



[Ver en Español](#)

Operation: Harvest Crew Final Report (Certified) Audit Report Summary	CB Registration No. PA-PGFS-3556-5 PrimusGFS ID #83990 – Cert:5 Audited by Primus Auditing Operations	PrimusGFS Version 2.1
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	
Harvest Crew Number/Name:	Crew #1	
	Harvest Crew Company Name: J & R Baker Produce, Inc	
	Contact: TINA LOWERY	
Audit Location:		
	Grower Name: J & R BAKER PRODUCE INC.	
	Operation Name: Moore Farm South	
	Operation Location: Moultrie, Georgia, United States	
Shipper:		
Operation Type:	Harvest Crew	
	Harvest Crew of 8 employees, all male, lead by Mr Arnulfo Brito was audited while hand harvesting Kale. Kale is hand picked, bunched and with a knife, all the stems are cut to the same size. Then, they are placed inside a cardboard box. The box is moved to the top of a wagon and transported to the packhouse where it is cooled. Toilets and hand washing stations available. No risks observed in growing fields.	
Audit Scope:		
Date FSMS Started:	05 Nov 2015 13:00	
Date FSMS Finished:	05 Nov 2015 16:00	
Date Operation Started:	05 Nov 2015 09:00	
Date Operation Finished:	05 Nov 2015 09:30	
Product(s) Observed During Audit:	Kale	
Similar Product(s) Not Observed:	Cabbage, Collard Greens	
Product(s) Applied for but Not Observed:	None Specified	
Auditor:	Rolando Alvarado (Primus Auditing Operations)	
Audit Percentage Score:	99%	
Score after acceptance of corrective actions:	99%	Click here to see Corrective Action Activity
GPS Coordinates:	Latitude: 31° 3' 22"	Longitude: 83° 35' 26"
Certificate Link:	View Certificate	

Audit Scoring Summary	Pre-Corrective Action Review	Post-Corrective Action Review
Food Safety Management System Requirements	Score: 199 Possible Points: 199 Percent Score: 100%	Score: 199 Possible Points: 199 Percent Score: 100%
Good Agricultural Practices Requirements	Score: 490 Possible Points: 495 Percent Score: 98%	Score: 490 Possible Points: 495 Percent Score: 98%
Total:	Score: 689 Possible Points: 694 Percent Score: 99%	Score: 689 Possible Points: 694 Percent Score: 99%

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 Agricultural Practices Requirements	1	1
Total:	1	1

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 Agricultural Practices Requirements

[Harvesting Inspections, Policies and Training](#)

[Harvesting Employee Activities & Sanitary Facilities \(Applies to harvesting workers\)](#)

[Harvest Practices](#)

[Transportation and Tracking](#)

[On site storage](#)

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	

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	procedures for pest control, portable toilets, laboratories, microbial testing and maintenance. 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 attended the FDA Food Defense Awareness 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	

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. Self audit for this harvest crew was performed by Ms Tina Lowery on November 02, 2015.	
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. Pre-harvest inspection was conducted and was available for review.	
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. The score is not affected. No issues were discovered in the pre-harvest inspection.	
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. Daily pre-operation inspection is performed by Mr Arnulfo Brito, Harvest Crew Leader. Records reviewed.	
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. Policy included in the GAP Manual of the farm.	
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. There are records on food safety hygiene training to new and existing employees of the harvesting crew.	
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 policy is included in the GAP Manual of the farm.	

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. The company has written and implemented policies and procedures for the harvesting operation related to employees with open sores or who are physically ill.	
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. No employee was observed eating or drinking in the harvest areas.	
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. Policy on file and implemented. No employee was observed smoking.	
2.12.04	Is it evident the clothing harvesters are wearing is not posing a cross contamination risks?	Yes	5	5	YES. Harvesters' clothing is not a risk of cross contamination.	
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 employee was observed wearing 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?	Yes	5	5	Yes. Gloves are used by the harvesters.	
2.12.06a	Where gloves are used, are they latex-free?	Yes	0	0	Yes. Gloves are latex free.	
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?	Yes	5	5	Yes. Gloves are removed when employees go to the toilets or to take a break. A new pair is used.	
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. Alcohol gel stations in place.	
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. There are adequate toilet facilities for employees, provided by Brinson Septic Service.	
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. Toilets are placed close to the harvesting 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. Toilets are placed on the internal roads of the farm, away from growing areas.	
2.12.08c	Are separate toilet facilities provided for men and women in groups larger than 5 employees?	N/A	0	0	N/A. Score not affected. Only men were working in the harvest crew.	
2.12.08d	Is a minimum of one toilet facility provided for each group of 20 employees?	Yes	10	10	YES. The toilet facilities are enough to the number of employees. (8 employees, one toilet).	
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. The toilet facilities have signs supporting the good hygiene practices.	
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 in the urinals)?	Yes	5	5	YES. The toilets are equipped with the necessary supplies and maintained in good sanitary condition.	
2.12.08g	Are the toilets maintained in a clean condition?	Yes	10	10	YES. The toilets were clean.	
2.12.08h	Are toilets constructed of materials that are easy to clean?	Yes	2	2	YES. The toilets are constructed of materials that are easy to clean.	
2.12.08i	Are the toilet's construction materials of a light color allowing easy evaluation of cleaning performance?	Yes	2	2	YES. The toilet's construction materials are of a light color allowing easy evaluation of cleaning performance.	
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 document related to the procedure for cleaning and waste management of the portable toilets is issued by Brinson Septic Service, its toilets provider.	
2.12.08k	Are there toilet cleaning records and for portable toilets, are there servicing records?	Yes	2	2	YES. Records on file and reviewed.	
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. No issues observed.	
2.12.08m	Are the toilet catch basins emptied properly?	N/A	0	0	N/A. Score not affected. This procedure was not observed in the field.	
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. The growing area was free of evidence of human fecal contamination.	
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. There are hand washing facilities at the toilet station.	
2.12.10a	Are the hand washing facilities placed within ¼ mile or 5 minutes walking distance of all employees?	Yes	15	15	YES. Hand washing facilities are placed close to the harvesters.	
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. The hand washing stations are located outside of the toilet facilities.	
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. There are extra materials available in the supervisor truck to be restocked quickly.	
2.12.10d	Is soap made available at all hand washing facilities? If No, go to 2.12.10f.	Yes	10	10	YES. All hand washing facilities have soap.	
2.12.10e	Is non-perfumed soap available?	Yes	5	5		

2.12.10f	Are single-use towels available at all hand washing facilities and trash cans for them?	Yes	10	10	YES. The anti-bacterial soap is non-perfumed. YES. The hand washing stations have single-use towels in their dispensers and there are also trash cans for them.
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. No issues observed.
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.	N/A	0	0	N/A. Score not affected. This discipline was not observed during the audit.
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.	Yes	10	10	YES. Issues were not observed.
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.	N/A	0	0	N/A. Score not affected. This discipline was not observed during the time of this audit.
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. The score is not affected. During the time of the audit no employee failed to comply with hygiene standards.
2.12.11	Is fresh potable drinking water readily accessible to employees.? If No, go to 2.12.12.	Yes	7	7	YES. Drinking water is provided to employees.
2.12.11a	Are the water containers maintained in a clean condition?	Yes	5	5	YES. The water containers were clean and in good condition.
2.12.11b	Are single use cups provided (unless a drinking fountain is used) made available near the drinking water?	Yes	7	7	YES. Single use cups are provided.
2.12.12	Are first-aid kits available and is the inventory maintained properly?	Yes	5	5	YES. There are first aid kits properly equipped.
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. The score is not affected. During the time of the audit, no product came in contact with blood.
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. Policy included in GAP Manual of the farm.
2.12.14	Is garbage disposed of properly in the harvesting areas?	Yes	10	10	YES. No garbage seen in the growing fields.
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. Garbage containers are provided near the toilet stations.
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. All garbage containers were clean, covered and in good condition.
2.12.16	Have any potential metal, glass, or plastic contamination issues been controlled?	Yes	5	5	YES. No issues observed
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. No children were observed in harvest areas.

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. There was no evidence of 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. The product is packed 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. The product is packed in the field.	
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. No issues noted.	
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. The packing material was free from evidence of pest activity or any signs of hazardous materials. Cardboard is transported and kept on top of a wagon.	
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. No evidence of contamination by pest activity, foreign materials, hazardous materials or adulteration issues was observed.	
2.13.03d	Is product and packing material free from exposure to the ground and or any handling contamination?	No	0	5	NO. Cardboard boxes are placed on the ground while harvesting.	
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. No issues seen.	
2.13.03f	If packing material is left in the field overnight is it secured and protected?	N/A	0	0	N/A. Score not affected. The packing material is not left in the field overnight.	
2.13.03g		Yes	3	3		

2.13.04	Does finished product packaging display information to enable proper storage and use of the product within the food supply chain? Are grading and packing tables used? If No, go to 2.13.05.	No	0	0	Yes. Information available in the cardboard boxes. NO. Grading or packing tables are not used in the field.
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. No re-useable containers are used for harvesting Kale.
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.	Yes	0	0	YES. Knives are used in the harvesting process, just to clip the stems to the same size.
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)?	Yes	5	5	Yes. Knives are stainless steel and the handles are plastic.
2.13.06b	Are harvest tools not being taken into break or toilet areas or used for any other purpose other than product harvesting?	Yes	5	5	Yes. Knives are left inside the bucket containing a sanitation solution of chlorine.
2.13.06c	Are harvest tools free from exposure to the ground and or any handling contamination?	Yes	5	5	YES. No issues related to the knives were seen.
2.13.06d	Is there an equipment and utensil (e.g. knives) storage and control procedures when not in use?	Yes	5	5	YES. The knives are stored properly by Mr Arnulfo Brito, Harvest Crew Leader, when they are not in use.
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.	Yes	5	5	YES. Cleaning program is included in LOG 47 "knife Log" of the GAP Manual.
2.13.06f	Is an anti-microbial solution (e.g. chlorinated or equivalent) used to sanitize the harvesting tools after cleaning has occurred?	Yes	5	5	YES. A chlorine solution (100-200 ppm) is used to sanitize the knives.
2.13.06g	Are records of harvesting tools cleaning being maintained?	Yes	5	5	YES. LOG 47 on file.
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.	Yes	5	5	YES. The harvesting knives dip solution was tested by the auditor and it read 150 ppm of chlorine and pH of 7.0.
2.13.07	Is machinery used in the harvesting process? If No, go to 2.13.08.	No	0	0	NO. Machinery is not used in the harvesting process.
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. Water is not used directly on Kale.
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	N/A	0	0	

	than the stated minimum criteria?					
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. The harvested product is not in-field processed.
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. There is not a post-harvest treatment applied to the products.
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 RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	N/A	0	0		

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. Open flat bed trucks are used to transport the product to the packinghouse and they were clean and in good condition.	
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. The product is coded for the day of harvest and the growing blocks are identified and coded to track products from and to the farm growing areas.	
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. Packaging units are identified with the harvesting date and growing location information as well as the crew responsible of picking and packing.	
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. The product is packed in boxes, which are coded to identify the production area where it was grown.	

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.	No	0	0	NO. There is not an on site storage for harvesting materials.	
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.)?	N/A	0	0		
2.15.03	Is the storage area under a sanitation program?	N/A	0	0		
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		
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		
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		
2.15.04c	Are pest control devices adequate in number and location?	N/A	0	0		
2.15.04d	Are all pest control devices identified by a number or other code (e.g. barcode) ?	N/A	0	0		
2.15.04e	Are all pest control devices properly installed and secured?	N/A	0	0		
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		
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		