

USDA Good Agricultural Practices Good Handling Practices  
 Audit Verification Checklist

Questions	Points	Yes	NO	N/A	Doc
3-27 Only new or sanitized containers are used for packing the product.	10	10			D
3-28 Pallets and containers are clean and in good condition.	5	5			
3-29 Packing containers are properly stored and protected from contamination (birds, rodents, and other pests).	10	10			

**Pest Control**

Questions	Points	Yes	NO	N/A	Doc
3-30 Measures are taken to exclude animals or pests from packing and storage facilities.	10	10			D
3-31 There is an established pest control program for the facility.	10	10			D
3-32 Service reports for the pest control program are available for review.	5	5			R
3-33 Interior walls, floors and ceilings are well maintained and are free of major cracks and crevices.	5	5			

**Traceability**

Questions	Points	Yes	NO	N/A	Doc
3-34 Records are kept recording the source of incoming product and the destination of outgoing product which is uniquely identified to enable traceability.	10	10			D

COMMENTS:
3-10 N/A-Water is not used for cooling or making ice at this operation.
3-11 N/A-Ice is not used in the cooling of products at this facility.

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Total Points earned for House Packing Facility = 265

Total Possible = 290      *The total number of points possible for this section.*

Subtract "N/A" = 25      *Enter the additive number of N/A points (+points) here.*

Adjusted Total = 265      *Subtract the N/A points from the Total possible points*

X .8 (80%)      *Multiply the Adjusted Total by .8 and show it as the Passing Score*

Passing Score = 212

Pass       Fail      (please mark one)

This program is intended to assess a participant's efforts to minimize the risk of contamination of fresh fruits, vegetables, nuts and miscellaneous commodities by microbial pathogens based on the U.S. Food and Drug Administration's "Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables," and generally recognized good agricultural practices.

## Part 4 - STORAGE AND TRANSPORTATION

### Product, Containers & Pallets

Questions		Points	Yes	NO	N/A	Doc
4-1	The storage facility is cleaned and maintained in an orderly manner.	5	5			
4-2	Bulk storage facilities are inspected for foreign material prior to use and records are maintained.	5			5	R
4-3	Storage rooms, buildings, and/or facilities are maintained and sufficiently sealed or isolated and are protected from external contamination.	10	10			
4-4	Storage grounds are reasonably free of litter and debris.	5	5			
4-5	Floors in storage areas are reasonably free of standing water.	5	5			
4-6	Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains, or sufficient distance.	10	10			
4-7	There is a policy describing procedures which specify handling/disposition of finished product which is opened, spilled, or comes into contact with the floor.	15	15			P
4-8	Packing containers are properly stored and sufficiently sealed, to be protected from contamination (birds, rodents, pests, and other contaminants).	10	10			
4-9	Pallets, pallet boxes, tote bags, and portable bins, etc. are clean, in good condition and do not contribute foreign material to the product.	5	5			
4-10	Product stored outside in totes, trucks, bins, other containers or on the ground in bulk is covered and protected from contamination.	10			10	
4-11	Non-food grade substances such as paints, lubricants, pesticides, etc., are not stored in close proximity to the product.	10	10			
4-12	Mechanical equipment used during the storage process is clean and maintained to prevent contamination of the product.	5	5			D

### Pest Control

Questions		Points	Yes	NO	N/A	Doc
4-13	Measures are taken to exclude animals or pests from storage facilities.	10	10			D
4-14	There is an established pest control program for the facility.	10	10			D
4-15	Service reports for the pest control program are available for review.	5	5			R
4-16	Interior walls, floors, and ceilings are well-maintained and are free of major cracks and crevices.	5	5			

### Ice & Refrigeration

Questions		Points	Yes	NO	N/A	Doc
4-17	The water used for cooling and/or making ice is potable.	15			15	R
4-18	Manufacturing, storage, and transportation facilities used in making and delivering ice used for cooling the product have been sanitized.	10			10	R
4-19	Climate-controlled rooms are monitored for temperature and logs are maintained.	5	5			D
4-20	Thermometer(s) are checked for accuracy and records are available for review.	5	5			D
4-21	Refrigeration system condensation does not come in contact with produce.	10	10			
4-22	Refrigeration equipment (condensers, fans, etc.) is cleaned on a scheduled basis.	10	10			D
4-23	Iced product does not drip on pallets of produce stored below.	10			10	

### Transportation

Questions		Points	Yes	NO	N/A	Doc
4-24	Prior to the loading process, conveyances are required to be clean, in good physical condition, free from disagreeable odors, and from obvious dirt/debris.	10	10			P
4-25	Produce items are not loaded with potentially contaminating products.	10	10			P
4-26	Company has a written policy for transporters and conveyances to maintain a specified temperature(s) during transit.	10	10			P
4-27	Conveyances are loaded to minimize damage to product.	5	5			P

### Worker Health and Personal Hygiene

Questions		Points	Yes	NO	N/A	Doc
4-28	Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from storage, shipping, and receiving areas.	10	10			
4-29	When there is a written policy regarding the use of hair/beard nets in the storage and transportation areas, it is being followed by all affected employees and visitors.	5	5			P
4-30	When there is a written policy restricting the wearing of jewelry in the storage and transportation areas, it is being followed by all affected employees and visitors.	5	5			P

### Traceability

Questions		Points	Yes	NO	N/A	Doc
4-31	Records are kept regarding the source of incoming product and the destination of outgoing product which is uniquely identified to enable traceability.	10	10			D

### COMMENTS:

4-2 N/A-No bulk storage occurs at this facility.
4-10 N/A-Product is not stored outside or on the ground.
4-17 N/A-No water or ice is used in cooling of product.
4-18 N/A-Ice is not used at this facility.
4-23 N/A-Ice is not used at this facility.

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Total Points earned for Storage & Transportation = 205

**Total Possible** = 255      *The total number of points possible for this section.*

**Subtract "N/A"** = 50      *Enter the additive number of N/A points (+points) here.*

**Adjusted Total** = 205      *Subtract the N/A points from the Total possible points*

**X .8 (80%)**      *Multiply the Adjusted Total by .8 and show it as the Passing Score*

**Passing Score** = 164

**Pass**       **Fail**      **(please mark one)**

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## Part 7 - Preventive Food Defense Procedures

Based on the U.S. Food and Drug Administration's Food Producers, Processors, and Transporters:  
 Food Security Preventive Measure Guidance for Industry.

### Secure Employee/Visitor Procedures

Questions		Points	Yes	NO	N/A	Doc
7-1	The company has a documented food defense plan and a person has been designated to oversee it. Name: <u>Dani Young, Edgar Pacheco</u>	5	5			D
7-2	Food defense training has been provided to all employees.	5	5			D
7-3	Employees are aware of whom in management they should contact about potential security problems/issues. Name of management representative: <u>Roberto Sanchez or immediate supervisor</u>	5	5			
7-4	Visitors are required to check in (showing proof of identity) and out, when entering/leaving the facility.	5	5			D
7-5	The purpose of visitation to site is verified before admittance to the facility.	5	5			D
7-6	Visitors are prohibited from the packing/storage areas unless accompanied by an employee.	5	5			D
7-7	Incoming and outgoing employee and visitor vehicles to and from the site are subject to inspection.	5	5			D
7-8	Parked vehicles belonging to employees and visitors display a decal or placard issued by the facility.	5	5			
7-9	Staff is prohibited from bringing personal items into the handling or storage areas.	5	5			D
7-10	Staff access in the facility is limited to the area of their job function and unrestricted areas.	5	5			D
7-11	Management is aware of which employee should be on the premises, and the area they are assigned to.	5	5			D
7-12	A system of positive identification of employees has been established and is enforced.	5	5			

### Secure Facility Procedures

Questions		Points	Yes	NO	N/A	Doc
7-13	Uniforms, name tags, or identification badges are collected from employees prior to the termination of employment.	5	5			D
7-14	The mailroom is located away from the packing/storage facilities.	5			5	
7-15	Computer access is restricted to specific personnel.	5	5			D
7-16	A system of traceability of computer transactions has been established.	5	5			
7-17	A minimum level of background checks has been established for all employees.	5	5			D
7-18	Routine security checks of the premises are performed for signs of tampering, criminal or terrorist activity.	5	5			D
7-19	Perimeter of facility is secured by fencing or other deterrent.	5	5			
7-20	Checklists are used to verify the security of doors, windows, and other points of entry.	5	5			D
7-21	All keys to the establishment are accounted for.	5	5			D
7-22	The facility has an emergency lighting system.	5	5			
7-23	The facility is enclosed.	5	5			
7-24	Storage or vehicles/containers/trailers/railcars that are not being used are kept locked.	5	5			
7-25	Delivery schedules have been established.	5	5			
7-26	The off-loading of incoming materials is supervised.	5	5			
7-27	The organization has an established policy for rejecting deliveries.	5	5			D
7-28	Unauthorized deliveries are not accepted.	5	5			D
7-29	The company does not accept returned (empty) containers for packing of product unless they are sanitized containers intended for reuse.	5	5			D
7-30	The facility has a program in place to inspect product returned to the facility for tampering.	5	5			D
7-31	The company has identified the individual(s), with at least one backup, who are responsible for recalling the product.	5	5			D
7-32	The company has performed a successful mock recall of product to the facility.	5	5			D



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Questions		Points	Yes	NO	N/A	Doc
7-33	Product imported from outside the United States is segregated from domestic product.	5			5	D
7-34	Allergens handled by the facility are segregated from products to avoid cross contamination.	5			5	D
7-35	Floor plans, product flow plans, and/or segregation charts are in a secure location.	5	5			D
7-36	The organization has registered with the FDA and has been issued a registration number (do not record the number on checklist).	5	5			D

COMMENTS:						
7-14 N/A-There is no mail room at this facility.						
7-33 N/A-This operation does not import product from outside the United States.						
7-34 N/A-This operation does not handle any known allergens.						

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Total Points earned for Preventative Food Defense  
Procedures = 165

**Total Possible** = 180 *The total number of points possible for this section.*

**Subtract "N/A"** = 15 *Enter the additive number of N/A points (+points) here.*

**Adjusted Total** = 165 *Subtract the N/A points from the Total possible points*

**X .8 (80%)** *Multiply the Adjusted Total by .8 and show it as the  
Passing Score*

**Passing Score** = 132

**Pass**       **Fail**      (please mark one)