in-field trucks, and tractors protected in some manner?	N/A	0	0	
2.13.07i	Are all platforms above product, packaging, or food contact surfaces (e.g. belts) on the harvest machinery, in-field trucks fitted with protection to prevent product contamination?	N/A	0	0	
2.13.08	Is water used directly on product contact(e.g. re-hydration, core in field)? If No, go to 2.13.09.	No	0	0	No.
2.13.08a	Are microbial tests conducted including Generic E.coli on water used for washing, hydrating, etc. harvested crops (e.g. re-hydration, core in field) ? If No, go to 2.13.08c.	N/A	0	0	
2.13.08b	Are the microbiological tests current and conducted at the required and/or expected frequencies?	N/A	0	0	
2.13.08c	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	N/A	0	0	
2.13.08d	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	N/A	0	0	
2.13.08e	Are the anti-microbial parameters clearly documented and correct for the type anti-microbial being used?	N/A	0	0	
2.13.08f	Are anti-microbial checks being performed on a routine basis?	N/A	0	0	
2.13.08g	Are corrective actions recorded where anti-microbial results are less than the stated minimum criteria?	N/A	0	0	
2.13.09	Is the harvested product 'in-field processed' or 'In-field semi-processed' (e.g. core in field, top & tail, florets)? If No, go to 2.13.10.	No	0	0	No.
2.13.09a	Does the process flow, machine layout, employee control, utensil control, etc. ensure that processed products are not contaminated by unprocessed products?	N/A	0	0	
2.13.09b	Do all employees that come in contact with the product being harvested wear clean protective outer garments (e.g. hairnets, plastic gloves, sleeves and aprons)?	N/A	0	0	
2.13.09c	Do all employees that wear protective outer garments remove and keep them in a clean and secure area during breaks or when using the toilet facilities?	N/A	0	0	
2.13.09d	Are all plastic bin liners closed immediately after harvest to avoid contamination of the harvested product?	N/A	0	0	
2.13.10	Is there any post-harvest treatment performed to the product in the field? If No, go, 2.14.01	No	0	0	No. Apart from the pesticide applications made pre harvest there are no post-harvest treatments performed on the product in the field.
2.13.10a	Are there up to date records of all crop protection products applied in the field to the harvested product? A 'NO' ANSWER TO THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	N/A	0	0	
2.13.10b	Are there plant protection products registered and/or authorized by a government agency for use in the post-harvest period to the target crops in the country of production? If No, go to 2.13.10e.	N/A	0	0	
2.13.10c	Has the growing operation have the information available for the plant protection products registered and/or authorized for use in the post-harvest period for the target crops in the country of production? A 'NO' ANSWER TO THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	N/A	0	0	
2.13.10d	Are applications or treatments to the harvested product restricted by the guidelines established by the product label, manufacturer recommendation, or by prevailing national/ local standards and guidelines? A 'NO' ANSWER TO THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	N/A	0	0	
2.13.10e	If applicable, for those plant protection products that are not registered for use in the post-harvest period on target crops in the country of production, if the country has no or a partial legislative framework to cover plant protection products, can the grower show that they have registration information, label information, MRL tolerances, etc. for the country of destination? A 'NO' ANSWER TO THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	N/A	0	0	
2.13.10f	Is there evidence available that the grower is taking all the necessary measures to comply with the country(ies) of destination expectations regarding the post-harvest treatments used (e.g. registration information, label information, MRL tolerances or any other guidelines applicable)? A 'NO' ANSWER TO THIS QUESTION	N/A	0	0	

RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.

GAP – Transportation and Tracking						
Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.14.01	Are the vehicles transporting fresh produce from field to facility limited to this function only and maintained in proper condition?	Yes	5	5	Yes, specific designated flat bed carriers are used to transport the bins of product to the packinghouse.	
2.14.02	Is there a system in place to track product from the farm? If No, go to 2.15.01.	Yes	20	20	Yes. Product is traceable from the farm to the cooler and from the cooler to the farm and to the harvest information e.g., crew, date, variety, amount.	
2.14.02a	If product is being packed in the field, are the cartons, boxes, RPC's or any other packaging material used, identified with the harvesting date and growing location information on them? This question does not apply for raw material/bulk product destined for further handling in a packinghouse or processor facility.	Yes	10	10	Yes. Traceability systems in place to ensure that outer cartons where the clamshells are contained are identified with harvest and growing information.	
2.14.02b	If product is being packed in the field and individual packing units are used (e.g., clamshells, bags, baskets or others), are these individual units identified with the harvesting date and growing location information on them? This question does not apply for raw material/bulk product destined for further handling in a packinghouse or processor facility.	Yes	10	10	Yes. On the day of the audit, individual units (clamshells) were identified with coding information (FoodLink) to trace back to the date and location.	

GAP – On site storage						
Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.15.01	Is there an on site storage for items and/or equipment used in the harvest process (e.g., packing material, cartons, clamshells, re-usable containers, disinfectants, grading/packing tables, RPCs, harvesting equipment, etc)? If No, skip the rest of the questions in this section.	Yes	0	0	Yes. Temporary amount of packaging was noted in a trailer (dry box). Typically packaging is brought from the cooler to the farm for harvesting.	
2.15.02	Are packaging, containers, and harvesting equipment stored to prevent cross contamination (this includes RPCs, cartons, clamshells, bins, and other harvesting type of containers that are single use or reusable, etc.)?	Yes	5	5	Yes.	
2.15.03	Is the storage area under a sanitation program?	N/A	0	0	Yes.	
2.15.04	Has the operation implemented a pest control program in the storage area? If answer is NO, skip the rest of the subquestions.	N/A	0	0	N/A. The trailer was located up off the ground (dry box) of at least 4 feet, and lockable. The unit was not a storage on the ground level.	
2.15.04a	Are pest control devices (inc. rodent traps and electrical fly killers) located away from items and/or equipment used in the harvest process (e.g., packing material, cartons, clamshells, re-usable containers, disinfectants, grading/packing tables, RPCs, harvesting equipment, etc)? Poisonous rodent bait traps are not used inside the storage areas?	N/A	0	0	N/A. See previous.	
2.15.04b	Are pest control devices maintained in a good working condition and marked as monitored (or bar code scanned) on a regular basis?	N/A	0	0	N/A. See previous.	
2.15.04c	Are pest control devices adequate in number and location?	N/A	0	0	N/A. See previous.	
2.15.04d	Are all pest control devices identified by a number or other code (e.g. barcode) ?	N/A	0	0	N/A. See previous.	
2.15.04e	Are all pest control devices properly installed and secured?	N/A	0	0	N/A. See previous.	
2.15.04f	Is there a schematic drawing of the plant showing numbered locations of all traps and bait stations, both inside and outside the storage area?	N/A	0	0	N/A. See previous.	
2.15.04g	Are service reports created for pest control checks detailing inspection records, application records, and corrective actions (if issues were noted) (in-house and/or contract)?	N/A	0	0	N/A. See previous.	