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Operation: Packinghouse	CB Registration No. PA−PGFS−3556−3	PrimusGFS
Final Report (Certified)	PrimusGFS ID #83020 − Cert:5	Version 2.1
Audit Report Summary	Audited by Primus Auditing Operations	

Organization: **J & R BAKER PRODUCE INC.**

    Contact(s):   TINA LOWERY

    Address: 561 ROUNDTREE BRIDGE RD

    Location: Norman Park, Georgia 31771, United States

    Phone: 229−324−8834

Packinghouse: **J & R BAKER PRODUCE INC.**

    Contact: TINA LOWERY

    Location: 561 Roundtree Bridge Road Norman Park, Georgia 31771, United States

Shipper: J &R Baker Produce, Inc

Operation Type: **Packinghouse**

Audit Scope: Packinghouse running six lines: Squash/Eggplant, Leafy Greens, Broccoli, Cucumber, Cabbage and Sweet Corn. The day of the audit the packinghouse was running Cabbage. Facility open by the sides. The hydrocooler is used for Sweet Corn. Ice is produced in−house and added to most Leafy Greens and Broccoli. One cooler for dry storage and one for wet products. Two main seasons: April to July and September to January. In peak season, 30 employees working and in low season, like the day of the audit, 10. HACCP program for all products, except for Cabbage.

Date FSMS Started: 05 Nov 2015 13:00

Date FSMS Finished: 05 Nov 2015 16:00

Date Operation Started: 05 Nov 2015 12:15

Date Operation Finished: 05 Nov 2015 15:00

Product(s) Observed During Audit: Cabbage, Cucumbers, Squash, Kale, Mustard Greens, Collard Greens, Sweet Corn

Similar Product(s) Not Observed: Turnip Greens / Turnip Tops

Product(s) Applied for but Not Observed: None Specified

Auditor: Rolando Alvarado (Primus Auditing Operations)

Audit Percentage Score: 94%

Score after acceptance of corrective actions: **95%**   Click here to see Corrective Action Activity

GPS Coordinates:

    Latitude: **Longitude:**

    31° 11' 18"   83° 34' 13"

Certificate Link: View Certificate

Audit Scoring Summary	Pre−Corrective Action Review		Post−Corrective Action Review	
Food Safety Management System Requirements	Score:	199	Score:	199
	Possible Points:	199	Possible Points:	199
	Percent Score:	100%	Percent Score:	100%
Good Manufacturing Practices Requirements	Score:	969	Score:	986
	Possible Points:	1052	Possible Points:	1052
	Percent Score:	92%	Percent Score:	93%
HACCP System Requirements	Score:	245	Score:	245
	Possible Points:	245	Possible Points:	245
	Percent Score:	100%	Percent Score:	100%
Total:	Score:	1413	Score:	1430
	Possible Points:	1496	Possible Points:	1496
	Percent Score:	94%	Percent Score:	95%

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	0	0
Good Manufacturing Practices Requirements	12	10
HACCP System Requirements	0	0
Total:	12	10

Sections:

Food Safety Management System Requirements

Management System

Control of Documents and Records

Procedures and Corrective Actions

Internal and external inspections

Rejection and release of product

Supplier Control

Traceability and Recall

Food Defense

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

Testing/Analyses Records

Temperature Controlled Storage &Distribution Logs

Allergen Control

HACCP System Requirements

Preliminary Steps

Development of the HACCP Plan

Execution of the HACCP plan on the Plant Floor

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. There is a written Food Safety Manual of the operation, including policies, SOPs and risk assessment.	
1.01.02	**Is there a documented food safety policy detailing the company´s commitment to food safety?**	**Total Compliance**	5	5	YES. There is a written policy signed by Mr Jerod Baker Jr and Mr Rodney Baker, updated on October 26, 2015 detailing the company´s commitment to food safety. This policy is posted at office of the facility.	
1.01.03	**Is there an organizational chart of all employees who have food safety related activities?**	**Total Compliance**	3	3	YES. There is a chart on file of personnel having food safety related job descriptions, reviewed on September 10, 2015.	
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 officially appointed whose members are Mr Jerod Rodney, Ms Tina Lowery and Ms Pam Hall (Packinghouse Manager) reviewed in October 20, 2015 .	
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. The management verification of the entire food safety system of the company was conducted by Ms Tina Lowery, Mr Rodney Baker and Mr Jerod Baker On September 20, 2015.	
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. Document of analysis detailing resources required for implementation and improvement of the food safety system, signed by Ms Tina Lowery on October 26, 2015, on file.	

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. The document control of the company explains how documents will be kept, updated and replaced.	
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. Records are stored for at least one year and kept in a secure fashion inside the office of the Food Safety Coordinator.	
1.02.03	**Are food safety related documents and records stored and handled in a secured manner?**	**Total Compliance**	3	3	YES. Records are stored inside locked offices in the facility . Electronic back ups available.	
1.02.04	**Are the records maintained in an organized and retrievable manner?**	**Total Compliance**	3	3	YES. No issues noted. Records were easily accessible.	

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. The Manual of the Company contains SOPs including these procedures.	
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. Users have a copy of the corresponding SOP and a master copy is kept in the Manual of the company.	
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. The SOP 4 "Corrective Actions" contains instructions for corrective actions.	
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. NUOCA SOP included in the Food Safety Manual. Blank Forms on file. No entries so far.	

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. SOP 5 reviewed on September 4, 2014. The self audits are carried out quarterly. HACCP self audit dated January 15 was also on file and reviewed. Corrective actions included.	
1.04.02	**Are there written procedures for handling regulatory inspections?**	**Total Compliance**	3	3	YES. SOP 6 contains Regulatory Inspections and Procedures. Corrective Actions included. This document was reviewed on September 03, 2014.	
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. Results and corrective actions of the third party audit performed by Primuslabs to the Packinghouse, Harvest Crew and Ranches in June 2015 and October 2015 on file.	
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?**	**Total Compliance**	10	10	YES. There is a SOP containing the calibration procedures of thermometers, spreaders of fertilizers and sprayers. Logs reviewed.	

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. The company has developed and implemented a written procedure for the hold and release of products on its SOP 08. It was last reviewed on September 3, 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. Score not affected. No on–hold products have been handled so far. (When a product does not meet the requirement, it is just dumped. Verbal from Ms Lowery). Log 8 available.	
1.05.03	**Is there a documented product release procedure available?**	**Total Compliance**	5	5	YES. SOP 8 "Physical handling of Product Placed on Hold" on file.	
1.05.04	**Are there records of product releases kept on file?**	**N/A**	0	0	N/A. Score not affected. No products have been placed on–hold. SOP 10 (blank forms).	
1.05.05	**Is there a documented system for dealing with customer and buyer food safety complaints/feedback along with records and company responses, including corrective actions?**	**Total Compliance**	10	10	YES. SOP 10 reviewed on September 3, 2014. The logs No. 11 includes just quality complaints.	

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 for products (cucumbers, cabbage, collard greens, broccoli, kale, mustard green, turnip green, summer squash, rutabagas) and for packing materials on file.	
1.06.02	Is there a written procedure detailing how suppliers are evaluated, approved and monitored?	Total Compliance	5	5	YES. SOP 11 "Supplier Control " includes specifications and flow charts.	
1.06.03	Is there a list of approved suppliers?	Total Compliance	5	5	YES. The list of approved suppliers was complete and updated to October 25, 2015.	
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. Documentation reviewed. Specifications, letters of guarantee on file.	
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. SOP 12, reviewed on September 4, 2014. The company keeps control over the procedures for pest control, portable toilets, laboratories, microbial testing and maintenance.	
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. Chemical testing is performed by The Waters Agricultural Laboratory accredited ISO/IEC 17025–2005 for microbial testing through August 01, 2016.	

FSMS – Traceability and Recall

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
1.07.01	Is there is 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. The company has developed and implemented a product tracking system that relies on The Famous Software. It keeps track of inventory also. Team members are also included. This procedure is explained in SOP 13.	
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. The recall process on file. It also includes a flow chart. The system includes alternates, names, telephone numbers, types of recall.	
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. A mock recall was performed in November 4, 2015. The scenario was blood found on boxes of eggplants by an injured employee. 773 boxes involved. The exercise lasted 20 minutes, from 11:30am to 11:50am and all product was accounted for. Other mock recall was conducted on May 28, 2015, from 10:30 to 10:35am on water high in E. Coli in 50 boxes of acorn squash. All product was accounted for. Lessons learned included.	

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. Food Defense Plan on SOP 14, updated in October 26, 2015. It includes risk assessment, buildings, vehicles, shipments. Ms Tina Lowery atted the FDA Food Defense Awarness training.	
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. The list of emergency contacts is posted in the office and kept in the Manual.	
1.08.03	Are visitors to the company operations required to adhere to food defense policies?	Total Compliance	3	3	YES. Visitors and contractors are required to sign a book stating that they will adopt the food defense policies of the facility and the Food Safety policies as well	

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. The person in charge of the Food Safety Program of the packinghouse is Ms Tina Lowery.	
2.16.02	Are all chemicals (pesticides, sanitizers, detergents, lubricants, etc.) stored securely, safely and are they labeled correctly?	Total Compliance	15	15	YES. No issues noted. Chemicals correctly stored.	
2.16.03	Are "food grade" and "non–food grade" chemicals used, handled and stored in a controlled manner?	Total Compliance	10	10	YES. Food grade chemicals stored in a controlled manner in a dedicated area.	
2.16.04	Are signs supporting GMP's posted appropriately?	Total Compliance	10	10	YES. There are signs supporting the GMPs posted around the facility	
2.16.05	Are the necessary food defense controls implemented in the operation?	Total Compliance	10	10	YES. Food defense controls in place.	

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 contamination from animals and/or insects observed.	
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 contamination issues observed.	
2.17.03	Are plant and storage areas free of insects/rodents/birds/reptiles/mammals or any evidence of them?	Total Compliance	15	15	YES. No evidence of insects and/or animals seen.	
2.17.04	Is the area outside the facility free of evidence of pest activity?	Total Compliance	10	10	YES. No pest activity observed outside the facility.	
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. Pest control program managed by an external company, Dixon Pest Services.	
2.17.06	Are pest control devices located away from exposed food products? Poisonous rodent bait traps are not used within the facility?	Total Compliance	10	10	YES. Pest control devices located away from products.	
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. All pest control devices observed were clean and marked as monitored on a regular basis	
2.17.08	Are interior and exterior building perimeter pest control devices adequate in number and location?	Total Compliance	5	5	YES. Pest control devices 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. Pest control devices identified by sequential numbers.	
2.17.10	Are all pest control devices properly installed and secured?	Total Compliance	5	5	YES. No issues noted.	

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. No cross contamination issues noted.	
2.18.02	Is the storage area completely enclosed?	Major Deficiency	3	10	MAJOR. Storage area (main) open by the sides. 4 cardboard storage trailers enclosed.	
2.18.03	Is the facilities use restricted to the storage of food products?	Total Compliance	5	5	YES. Only food–related products are stored in this facility.	
2.18.04	Are rejected or on hold materials clearly identified and separated from other materials?	N/A	0	0	N/A. Score not affected. No on–hold or rejected products observed.	
2.18.05	Are raw products, work in progress, ingredients (including ice), finished goods 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 issues noted.	
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. All the facility was 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. Bins and cartons are properly marked with rotation codes.	
2.18.08	Are materials (commodities, packaging, ingredients, processing aids, work in progress, etc.) rotated using FIFO policy?	Total Compliance	5	5	YES. FIFO policy implemented.	
2.18.09	Are storage areas at the appropriate temperatures for the specific products being stored?	Total Compliance	10	10	YES. Storage areas are at the appropriate temperatures for the products handled in this facility.	

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. Raw products do not contaminate finished product.	
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.)?	Major Deficiency	5	15	MAJOR. Drip panes of electric motors missing or in bad condition.	
2.19.03	Are packing and/or processing areas completely enclosed?	Non–Compliance	0	15	Non Compliance. Packing area open by the sides.	
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 production areas were clean and well maintained.	
2.19.05	Is all re–work/re–packaging handled correctly?	N/A	0	0	N/A. Score not affected. During the time of the audit no re–packaging procedures were in progress.	
2.19.06	Are raw ingredients examined before use?	Total Compliance	5	5	YES. The products are examined before packing.	
2.19.07	Are finished products coded (carton and unit packaging) for the day of production and displaying information to enable proper storage and use of the product within the food supply chain?	Major Deficiency	3	10	MAJOR. Most products (unit packaging) are not coded for the day of production. (Pallets are)	
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?	Total Compliance	10	10	YES. Visual inspections are performed by the supervisors.	
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?	Total Compliance	10	10	YES. Test strips are used for checking free chlorine and pH of wash water.	
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.)?	Minor Deficiency	10	15	MINOR. Hand washing stations located out of full sight of supervisors.	
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. Toilets are correctly stocked and in adequate number and location.	
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. Alcohol gel dispensers available.	
2.19.13	Are foot dip stations adequate in number and location? Are the stations maintained properly?	Total Compliance	3	3	YES. There is one foot dip station used by the employee pushing the cabbage to the conveyor. It is correctly placed.	
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. No issues seen	
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 trash cans are identified by color black with a red cross.	
2.19.16	Are food safety measuring devices working properly?	Total Compliance	3	3	YES. Devices working properly.	

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?	Total Compliance	15	15	YES. All food contact surfaces were free of flaking paint, corrosion, rust and other unhygienic materials.	
2.20.02	Are employees fingernails clean, short and free of nail polish?	Total Compliance	5	5	YES. No issues seen.	
2.20.03	Is there no sign of any employees with boils,sores, open wounds or exhibiting signs of foodborne illness working in direct and indirect food contact?	Total Compliance	10	10	YES. Issues related with ill or injured employees were not seen. Policy in place and implemented	
2.20.04	Are employees wearing effective hair restraints?	Total Compliance	5	5	YES. Employees were correctly using hairnets.	
2.20.05	Is jewelry confined to a plain wedding band?	Total Compliance	3	3	YES. No issues observed.	
2.20.06	Are all employees wearing outer garments suitable for the operation (e.g. smocks, aprons, sleeves, non–latex gloves)?	Total Compliance	5	5	YES. Employees were using plastic smocks and hairnets.	
2.20.07	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?	Total Compliance	5	5	YES. Employees remove their working garment when on a break.	
2.20.08	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?	Total Compliance	5	5	YES. The thick plastic aprons are re–usable for the day. The others are disposable after each use.	
2.20.09	Employees personal items are not being stored in the production and material storage areas?	Total Compliance	5	5	YES. No issues noted. There is a dedicated area for this purpose, outside the processing and storage rooms.	
2.20.10	Is smoking, eating, chewing and drinking confined to designated areas?	Total Compliance	10	10	YES. Eating and drinking is allowed in the break area, outside the building. Smoking is	

			allowed outside of the facility.

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments
2.20.11	Are all items removed from shirt or blouse top pockets?	Total Compliance	3	3	YES. No issues observed
2.20.12	Is there a first aid kit(s) readily available in the facility and adequately stocked?	Total Compliance	5	5	YES. First aid kit containing blue, metal detectable band aids in place.

GMP – Equipment

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.21.01	Are food contact equipment surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g. tape, string, cardboard, etc.)?	Total Compliance	15	15	YES. All food contact surfaces were free of flaking paint, corrosion, rust and other unhygienic materials.	
2.21.02	Are non–food contact equipment surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g. tape, string, cardboard, etc.)?	Major Deficiency	3	10	MAJOR. Rust and flaking paint observed in some parts of the equipment and in the racks.	
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?	Total Compliance	15	15	YES. The equipment is designed for easy cleaning and proper maintenance	
2.21.04	Are thermometers (independent of thermostat probes) present in all coolers and freezers?	Total Compliance	5	5	YES. Thermometers in place.	
2.21.05	Are all thermometers non–glass and non–mercury?	Total Compliance	10	10	YES. Thermometers are 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 equipment surfaces clean?	Total Compliance	15	15	YES. All food contact surfaces were clean.	
2.22.02	Are non–food contact equipment surfaces clean?	Total Compliance	10	10	YES. All non–food contact surfaces were clean.	
2.22.03	Are items (barrels, bins, etc.) that are used to hold or store product clean?	Total Compliance	10	10	YES. The RPCs that are used to hold products were clean.	
2.22.04	During cleaning are foods and packaging protected from contamination?	N/A	0	0	N/A. Score not affected. During the time of the audit, no general cleaning procedures were in progress.	
2.22.05	Are cooling units including coils in coolers and freezers clean and free of aged, dirty ice?	Total Compliance	5	5	YES. Cooling units in good condition and clean	
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. No issues noted.	
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?	Total Compliance	10	10	YES. Equipment not in use the day of the audit was clean.	
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. Issues were not seen.	
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 not affected. There are no maintenance tools in the facility.	
2.22.10	Are excess lubricants and grease removed from the equipment?	Total Compliance	5	5	YES. No excess lubricants observed.	

GMP – General Cleaning

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.23.01	Are spills cleaned up immediately?	Total Compliance	10	10	YES. Spills are cleaned immediately as they occur.	
2.23.02	Are waste and garbage frequently removed from packing and storage areas?	Total Compliance	5	5	YES. Garbage cans were almost empty.	
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. The drains were clean and in good condition.	
2.23.04	Do high level areas including overhead pipes, ducts, fans, etc. appear clean?	Total Compliance	10	10	YES. Overhead contamination was not observed	
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. No issues noted. Plastic strip curtains in good shape and clean.	
2.23.06	Is safety equipment for the sanitation crew adequate, in good condition and stored to prevent cross contamination to raw products, work in progress, ingredients, finished goods or packaging?	N/A	0	0	N/A. Score not affected. The safety equipment for the sanitation crew was not seen.	
2.23.07	Is cleaning equipment available and stored properly?	Total Compliance	5	5	YES. Cleaning equipment correctly stored.	
2.23.08	Is cleaning equipment identified in order to prevent potential cross contamination issues e.g. production, maintenance, outside, restroom equipment?	Total Compliance	10	10	YES. Cleaning equipment is color coded to reduce the risk of cross contamination.	

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
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. Items used for sanitation are appropriate for their purpose.	
2.23.10	Are toilet facilities and hand–wash stations clean?	Total Compliance	15	15	YES. Toilets and hand washing station were clean	
2.23.11	Are employee break facilities clean, including microwaves and refrigerators? No rotting or out of date foodstuffs?	Total Compliance	5	5	YES. Break area was clean. There was no microwave and no fridges.	
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 not affected. There is not a maintenance shop in the facility.	
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. Forklifts, a bobcat and pallet jacks were clean.	
2.23.14	Are shipping trucks clean and in good condition?	N/A	0	0	N/A. Score not affected. No shipping trucks were seen.	

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 facility that could potentially contaminate raw materials, work in progress, ingredients (including ice), finished goods, equipment or packaging shielded to protect product from contamination in the event of breakage?	Total Compliance	15	15	YES. All lights in the packinghouse are shatter proof and/or protected.	
2.24.02	Has the facility eliminated or controlled any potential metal, glass or plastic contamination issues?	Total Compliance	15	15	YES. Policy in place and implemented. No issues seen.	
2.24.03	Has the facility eliminated the use of wooden items or surfaces?	Major Deficiency	1	5	MAJOR. Wood is used in platforms where employees stand. One electric wood panel observed.	
2.24.04	Is there adequate lighting in the packing and storage areas?	Total Compliance	5	5	YES. Lighting is adequate.	
2.24.05	Is ventilation adequate to control dust, condensation, odors and vapors?	Total Compliance	10	10	YES. 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	MINOR. Minor cracks in the floor.	
2.24.07	Are the floor drains where they are needed for drainage and cleanup?	Total Compliance	5	5	YES. The floor drains were in good condition.	
2.24.08	Are doors to the outside pest proof?	N/A	0	0	N/A. Score not affected. Facility is open.	
2.24.09	Are dock doors fitted with buffers to seal against trucks?	N/A	0	0	N/A. Score not affected. The docks are open.	
2.24.10	Are dock load levelers and shelters maintained in a good condition, pest proof and debris free?	Total Compliance	3	3	YES. The dock load levelers were in a good condition and debris free.	
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?	Total Compliance	5	5	YES. No issues observed	
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. Walls and ceilings are free of cracks and crevices to prevent pest harborage and allow proper sanitation.	
2.24.13	Do false ceiling areas have adequate access to allow for inspection and cleaning?	N/A	0	0	N/A. Score not affected. There are no false ceilings in this plant.	
2.24.14	Is an 18" (46cm) internal wall perimeter being maintained within the facility, with adequate access to these wall perimeters thereby allowing inspection and cleaning ?	Total Compliance	5	5	YES. The internal wall perimeter is maintained for inspection and cleaning.	
2.24.15	Is the exterior area immediately outside the facility free of litter, weeds and standing water?	Total Compliance	5	5	YES. Outside of the facility was clean.	
2.24.16	Are control measures being implemented for the storage of pallets, equipment, tires etc. (i.e. out of the mud, pipe ends capped, stacked to prevent pest harborage, away from building perimeter)?	Total Compliance	5	5	YES. No issues seen around the facility.	
2.24.17	Are pallets inspected to separate and replace dirty or broken pallets?	Total Compliance	5	5	YES. No broken pallets were observed.	
2.24.18	Is the area around the dumpster/cull truck/trash area clean?	Total Compliance	3	3	YES. The area around the dumpster was clean.	
2.24.19	Are outside garbage receptacles and dumpsters kept covered or closed?	Total Compliance	5	5	YES. Dumpster located outside the facility were covered.	
2.24.20	Are all water lines protected against back siphonage?	Total Compliance	5	5	YES. Check valves in place.	
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 not affected. There is not a 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 complete, on file and reviewed.	
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. Chemical labels on file.	
2.25.03	Is there a chemical inventory and/or usage log?	Total Compliance	3	3	YES. Chemical inventory up to date.	

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
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?	Total Compliance	10	10	YES. SOPs for the hydrocooler on file.	

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 managed by a contract company, Dixon Pest Services. Documentation on file. Insurance valid through May 01, 2016.	
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. Map of the facility on file. 23 rodents baits on the exterior and 24 tin cats in the interior.	
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. Inspection conducted by Dixon Pest Services every two weeks. Inspection in–house bi–weekly, in alternate dates. Reports on file and reviewed.	

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 (raw products, ingredients and packing materials) inspection data?	Total Compliance	5	5	YES. There are records of incoming goods on LOG 26.	
2.27.02	Are there inspection logs on incoming trailers for rodents and insects, cleanliness, holes and temperature control?	Total Compliance	10	10	YES. Incoming trucks are inspected. Records reviewed.	
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?	Total Compliance	10	10	YES. Monitoring for free chlorine and PH of the water is performed each hour.	
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?	Total Compliance	10	10	YES. Records on file.	
2.27.05	Are there records (with corrective actions) that show anti–microbial strength testing of hand/foot/tool dip stations? Are there stock check and replenishment records for gel and spray stations?	Total Compliance	3	3	YES. There are records for alcohol gel stations.	
2.27.06	Is there a tool accountability program for knives and similar cutting hand tools used in the production area?	N/A	0	0	N/A. Score not affected. No tools are used in this plant.	
2.27.07	Is there a daily pre–operation inspection log?	Total Compliance	5	5	YES. Daily pre–operation inspection log on file. Ms Pamela Hall, the packinghouse manager is signing them.	
2.27.08	Has a documented risk assessment been performed to ensure that any food safety hazards relevant to facility location and adjacent land use are identified and controlled?	Non–Compliance	0	10	Non Compliance. There is not a risk assessment for the facility location.	
2.27.09	Is there a current certificate of inspection for backflow prevention assemblies on water lines into the facility?	Non–Compliance	0	3	Non Compliance. There was not a certificate of inspection for the backflow prevention device of the packinghouse.	
2.27.10	Is there documented evidence of the internal audits performed to the audited operations, detailing findings and corrective actions?	Total Compliance	10	10	YES. Self audits performed to the facility were on file.	

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 a documented schedule?	Total Compliance	10	10	YES. The preventive maintenance program is on file and was reviewed.	
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. Logs on file.	
2.28.03	Are there logs showing that equipment is cleaned and sanitized after maintenance work has been completed?	Total Compliance	5	5	YES. Records in place and reviewed.	
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. Master Sanitation Schedule on file.	
2.28.05	Are there written cleaning procedures (Sanitation Standard Operating Procedures) for the facility and all equipment?	Total Compliance	10	10	YES. There are SSOPs for the facility and its equipment.	
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. Sanitation logs on file.	
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, hydrocoolers, ice makers, etc.)?	Total Compliance	5	5	YES. There are records for CIP of hydrocooler, Ice maker (aka Ice house), dump tanks and drain lines.	
2.28.08		Non–Compliance	0	5		

	Is there a routine program and written procedure to validate sanitation effectiveness using ATP bioluminescence?				Non Compliance. ATP bioluminiscence not in use.
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. There is a log indicating that floor drains are cleaned daily.
2.28.10	**Are there records showing cooling units are serviced and cleaned at least every 12 months or more frequently as required?**	**Total Compliance**	10	10	YES. Cooling units are cleaned in−house. Maintenaince is also done in that way. Records reviewed.
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. Glass Policy and inventory on file.

GMP – Employee Documentation

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.29.01	**Are there records of new employee food safety (GMP) orientation training (with topics covered and attendees) and are new employees required to sign the company's food safety hygiene and health policy?**	**Total Compliance**	10	10	YES. Training records of new employees on file.	
2.29.02	**Are there logs of ongoing employee food safety education training with topics covered and attendees?**	**Major Deficiency**	3	10	MAJOR. On−going employees have not attended food safety training during the last year. Only Ms Tina Lowery attended a HACCP training.	
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. Records on file.	
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. Procedures included in SOP of the GMP.	
2.29.05	**Are there written sickness reporting and return to work procedures?**	**Total Compliance**	3	3	YES. Written procedure included in the GMP Manual of the plant.	
2.29.06	**Is there an employee non−compliance/disciplinary action procedure? (verbal confirmation accepted).**	**Total Compliance**	3	3	YES. Disciplinary action procedure in place.	
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 and contractors are required to sign the visitors book stating that they will comply with the Food Safety Policies and Food Security Policies of the plant.	

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?**	**Total Compliance**	5	5	YES. There are results of microbial testing performed to the forklifts and the bobcat used for scooping ice. No microbial contamination was reported.	
2.30.02	**Are there records of routine environmental microbiological testing?**	**Total Compliance**	5	5	YES. The results of microbial testing performed in the coolers (2), drains and the lines, show no evidence of microbial contamination of Listeria.	
2.30.03	**Are there routine microbiological tests on water used in the facility (sampled from within the facility)?**	**Total Compliance**	10	10	YES. Results of the microbiological testing conducted in the water of the holding tank and at the well show no microbial contamination from E.coli or Total Coliforms, according to the Waters Agricultural Laboratories. Testing conducted on August 01, 2015.	
2.30.04	**Are there routine microbiological tests on ice used in the facility (either produced in−house or purchased)?**	**Total Compliance**	5	5	YES. Microbial testing of the ice, conducted on October 29, 2015 shows no contamination from E. coli and Total Coliforms (< 1.0 MPN/100ml). All microbial testings are conducted quarterly.	

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?**	**N/A**	0	0	N/A. Score not affected. There are no temperature sensitive products in the packinghouse.	
2.31.02	**Are there temperature logs for the packing room (if refrigerated)?**	**N/A**	0	0	N/A. Score not affected. Packing room is not refrigerated.	
2.31.03	**Are there temperature logs for storage rooms?**	**Total Compliance**	5	5	YES. Records of temperature for the two coolers on file. (Cooler 1: 45|F−53|F. Cooler 2: 33°F−41°F)	

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
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. There is a Driver Sign–in Log #9 in which, the temperature is recorded.	
2.31.05	Are there sanitary condition logs for shipping trucks (cleanliness, trailer condition, odor, etc.)?	Total Compliance	10	10	YES. There are records of the sanitary condition of the shipping trucks in the pick tickets.	

GMP – Allergen Control

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
2.32.01	There are no allergen risks handled or stored within production and storage areas?	Yes	0	0	YES. There are no allergen risks in the facility	
2.32.02	Has a documented allergen management plan been developed?	N/A	0	0	N/A. Score not affected. There are no allergen risks in the facility.	
2.32.03	Are there adequate storage controls (separation, identification etc.) that ensure that allergens are not contaminating other materials?	N/A	0	0	N/A. Score not affected. There are no allergen risks in the facility.	
2.32.04	Is there a dedicated production line or adequate clean down and production procedures that prevent allergen cross contamination?	N/A	0	0	N/A. Score not affected. There are no allergen risks in the facility.	
2.32.05	Are utensils and work in progress storage containers identified in order to prevent allergen cross contamination?	N/A	0	0	N/A. Score not affected. There are no allergen risks in the facility.	
2.32.06	Does re–work handling take into account the issues associated with allergen containing products?	N/A	0	0	N/A. Score not affected. There are no allergen risks in the facility.	
2.32.07	Are employees trained with respect to allergen risks and the facility allergen cross contamination controls (including hand washing between production runs) and are there records of this allergen training?	N/A	0	0	N/A. Score not affected. There are no allergen risks in the facility.	
2.32.08	Are all products manufactured on site, labeled correctly with respect to allergens?	N/A	0	0	N/A. Score not affected. There are no allergen risks in the facility.	

HACCP – Preliminary Steps

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
3.01.01	Is there a team responsible for the HACCP program at the operation, with a leader assigned and if applicable, for the development, implementation and on–going maintenance of the HACCP system?	Total Compliance	10	10	Yes. The members of the HACCP team are Mr Jerod Baker, Mr Rodney Baker, Mr Pamela Hall, Ms Katie Odrobina and Ms Tina Lowery. Ms Lowery is the in–site team leader.	
3.01.02	Is there documented evidence that the HACCP team members have being trained on HACCP principles?	Total Compliance	10	10	Yes. Ms Lowery has attended formal HACCP training. She has trained other members of the team.	
3.01.03	Does a product description exist for the products produced?	Total Compliance	10	10	Yes. On file descriptions of Squash, Eggplant, Kale, Collards, Cabbage, Mustard, Turnips, Cilantro.	
3.01.04	Has the process(es) been flow charted in sufficient detail to completely describe the process or product handling/processing steps and has the flow chart(s) been verified?	Total Compliance	15	15	Yes. The processess have been flow charted. They were verified on September 15, 2015 by the HACCP members.	

HACCP – Development of the HACCP Plan

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
3.02.01	Has a documented hazard analysis for the process been conducted, showing the various types of hazard, their Likelihood of occurrence and their associated severity? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	Total Compliance	15	15	Yes. There are written hazard analysis for the processess carried out in the plant: Squash/Eggplant. Greens. Broccoli. Cucumbers. Corn. (The only one that does not have CCP is the Cabbage).	
3.02.02	Have all CCPs been identified? If answer is YES, continue with next question. If answer is NO, the rest of "Module 3 HACCP" is not applicable. If the auditor detects that one or more CCP´s have been omitted, then the auditor should score down under 3.02.01. If the auditor thinks that CCP´s have been added that should be omitted then the auditor should note the issue under 3.02.03.	Yes	0	0	Yes. CCPs have been identified.	
3.02.03	Have CCP decisions been made with documented justification and where CCPs are noted have they been developed to control the hazards identified in the hazard analysis step?	Total Compliance	15	15	Yes. Each CCP is justified by academic papers.	
3.02.04	Have CCP critical control limits been established with the support of relevant sources of information or by validation documentation?	Total Compliance	15	15	Yes. Each CCP has CC limits. Documentation reviewed.	
3.02.05	Have monitoring requirements and frequencies been determined for the CCPs?	Total Compliance	15	15	Yes. The monitoring frequencies for all the CCPs have been set to one hour.	
3.02.06	Have specific responsibilities been assigned for the monitoring, recording and corrective action management of each CCP?	Total Compliance	10	10	Yes. There are specific people in charge of the monitoring, recording and corrective actions to be take.	
3.02.07	Have standard operating procedures (SOPs) been created for the monitoring process of the CCPs, which would include how to carry out the monitoring activities?.	Total Compliance	5	5	Yes. SOPs on file.	
3.02.08	Have Corrective Action procedures for the CCPs been established, including a detailed action plan for operators to follow if the limits	Total Compliance	15	15	Yes. The SOPs include the corrective action procedures to be followed if the limits are out of	

3.02.09	Have recording templates (recording forms) been developed for monitoring the CCPs?	Total Compliance	15	15	Yes. Templates on file.
3.02.10	Have verification plans and schedules been developed for each CCP?	Total Compliance	10	10	Yes. Among the verifications, daily signing of the operator, weekly signing of the Food Safety Coordinator, microbial testing of lines, hydrocooler.
3.02.11	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	N/A. Score not affected. No changes have been conducted to the HACCP system since last year.
3.02.12	Is there evidence recorded for HACCP training to all plant employees, including training for CCP operators?	Total Compliance	10	10	Yes. Training records on file.

(Top line continued: "are not met and plans to adjust the process back into control?" ... "control.")

HACCP – Execution of the HACCP plan on the Plant Floor

Question No.	Question Name	Given Answer	Given Score	Possible Score	Auditor Comments	Files
3.03.01	Are all of the documents noted in the HACCP plan in place for real time monitoring of the CCPs?	N/A	0	0	N/A. Score not affected. The day of the audit only Cabbage was being running. Cabbage does not have CCPs.	
3.03.02	Are the CCP monitoring activities and frequencies in compliance with the plan?	Total Compliance	15	15	Yes. According to the records reviewed, the CCP monitoring activities and frequencies were in compliance with the plan.	
3.03.03	Do CCP operators understand basic HACCP principles and their role in monitoring CCPs? (Interview operators to verify).	Total Compliance	10	10	Yes. The main CCP operator is Ms Pam Hall. She knows her role in the HACCP system.	
3.03.04	Are CCP monitoring records signed off (or initialed) by the operator(s) who are carrying out and recording the CCP check?	Total Compliance	15	15	Yes. No issues noted.	
3.03.05	Are corrective actions detailed in writing when the failure of a CCP occurs?	Total Compliance	15	15	Yes.	
3.03.06	Are the CCP records reviewed and signed off daily by the quality control supervisor and/or management?	Total Compliance	10	10	Yes. All records reviewed were being signed off by the operator.	
3.03.07	Is any other CCP verification performed (apart from daily record verification) according to the HACCP Plan?	Total Compliance	10	10	Yes. Verification also includes microbial testing of the line and of the hydrocooler.	