Quality Assurance Program (QAP) Manual

United States Department of Agriculture

Marketing and Regulatory Programs

Agricultural Marketing Service

Fruit and Vegetable Program

Processed Products Division

AIM Instructional System

Inspection Series

July 2012

Quality Assurance Program Manual
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INTRODUCTION

This manual is provided to Processed Products Division (PPD) inspection personnel to promote uniformity in the inspection of processed products for the Quality Assurance Program (QAP). The procedures contained in this manual are an integral part of Division services. If needed, contact your immediate supervisor for any situation not addressed in this manual.

This manual contains links to various internal and external sources of information. For inspection personnel without internet or intranet access, please contact your immediate supervisor to obtain hard copies of documents as needed.

GUIDE FOR ELECTRONIC USAGE

The Administrative, Inspection, and Management (AIM) System of instructional manuals is available electronically in Adobe Acrobat Portable Document Format (PDF) at the following intranet address: http://agnis/sites/FV/PPB/AIM/default.aspx.

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GENERAL

PPD's policy is to assist processing plants in the development and implementation of complete or partial quality control (QC) programs. These programs are expected to facilitate consistent production of safe, wholesome, and uniformly high quality processed products, thereby enhancing their marketability and acceptance by the consumer.

PPD's Quality Assurance Program (QAP) is a voluntary program. The service is based upon continuing evaluation of the adequacy and effectiveness of a contracting plant's overall QC program. It serves to verify and audit the plant's QC program, with corrective measures initiated where necessary. It is designed to provide assurance from PPD that the QC program is **reliable, effective,** and **capable** of producing a sound and wholesome product of the desired quality level under sanitary conditions.

The program leads to a more effective utilization of USDA personnel. PPD relies on the inspection results of approved QC programs, so the amount of inspection effort now required by the USDA may be reduced in proportion to the amount of QC effort provided by the processing plant.

PPD inspectors are assigned to processing facilities on year-round, in-plant contracts after the plants meet plant survey requirements of the Regulations Governing Inspection and Certification of Processed Fruits and Vegetables and Related Products found in the Code of Federal Regulations (CFR), 7 CFR 52.81, found at the following internet address: http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR. Inspectors will have the responsibility of verifying that the processors' QC programs comply with the QAP.

A user of this service will assign quality levels to all lots produced and will record and evaluate all other procedures used within a particular plant. This program will enable a processor to use all PPD in-plant inspection procedures, sampling plans, instructions, and acceptance and rejection criteria. Designated grade marks and the "OFFICIALLY SAMPLED" stamp may be used under QAP.

An evaluation period to determine the reliability of plant program responsibilities is necessary in the initial stages of the program. During this evaluation period, certification will be available on lots verified by PPD personnel.

DEFINITIONS

Quality Control (QC) - The process of establishing, securing, and maintaining a level of quality of a product that is satisfactory, adequate, dependable, and economical. The overall system involves integrating the quality aspects of several related steps, including the proper specification of what is wanted, production to meet the full intent of the specification, and inspection to determine whether the resulting product or service is in accordance with the specification.

Quality Assurance Program (QAP) - A program that provides assurance that the overall QC function is in fact being done effectively. This involves a continuing evaluation of the adequacy and effectiveness of the overall QC program with corrective measures initiated where necessary. The program includes verifications, audits, and the evaluation of all factors that affect the specification, production, inspection, and use of the product or service.

Deviations - Differences in inspection results between QC and QAP evaluations upon the same lot, process or procedure. (See "Deviation Classification")

GUIDELINES FOR DEVELOPMENT OF A QC PROGRAM

A. A QC program must include the following elements:

1. Effectively established controls.

2. Objective evidence showing that the controls are reliable and effective, including a written program.

3. A QC manual which will contain procedures, quality levels, sanitation requirements, area of responsibilities, and the designation of responsible individuals. PPD instructions, procedures, or quality levels may be used as part of the program. PPD will help set up guidelines for this manual.

4. Procedures for detecting production which does not meet acceptable levels in the appropriate standards and specifications.

For QAP to be effective, the QC organization must operate independently and objectively. It should not be subject to pressure by plant management or other company personnel to make determinations based on the impact (economic or otherwise) to the company.

B. Summary of responsibilities

Contracting party's responsibilities after official approval of QC program:

1. Assign key individual (contact person) for each shift who will be responsible for carrying out the plant's responsibilities under QAP.

2. Train and supervise all plant personnel who are assigned to make quality, wholesomeness, and other evaluations.

3. Evaluate all lots for acceptance or rejection of quality, wholesomeness, or other factors in accordance with PPD criteria, or criteria providing equivalent results and assurance. PPD will be notified of all lots exceeding wholesomeness guides established in the AIM Inspection Series, Foreign Material Manual.

4. Assign individual(s) to evaluate and record sanitation in accordance with PPD instructions.

5. Perform all inspection duties in accordance with PPD procedures, or use approved written procedures that will give equivalent results.

6. Maintain records of inspection and make them available to PPD inspector(s) for verification or review.

7. Provide personnel to assist in PPD verification determination, case stamping, checkloading, condition of food container examinations, certification, or other inspection procedures.

C. PPD responsibilities after official approval of QC program:

1. Assign one or more PPD inspectors to the plant on a resident basis.

2. Provide certification forms and certify all products produced under QAP.

3. Review inspection records, verify results, and provide management with verification results.

4. Monitor sanitation program, and provide suggestions for improvement to management.

5. Continually evaluate the plant for compliance with Food and Drug "Good Manufacturing Practice Regulations" and conduct annual USDA In-plant surveys.

6. Provide interpretation of PPD regulations and procedures.

7. Provide interpretation of the U.S. Standards for Grades, and on-site evaluation of proposed standard changes.

8. Provide interpretation of requirements contained in specifications, such as State purchases, USDA-purchased commodities, and private buyer specifications.

9. Provide processor with all necessary PPD instructions and regulations.

10. Provide formal training during the off-season for QC plant personnel as requested through the area Officer-in-Charge (OIC).

USDA DOCUMENTS AVAILABLE FOR USE UNDER QAP

A. U.S. standards and grading instructions for applicable products.

B. Fill weight procedures for those products where fill weights have been established.

C. Rules and regulations for on-line sampling rate for quality evaluations and verification.

D. PPD technical procedures and instructions for determination of factors such as:

1. Brix

2. Drained Weight - Fill Weight

3. Vacuums

4. Net Weight

5. Solids - Consistency

6. Proportions

7. Head/Leaf/Stem - Material

8. Enzyme Inactivation

9. Count

10. Fruit - Sugar Ratio

11. Requirements or procedures called for by procurement or contract documents, or contained in instructions for inspection of particular products.

E. Micro-Analytical, analytical methods, and acceptability criteria for applicable products such as light filth, heavy filth, and mold determinations.

F. Technical Inspection Procedures for Foreign Material (AIM Inspection Series, Foreign Material Manual), including the FDA Defect Levels Handbook.

IMPLEMENTATION OF THE QAP

There are many decisions that must be made by the processor to accomplish the implementation of QAP. What type of responsibilities is the facility able to perform? Which of these responsibilities is the facility fully capable of assuming? What functions would the facility prefer to postpone until personnel gain more training and/or experience? It is up to the processor to determine the appropriate timeline necessary to implement the QAP, and demonstrate that it can assume the responsibilities. PPD's role is to evaluate the implementation and performance of the program. See the Stages of Implementation Table contained in this manual for further details.

To assure that the submitted QC program is adequate in all respects, and performance of the system is consistently reliable, it is PPD's responsibility to perform verification inspections by examination or testing or both.

A. Assessment criteria - PPD will:

1. Evaluate the QC program manual submitted by the contracting party for completeness, appropriateness, and clarity. The program must include written procedures detailing the corrective actions that will be implemented on program deviations.

2. Survey the plant.

3. Through on-site evaluations, verify the performance of the sanitation program of the plant. Sanitation affects the wholesomeness of products being produced.

4. Through on-site evaluations, verify the performance of QC personnel in carrying out their duties.

5. Select and sample certain lots of production for verification. Test such lots for compliance with appropriate documents as specified in the QC program and/or QA procedures.

6. Develop verification procedures applicable to contracting plant.

B. Temporary approval

Upon completion of the evaluation and survey, PPD will consider the QC program for approval on an interim basis. The QC program will continue to be monitored to provide a thorough evaluation, including working with variables that might affect consistent reliability. The Pack Certification - Quality Assurance Contract may be signed if the processor understands and agrees that inspection and certification is based on this "temporary approval" section.

To establish reliability of the contracting party's QC program, PPD will use recognized methods to determine if there are significant differences between QC results furnished by the contracting party, and the results of PPD verification inspection on the same lot(s). The amount of verification inspection performed by PPD may equal the amount of inspection performed by the contracting party.

C. Official approval

Official approval will be granted when the following documents and data are submitted for evaluation and approved:

1. USDA-PPD Plant Surveys;

2. Processors QC Manual;

3. USDA verification plan for Groups I, II, III, and optional group IV; and

4. USDA verification records and plant QC records for:

   a. Ten (10) Group I verifications indicating reliable status. These verifications are to include each product produced during "temporary approval" with a representative sampling of each production shift's reliability;

   b. Seven (7) consecutive days of verifications for Group II sanitation with no unsatisfactory verifications. These verifications must indicate that each production shift is reliable; and

   c. Seven (7) Group III on-site verifications. Each production shift must be represented.

ALL OF THE ABOVE RECORDS MUST INDICATE THAT PLANT CONTACT PEOPLE UNDERSTAND AND ARE CAPABLE OF PROVIDING PROPER WRITTEN RESPONSES TO DEVIATIONS NOTED ON FORM FV-148.

Through submission and approval of this material, PPD will determine that the contracting party's QC program is capable of producing consistent, reliable results. The processor will be notified in writing of the approval of their QC program. Subsequently, the level of activity of PPD inspection personnel will be reduced as agreed upon by USDA and plant management.

PROGRAM VERIFICATION GROUPS

In order to provide assurance that a QC program is functioning properly, PPD will perform verification testing upon all phases of plant responsibility. Actual verification procedures are determined to some degree by a plant's operating characteristics.

The types of verification that may be performed are:

Group I — All quality, non-quality, analyses, or any verification which can be performed on randomly selected sample units of predetermined sample size on the finished product.

Group II — All sanitation verifications.

Group III — All on-site verification (except sanitation) for procedures or techniques. PPD inspectors will perform these verifications in the processing facility during production.

Group IV — USDA procedures assumed under a complete QC program, such as case stamping, checkloading, certificate preparation, up-to-date inspection, condition of food container, and other similar types of USDA procedures.

QA VERIFICATION SAMPLING

Product Verification - For use with Group I Verification

The processor's QC program is subject to Group I verification on a daily basis by the random selection and sampling of product(s). PPD will determine the number and frequency of verifications according to these instructions. The number of verifications will be at least the minimum necessary to assure continued reliability of the processor's QC program.

The reliability and similarity of products will be a factor in determining frequency and rate. Products which are similar in appearance and scoring factors may be considered one product for determining product rate.

A. Product rate

Samples will be drawn from all product groups packed with random selection made for the lot(s) to be verified, provided that once a product is verified and considered reliable, it may be removed from the random selection until all other products are verified, except in those instances where Group 3 (on-site) verification indicates non-compliance with program responsibilities.

Minimum Number of Verification Lots per Number of Product Groups Packed

Number of Product Groups Packed 1/	Minimum Number of Lots to Verify
1	1
2 to 4	2
5 to 7	3
8 or more	4

1/ The USDA inspector can apply this table when only one product (i.e., different styles, can size, etc.) is being packed.

B. Sampling rates - Lot procedures

The applicable standard sample unit size will apply to these product grade verifications.

Determine all sampling rates from Table XI through XIV (part 52.38c) of 7 CFR 52 in the Regulations, which may be found at the following internet address: http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR. These lot sampling rates will result in either 6 or 13 sample units, 13 samples being the maximum. However, when products under attributes standards are verified, the sampling rate for large (institutional) size containers may be reduced to 3, as outlined in the AIM Inspection Series, Sampling Manual.

The number of sample units used for a particular verification factor may be reduced depending on the testing procedure and objectivity involved in the verification. (See Verification Work Plan Section - Group I Sampling Rate Summary).

C. Selection of lots for verification of each product

1. Random selection of lots; or

2. Random selection of lots using the volume types below:

TYPE 1 - lots requiring a sample size of three (3) sample units for inspection (Refer to part B of this section);

TYPE 2 - lots requiring a sample size of six (6) sample units for inspection; and

TYPE 3 - lots requiring a sample size of 13 or more sample units for inspection.

For those products being verified, select the lots from the various volume types described above. Consider the time needed to complete the verification in addition to daily inspection responsibilities, and prioritize accordingly. Product rates and lot verification procedures are only minimum criteria. Additional verifications can be performed if verification results indicate the need, the processor requests additional verification data, or at the discretion of the supervisor.

GROUP VERIFICATION PROCEDURES

A. Group I - Sample units of finished product

1. Procedure

A verification inspection consists of a review of the finished product sample units and all the plant QC records covering the item selected for verification. Each numbered factor is considered a verification. Only one deviation will be counted in a factor when applying Acceptance Numbers, see Group I Deviations Verification Acceptance table. Once a product is selected for verification, a complete examination is made for all factors which can be determined on the finished product. Factors of verification for which reliability cannot be estimated will be based on Group III verification procedures. The deviations noted between PPD verification and plant generated results will be the primary basis for determining continued reliability of a processor's QC program. Consideration will be given to the **type of deviation,** the **severity,** and their **frequency**, in making decisions on the processor's continued reliability.

2. Factors and rate

The following is a table of the types of factors which can be determined on a finished product selected for verification. The rate at which the factors should be examined is also included.

Factors	Verification Sampling Rate
QUALITY:	
Lot Evaluation	All Sample Units
Grade Factor or Classification Evaluation (including flavor/odor)	All Sample Units
NON-QUALITY:	
Style Determination	All Sample Units
Net Weight - Volume	All Sample Units
Vacuum	All Sample Units
Headspace	Sample Units with Low Net Weights
Drained Weight - Fill Weight	All Sample Units
Sample Unit Count	All Sample Units
Brix	All Sample Units - One lot per day
Solids	Two Sample Units
Proportions	One Sample Unit
Condition of Container (Codes)	All Sample Units
ANALYSES:	
Enzyme Inactivation	One Sample Unit or Determination per Verification Lot
Mold Determination	One Sample Unit or Determination per Verification Lot
Light Filth	One Determination per Week
Heavy Filth	One Determination per Week
OTHER ANALYSES:	
Foreign Material (Visual)	All Sample Units

3. Deviation classification

Deviations are classified into two categories: Minor and Major.

Deviation	MINOR	MAJOR
QUALITY:		
QC evaluation one or more quality level(s) above verification.		X
QC evaluation one or more quality level(s) below verification. 1/	X	
QC evaluation for individual factors or classification for grade deviate from verification sample units.	X	
Inaccurate record keeping.	X	
NON-QUALITY:		
Verification(s) indicate QC evaluation or records inaccurate as to meeting requirements or specifications.		X
Verification(s) deviate somewhat from evaluation, but not to the point of incorrect lot assessment.	X	
Verification(s) indicate significant deviation from QC evaluations for measurable factors. (Averages only.) 2/		X
Verifications of QC records show incorrect procedure.	X	
Inaccurate record keeping.	X	
ANALYSES:		
Verification(s) of QC records show incorrect procedure.	X	
Verification results indicate incorrect assessment of acceptability or disposition of lots.		X
Inaccurate record keeping.	X	
1/ This criteria does not apply to products that meet QC's designated grade (attribute standards). Example: QC designates (or targets) the grade at "B" using the appropriate CuSum T&L values and the PPD inspector determines the lot to be grade "A" using lot inspection procedures.		
2/ Significant deviations are defined as: USDA/Plant results do not agree.		

4. Unreliable status

The QC program for Group I verifications will be considered "unreliable" when any one of the following occurs:

a. No corrective action is initiated on program deviations.

b. Deviations occur in the same factor, for the same product grouping, for three (3) consecutive verification evaluations.

c. Minor deviations exceed acceptance number(s) contained in Group I Deviations Verification Acceptance table during three (3) out of five (5) consecutive verification evaluations.

d. Major deviations exceed acceptance number(s) contained in Group I Deviations Verification Acceptance table during two (2) out of five (5) consecutive verification evaluations.

5. Procedures during "Unreliable" status

Certification will no longer be based on contractor results. Certification will be available for those lots verified or inspected by PPD inspection personnel. Reliability will be re-established when PPD considers that corrective measures initiated by plant management will prevent reoccurrence of similar deviations.

B. <u>Group II - Sanitation verification</u>

1. Procedures

During the temporary approval period, a processor's sanitation program, capabilities and reliability have been established. A plant that has gained official approval will be under a verification procedure, which may consist of:

a. Daily on-site verification of entire plant; <u>or</u>

b. Daily on-site verification for specific areas, such as:

(1) Premises - receiving, dumping, garbage, and waste areas;

(2) Preparation and processing areas;

(3) Warehouse and shop areas, restrooms, lunchroom, and freezer facilities;

(4) Personal hygiene; and

c. At minimum, a weekly sanitation verification will be conducted on those shifts not covered by a daily PPD on-site verification.

The combination of methods which the PPD inspector may use will depend on the size and complexity of a plant's operation. PPD verification inspection procedures are typically elevated during the initial period after the plant is approved to implement QAP. If the program continues to be reliable, the level of verification may be reduced, at the discretion of the inspector, while still maintaining a level sufficient to confirm continued effective performance of program responsibilities.

2. Unsatisfactory sanitation program

Verifications performed by the PPD inspector will be classified either "satisfactory" or "unsatisfactory." The processor's sanitation program will be considered "unsatisfactory" when verifications indicate any one of the following occurs:

a. In a **seven** day period, a second occurrence of the same repeated "minor" sanitation deficiency that is not reported or is inaccurately reported on plant records; or in a **thirty** day period, the occurrence of a second different "minor" sanitation deficiency that is not reported or is inaccurately reported on plant records. In both instances, the verification with the first occurrence would be assessed as "satisfactory". The "unsatisfactory" would be assessed to the verification report covering the time period of the second occurrence.

b. "Major" sanitation deficiencies not reported on plant records (incomplete inspection).

c. "Major" sanitation deficiencies inaccurately reported on plant records.

d. "Minor" and/or "major" sanitation deficiencies reported on plant records, but records do not indicate the results of follow up inspection.

e. "Critical" sanitation deficiencies.

3. Action on "Unsatisfactory" sanitation program verification

The following action will be taken when a processor's sanitation program verification is found to be "Unsatisfactory":

a. Review of deviation(s) by PPD inspector with plant management and notification of USDA field office.

b. Written report by plant management to PPD inspector as to the corrective action implemented to prevent reoccurrence of a sanitation program deviation, **and** if applicable, placing a "Hold" on all products which are affected by critical sanitation deviations.

If a plant's QC has accurately reported sanitation deficiencies and has found sanitation "Unsatisfactory," the PPD inspector shall follow the guidelines as outlined in the AIM Inspection Series, Sanitation and Safety Manual.

4. "Unreliable" sanitation program

The number of verifications indicating an "unsatisfactory" program will be limited. A processor's QC program for sanitation under the QAP will be "unreliable" when:

a. Two verifications performed by a PPD inspector are "unsatisfactory" within seven production days; or

b. Three successive days or three days within seven production days of "unsatisfactory" sanitation reports as reported by the QC system within the plant.

5. Procedures during "Unreliable" period

When the contractor's verification is unreliable, the contractor will not be permitted to remain on a verification procedure for sanitation. PPD will increase the number of sanitation inspections, and may increase personnel if necessary during the unreliable period. If manpower limitations do not permit increased staffing, the QA procedures will apply only to those shifts where sanitation is satisfactory, as determined by on-site procedures.

During this period of unreliable status, all PPD and plant records pertaining to sanitation are to be sent to the Regional Director, the area office, and the National office on a daily basis.

On-site inspection and the results of corrective action initiated by plant management will be the determining factors in regaining reliability. With concurrence of the OIC, the QAP inspector will determine when reliability may be re-established. A written confirmation of this should then be sent to the Regional Director, with a copy sent to the National office.

C. Group III - On-site verifications except sanitation

1. Procedures

On-site verifications performed by PPD inspectors are used by the QC department to make program adjustments. Deviations will be recorded and discussed with designated plant officials. These verifications are performed during the production of an item.

2. Verification types - deviation types

QUALITY Grade Factor Evaluation	**MINOR DEVIATIONS** Inaccurate scoring/recording Improper Technique Procedural Errors Improper interpretation of instructional material and record-keeping **or** Any other type of deviation in which the USDA inspector finds significant differences between his/her observations and plant generated results.
NON-QUALITY Style Determination Net Weight - Volume Vacuum Headspace Drained Weight – Fill Weight Sample Unit Count Brix Solids Proportions Fruit-Sugar Ratio Condition of Container Sampling (verification samples)	
ANALYSES Enzyme Inactivation Mold Determination Light Filth Heavy Filth Foreign Material (visual) Other Analyses	

3. Action on “Minor” deviations

PPD inspector(s) will report and review deviations with designated plant officials. In the event that:

a. No corrective action is initiated on deviations, and/or

b. Two successive deviations of the same type, assignable to the same cause occur; the following action should be taken:

PPD inspector(s) will increase Group I type verifications to determine the extent of the specific deviation(s). Factors for which reliability cannot be maintained on the finished product must be verified through on-site procedures.

4. Group IV - USDA procedures - verification

a. Implementation procedures

Group IV procedures are optional under this program. They must have official approval prior to implementation of verification procedures. Reliability can be established through a sufficient number of verification evaluations to assure that the processor has the ability to perform the USDA procedure effectively and accurately. During this period of evaluation, PPD will assist in the training and supervision of designated plant personnel for the procedure.

b. Considerations

Under a complete QAP, USDA procedures may be assumed by the processor. The plant size, personnel available, and desires of the plant to assume these functions will be the determining factors in granting approval. PPD's ability to continue full responsibilities for these procedures will be affected by the minimum staffing possible under the QAP. Amount of Groups I, II, and III verifications during processing, and length of the processing season are prime considerations in determining if PPD can continue minimum staffing and carry out USDA procedures.

c. Types

(1) Case stamping

(2) Checkloading

(3) Condition of food container

(4) DSCP Inspection

(5) Certification (preparing certificates)

(6) Up-to-date inspection

(7) Re-inspection

d. Verification rate

Verification rates can be developed for each type of assumed USDA procedure. The rate itself may depend on the processor's capability and reliability. The verification rate may be reduced to one fourth of the lots produced, or to a skip lot rate specified for a particular type of procedure.

5. Deviations

All deviations are considered "major." Major deviations affecting the acceptability of a lot will cause the processor's evaluation to be "unreliable."

6. Unreliable status

Verification(s) with deviations (major) which affect acceptability of lot, item, or procedures result in unreliable status.

7. Action during "Unreliable" period

PPD will not resume responsibility for procedure, but may perform verification testing on all lots produced. If this is necessary, PPD may elect to increase inspection personnel so that an accurate evaluation is determined on the acceptability of all lots, or until reliable status is established.

ACTION BY CONTRACTOR ON QA VERIFICATION REPORT, FV-148

Contractors shall report corrective action for deviations from the QAP on the QA Verification Report. This report will be submitted to the PPD inspector for review following the contractor's review of the PPD deviation report.

A. Designated plant official will review the QA Verification Report of deviations issued by PPD inspector.

B. Designated plant official will determine cause of deviation and initiate corrective action necessary to prevent any reoccurrence of the deviation. The designated plant official shall record the corrective action(s) on the QA Verification Report and return it to the PPD inspector for review. (See the QAP Verification Report Form FV-148)

C. The PPD inspector shall be responsible for accepting or rejecting the plant's response to each deviation. Acceptance of the response will be indicated by the inspector's signature and date next to the signature and date of the plant official, for each deviation.

GROUP I DEVIATIONS VERIFICATION ACCEPTANCE TABLE

VERIFICATION ACCEPTANCE PLAN FOR GROUP I DEVIATIONS (Per Verification Lot) 1/	
MINOR	
NUMBER OF VERIFICATIONS	**ACCEPTANCE NUMBER**
1 - 2	**1**
3 - 4	**2**
5 - 7	**3**
8 - 10	**4**
11 - 14	**5**
15 - 17	**6**
MAJOR	
NUMBER OF VERIFICATIONS	**ACCEPTANCE NUMBER**
1 - 7	**1**
8 - 16	**2**
1/ DO NOT TOTAL VERIFICATION FACTORS WHEN MORE THAN ONE LOT IS VERIFIED IN A SINGLE DAY.	

STAGES OF IMPLEMENTATION TABLE

STAGES OF IMPLEMENTATION
Stage 1: 1. Plant develops a QC Manual with PPD inspector's assistance. 2. Plant assigns key individuals (contact persons) for each shift who will be responsible for carrying out plant's responsibility under the QAP. 3. Plant assigns personnel to perform quality, non-quality, and other QC procedures. 4. Plant assigns personnel on all shifts to perform sanitation inspections and monitor procedures. 5. PPD provides inspection personnel necessary to carry out complete inspection procedures. 6. PPD trains key plant personnel in all phases of work which the plant will assume under this program. 7. PPD inspector develops the USDA Verification Work Plan.
Stage 2: 1. Plant QC personnel assume responsibility for: a. On-line and finished product examination. b. Sanitation inspection and monitoring on all shifts. c. Supervision and training of personnel doing quality, non-quality and other evaluations. d. Evaluation of all lots for acceptance or rejection of quality, non-quality or other factors in accordance with PPD criteria, and maintain records of inspection and all other documents. e. Maintains records of inspection and all other documents. 2. PPD retains responsibility for technical supervision of grading personnel and quality level determination, but with increased participation of plant personnel. 3. Limited verification procedures will be conducted by inspectors for any procedures and evaluations for which plant has assumed responsibility.
Stage 3: 1. Plant responsible for all items listed under "Contracting Plants Responsibilities." 2. PPD implements verification procedures to evaluate plant's ability to perform under QAP.

GUIDE FOR THE QAP MANUAL

This section provides guidance for any processing plants to develop a QAP manual in accordance with Division policy that is concise and tailor-made for their QC program. Areas of interest include:

- Guidelines for the QAP Manual;
- Example of an acceptable QAP Manual; and
- Specific USDA procedures (Group IV).

A. Responsibility

In-plant inspectors are responsible for reviewing the plant's QAP manual on an annual basis. The manual should contain current publications, and the QC procedures referenced in the manual should coincide with the actual methods used. The inspector should assist the processor in the maintenance of the manual by providing all applicable Division instructional materials and U.S. Standards.

B. Distribution

A copy of the plant's QAP manual and revisions to the manual shall be distributed as follows:

- One copy to Officer-in-Charge;
- One copy to Regional Director; and
- One copy to National office

GUIDELINES - QAP MANUAL

The following is a suggested format for compiling a QAP manual. Contractors may use this format or any similar format which will coincide with the actual procedures and methods used by the quality control staff.

A. Cover page

Name of company and address

B. Introduction

1. Purpose

2. Products

3. Group verifications

4. Procedure implementation

   a. Implementation

   b. List of all USDA materials and revisions needed by the plant.

5. Maintenance of the QAP manual

C. Organization

1. Chart relating to lines of communication

2. Responsibilities – general

3. Responsibilities of individuals (Titles only)

D. Quality assurance program

1. General program

2. QA responsibilities

3. Quality factors, non-quality factors, analysis (Group I)

   a. USDA standards and procedures

      (1) Sample grade sheet

      (2) Standard sample size

   b. Hold lots

   c. Product segregation - recalls

4. Sanitation (Group II)

   a. General policy

      (1) Intent

      (2) Major laws and regulations

   b. Management responsibilities

(1) Plant manager

(2) Supervisors

(3) Sanitarians

(4) QC Director

c. Plant sanitation regulations

(1) Housekeeping

d. Sanitation program for QA

(1) Daily sanitation inspection record

(2) Classification of deficiencies

(3) Recording deficiencies

5. On-site verification (Group III)

6. USDA procedures (Group IV)

a. General policy

b. Responsibilities (General)

c. Responsibilities of individuals

d. Specific procedures

(1) Condition of food container

(2) Case stamping

(3) Checkloading

(4) DSCP inspection

(5) Certification (preparing certificates)

(6) Update inspection

(7) Re-inspection

E. Example of an acceptable QAP manual

On the following pages is an example of an acceptable QAP manual. Please add or subtract information in the appropriate areas as necessary throughout the manual to make this a working document.

USDA

QUALITY ASSURANCE PROGRAM

MANUAL

Company Name
P.O. Box
Street
City, State, Zip

Phone: - -

Example of an acceptable QAP manual

I. INTRODUCTION

A. PURPOSE

This company has accepted the USDA Quality Assurance Program in order to utilize the USDA verification procedures and benefits for this plant's self inspection program.

B. PRODUCTS (CANNED)

List products intended to be produced under the QAP program

C. GROUP VERIFICATIONS

This plant will use the following verifications:

Group I - All quality and non-quality analyses, or any other verification which can be performed on randomly selected sample units of the finished product.
Group II - All sanitation verifications.
Group III - All on-site verifications (except sanitation) for procedures and techniques.
Group IV - Condition of container examinations, case-stamping, and check loading (use of this verification is optional).

Remove Group IV if not applicable to your proposed program.

D. PROCEDURE IMPLEMENTATION

1. The Quality Assurance procedures followed by this plant will be in accordance with USDA rules and regulations and applicable inspection procedures for evaluating product quality factors, non-quality factors, and wholesomeness.

2. The following list of USDA memos and procedures applicable to the QAP will be used. All revised and up-dated material of the AIM Inspection Series of instructional manuals will be adopted and made part of this manual, if applicable, unless an alternate procedure(s) of equal nature is proposed and approved.

USDA REGULATIONS AND PROCEDURES

AIM Inspection Series of instructional manuals, as appropriate.

Inspection aids and visual guides as needed.

Example of an acceptable QAP manual

Also to be used are USDA Standards for Grades, Grading Manuals, inspector's instructions, and any other applicable instructions or regulations for all standardized and non-standardized products under contract.

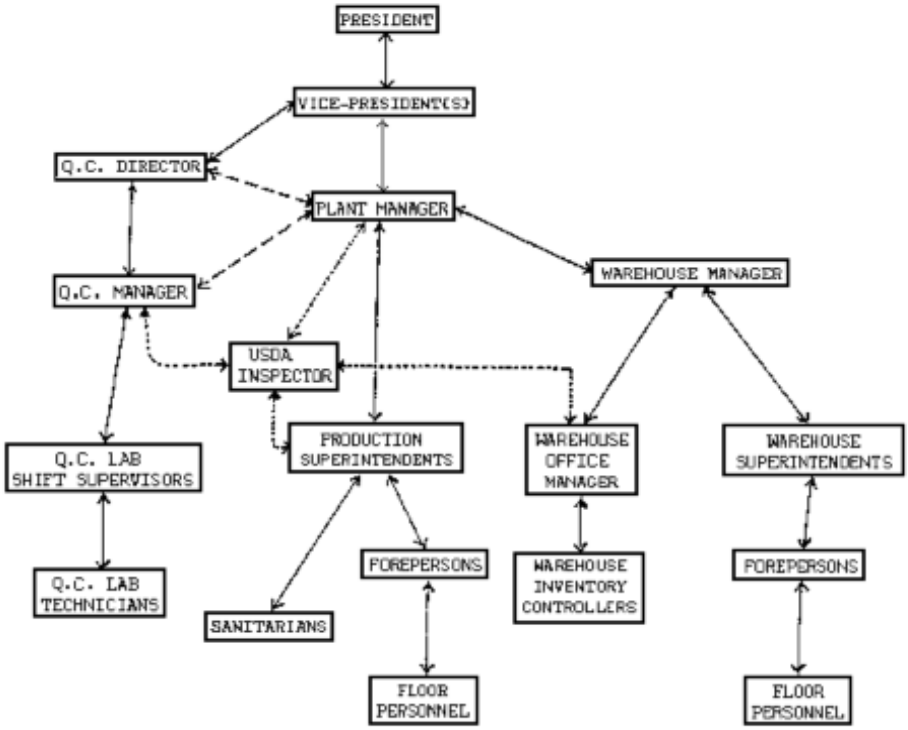
E. MAINTENANCE OF THE QUALITY ASSURANCE MANUAL

It will be the joint responsibility of the USDA inspector and plant personnel to keep this manual current and up-to-date. The latest AIM Instructional Manuals will be made available to us by the USDA. This quality assurance manual will be re-written and updated as necessary to be kept current and in accordance with good commercial packing practices.

II. ORGANIZATION

A. LINES OF COMMUNICATION

Fill in with plant specific information and delete the example flow chart.



Example of an acceptable QAP manual

B. RESPONSIBILITIES (GENERAL)

It is the responsibility of the QC department to monitor product quality levels and related factors, and to inform production about progress in relation to the desired quality level. Using USDA procedures, designated plant QC personnel identify problem areas, determine when a problem exists, search for the cause of the problem, and help the production department in solving the problem.

C. RESPONSIBILITIES OF INDIVIDUALS

If different, add the appropriate title of the plant personnel responsible for these duties and adjust responsibilities as appropriate.

1. Plant Manager

Responsible to the Vice-President for all matters relating to production, quality, sanitation, and warehousing.

2. QC Manager

Responsible for organizing and coordinating all information on USDA procedures, buyer's specifications, quality levels, product specifications, and laboratory equipment and supplies. Supervises training and scheduling of job assignments for all QC personnel. Advises and makes recommendations on all matters pertaining to QC and sanitation for the purpose of assisting production personnel in producing a clean, wholesome product of a desired quality level, and complying with all federal, state, and local requirements. The QC manager reports to the corporate QC director, and will be the QAP key contact person who will ensure that acceptable lab procedures are established and followed.

3. QC Laboratory Shift Supervisors

Responsible to the QC manager for QC laboratory shift operations. Trains and supervises QC lab technicians and plant personnel according to plant and USDA procedures and standards. Corrects procedural errors of their respective shifts and informs the other shift supervisors of these errors. Schedules job assignments of QC lab technicians. Maintains surveillance of all products in process and evaluates the results of product quality and wholesomeness for the desired level of quality. Ensures necessary records are prepared and retained. Advises plant personnel and appropriate management of quality and sanitation problems, and assists in the investigation and resolution of such problems.

Example of an acceptable QAP manual

4. QC Laboratory Technicians

Responsible for performing required weighing, measuring, grading, tests, and analyses, such as: net and drained weights, Brix and solids, raw and/or finished product grade, mold count, fly egg analysis, and other applicable examinations in accordance with established USDA or equivalent plant procedures and regulations. Prepares appropriate written records of all products in process. These technicians are under the supervision of the QC lab shift supervisor(s) and inform them of all results.

5. USDA Contact Person

At least one individual will be designated as the USDA contact. This individual will determine the cause of any deviation recorded on Form FV-148, Quality Assurance Verification Report, and initiate the necessary corrective action. The action will then be recorded under Plant Response on the FV-148, along with the signature of the plant official. Acceptance of the response will be shown by the signature and date of the USDA inspector next to that of the plant official. The contact person must also advise all concerned personnel on all shifts of any new instructions. At this point the key contact person is designated to be the QC manager. For warehouse operations during the off-season, an additional contact person will be the warehouse office manager.

6. USDA Inspector

Primary duties are those outlined by the USDA QA Verification Work Plan. Must be familiar with official standards and regulations as required for the sampling, inspection, and certification of processed fruit and vegetable products and sanitation under QAP. Will have a working liaison with the designated contact person(s).

III. QUALITY ASSURANCE PROGRAM

A. GENERAL PROGRAM

(Insert Plant Name) QAP is designed to assure federal, state, and local agencies, production management, and QA auditors that operations are being conducted and maintained in the most effective manner to produce products that:

1. Are wholesome and of the intended quality level.

2. Comply with all government regulations, including the Federal Food, Drug & Cosmetic Act and current Good Manufacturing Practices (GMP's) in the Manufacture, Processing, Packing or Holding of Human Food.

Example of an acceptable QAP manual

3. Comply with buyer, federal, state, and county specifications.

4. Provide assurance that the QC program is functioning properly by monitoring Control Points of food production, processing, warehousing, and related activities.

   (a) "Control Points" (CP's) are defined as times or stages in the processing operation with control limit specifications, which when violated would:

      (1) Require prompt action to re-establish positive control over the operation, or

      (2) Result in the necessity to issue a hold or restraining order.

   (b) Although other categories may be added to depict specific control points applicable for the product(s) packed at this facility, CP Categories include the following major areas:

      (1) Raw product contamination.

      (2) Ingredient specification compliance.

      (3) Plant sanitation and pest control.

      (4) Water supply purity (and chlorination where applicable).

      (5) Fill and net weights (drained weights where applicable).

      (6) Container integrity and cleanliness.

      (7) Thermal processing and cooling.

      (8) Finished product examination.

      (9) Finished product contamination.

      (10) Labeling and casing.

      (11) Pesticide usage (where applicable)

   (c) Violations of Control Limits are defined as those events or situations, which if uncontrolled would:

Example of an acceptable QAP manual

(1) Render the product a potential health hazard.

(2) Render the product in violation of GMP standards for raw materials and ingredients, sanitation, fill of container, container and product integrity, thermal processing, and container coding.

Assurance will be provided by a training program for supervisors, line personnel, and QC laboratory personnel in USDA for standards, buyers and plant specifications, and verification procedures applicable to the plant.

B. QC RESPONSIBILITIES

1. Evaluate all lots for acceptance or rejection of quality and wholesomeness or other factors in accordance with USDA procedures or criteria.

2. Perform all inspection duties in accordance with USDA procedures or use approved written procedures to give equivalent results.

3. Determine actual quality improvements by influencing processing procedures.

4. Maintain records of inspection and distribute them to USDA inspector for verification. Maintain records for a period of three years.

5. When assumed under this QAP, assign personnel to do the following: condition of container examinations, case stamping, and check loading.

6. Work in cooperation with the USDA inspector to keep the QAP Manual current.

C. QUALITY FACTORS, NON-QUALITY FACTORS, ANALYSES (GROUP I)

1. <u>USDA Procedures</u>

(Insert Plant Name) approved forms will be used to record all grading data in accordance with USDA procedures for on-line and lot quality grading and finished product verification.

(a) USDA time sampling plan will be used for all on-line grading to keep both the plant and QC supervisors informed about the quality level of the product.

(b) Instructions covering USDA standard sample unit size will be used when applicable.

Example of an acceptable QAP manual

2. Hold Lots

In the event a situation arises that may affect the quality of a product, cause a product to be under-processed or misidentified, or renders a product as a hazardous health risk, a HOLD will be placed on all pallets involved. All lots put on HOLD will be set aside and isolated from regular stock. Each lot shall be clearly marked and designated with HOLD signs. A file will be maintained by the warehouse and QC departments for all lots put on HOLD.

Any product on HOLD because of foreign material or critical sanitation conditions will be reported to the USDA inspector in writing. The USDA inspector will then issue an official USDA Notice of Hold for Re-Examination Form FV-16 with proper distribution. Re-examination and disposition of a hold lot should be completed according to the PPD AIM General Procedures Material manual as soon as possible in order to keep the product from being inadvertently shipped. The HOLD on a lot will remain in effect until the QC manager issues a disposition order which has been approved by the USDA inspector.

3. Product Segregation - Recalls

Control of the various product is maintained by adequate coding and the recall manual. This is necessary for an effective segregation program.

D. SANITATION (GROUP II)

1. General Policy

(a) Management has set sanitation targets and organized the company to reach these targets. It is the company policy to ensure that the facilities, methods, practices and controls used in processing, packing, or the holding of food, will be in accordance with established and approved principles and practices of sanitation; and that all products are safe and have been prepared, packed and held under sanitary conditions.

(b) Major laws and regulations affecting this policy are:

(1) Federal Food, Drug and Cosmetic Act.

(2) Current Good Manufacturing Practices in Manufacture, Processing, Packing, or Holding of Human Food.

(3) Food & Drug Technical Bulletin No. 1 - General Principles of Food Sanitation.

Example of an acceptable QAP manual

(4) Food & Drug Technical Bulletin No. 2 - Training Manual for Analytical Entomology in the Food Industry.

(5) USDA Sanitation Requirements: USDA, PPD AIM Sanitation and Safety Manual.

(6) State and Local Food & Drug Requirements.

2. Management Responsibilities

Each level of management is responsible for maintaining good sanitation at all times.

(a) Plant Manager

Responsible for providing a complete and efficient plant sanitation program including:

(1) Sanitation procedures, equipment and supplies, and personnel.

(2) Adequate training and supervision of personnel.

(3) Sufficient time for cleaning.

(b) Production Managers and Sanitation Supervisors

Each shift will have a competent supervisor responsible for organizing and implementing an effective sanitation program. This will include providing training in the proper procedures for good sanitation utilizing various types of equipment and sanitizing agents. Each supervisor will perform regular sanitation inspections to ensure that the plant is in an orderly, clean, and sanitary condition before starting production, and continues to operate under good hygienic conditions at all times during production.

(c) Plant Sanitarian

Responsible for training plant shift sanitarians and sanitation supervisors to audit the sanitation program on each shift. Each shift plant sanitarian or sanitation supervisor will perform an audit, which will be reported and recorded on a sanitation score sheet according to the types of deviation. The deviations are classified as Minor, Major, or Critical. A copy of the sanitation scoresheet is

given to the plant sanitarian, plant superintendents, QC manager, and PPD inspector.

(d) QC Director

Responsible for segregating any production lot affected by a sanitation deficiency.

3. Plant Sanitation Regulations

Each department will have one or more person responsible for maintaining satisfactory sanitation conditions in the plant. The individual(s) will make a thorough inspection of all processing areas prior to production start-up to ensure they are in good, sanitary condition. Additional inspections will be performed during production to maintain suitable conditions throughout the plant at all times. Each sanitation employee shall be given training in the basic principles of good sanitation, and proper cleaning methods and procedures. They must be alert to any conditions that might cause product contamination, and to ensure that these conditions are corrected.

Each processing line will be shut down periodically to maintain proper sanitation. The time will vary according to product, the number of personnel on clean-up, and the conditions of the department. There will generally be cleaning periods throughout the plant during scheduled breaks and lunch breaks, and between the completion of the day's last production shift and the following morning start-up. These daily shut downs will be supplemented by continuous cleaning of floors, framework, and non-contact machinery.

4. Sanitation Program for Quality Assurance

The plant sanitarian will conduct a sanitation survey of all departments before the season starts. All deficiencies should be listed and corrected, or a program for long-term corrections set forth in writing.

(a) During the season, a daily sanitation inspection is made before and during each shift and all deficiencies, whether corrected or not, are recorded on the sanitation scoresheet.

(b) Classification of deficiencies - Refer to the PPD AIM Sanitation and Safety manual.

(c) Recording deficiencies - Follow procedures outlined in PPD AIM Sanitation and Safety manual.

Example of an acceptable QAP manual

E. ON-SITE OBSERVATIONS (GROUP III)

On-site observations are performed by the USDA inspector and the plant. These are part of the QAP and are important in making program adjustments. If deviations are found, they will be recorded and discussed with the USDA contact person and the plant. The corrective action will then be initiated by the plant.

F. USDA PROCEDURES (GROUP IV)

(Remove if not applicable to intended QAP program)

1. General Policy

As each request is approved, ***(Insert Plant Name)*** assumes various USDA procedures (listed below) under the QAP. The procedures followed by this plant will be in accordance with USDA rules and regulations and/or applicable instructions to ensure proper implementation.

2. Responsibilities (General)

It is the responsibility of the warehouse manager to monitor and supervise all Group IV procedures assumed by this plant. Key personnel will be trained to carry out the assumed responsibilities according to USDA instructions.

3. Responsibilities of Individuals

(a) The warehouse office manager is responsible for informing the PPD inspector of any Group IV activities at least 24 hours in advance and for providing all applicable paperwork regarding Group IV operations.

(b) The QC manager is responsible for providing any records or score sheets (quality and non-quality) as needed by the PPD inspector.

4. The following PPD procedures may be assumed by ***(Insert Plant Name)*** under the QAP:

(a) Condition of Container Examination

(b) Case Stamping

(c) Checkloading

(See the following section for specific USDA procedures)

Example of an acceptable QAP manual

IV. SPECIFIC USDA PROCEDURES - GROUP IV

A. Condition of Food Container Examination

1. The USDA inspector will be given appropriate notice (at least 24 hours) before condition of food container examinations begin. A list of acceptable codes will be provided.

2. Condition examinations will be performed on primary and secondary containers in accordance with U.S. Standards for Condition of Food Containers outlined in the PPD AIM Condition of Food Container Manual. All condition examinations will be under the supervision of the Warehouse Manager or staff during processing months. At other times, the PPD inspector will perform these examinations. During periods of leave by the PPD inspector, appropriate arrangements will be made.

3. Case counts and the number of containers must be recorded on the examination worksheets.

4. Forms Required.

   a. **Condition of Food Container Worksheets** for Primary and Secondary Containers.

   b. **List of** all acceptable **codes** and **case count per code** when applicable.

   c. Any request forms (if applicable)

5. Copies of all completed paperwork will be forwarded to the PPD inspector.

6. Any deviations found by the PPD inspector during verification will be listed on Form FV-148, "Quality Assurance Verification Report", and will require the designated contact person to indicate what caused the deviation and what action was taken to correct it before signing the report.

B. Case stamping.

1. The USDA inspector will be notified at least 24 hours in advance of such activity, and provided a list of codes and the case count per code present in the lot(s) to be stamped.

   The stamping will be performed under the supervision of the Warehouse Manager or staff by a trained individual in accordance with applicable instructions outlined in PPD AIM Inspection Series General Procedures Manual.

Example of an acceptable QAP manual

3. The Warehouse Superintendent will be responsible for the care and use of the USDA "OFFICIALLY SAMPLED" stamp when it is used by the warehouse for case stamping purposes. This will be per current PPD instructions.

4. Condition of food container examinations will be performed on primary and secondary containers at the time of case stamping. Examinations will be made in accordance with U.S. Standards for Condition of Food Containers outlined in USDA AIM Condition of Food Container Manual. Defects found will be recorded on the container examination worksheets.

5. Forms Required.

   a. List of all acceptable codes and case count per code when applicable.

   b. Request for case stamping.

   c. Record of the USDA "OFFICIALLY SAMPLED" stamp used.

6. Copies of all completed paperwork will be forwarded to the PPD inspector.

7. Any deviations found by the USDA inspector during verifications will be listed on Form FV-148, "Quality Assurance Verification Report", and will require the designated contact person to indicate what caused the deviation and what action was taken to correct it. The PPD inspector shall be responsible for accepting or rejecting the plant's response to each deviation. Acceptance of the response will be indicated by signing and dating next to the signature and date of the plant representative for each deviation.

C. Checkloading.

1. The USDA inspector will be furnished with a copy of the Notice to Deliver and any other requests for each shipment, and will be informed at least 24 hours in advance of the scheduled time of loading.

2. Loading of the truck or railcar will be done under the continuous supervision of the checkloader in accordance with the AIM Inspection Series USDA Purchases Manual. The checkloading will be performed by a trained individual.

3. Lot identification.

   a. Acceptable codes - **load and record codes** on the loading report.

Example of an acceptable QAP manual

b. Acceptable codes which have been in storage for longer than the time specified in the contract - **do not load** until an updated inspection has been completed.

c. Codes not on the acceptable code list - **do not load**, codes must be screened out and product isolated from product being shipped.

4. Condition of container examinations will be performed on primary and secondary containers at the time of checkloading. Examinations will be made in accordance with U.S. Standards for Condition of Food Containers outlined in the Regulations and the PPD AIM Inspection Series Condition of Container Manual.

5. Case counts will be confirmed by the checkloader before sealing the carrier. The loading pattern and number of cases are recorded on the loading report.

6. Trucks and railcars will be sealed by the checkloader or under their supervision upon completion of the loading. Seal numbers must be recorded on the loading report.

7. Forms Required.

a. **Condition of Food Container Worksheets** for Primary and Secondary Containers.

b. **Loading Report** - filled out and signed by the checkloader.

c. **Certificate of Loading worksheet** - filled out from information obtained from the loading report and the Notice to Deliver.

d. **List of** all acceptable **codes** and case counts per code when applicable.

e. Completed typed **Certificate of Loading** - unsigned.

8. Copies of all completed paperwork will be forwarded to the PPD inspector.

9. Any deviations found by the USDA inspector during verifications will be listed on Form FV-148, "Quality Assurance Verification Report", and will require the designated contact person to indicate what caused the deviation and what action was taken to correct it. The PPD inspector shall be responsible for accepting or rejecting the plants response to each deviation. Acceptance of the response will be indicated by signing and dating next to the signature and date of the plant representative for each deviation.

QAP - PRODUCT VERIFICATION PLANS

This section contains instructions for product grouping, verification factors, and the minimum sampling rates for of verifying lot grades for plants under the PPD, QAP.

A. Procedure

The product grouping is based on similarity of evaluation and product relationship. Each product verification plan indicates whether the products are to be considered as one product, or treated individually for determining the number of products to verify. See the General section (page 2) of this manual for additional information. The verification factors and the minimum rates remain constant for each product or group of products. Depending on the individual plant situation, the IIC may consider products within a group as individual products for verification.

B. Product grouping

This section includes separate product verification plans for each product group. Similar product verification plans should be included with each QAP verification work plan, indicating the products that will be verified at that plant. The IIC may add or delete products or procedures from the established product grouping list by revising the verification work plan including a statement to cover the reason(s) for the modification. The revised product grouping list will become effective only upon final approval of the work plan.

The sampling rates established in each product verification plan must be tailored to meet the needs of that plant as well as PPD. In some plants it may be necessary to increase the rate of examination for certain factors because of their importance in buyer specifications. It may also be necessary to list and establish rates for additional factors.

1. Canned products

Plan Number	**Canned (C) Products**
1C	Apricots, Sweet Cherries, Clingstone Peaches, Freestone Peaches, Pears, Grapes, and Plums.
2C	Fruit Cocktail, Fruits for Salad, and Fruit Mix
3C	Tomatoes and Stewed Tomatoes (Whole, Halves, Sliced, Wedges, Diced)
4C	Tomato Paste and Tomato Puree
5C	Tomato Juice, Single Strength and Concentrated
6C	Tomato Catsup, Chili Sauce, and Tomato Sauce
7C	All other tomato products and other products which have no applicable grade and which are not covered by separate verification outlines. Examples: Zucchini & Tomatoes, Tomato Juice Mixes, Vegetable Juices, Pizza Sauce, Spaghetti Sauce, All Purpose Sauces, Crushed Tomatoes, Creole Sauce, Tomato Soup, Seafood Cocktail Sauce.
8C	Leafy Greens (All Types)
9C	Non-Standardized Fruit Concentrates, Purees, and Nectars (Apple, Apricot, Peach, Pear)
10C	Green Beans and Wax Beans
11C	Sweet Peppers
12C	Corn, Cream and Whole Kernel
13C	Apples, and Applesauce
14C	Canned Ripe Olives
15C	Citrus Juices (Single Strength/Concentrate)
16C	All other citrus products and other products which have no applicable grade and which are not covered by separate verification outlines.

2. Frozen products

Plan Number	**Frozen (F) Products**
1F	Asparagus, Green Beans
2F	Broccoli, Leafy Greens (All Types), and Squash (Summer Type)
3F	Brussels Sprouts, Cauliflower
4F	Lima Beans, Peas
5F	Carrots, Sweet Peppers
6F	Melon Balls
7F	Apricots, Apples, Peaches, and Strawberries
8F	Potatoes, French Fried Type
9F	Potatoes, Hash Brown and Preformed Types
10F	Whole Kernel Corn, Corn-on-the-Cob
11F	Mixed Vegetables, Peas and Carrots, and Succotash
15C	Frozen Orange Juice

3. Dehydrated products

Plan Number	**Dehydrated (D) Products**
1D	Tomatoes, Dried, Crystals = Powder (Nag Item)
2D	Orange Juice, Dehydrated

Plan numbers - Canned products

A. Plan Number 1C:

Canned Products: Apricots, Sweet Cherries, Clingstone Peaches, Freestone Peaches, Pears, Plums, and Grapes.

Verification Plan: These products considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation 1/	
a. Color	All Sample Units
b. Uniformity of Size & Symmetry	All Sample Units
c. Absence of Defects	All Sample Units
d. Character	All Sample Units
e. Flavor & Odor	All Sample Units
3. Style	All Sample Units
4. Net Weight	All Sample Units
5. Vacuum	All Sample Units
6. Headspace	Sample Units with Low Net Weight
7. Drained/Fill Weight	All Sample Units
8. Sample Unit Count 2/	All Sample Units
9. Brix	All Sample Units - One Lot Per Day
10. Condition of Container	All Sample Units
11. Coding	All Sample Units
12. Foreign Material (Visual)	All Sample Units

1/ Products graded on the Cumulative Sum Sampling Plan (CUSUM), Verify the prerequisites and classified defects as the grade factor evaluation.

2/ Applies only to products having count criteria.

B. Plan Number 2C:

Canned Products: Fruit Cocktail, Fruits for Salad, Fruit Mix.

Verification Plan: These products considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Clearness of Liquor	All Sample Units (Fruit Cocktail only)
b. Color	All Sample Units
c. Uniformity of Size & Symmetry	All Sample Units
d. Absence of Defects	All Sample Units
e. Character	All Sample Units
f. Flavor & Odor	All Sample Units
3. Style (Fruit & Forms)	All Sample Units (Fruits for Salad only)
4. Net Weight	All Sample Units
5. Vacuum	All Sample Units
6. Headspace	Sample Units with Low Net Weight
7. Drained/Fill Weight	All Sample Units
8. Sample Unit Count 1/	All Sample Units
9. Brix	All Sample Units - One Lot Per Day
10. Fruit Proportions	Random Sample, 1 Minimum
11. Condition of Container	All Sample Units
12. Coding	All Sample Units
13. Foreign Material (Visual)	All Sample Units
1/ Fruit Cocktail (Cherry and Pineapple Count) Fruits for Salad (Count all Units in Sample Unit)	

C. Plan Number 3C:

Canned Products: Tomatoes, Stewed Tomatoes (Whole, Halves, Sliced, Wedges, Diced).

Verification Plan: These products considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Drained Weight	All Sample Units
b. Character 1/	All Sample Units
c. Color	All Sample Units
d. Wholeness 2/	All Sample Units
e. Flavor/Odor	All Sample Units
f. Absence of Defects	All Sample Units
3. Net Weight	All Sample Units
4. Vacuum	All Sample Units
5. Headspace	Sample Units with Low Net Weight
6. Style	All Sample Units
7. Sample Unit Count 3/	All Sample Units
8. Condition of Container	All Sample Units
9. Coding	All Sample Units
10. Mold Determination	One Determination
11. Heavy Filth 4/	One Determination (per week)
12. Foreign Material (Visual)	All Sample Units

1/ Diced style by weight, all other styles by count
2/ Applicable to whole style only
3/ Refers only to products having count criteria
4/ One Determination and one complete on-site (Group III) per week

D. Plan Number 4C:

Canned Products: Tomato Paste, Tomato Puree.

Verification Plan: These products considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:		**Minimum Sample Units to Examine**
1.	Lot Evaluation	All Sample Units
2.	Grade Factor Evaluation	
	a. Color (Visually) 1/	All Sample Units
	b. Defects	All Sample Units
	c. Consistency	All Sample Units
	d. Flavor/Odor	All Sample Units
3.	Concentration (Solids)	Two Sample Units
4.	Texture - Finish	All Sample Units
5.	Net Weight	All Sample Units
6.	Vacuum	All Sample Units
7.	Headspace	Sample Units with Low Net Weight
8.	Condition of Container	All Sample Units
9.	Coding	All Sample Units
10.	Heavy Filth 2/	One Determination (Per Week)
11.	Mold Determination	One Determination
12.	Foreign Material (Visual)	All Sample Units

1/ Products for which colorimeter is used for evaluation - two sample units, one from each half of the basic grading period

2/ One determination and one complete on-site (Group III) per week

E. Plan Number 5C:

Canned Products: Tomato Juice, Single Strength and Concentrated.

Verification Plan: These products considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color (Visually)1/	All Sample Units
b. Defects	All Sample Units
c. Consistency	All Sample Units
d. Flavor/Odor	All Sample Units
3. Refractive Indexes or Solids	Two Sample Units All Sample Units
4. Volume and Net Weight	All Sample Units
5. Vacuum	All Sample Units
6. Headspace	Sample Units with Low Net Weight
7. Condition of Container	All Sample Units
8. Coding	All Sample Units
9. Mold Determination	One Determination
10. Heavy Filth 2/	One Determination (Per Week)
11. Foreign Material (Visual)	All Sample Units

1/ Products for which colorimeter is used for evaluation - two sample units, one from each half of the basic grading period

2/ One determination and one complete on-site (Group III) per week

F. Plan Number 6C:

Canned Products: Tomato Catsup, Chili Sauce, Tomato Sauce.

Verification Plan: These products considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color (Visually) 1/	All Sample Units
b. Consistency	One Sample Unit
c. Character 2/	All Sample Units
d. Defects	All Sample Units
e. Flavor/Odor	All Sample Units
f. Finish 3/	All Sample Units
3. Concentration (Solids)	Two Sample Units
4. Net Weight	All Sample Units
5. Vacuum	All Sample Units
6. Headspace	Sample Units with Low Net Weight
7. Condition of Container	All Sample Units
8. Coding	All Sample Units
9. Mold Determination	One Determination
10. Heavy Filth 4/	One Determination (Per Week)
11. Foreign Material (Visual)	All Sample Units

1/ Products for which colorimeter is used for evaluation - two sample units, one from each half of the basic grading period
2/ Applicable to Chili Sauce only
3/ Applicable to Tomato Catsup and Tomato Sauce only
4/ One determination and one complete on-site (Group III) per week

G. Plan Number 7C:

Canned Products: All other tomato products and other products which have no applicable grade and which are not covered by separate verification outlines.

Examples: Zucchini & Tomatoes, Tomato Juice Mixes, Vegetable Juices, Pizza Sauce, Spaghetti Sauce, All Purpose Sauces, Crushed Tomatoes, Salsa, Creole Sauce, Tomato Soup, and Seafood Cocktail Sauce.

Verification Plan: These products considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Sampling: Products which are packed for short durations should be sampled and verified during the beginning of each production period.

Verification Factors:	**Minimum Sample Units to Examine**
1. Rate: As established in the USDA Verification Plan for each plant. The factors and rate will follow the general outline contained in this manual.	

H. Plan Number 8C:

Canned Products: Leafy Greens (All Types).

Verification Plan: These products considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color	All Sample Units
b. Character	All Sample Units
c. Damage	All Sample Units
d. Harmless Ext. Material	All Sample Units
e. Stem Material	One (1) Determination
f. Flavor and Odor	All Sample Units
3. Style	All Sample Units
4. Vacuum	All Sample Units
5. Headspace	Sample Units with Low Net Weight
6. Net Weight	All Sample Units
7. Drained Weight	All Sample Units
8. Condition of Container	All Sample Units
9. Coding	All Sample Units
10. Heavy Filth	One (1) Determination (Rapid Jar Method)
11. Foreign Material (Visual)	All Sample Units

I. Plan Number 9C:

Canned Products: Non-Standardized Fruit Products - Concentrates, Purees, Nectars (Apple, Apricot, Peach and Pear).

Verification Plan: These products considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color	All Sample Units
b. Absence of Defects	All Sample Units
c. Flavor and Odor	All Sample Units
3. Net Weights	All Sample Units
4. Vacuum Readings	All Sample Units
5. Headspace Measurement	Sample Units with Low Net Weight
6. Solids Determination (Brix)	Two (2) Sample Units
7. Analysis (pH, Total Acidity)	One (1) Sample Unit
8. Foreign Material (Visual)	All Sample Units
9. Condition of Container	All Sample Units
10. Coding	All Sample Units
11. Mold Determination	One (1) Determination
12. Light Filth	As Necessary to Verify Wholesomeness
13. Heavy Filth	As Necessary to Verify Wholesomeness

J. Plan Number 10C:

Canned Products: Green Beans & Wax Beans.

Verification Plan: These products are considered as one product for verification when processing during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Clearness of Liquor	All Sample Units
b. Color	All Sample Units
c. Absence of Defects	All Sample Units
d. Character	All Sample Units
e. Flavor and Odor	All Sample Units
3. Net Weight	All Sample Units
4. Vacuum	All Sample Units
5. Headspace	Sample Units with Low Net Weight
6. Drained Weight	All Sample Units
7. Type	All Sample Units
8. Style	All Sample Units
9. Sieve Size1/	All Sample Units
10. Length of Cut 2/	All Sample Units
11. Condition of Container	All Sample Units
12. Coding	All Sample Units
13. Foreign Material (Visual)	All Sample Units
1/ Not applicable to sliced lengthwise style	
2/ Not applicable to whole and sliced lengthwise style	

K. Plan Number 11C:

Canned Products: Sweet Peppers.

Verification Plan: This product is considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Style Determination	All Sample Units
3. Grade Factor Evaluation	
a. Color	All Sample Units
b. Size	All Sample Units
c. Absence of Defects	All Sample Units
d. Character	All Sample Units
e. Flavor and Odor	All Sample Units
4. Net Weight	All Sample Units
5. Vacuum	All Sample Units
6. Headspace	Sample Units with Low Net Weight
7. pH	All Sample Units
8. Drained Weight	All Sample Units
9. Foreign Material (Visual)	All Sample Units
10. Condition of Container	All Sample Units
11. Coding	All Sample Units

L. Plan Number 12C:

Canned Products: Corn - Cream and Whole Kernel.

Verification Plan: This product is considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color	All Sample Units
b. Consistency 1/	All Sample Units
c. Absence of Defects	All Sample Units
d. Tenderness and Maturity	All Sample Units
e. Flavor and Odor	All Sample Units
3. Net Weight	All Sample Units
4. Vacuum	All Sample Units
5. Headspace	Sample Units with Low Net Weight
6. Drained Weight	All Sample Units
7. Type	All Sample Units
8. Style/Varietal Type	All Sample Units
9. Length of Cut 2/	All Sample Units
10. Condition of Container	All Sample Units
11. Coding	All Sample Units
12. Foreign Material (Visual)	All Sample Units
1/ Cream style only	
2/ Whole kernel style only	

M. Plan Number 13C:

Canned Products: Apples, Applesauce.

Verification Plan: These products considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors: 1/	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Consistency	All Sample Units
b. Color	All Sample Units
c. Uniformity of Size	All Sample Units
d. Absence of Defects	All Sample Units
e. Character/Finish	All Sample Units
f. Flavor & Odor	All Sample Units
3. Type	All Sample Units
4. Style	All Sample Units
5. Net Weight	All Sample Units
6. Vacuum	All Sample Units
7. Headspace	Sample Units with Low Net Weight
8. Drained Weight	All Sample Units
9. Sample Unit Count	All Sample Units
10. Brix	All Sample Units - One Lot Per Day
11. Condition of Container	All Sample Units
12. Coding	All Sample Units
13. Foreign Material (Visual)	All Sample Units
1/ Verify factors applicable to product graded	

N. Plan Number 14C:

Canned Products: Canned Ripe Olives.

Verification Plan: This product is considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color	All Sample Units
b. Uniformity of Size 1/	All Sample Units
c. Absence of Defects	All Sample Units
d. Character	All Sample Units
e. Flavor	All Sample Units
3. Type	All Sample Units
4. Style	All Sample Units
5. Size Designation(Average Count or Diameter) l/	All Sample Units
6. Vacuum	All Sample Units
7. Head Space	Sample Units with Low Volume
8. Net Drained Weights	All Sample Units
9. Salt (Salometer Readings)	All Sample Units
10. Condition of Container	All Sample Units
11. Coding	All Sample Units
12. Foreign Material (Visual)	All Sample Units
1/ Applies to whole and pitted style	

O. Plan Number 15C:

Citrus Juice Canned/Frozen:

Orange, Grapefruit, Tangerine, Lemon, Beverage Base Products, Orange Products with Calcium/Vitamin C, Citrus Sections, and Sugar Added products. (See next page for products and abbreviations)

Verification Plan: These products are considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color	All Sample Units
b. Defects	All Sample Units
c. Flavor (and Odor for Sections)	All Sample Units
d. Wholeness (Sections)	All Sample Units
e. Character (Sections)	All Sample Units
3. Count (Sections)	One
4. Packing Media (Sections)	One
3. Appearance 1/	One
4. Reconstitution 2/	One
5. Coagulation 3/	One
6. Separation 4/	One
7. Style	All Sample Units
8. Net Weight	All Sample Units
9. Drained Weight	All Sample Units
10. Vacuum 5/	All Sample Units
11. Temperature (Frozen Retail) & 6/	One
12. Brix	All Sample Units
13. Acid	All Sample Units
14. Ratio	All Sample Units
15. Recoverable Oil 7/	One
16. Suspended Pulp 8/	One
17. Floating Pulp	One
18. Vitamin C (Ascorbic Acid)	One
19. Calcium Analysis	One
20. Condition of Container	All Sample Units
21. Coding	All Sample Units
22. Mold Determination	One
23. Foreign Material	One

Footnotes 1/ through 8/ are shown on the following page.

Acronyms are defined below.

1/ FCOJ, RAFCOJ, CCOJ, POJ, OJFC, FCBGJ&OJ, POJwCAL, OJ, OJFM, CCOJwVITc, FCOJwCAL,
2/ FCOJ, RAFCOJ, OM, CCOJ, TM, FCBGJ&OJ, LM, FCLJ, CCOJwVITc, FCOJwCAL
3/ COJ, POJ, OJFC, GJ & OJ, POJwCAL, OJ, OJFM, CTJ
4/ POJ, OJFC, OJ, OJFM
5/ Canned Products only
6/ FCC requirement: One sample - On-line product packed in cans.
7/ All products except: OM, GM, LM
8/ GJ, FCGJ, GM, GJFC, CTJ, GJ & OJ, FCBGJ&OJ

Citrus Juices Canned/Frozen Product Names:

FCOJ:	Frozen Concentrated Orange Juice
FCOJwCAl:	Frozen Concentrated Orange Juice with Calcium Added
RAFCOJ:	Reduced Acid Frozen Concentrated Orange Juice
CCOJ:	Canned Concentrated Orange Juice
CCOJwVITC:	Canned Concentrated Orange Juice with Vitamin C Added
OM:	Concentrated Orange Juice for Manufacturing
POJ:	Pasteurized Orange Juice
POJwCAL:	Pasteurized Orange Juice with Calcium Added
COJ:	Canned Orange Juice
OJFC:	Orange Juice from Concentrate
OJ:	Orange Juice
OJFM:	Orange Juice for Manufacturing
GJ:	Grapefruit Juice
GJFC:	Grapefruit Juice from Concentrate
FCGJ:	Frozen Concentrated Grapefruit Juice
GM:	Concentrated Grapefruit Juice for Manufacturing
CTJ:	Canned Tangerine Juice
TJ:	Tangerine Juice
TM:	Concentrated Tangerine Juice for Manufacturing
GJ & OJ:	Grapefruit Juice and Orange Juice
FCBGJ&OJ:	Frozen Concentrated Blended Grapefruit Juice and Orange Juice
LM:	Concentrated Lemon Juice for Manufacturing
FCLJ:	Frozen Concentrate for Lemonade
GBB:	Grapefruit Beverage Base
OBB:	Orange Beverage Base

Citrus Sections:

Canned Grapefruit
Canned Grapefruit and Orange for Salad
Chilled Citrus Salad

P. Plan Number 16C:

Canned Citrus Product:	All other Citrus Products and other products that have no applicable grade and which are not covered by separate verification outlines.
Examples:	Water Extracted Soluble Fruit Solids, Fruit Pulp Cells
Verification Plan:	These products are considered as one product for verification when processed during the same basic grading period.
Sampling Rate:	Lot sampling plan up to thirteen (13) sample units.
Sampling:	Products which are packed for short durations should be sampled and verified during the beginning of each production period.

Verification Factors	**Minimum Sample Units to Examine**
1. Rate: As established in the USDA Verification Plan for each plant. The factors and rate will follow the general outline contained in this manual.	

PLAN NUMBERS - FROZEN PRODUCTS

A. Plan Number 1F:

Frozen Products: Asparagus, Green Beans.

Verification Plan: These products are considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors: 1/	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color	All Sample Units
b. Uniformity of Length	All Sample Units
c. Character	All Sample Units
d. Damage	All Sample Units
e. Harmless Extraneous Material	All Sample Units
f. Flavor & Odor	All Sample Units
3. Type and Style	All Sample Units
4. Size	All Sample Units
5. Net Weight	All Sample Units
6. Condition of Container	All Sample Units
7. Coding	All Sample Units
8. Enzyme Inactivation	One Determination
9. Light Filth (Asparagus)	One Determination
Light Filth (Green Beans) (Visual)	All Sample Units
10. Foreign Material (Visual)	All Sample Units
11. Finished Product Temperature	Two Per Day
1/ Verify factors applicable to product graded	

B. Plan Number 2F:

Frozen Products: Broccoli, Leafy Greens (All Types), Squash (Summer Type).

Verification Plan: These products are considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors: 1/		**Minimum Sample Units to Examine**
l.	Lot Evaluation	All Sample Units
2.	Grade Factor Evaluation	
	a. Color	All Sample Units
	b. Defects	All Sample Units
	c. Character/Development	All Sample Units
	d. Flavor/Odor	All Sample Units
3.	Style	All Sample Units
4.	Net Weight	All Sample Units
5.	Condition of Container	All Sample Units
6.	Coding	All Sample Units
7.	Enzyme Inactivation	One Determination
8.	Foreign Material (Visual)	All Sample Units
9.	Light Filth (Broccoli, and Leafy Greens only)	One Determination
10.	Finished Product Temperature	Two Per Day
1/	Verify factors applicable to product graded	

C. Plan Number 3F:

Frozen Products: Brussels Sprouts, Cauliflower.

Verification Plan: These products are considered as one product for verification when processing during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color	All Sample Units
b. Defects	All Sample Units
c. Character	All Sample Units
d. Flavor/Odor	All Sample Units
3. Net Weight	All Sample Units
4. Count (Brussels Sprouts only)	All Sample Units
5. Condition of Container	All Sample Units
6. Coding	All Sample Units
7. Enzyme Inactivation	One Determination
8. Foreign Material (Visual)	All Sample Units
9. Light Filth 1/	One Determination
10. Finished Product Temperature	Two Per Day
1/ Brussels Sprouts only	

D. Plan Number 4F:

Frozen Products: Lima Beans, Peas.

Verification Plan: These products are considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color	All Sample Units
b. Defects	All Sample Units
c. Tenderness and Maturity	All Sample Units
d. Flavor and Odor	All Sample Units
3. Types (Lima Beans Only)	All Sample Units
4. Size (Frozen Peas)	Two Sample Units per Verification Lot
5. Net Weight	All Sample Units
6. Count 1/	All Sample Units
7. Condition of Container	All Sample Units
8. Coding	All Sample Units
9. Enzyme Inactivation	One Determination
10. Foreign Material (Visual)	All Sample Units
11. Finished Product Temperature	Two Per Day
1/ Count lima beans every sixth sample only	

E. Plan Number 5F:

Frozen Products: Carrots, Sweet Peppers.

Verification Plan: These products are considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color	All Sample Units
b. Size	All Sample Units
c. Defects	All Sample Units
d. Character/Texture	All Sample Units
e. Flavor and Odor	All Sample Units
3. Style and Types (Sweet Peppers)	All Sample Units
Style (Carrots)	All Sample Units
4. Net Weight	All Sample Units
5. Condition of Container	All Sample Units
6. Coding	All Sample Units
7. Enzyme Inactivation	One Determination
8. Foreign Material (Visual)	All Sample Units
9. Finished Product Temperature	Two Per Day

F. Plan Number 6F:

Frozen Products: Melon Balls.

Verification Plan: This product is considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color	All Sample Units
b. Uniformity of Size and Shape	All Sample Units
c. Absence of Defects	All Sample Units
d. Character	All Sample Units
e. Flavor and Odor	All Sample Units
3. Style	All Sample Units
4. Net Weight	All Sample Units
5. Condition of Container	All Sample Units
6. Coding	All Sample Units
7. Foreign Material (Visual)	All Sample Units
8. Finished Product Temperature	Two Per Day

G. Plan Number 7F:

Frozen Products: Apricots, Apples, Peaches, Strawberries.

Verification Plan: These products are considered as one product for verification when processing during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors: 1/	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color	All Sample Units
b. Uniformity of Size and Symmetry	All Sample Units
c. Absence of Defects	All Sample Units
d. Character	All Sample Units
e. Flavor and Odor	All Sample Units
3. Style/Similar Variety	All Sample Units
4. Net Weight	All Sample Units
5. Drained Weight	All Sample Units
6. Sample Unit Count	All Sample Units
7. Brix	Two Sample Units -One Lot Per Day
8. Condition of Container	All Sample Units
9. Coding	All Sample Units
10. Foreign Material (Visual)	All Sample Units
11. Mold Determination	One (1) Determination
12. Finished Product Temperature	Two Per Day
1/ Verify the factors applicable to the product graded	

H. Plan Number 8F:

Frozen Products: Potatoes, French Fried Type (any style cut from the potato, whole, slice, dice, etc.).

Verification Plan: These products are considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors: 1/	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Uniformity of Size and Shape	All Sample Units
b. Absence of Defects	All Sample Units
c. Color	All Sample Units
d. Texture	All Sample Units
e. Flavor and Odor	All Sample Units
3. Net Weight	All Sample Units
4. Condition of Container	Two Per Day
5. Coding	All Sample Units
6. Finish Product Temperature	Two Sample Units
7. Style	All Sample Units
8. Length Designation	1/3 Sample Units
9. Cut Size	All Sample Units
10. Color Designation	All Sample Units
11. Foreign Material (Visual)	All Sample Units
1/ As applicable to style graded	

I. Plan Number 9F:

Frozen Products: Potatoes, Preformed and Hash Brown Types (any style shredded, diced or chopped from the potato and machine formed or used in hash browns).

Verification Plan: These products are considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors: 1/	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Uniformity of Size and Shape	All Sample Units
b. Absence of Defects	All Sample Units
c. Color	All Sample Units
d. Texture	All Sample Units
e. Flavor and Odor	All Sample Units
3. Net Weights	All Sample Units
4. Condition of Container	Two Per Day
5. Coding	All Sample Units
6. Finished Product Temperature	Two Sample Units
7. Style	All Sample Units
8. Size/Count	All Sample Units
9. Cut Size	All Sample Units
10. Color Designation	All Sample Units
11. Foreign Material (Visual)	All Sample Units
12. Peroxidase Test	One Determination
1/ As applicable to type or style graded	

J. Plan Number 10F:

Frozen Products: Whole Kernel Corn, Corn-on-the-Cob.

Verification Plan: These products are considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors: 1/	**Minimum Sample Units to Examine**
l. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color	All Sample Units
b. Uniformity of Size 2/	All Sample Units
c. Development 2/	All Sample Units
d. Defects	All Sample Units
e. Tenderness and Maturity	All Sample Units
f. Flavor/Odor	All Sample Units
3. Color Designation	All Sample Units
4. Style 2/	All Sample Units
5. Net Weight 3/	All Sample Units
6. Length 2/	All Sample Units
7. Condition of Container	All Sample Units
8. Coding	All Sample Units
9. Enzyme Inactivation	One Determination
10. Foreign Material (Visual)	All Sample Units
11. Finished Product Temperature	Two Per Day

1/ Verify the factors applicable to the product graded
2/ Corn-on-the-Cob
3/ Whole Kernel Corn

K. Plan Number 11F:

Frozen Products: Mixed Vegetables, Peas and Carrots, Succotash.

Verification Plan: These products are considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors: 1/	**Minimum Sample Units to Examine**
l. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	All Sample Units
a. Color	All Sample Units
b. Defects	All Sample Units
c. Character/Tenderness	All Sample Units
d. Flavor/Odor	All Sample Units
3. Style (2, 3, 4, or 5-way) 2/	All Sample Units
4. Ratio (Proportion of Ingredients)	All Sample Units
5. Net Weight	All Sample Units
6. Composite Grade of each	All Sample Units
Ingredient	All Sample Units
7. Brine Test (Pea Maturity)	All Sample Units
8. Condition of Container	All Sample Units
9. Coding	All Sample Units
10. Enzyme Inactivation	One Determination
11. Foreign Material (Visual)	All Sample Units
12. Finished Product Temperature	Two Per Day
1/ Verify the factors applicable to the product graded	
2/ Mixed vegetables	

PLAN NUMBERS - DEHYDRATED PRODUCTS

A. Plan Number 1D:

Dehydrated Products: Tomatoes, Dried, Crystals - Powder (NAG Item).

Verification Plan: This product is considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color	All Sample Units
b. Defects	All Sample Units
c. Moisture	Two Sample Units
d. Consistency (Lamb & Lewis)	Two Sample Units
e. Flavor and Odor	All Sample Units
3. Total Acid	Two Sample Units
4. Mold	One Sample Unit
5. Foreign Material (Visual)	All Sample Units
6. Condition of Container	All Sample Units
7. Coding	All Sample Units

B. Plan Number 2D:

Dehydrated Products: Orange Juice, Dehydrated

Verification Plan: This product is considered as one product for verification when processed during the same basic grading period.

Sampling Rate: Lot sampling plan up to thirteen (13) sample units.

Verification Factors:	**Minimum Sample Units to Examine**
1. Lot Evaluation	All Sample Units
2. Grade Factor Evaluation	
a. Color	All Sample Units
b. Defects	All Sample Units
c. Flavor	All Sample Units
3. Appearance	All Sample Units
4. Reconstitution	All Sample Units
5. Style	All Sample Units
6. Net Weight	All Sample Units
7. Vacuum	All Sample Units
8. Brix	All Sample Units
9. Acid	All Sample Units
10. Ratio	All Sample Units
11. Recoverable Oil	All Sample Units
12. Condition of Container	All Sample Units
13. Coding	All Sample Units
14. Mold Determination	One Sample Unit
15. Foreign Material	One Sample Unit

GUIDE FOR QAP VERIFICATION WORK PLAN

A QA verification work plan must be written so that an inspector familiar with the facility's QA procedures or plant operation could function adequately by following it. An effective work plan is comprehensive in its scope. This section includes an outline for preparing a work plan and an acceptable example of one.

A. Approval procedure

The OIC is responsible for preliminary approval of the work plan. If acceptable, the work plan is forwarded with a cover sheet documenting dates and appropriate signatures to the Regional Director for final approval. If the work plan fails to meet the criteria established, it will be returned to the field office for revision. The Regional Director may send a copy of the proposed work plan to the Division Director for review and comment before granting final approval.

B. Distribution

Upon final approval, the work plan accompanied with the cover sheet will be forwarded to the OIC to replicate and distribute as follows:

Original to inspector in the plant,
One copy at the Field office (or more if needed),
One copy to the Regional office,
One copy to the National office.

C. Guidelines - verification work plan

Following is a suggested format for a verification work plan:

1. Cover page

   a. Name of company and address

   b. Official approval signatures

2. List management personnel

   a. Executive management

   b. Plant personnel

   c. QAP contact person(s)

3. Products packed - groups

List all products by product groups

4. Basic grading period

   State basic grading periods for all products

5. Plant QC procedure

   a. State who grades all lots

   b. State grading procedures

   c. State non-quality procedures

   d. State other specification requirements

   e. State where records are filed

   f. State how records may be obtained

6. Selection of Group I verification lots

   a. State sampling plan and rate

   b. State how to obtain production schedule

   c. State how lots are selected

   d. Note any exceptions to normal lot selection

   e. List sampling procedure

      (1) State how sampling instruction is given to plant

      (2) State method of selecting lots for verification

   f. State how and where samples are collected and taken to the laboratory

7. Group I verification - finished product

   a. State procedure

   b. State quality and non-quality factors and analyses evaluations

   c. State finished product deviations

(1) State how to compare results

(2) State how to report deviations

8. Group II verification - sanitation

a. Sanitation verification areas - divide plant into areas

(1) Processing areas

(2) Non-processing areas

b. Plant sanitation procedure

c. USDA verification of the plant sanitation program

(1) Explain random selection of areas

(2) Explain auditing of plant's sanitation report

d. Sanitation deviations

9. Group III verification - on-site observations

Explain procedure, deviations, and actions to be taken

10. Group IV verification - USDA procedures

List procedures and contact person

11. Reports and files

a. Quality assurance verification report FV-148

b. Audits by USDA supervisors

c. Plant QAP manual

d. USDA verification work plan

e. USDA verification summary and analysis report

f. Records and procedures for handling a foreign material or sanitation HOLD

g. Plant QC and sanitation files

h. USDA files

D. Sample Work Plan

Following is an example of a work plan:

QUALITY ASSURANCE PROGRAM

USDA VERIFICATION WORK PLAN

FAIRWAY PACKING COMPANY
P.O. Box 880
32 E. Main Street
Anytown, State 95241-4199

Phone: (209) 946-6301

Submitted by: _____ Date: _____
Inspector-in-Charge

Approved by: _____ Date: _____
Officer-in-Charge

_____ Date: _____
Regional Director

Example of a work plan

B. MANAGEMENT

1. EXECUTIVE MANAGEMENT

CHAIRMAN OF THE BOARD:	Jim Herman
PRESIDENT:	Tom Henry
VICE-PRESIDENT, OPERATIONS :	Al Jacks
VICE-PRESIDENT, PRODUCTION:	Tim Simons
SECRETARY:	Cynthia Rogers
TREASURER:	Mike Pearson
DIRECTOR OF QC:	Edward Style

2. PLANT MANAGEMENT

PLANT MANAGER:	Jack Myers
PLANT DAY SUPERINTENDENT:	Frank Jones
PLANT NIGHT SUPERINTENDENT:	Joe Russell
SENIOR QC SUPERVISOR:	Don Smith
SANITATION COORDINATOR:	Alice Day
ADDITIONAL PLANT PERSONNEL:	(SEE PART K)

3. QAP CONTACT PERSONS

GROUPS I, II, IV	Don Smith (Day Shift) Ben Smart (Night Shift)
GROUP II	Alice Day (Day Shift) John Edward (Night Shift)

Example of a work plan

C. PRODUCTS PACKED GROUPS/PLANS

GROUP	PLAN	PRODUCT(S) PACKED	CAN SIZES PACKED
1	1C	APRICOTS;	8 oz., 300, 303, 2-1/2, 6/10
	1C	CLINGSTONE PEACHES	
	1C	PEARS	
2	2C	FRUIT COCKTAIL;	8 oz., 300, 303, 2-1/2, 6/10
	2C		
3	3C	FRUIT MIX	8 oz., 300, 303, 2-1/2, 6/l0
	3C	TOMATOES - Whole, Diced;	
4	4C	STEWED TOMATOES - Sliced	6 oz., 12 oz., 2-1/2, 6/l0,
	4C	TOMATO PUREE;	55 gal. Drum, 300 gal. Bin
5	5C	TOMATO PASTE	46 fl. oz.
	5C	TOMATO JUICE - Single Strength;	
		TOMATO VEGETABLE	
	6C	JUICE (Single Strength)	
6	7C	TOMATO SAUCE	8 oz., 300, 2-1/2, 6/l0
7		NON-STANDARDIZED FRUIT CONCENTRATES and NECTARS - APRICOT	46 fl. Oz., 55 gal. Drum

D. BASIC GRADING PERIODS

1. All non-comminuted products are on a shift basis, 7 hours (plus) per shift.

2. All comminuted products are on a 24 hour shift basis.

E. PLANT'S QC PROCEDURE

1. All lots produced are graded by plant QC personnel.

2. USDA approved procedures and methods are used in grading where applicable. Where no applicable USDA procedures are available, recognized procedures are used such as AOAC. Alternative procedures may be used even though a USDA procedure has been published. These procedures are used throughout the canning industry and most pre-date the USDA procedure (such as Bostwick readings).

3. All USDA approved procedures, or plant QC approved written procedures which give equivalent results are used for non-quality factors.

4. Additional plant and buyer's specifications are applied when applicable. The plant will use its own specification to grade Diced Tomatoes with Diced Chilies. It will be graded as a "NAG" product. This specification is based on the U.S. Standards for Grades of Canned Tomatoes and Canned Stewed Tomatoes. Also, the plant will use its own specification to grade Tomato Vegetable Juice based on the U.S. Standards for Grades of Tomato Juice. It will also be a "NAG" product.

Example of a work plan

5. All plant inspection and grading records are maintained and filed by plant QC personnel. These records are available at all times for the purposes of reviewing and verification by the USDA inspector.

6. If records are needed, they can be obtained through the QAP key contact person or by accessing the files directly.

F. SELECTION OF GROUP I VERIFICATION LOTS

1. Exhibit B is a summary of minimum sampling plans and rates for all quality and non-quality factors for products produced at this plant.

2. The day shift plant superintendent will furnish to the USDA inspector a weekly work plan showing what products are scheduled to be packed the following week. This plan will be placed in the USDA basket by 0800 on Friday of the proceeding week.

3. A minimum of three (3) potential verification lots will be randomly sampled each day, except when production is such that fewer lots are produced. Each lot will be numbered consecutively for each product. Numbers will be randomly drawn to determine the item to be sampled from each product grouping. These lots are selected on a non-random basis under certain circumstances. Any one of the following could constitute a basis for discriminatory verification sampling:

   a. When recurring deviations are noted on a given lot during on-site verifications.

   b. Whenever a product has not been randomly selected within a reasonable number of days.

   c. Any time the USDA inspector deems it necessary for the good of the QAP.

4. Occasionally the Group I verifications may be reduced or skipped completely. This would occur under the following conditions. There may be others not listed below.

   a. On a few days during a processing season other activities may take priority over Group I verifications. Examples of such activities could include:

      1) A visit by a regulatory agency inspector lasting several hours.

      2) Lengthy audits or visits by area supervisors/regional directors/ Washington, DC staff, etc.

Example of a work plan

3) Heavy workload including case stamping, condition of container examination, or checkloading when additional inspection personnel or plant help are not available.

4) A visit by potential buyers reviewing samples.

b. On a few days when the plant is reprocessing tomato paste into other remanufactured tomato products during the "off-season," other activities may take priority over Group I verifications. Examples of such activities could include:

1) Attendance at a PPD sponsored event such as a commodity workshop or training program.

2) Short periods of scheduled annual leave (one or two days in a work week) when the plant is not operating on weekends.

c. During of one day a week, at most, the USDA inspector may elect to eliminate the Group I verifications and instead examine QC records from a production shift. That is ALL line check scoresheets, fill weight charts, net weight charts, Brix control sheets, etc., for each line operating during the production shift for a particular product group. A record of the errors noted must be kept, and a copy furnished to the QC supervisor and one filed with form FV-148, "Quality Assurance Verification Report," for that day.

5. SAMPLING PROCEDURE

a. After selection of verification lots to be sampled is completed, the information is transferred to a sampling sheet which contains the pertinent data needed by the samplers. This includes: line number, container size, code, product, sample interval, and numbers of samples/sub-samples. This sheet is completed and copies distributed to the QC samplers prior to the start of each shift (See Exhibit C).

b. Samples are marked with "USDA" on the side of each container as well as the time drawn, and the shift, and then placed in a designated location in close proximity to the laboratory.

c. On the first working day after packing, using the sampling rates from Section I, lots are randomly selected from the verification lots that were sampled during the previous day(s). A non-random procedure may be used for this selection due to time restraints or circumstances similar to those stated in part F paragraph 4. Lot selection may or may not be from more than one product group.

Example of a work plan

d. After selection of the actual lots to be verified from the lots sampled is completed, the pertinent lots are circled in red ink on copies of the previously completed sampling sheet.

e. One copy is given to the first shift QC sampler, who will bring the samples to the USDA inspector's lab, and one copy is given to the QC office clerk who will make copies of all the pertinent QC paperwork for the lots selected and leave them in the USDA basket.

6. The QC sampler on the first shift is responsible for getting the verification samples to the USDA inspector's lab. Verification sampling is to be monitored under Group III On-Site procedures, and evaluated accordingly.

G. GROUP I VERIFICATION - FINISHED PRODUCT

1. PROCEDURE

A complete Group I verification is performed on each of the lots selected from the verification lots. The Group I verifications are performed in their entirety by the USDA inspector without any help from plant QC personnel, with the exception of aid in recording results. Upon completion of grading, the results are compared with the QC results from the identical lots. Copies of all supporting plant records generated will be furnished to the USDA inspector to attach to form FV-148, "QA Verification Report," for the USDA plant files, and at the USDA inspector's request, for the USDA area office.

2. QUALITY AND NON-QUALITY FACTOR EVALUATIONS

Detailed requirements for each product group listed in Products Packed Groups/Plans, found in Section III of this Manual. See page 11, Exhibit B for a summary of the minimum sampling rates for all quality and non-quality factors for products at this plant.

The factor of uniformity of size and symmetry comparing the 3 largest to the 3 smallest units, or the 1 cm requirement for canned fruit halves cannot be verified when multiple fillers are packing the same product with different size fruit being considered in one lot. When this occurs over the shoulder or on-site verification, as well as comparing the uniformity of the units within each can - not necessarily the complete sample will be used to verify size variation on consumer (retail) size cans.

3. FINISHED PRODUCT DEVIATIONS

After grading of verification lots is completed, the USDA inspector transfers all pertinent information from the plant's QC line check scoresheets and USDA verification scoresheet to the "Summary of Plant QC Results and USDA and

Example of a work plan

Verifications" sheet, see Exhibit E. This allows the USDA inspector to easily compare the final results and note any deviations, which may affect the disposition of the product. A recognizable cause, a recognizable pattern of improper scoring or improper evaluation of scoreable/non-scoreable factors and analyses is reported on form FV-148. This report is then reviewed with the appropriate plant official(s) for each deviation. Plant officials who will then record their response concerning the cause and corrective measures to be taken under "plant response," followed by their signature. Acceptance of the response will be indicated by the date and signature of the USDA inspector next to that of the plant official. The FV-148 is completed and distributed in accordance with the instructions contained in the AIM Inspection Series, Quality Assurance Program Manual.

H. GROUP II VERIFICATION - SANITATION

1. SANITATION VERIFICATION AREAS

The plant facilities have been divided into two general areas:

a. Processing Areas.

b. Non-Processing Areas.

Each of the two general areas have been divided into several sub-areas (see Exhibit D, Sanitation Verification Areas).

2. PLANT SANITATION PROCEDURE

The plant has delegated responsibilities concerning sanitation to certain individuals and has provided a daily sanitation report that is compatible with the USDA verification plan. This report is used by the plant sanitarians or sanitation supervisor as a scoresheet when making sanitation inspections. This plant uses the AIM Inspection Series, Sanitation and Safety Manual, Quality Assurance Program Manual and the plant's sanitation manual (optional) as a format for their sanitation program. A copy of the plant sanitation report is placed in the USDA basket in the QC lab daily as it is completed.

Over-the-shoulder observations should not tend to inhibit or put undue stress on the plant employee. During the verification procedure a casual but observant approach will be maintained. When deviations are observed, they will be reported to the QC laboratory shift supervisor. Group III deviations will all be considered as minor; they will not be included with Group I deviations and will not be used to establish "reliable or unreliable" status. The USDA inspector will record all on-site observations on form FV-148 whether or not deviations are found.

Example of a work plan

The FV-148 is then reviewed with the appropriate plant official(s) for each deviation. Plant officials will then record their response concerning the cause and corrective measures to be taken under "Plant Response", followed by their signature. Acceptance of the response will be indicated by the signature and date of the USDA inspector next to that of the plant official. The FV-148 is completed and distributed in accordance with the instructions contained in this Manual.

I. GROUP IV VERIFICATION - USDA PROCEDURES

Group IV verification procedures will be implemented as needed, and when they are used in accordance with the approved procedure. USDA staffing needs shall be adequate to provide an effective evaluation of these procedures. If and when plant management decides to use these procedures, it is expected that condition of container examination, case stamping, and checkloading will be the items included in Group IV verification. Detailed procedures are listed later in this instruction.

The plant will assume these responsibilities once reliability has been established for each of them individually and approval has been granted. The USDA inspector will not release responsibility until such time. As each Group IV function is evaluated, the documentation along with the request for approval will be submitted. A guide for the Request for Group IV Approval is contained later in this section.

J. REPORTS AND FILES

1. QUALITY ASSURANCE VERIFICATION REPORT, FORM FV-148

FV-148 forms are made out each day during processing by the USDA inspector, even though the inspector may not have been on duty. Any Group I, III, or IV deviations are passed on to the QC contact person for comment and signature(s) on the FV-148. Any Group II deviations are passed on to the sanitation contact person for comment and signature(s) on the FV-148. All the FV-148 forms are dated and initialed by the QAP key contact person (or his/her agent if there are no deviations) after his/her review of them.

The original form FV-148 is returned to the USDA inspector and copies distributed as follows:

a. Plant QC supervisor, only if deviations occur.

b. Plant sanitation supervisor, only if sanitation deviations occur.

c. USDA area office, along with copies of plant daily grade recap, daily recap of pack, or daily pack report.

Example of a work plan

2. AUDITS BY USDA SUPERVISORS

A copy of each supervisory report documenting audits performed on inspection procedures under the QAP is retained in the USDA inspector's file.

3. USDA VERIFICATION WORK PLAN

It is the responsibility of the USDA inspector to regularly up-date this QAP Verification Work Plan. This should be done at least annually, with changes submitted to the USDA area office for approval.

4. USDA VERIFICATION SUMMARY AND ANALYSIS REPORT

The USDA inspector will submit a yearly "QAP Verification Summary and Analysis Report", also known as a "For Official Use Only" - Annual Report shortly after the end of the calendar year to his/her area office. A copy is to be retained in the USDA inspector's file.

5. RECORDS AND PROCEDURES FOR HANDLING A FOREIGN MATERIAL OR SANITATION "HOLD"

Fairway Packing Company maintains a log of all items placed on hold. This log is available to the USDA inspector for examination. Additionally, a copy of each **"HOLD"** tag with a cover note will be furnished to the inspector. The **"HOLD**" log and the **"HOLD**" tags will indicate the problem, the number of cases involved, the code(s), and the current location of the lot. The USDA inspector will assist the QC supervisor in determining the class of foreign material as defined in the AIM Inspection Series, Foreign Material Manual, and the sampling rate needed to clear each deficiency. If the product is not cleared within a reasonable time (one or two working days), the inspector will place the lot on a formal hold using the "USDA Notice of Hold for Re-examination" form FV-16. A separate folder for these **"HOLD"** records is maintained in the yearly file. It is the intention of Fairway Packing Company to not ship any **"HOLD**" lot(s) until the resident USDA inspector has been consulted. All such lots will be segregated and stored in a fenced, locked, limited access area in the warehouse until appropriate actions have been taken, and the final disposition of the lot(s) has been determined.

6. PLANT QC AND SANITATION FILES

The plant QC and sanitation files are available to the USDA inspector at all times and contain the following items:

a. All grading scoresheets (cut-outs and line checks).

b. All net weight/content control sheets.

Example of a work plan

c. All fill weight control sheets.

d. All syrup control sheets.

e. All other control sheets and records pertaining to QC in this plant.

f. A copy of the plant's "QAP Manual".

7. USDA FILES

The USDA files contain the following QAP documents:

a. Lot verification sample sheets.

b. Completed FV-148 forms.

c. Copies of all daily grade re-cap printouts.

d. All verification summary sheets.

e. All verification scoresheets, copies of corresponding plant scoresheets and related documents.

f. Applicable USDA form FV-416 sanitation scoresheets and copies of all plant sanitation scoresheets.

g. Copies of all daily re-cap of pack and pack reports.

h. All documents pertaining to DOD inspections, USDA inspections, or other inspections performed by the USDA inspector.

i. Copies of all QAP certificates issued.

j. A copy of the plant's "QAP Manual."

k. A copy of this "QAP-USDA Verification Work Plan."

Example of a work plan

Exhibit A

Fairway Packing Company

Contact person and QC supervisor (night shift).....Bernice Myers

Plant sanitarian (night shift).....Larry Goody

Warehouse QA person.....Ken Cotle

Office manager.....Wilma Smith

Typist.....Ann Thompson

Warehouse manager.....Bill Small

Assistant Warehouse Manager.....Sue Johnson

Example of a work plan

GROUP I - SAMPLING RATES (SUMMARY)		Exhibit B
FACTORS	**USDA VERIFICATION RATE**	**QC RATE - ALL LOTS PRODUCED**
(1) Lot Evaluation	Single Sampling Plan (Lot Rate) Maximum 13 Sample Units - All Sample Units	USDA On-Line Rate, 1/3 or more to be Cut-Outs plus Line Checks or Time Sampling Frequency, All Sample Units
(2) Grade Factor Evaluation including flavor and odor when other than quality factor	Same as (1) above	Same as (1) above
NON-QUALITY (3) Style Determination	Same as (1) above	Same as (1) above
(4) Net Weight/Contents	Same as (1) above	Same as (1) above
(5) Vacuum	Same as (1) above	Time Sampling Frequency,
(6) Headspace	All Sample Units with Low Net Weight	All Cut-Out Sample Units
(7) Fill Weight/Drained Weight	Same as (1) above	Fill Weight criteria or Same as (1) above
(8) Sample Unit Count	Same as (1) above	Same as (1) above
(9) Brix	Single Sampling Plan (Lot Rate) Maximum 13 Sample Units - one lot per day	Same as (1) above
(10) Solids	Two per Verification Lot	All Sample Units
(11) Condition of Containers Primary and Secondary	All Sample Units	All Sample Units
ANALYSIS (12) Mold Determination	One per Verification Lot	One every 4 to 8 hours
(13) Heavy Filth	One for each week's production of Tomatoes and/or all other types of Tomato Products	Normal - 1 per shift Reduced - 1 per day Tightened - 1 per 4 hours
(14) Salt or pH	If required, Two Sample Units	Same as (1) above
(15) Foreign Material (Visual)	All Sample Units	All Sample Units plus first container,

Example of a work plan

USDA LOT VERIFICATION SAMPLES_____ Exhibit C

SHIFT_____ **DATE**

LINE #	NET CONTENTS	PRODUCT	CODE	SAMPLE TIME	NUMBER OF CANS	REMARKS
A	4					
B	6					
C	8					
D	10					
E	11.5					
F	12					
G	16					
H	18					
I	24					
J	32					
K	1 liter					
L	46					
M	59.5					
N	64					
O	96					
P	128					
Q						
R						
S						
T						
U						
V						
W						
X						

Example of a work plan

SANITATION VERIFICATION AREAS Exhibit D

A. **Processing Areas**

1. Apricot Grader and Concentrate Preparation Area
2. Pear Preparation
3. Apricot Preparation
4. Peach Preparation (fillers and lye peelers - first floor)
5. Peach Preparation (cup-up, cup-down, grader and dicers - second and third floors)
6. Grape Preparation and Sirup Room
7. Peach Canning (apricot canning - number one)
8. Pear Canning (apricot canning - number two)
9. Fruit Cocktail Canning
10. Cook-room
11. Vacuum Pan Area and Boiler room

B. **Non-processing Areas**

1. Outside Areas
2. Waste Disposal
3. Unloading Pit
4. Grading
5. Conveyors and Chutes
6. Fruit Bins
7. General Housekeeping
8. Sugar Storage
9. Can Storage
10. Personnel and Restrooms

Example of a work plan

SUMMARY OF PLANT QC RESULTS AND USDA VERIFICATIONS Exhibit E

No. Cases_____No. Samples_____USDA Inspector_____

Item_____Can Size_____Code_____Date Packed_____Shift_____

Factor	QC Cut-Out Results	QC Line Check Results	USDA Verification
(1) Lot Evaluation			
1/ GF(2) Color Defects Flavor & Odor Wholeness (Sections) Character			
(3) Count			
(4) Packing Media			
(5) Appearance			
(6) Reconstitution			
(7) Coagulation			
(8) Separation			
(9) Style			
(10) Net Weight			
(11) Vacuum			
(12) Temperature			
(13) Brix			
(14) Acid			
(15) Ratio			
(16) Recoverable Oil			
(17) Suspended Pulp			
(18) Floating Pulp			
(19) Calcium Analysis			
(20) Condition of Container			
(21) Coding			
(22) Mold Determination			
(23) Foreign Material			

1/GF- Grading Factors

Example of a work plan

I. CONDITION OF CONTAINER EXAMINATION VERIFICATION PLAN

A. Plant's Responsibilities

1. Notify the USDA inspector of any condition of container examinations to be conducted at least 24 hours in advance.

2. Supply the USDA inspector with any necessary paperwork both before and after the condition examination has been completed (i.e. list of codes from warehouse records, condition worksheets for metal containers and fiber cases, and any request forms as applicable).

3. Maintain trained individuals to perform the condition of container examinations.

4. Conduct condition of container examinations as prescribed in the AIM Inspection Series, Condition of Container Manual.

B. Implementation Procedure

Reliability will be established when the USDA inspector has verified ten (10) consecutive lots with no deviations.

C. Verification Sampling Rate and Procedure

1. Randomly select lots at the rate of one in four. A lot will be considered as each individual order. This rate may be reduced to one in ten during high volume operations at the USDA inspector's discretion, and if the plant has a history of reliable performance.

2. A minimum of three (3) verification factors per verification lot will be randomly selected and evaluated to determine continued reliability of the processor's QC program.

3. On-site verifications will be made periodically by the USDA inspector. These verifications must cover at least three (3) of the verification factors listed below.

D. Verification Factors

1. Lot Identification:

a. Location

b. Only approved codes used

Example of a work plan

c. Correct Label

d. Case Markings (if applicable)

2. Sampling procedures being followed correctly

3. Defects identified properly:

a. Metal or glass containers.

b. Fiber cases, etc.

4. Verify case count.

5. Paperwork:

a. Filled out properly according to lot size.

b. Check for correct statement in body of certificate (as applicable).

E. Deviations

1. All deviations are considered “Major”.

2. Major deviations affecting the acceptability of the lot will cause the plant evaluation to be “unreliable”.

3. Deviations are listed on form FV-148 and discussed with the contact person. A written response is required on the FV-148 form by the contact person indicating what caused the deviation and what action was taken to correct the deviation.

4. See the instructions contained in the AIM Inspection Series, Quality Assurance Program Manual for action during unreliable period.

F. Paperwork

1. All condition of container examination worksheets will be given to the USDA inspector, along with the certificate if applicable, to be reviewed and signed.

2. On verified lots, the USDA results are compared to plant results for the same lot. Any deviations are recorded on form FV-148.

Example of a work plan

II. CASE STAMPING VERIFICATION PLAN

A. Plant's Responsibilities

1. Notify the USDA inspector of all case stamping activity at least 24 hours in advance.

2. Supply the USDA inspector with a copy of warehouse records indicating codes in the lot, and any other applicable papers.

3. Give the USDA inspector a condition of container worksheet for fiberboard containers stamped with the "USDA OFFICIALLY SAMPLED" stamp and date used on each lot.

4. Maintain trained individual(s) to perform all case stamping duties.

5. Take responsibility for the proper use and storage of the "USDA OFFICIALLY SAMPLED" stamp when it is used by plant personnel.

6. All case stamping will be accomplished as directed in the AIM Inspection Series, General Procedures Manual.

B. Implementation Procedure

Reliability will be established when the USDA inspector has verified ten (10) consecutive lots with no deviations.

C. Verification Sampling Rate and Procedure

1. Randomly selected lots will be drawn at the rate of one in four, once reliability has been established. Each lot will be considered as an individual order. This rate may be reduced to one in ten during high volume operations at the inspector's discretion and if the plant has a history of reliable performance.

2. A minimum of three (3) verification factors per verification lot will be randomly selected and evaluated to determine continued reliability of the processor's QC program.

3. On-site verifications will be made periodically by the USDA inspector. These verifications must cover at least three (3) of the verification factors listed in "D. Verification Factors".

Example of a work plan

D. Verification Factors

1. Lot Identification:

   a. Location.

   b. Only approved codes used.

   c. Correct Label.

   d. Case Markings (if applicable)

2. Case Stamp:

   a. Date correct

   b. Lot number correct if required

   c. All cases stamped

   d. Stamp legible

3. Condition of container examinations completed.

4. Paperwork completed.

E. Deviations

1. All deviations are considered “Major”.

2. Major deviations affecting the acceptability of the lot will cause the plant evaluation to be “unreliable”.

3. Deviations are listed on form FV-148 and discussed with the contact person. A written response is required on the FV-148 form by the contact person indicating what caused the deviation and what corrective action has been taken.

4. See the instructions contained in the AIM Inspection Series, Quality Assurance Program Manual for action during unreliable period.

F. Paperwork

1. Once case stamping has been completed, the USDA inspector will review all applicable papers prior to signing.

Example of a work plan

2. On verified lots, the USDA results are compared to plant results for the same lot. Any deviations are recorded on form FV-148.

III. CHECKLOADING VERIFICATION PLAN

A. Plant's Responsibilities

1. Give the USDA inspector at least 24 hours advance notice of any checkloading activity.

1. Supply the USDA inspector with the necessary paperwork both before and after the checkloading has been completed (e.g. Notice to Deliver, list of codes, loading report, condition of container examination worksheets, and a completed and unsigned Certificate of Loading).

4. Maintain trained individual(s) to perform all checkloading procedures.

5. Checkloading will be performed as directed in the AIM Inspection Series, USDA Purchase Manual.

B. Implementation Procedure

Reliability will be established when the USDA inspector has verified ten (10) consecutive lots with no deviations.

C. Verification Sampling Rate and Procedure

1. Randomly select lots at the rate of one in four shipments. A lot will be considered as each individual shipment. This rate may be reduced to one in ten shipments during high volume operations at the USDA inspector's discretion, and if the plant has a history of reliable performance.

2. A minimum of three (3) verification factors per verification lot will be randomly selected and evaluated to determine continued reliability of the processor's QC program.

3. On-site verifications will be made periodically by the USDA inspector. These verifications must cover at least three (3) of the verification factors listed below.

D. Verification Factors

1. Condition of carrier.

Example of a work plan

2. Lot Identification:

   a. Location.

   b. Only approved codes used.

3. Case Markings.

4. Condition of container examination.

5. Loading of carrier:

   a. Properly loaded and braced.

   b. Case count.

   c. Sealing carrier doors.

6. Paperwork - filled out correctly.

E. Deviations

1. All deviations are considered “Major”.

2. Major deviations affecting the acceptability of the lot will cause the plant evaluation to be “unreliable”.

3. Deviations are listed on form FV-148 and discussed with the contact person. A written response is required on the FV-148 form by the contact person indicating what caused the deviation and what action was taken to correct the deviation.

4. See the AIM Inspection Series, Quality Assurance Program Manual for action during unreliable period.

F. Paperwork

1. After checkloading has been completed, original copies of all checkloading paperwork (including the completed Certificate of Loading) will be given to the USDA inspector to review and sign.

2. On verification shipments, USDA results are compared to plant results for the same lot. Any deviations are recorded on form FV-148.

Example of a work plan

REQUEST FOR GROUP IV VERIFICATION

USDA Agricultural Marketing Service

Fruit and Vegetable Programs
Processed Products Division

TO : _____

THRU: _____

FROM: _____

Official Approval is hereby requested for _____under Group IV procedures.

Fairway Packing Company has designated a plant individual to perform this function.
This individual has been trained by the USDA inspector assigned to the plant, and also by the plant.

The USDA inspector assigned to this plant has verified the capability of this company to handle this function. This was done through on-site verifications.

Enclosed is the necessary paperwork covering _____ Verifications.

Official approval for _____is requested.

The USDA inspector's verification work plan for the_____ is attached.

Official approval for the plant to assume the_____ Group IV function is requested.

Submitted by:

_____	_____
USDA Inspector-in-Charge	Date
_____	_____
Officer-in-Charge	Date
_____	_____
Regional Director	Date

QAP - VERIFICATION REPORT FORM (FV-148)

This report is to be used for reporting all deviations and observations detected during verification inspection procedures under the QAP. This verification report form is the most important document that is filled out by the USDA inspector.

A. Procedure

This report is completed for each verification period that is a basic grading period, and distributed immediately to the designated plant official. This may include plant manager and corporate QC. The designated plant official's response outlining the correction or explanation to the deviations will be important in the overall evaluation of the QC Program's reliability. One copy of the form properly reviewed by the plant official will be filed with the QAP records after the review by the PPD inspector. Acceptance of the response will be indicated by the inspector's signature and date directly next to the signature of the plant representative.

1. Inspector signs and dates at the bottom of the form on the date issued.

2. Each response will be dated and signed by the designated plant official.

3. "Acceptance" of each correction or explanation will be indicated by the inspector's signature and date.

4. Designated plant official will initial and date the bottom of the form when all responses are accepted.

Please use the following procedure when the plant processes seven days and the inspector works five days - 40 hours per week:

Prepare an FV-148 for each day that the plant worked and the inspector was not on duty. A day is a 24-hour period.

List item and verification factors and under the deviation section of the form, state the following:

No verification made this date. USDA inspector off duty.

In addition, report any other appropriate statements in this section of the form, e.g., reporting regulatory visit when inspector not on duty.

B. QA Verification report, FV-148

Information to be included on this report should include the following: (See Example A, QA Verification Report FV 148, in the following section.)

1. Enter all required information needed in the upper right hand corner, plant, plant address, date of pack, and program status.

2. **Shift** - Should be stated as day, swing, or graveyard shifts, or shifts 1, 2, or 3.

3. **Item and Group** - Enter the verification groups that the plant is using to meet their requirements for their QAP Program. Some plants DO NOT participate in the Group IV. These may be put in any order. Group II may be first, then III, and then I. This is up to the inspector.

4. **Verification factor** - Enter the commodities or factors being verified. See below.

GROUP I CATEGORY: FOR FINISHED PRODUCT	CLINGSTONE PEACHES FRUIT COCKTAIL
GROUP II CATEGORY: SANITATION	PREMISES PREPARATION CANNING (ETC.)
GROUP III CATEGORY: ON-SITE	NET WEIGHTS FILL WEIGHTS (ETC.)
GROUP IV CATEGORY:	CHECKLOADING THIS CATEGORY IS NOT USED BY ALL PLANTS. CHECK VERIFICATION WORK PLANS.

5. **Number of verification** - The number entered in this column represents the factors being verified under the plan used for that commodity (QAP Product Verification Plans section of this manual).

   Example: Plan number 1C has 12 factors. If the plant runs other commodities, the inspector may only have completed 11 factors, Brix may have been done on the other commodity packed. At the bottom of this column is an area for a total; when only one lot is verified, enter the number of the factors completed. Do not total verification factors when more than one lot is verified in a single day, leave blank.

6. **S/U/M/m columns**

   S = Satisfactory
   U = Unsatisfactory
   M = Major Deficiency
   m = Minor Deficiency

   Enter an X next to the deficiency in the correct column indicating if it is major, minor, satisfactory, or unsatisfactory. Total the number of major or minor deficiencies in the boxes at the end of those columns.

7. **Deviations and/or deficiencies-Quality corrections** - Enter all deficiencies noted for each/all verification factors. Leave room under each deficiency for any response from the contact person. The contact person and the inspector will sign and date under each response. The USDA inspector will sign and date each acceptable response next to the contact person's signature and date.

8. **Inspector's signature**

9. **Date** - (To left of inspector's signature). The correct date will be the date that the form is issued.

10. **Initials of plant official** - After the inspector has reviewed the form, the plant official will initial this box.

11. **Date** - this date will be the date the plant contact person completes all responses and the responses have been accepted by the USDA inspector.

    Following are examples of completed FV-148 forms. The individual plant needs will determine whether Groups 1, 2, 3, and 4 need to be issued on separate sheets or whether combining the groups is possible.

    Group I - Finished Product Verifications

    Group II - Sanitation Verifications (Satisfactory)

    Group II - Sanitation Verifications (Unsatisfactory)

    Group III - On-Site Verifications

    Group IV - USDA Procedures/Verifications

Quality Assurance Verification Report

REPRODUCE LOCALLY. *Include form number and date on all reproductions.*

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE FRUIT AND VEGETABLE PROGRAMS **QUALITY ASSURANCE VERIFICATION REPORT**	**PROGRAM STATUS:** ☐ **RELIABLE** ☐ **UNRELIABLE**	**PLANT** **LOCATION** **(1)** **DATE OF PACK**

Shift	Item & Group*	Verification Factor	Number of Verif.	S	U	M	m	DEVIATIONS AND/OR DEFICIENCIES – QUALITY CONTROL CORRECTIONS
				(See codes below)				
(2)	(3)	(4)	(5)		(6)			(7)

* GROUP CODES	TOTALS			DATE	INTIALS OF PLANT OFFICIAL	DATE	SIGNATURE OF USDA INSPECTOR
1- Finished Product 2-Sanitation 3- On Site 4-USDA Production	← →			(11)	(10)	(9)	(8)

FV-148 ***(Example A)***

S = Satisfactory, U = Unsatisfactory, M = Major, m = minor

Group I - Finished Product Verification

REPRODUCE LOCALLY. *Include form number and date on all reproductions.*

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
FRUIT AND VEGETABLE PROGRAMS

QUALITY ASSURANCE VERIFICATION REPORT

PROGRAM STATUS:
☒ **RELIABLE**
☐ **UNRELIABLE**

PLANT
ABC Canning Company
LOCATION
Anywhere, State
DATE OF PACK
January 5, 2011

Shift	Item & Group*	Verification Factor	Number of Verif.	S	U	M	m	DEVIATIONS AND/OR DEFICIENCIES – QUALITY CONTROL CORRECTIONS
				(See codes below)				
Day	I	**Clingstone Peaches – 2 1/2 Halves**	11					
		(2) Grade Factor					X	Color score points assigned by plant personnel one point above verifications for the same number of lower grade units present. Defects score points assigned by plant personnel two points above verifications for the same number of defects.
		(5) Vacuum				X		Verification sample units with "0" vacuums – none indicated on plant records.
		(13) Condition of Container					X	Eight out of 13 verification sample units with illegible codes. Plant records show all codes are legible.

PLANT RESPONSES

FACTOR (2) – Additional training & reviewing of grading for line grade personnel for color scoring. Defect scoring caused by the use of wrong scoring guide. Use of applicable scoring guide reviewed with all graders.
01/06/11 *H. Smith* 01/06/11 *B. Jones*

FACTOR (5) – No "Zero" vacuum on the Q.C. records due only to inadequate sample size. Placed in Q.C. Hold status for re-evaluation. Increased sample size.
01/06/11 *H. Smith* 01/06/11 *B. Jones*

FACTOR (13) – Personnel unaware of the significance of proper coding. Instructed them to record as illegible any code that is not distinct. Cookroom has replaced worn die in seamer.
01/06/11 *H. Smith* 01/06/11 *B. Jones*

* GROUP CODES		TOTALS			DATE	INTIALS OF PLANT OFFICIAL	DATE	SIGNATURE OF USDA INSPECTOR
1- Finished Product 2-Sanitation	3- On Site 4-USDA Production	← →	1	2	01/07/11	*HS*	01/07/11	*B. Jones* B. Jones

FV-148 ***(Example B)*** S = Satisfactory, U = Unsatisfactory, M = Major, m = minor

Group II - Sanitation Verification (Satisfactory)

REPRODUCE LOCALLY. *Include form number and date on all reproductions.*

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE FRUIT AND VEGETABLE PROGRAMS QUALITY ASSURANCE VERIFICATION REPORT	PROGRAM STATUS: ☒ RELIABLE ☐ UNRELIABLE	PLANT ABC Canning Company LOCATION Anywhere, State DATE OF PACK January 5, 2011

Shift	Item & Group*	Verification Factor	Number of Verif.	S	U	M	m	DEVIATIONS AND/OR DEFICIENCIES – QUALITY CONTROL CORRECTIONS
				(See codes below)				
Day	2	SANITATION NP – 1 PREMISES		X				Verification indicates satisfactory program
		P-4 PEACH CANNING		X				

* GROUP CODES		TOTALS			DATE	INTIALS OF PLANT OFFICIAL	DATE	SIGNATURE OF USDA INSPECTOR
1- Finished Product 2-Sanitation	3- On Site 4-USDA Production	←	→		01/05/11	HS	01/05/11	B. Jones B. Jones

FV-148 *(Example C)*

S = Satisfactory, U = Unsatisfactory, M = Major, m = minor

Group II - Sanitation Verification (Unsatisfactory - Prior to Plant Response)

REPRODUCE LOCALLY. *Include form number and date on all reproductions.*

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE FRUIT AND VEGETABLE PROGRAMS QUALITY ASSURANCE VERIFICATION REPORT	PROGRAM STATUS: ☒ RELIABLE UNSATISFACTORY ☐ UNRELIABLE	PLANT ABC Canning Company LOCATION Anywhere, State DATE OF PACK January 5, 2011

Shift	Item & Group*	Verification Factor	Number of Verif.	S	U	M	m	DEVIATIONS AND/OR DEFICIENCIES – QUALITY CONTROL CORRECTIONS
				(See codes below)				
Day	2	SANITATION NP – 1 PREMISES P-4 PEACH CANNING			X	X		Major (slime) deficiencies found on canning lines, not reported on plant records – and/or Plant records indicate major deficiencies on fillers which were not corrected. Plant records failed to indicate a corrected condition – and/or Minor deficiencies reported as 'major" on plant sanitation records – and/or Plant records indicated major deficiencies but failed to note the deficiencies were corrected – and/or Critical deficiency noted on filler. First "Unsatisfactory" Verification

* GROUP CODES 1- Finished Product 3- On Site 2-Sanitation 4-USDA Production		TOTALS ← →			DATE	INTIALS OF PLANT OFFICIAL	DATE	SIGNATURE OF USDA INSPECTOR

FV-148 *(Example D)*

S = Satisfactory, U = Unsatisfactory M = Major, m = minor

Group III – On-Site Verifications

REPRODUCE LOCALLY. *Include form number and date on all reproductions.*

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE FRUIT AND VEGETABLE PROGRAMS QUALITY ASSURANCE VERIFICATION REPORT	PROGRAM STATUS: ☒ RELIABLE ☐ UNRELIABLE	PLANT ABC Canning Company LOCATION Anywhere, State DATE OF PACK January 5, 2011

Shift	Item & Group*	Verification Factor	Number of Verif.	S	U	M	m	DEVIATIONS AND/OR DEFICIENCIES – QUALITY CONTROL CORRECTIONS
				(See codes below)				
Day	3	ON-SITE						
		Fill Weight						Sample containers on lines 1 and 2 are not being dried prior to weighing. **Plant Response** Line technician forgot to dry off sample containers prior to weighing. Reminded employee of the proper procedure of weighing cans and informed all contact personnel of the deviation. 01/05/11 *H. Smith* 01/05/11 *B. Jones*
		Brix						No deviations.
		Mold Counting						No deviations.
		Peach Grader						Line grader not scoring color correctly. **Plant Response** The line grader had the wrong interpretation of scoring guide. Explained correct usage of guide immediately and informed other shift personnel of correct usage. 01/06/11 *H. Smith* 01/06/11 *B. Jones*
* GROUP CODES 1- Finished Product 3- On Site 2-Sanitation 4-USDA Production				TOTALS ← →				

DATE	INTIALS OF PLANT OFFICIAL	DATE	SIGNATURE OF USDA INSPECTOR
01/05/11	*HS*	01/05/11	*B. Jones* B. Jones

FV-148 ***(Example E)*** S = Satisfactory, U = Unsatisfactory, M = Major, m = minor

Group IV – USDA Procedures - Verifications

REPRODUCE LOCALLY. *Include form number and date on all reproductions.*

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE FRUIT AND VEGETABLE PROGRAMS QUALITY ASSURANCE VERIFICATION REPORT	PROGRAM STATUS: ☒ RELIABLE ☐ UNRELIABLE	PLANT ABC Canning Company LOCATION Anywhere, State DATE OF PACK January 5, 2011

Shift	Item & Group*	Verification Factor	Number of Verif.	S	U	M	m	DEVIATIONS AND/OR DEFICIENCIES – QUALITY CONTROL CORRECTIONS
				(See codes below)				
Day	4	**Condition of Container Procedures**						
		5. Worksheet filled out correctly						
		6. Correct sample size			X			Using sample code CB-CA is correct code. **Plant Response** The previous lot was marginal for acceptance so the sample size was increased to CB as a precaution. 01/05/11 *H. Smith* 01/05/11 *B. Jones*
		7. Proper selection of sample units						
		8. Correct classification of defects			X			10 of the 13 "minor" defects classified by plant personnel were "insignificant" **Plant Response** Can condition person scoring insignificant dents incorrectly as minors. Reviewed classifications of defects using actual examples of dents with plant personnel. 01/05/11 *H. Smith* 01/05/11 *B. Jones*
		9. Proper acceptance of defects						
		10. Proper acceptance or rejection of lot						

* GROUP CODES 1- Finished Product 3- On Site 2-Sanitation 4-USDA Production		TOTALS			DATE	INTIALS OF PLANT OFFICIAL	DATE	SIGNATURE OF USDA INSPECTOR
		← →	2		01/05/11	*HS*	01/05/11	*B. Jones* B. Jones

FV-148 ***(Example F)*** S = Satisfactory, U = Unsatisfactory, M = Major, m = minor

C. Group I - finished product verification

The primary purpose of this verification is to document all deviations. Example F of a completed FV-148 is shown on the previous page. List the deviations in a concise manner. Plant responses to all deviations should indicate:

What caused the deviations, if possible.
What action was taken to correct the deviation.

Do not accept plant responses that are vague or that indicate that the corrective action will only temporarily correct the deviation. The primary strength of this program is related to accurate documentation of deviations and their immediate correction within the QC system.

D. Group II - sanitation verifications

The primary purpose of sanitation verification is to determine the on-going capabilities and reliability of the processor. Verifications are performed to assess the sanitarian's ability to recognize, classify, and record sanitation deficiencies; the processor's capabilities to correct deficiencies and to keep plant management informed on the overall reliability of their sanitation program.

Verifications performed by the USDA inspector are recorded on the official sanitation scoresheet. "USDA Verification" should be recorded in the upper left side of the title block. See Example G on page 107. Use this scoresheet for comparing verification findings with the plant sanitation scoresheets to determine whether the verification is "satisfactory" or "unsatisfactory."

If the verifications indicate a "satisfactory" status, the FV-148 need only indicate this fact.

If the verifications indicate an "unsatisfactory" status, the FV-148 should indicate the types of deficiencies and area within the plant causing this status.

The form used to record deficiencies found in the verification inspection is not distributed to the plant. It is used only by USDA as a supporting document for FV-148. It must **NOT** be used as an additional checklist for plant personnel.

Two examples of completed FV-148's illustrating the type of information needed under "satisfactory" and "unsatisfactory" situations are shown in the previous section.

Example C shows a "satisfactory" report. Example D shows an "unsatisfactory" report, listing the deviations in the program which may be used to show reasons for "unsatisfactory." If the actual deficiencies are listed on the FV-148, show only general types and/or areas. The primary purpose of the verifications is to

alert the processor to a breakdown of their sanitation program, and to have them respond with corrective measures to prevent reoccurrences of similar deviations incomplete inspections, inaccurate reporting, incomplete follow-up inspections or failure to prevent "critical" conditions from occurring.

Responses to "unsatisfactory" verifications are outlined in the "General" Section, page 2 of this manual.

E. Group III - on-site verifications

While Group III - On-site verifications are performed during production, and involve direct observation of the performance of assumed responsibilities. Verifications of this type are used by the plant to make immediate corrections of program deviations. Since the designated plant individual is responsible for the training and supervision of plant personnel, this type of verification gives plant management information concerning the effectiveness of this phase of their operation.

Since these verifications are random and of short duration, they are not used to establish "reliable" or "unreliable" status. They are used as a basis for increasing Group I type verifications. All deviations are minor, but do not enter (X) in the "m" column.

The PPD inspector will record all on-site observations on Form FV-148 whether or not deviations are found. Only by accurate and timely documentation by the PPD inspector can plant management measure the effectiveness of the QAP and their own areas of responsibility.

Group III On-Site Verification, Example E shown in the previous section is an example of a completed FV-148 for on-sites. List the deviations in a concise manner. Plant responses to all deviations should indicate:

What caused the deviations, if possible.

What action was taken to correct the deviation.

Do not accept plant responses that are vague, or that indicate that the corrective action will only temporarily correct the deviation. The primary strength of this program is related to accurate documentation of deviations and their immediate correction within the QC system.

PAGE 1 OF 1

U.S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE

USDA Verification ***"Unsatisfactory" 1st Day***

SANITATION SCORE SHEET FOR CANNED FOOD PROCESSING PLANT

NAME OF PLANT	LOCATION	DATE	D.I.R. NO.
ABC PROCESSING COMPANY	*PROCESSVILLE, TN*	10/10/2010	N/A

RATING SYMBOLS
(√) Satisfactory
MN - Minor MJ - Major
CR - Critical U - unsatisfactory

SIGNATURE OF USDA INSPECTOR *(Print and Sign)*
Conner Tibbetts
Conner Tibbetts

	TIME	0700					
	PREMISES						
	1. Outside Areas						
A	2. Waste Disposal						
	3.						
	RECEIVING DEPARTMENT						
	1. Boxes	√					
	2. Storage	√					
B	3. Dumpers & Conveyors	√					
	4. Floors, Gutters and Walls	√					
	5						
	PREPARATION DEPARTMENT						
	1. Washers and Flumes	*MJ*					
	2. Belts and Elevators	√					
	3. Graders and Snippers	√					
	4. Cutters and Slicrs	√					
	5. Blanchers, Hoppers	√					
C	6. Pulpers and Finishers	√					
	7. Floors, Gutters and Walls	√					
	8. De-waters, *Tanks*	√					
	10.						
	CANNING DEPARTMENT						
	1. Belts	√					
D	2. Fillers and Can Tables	√					
	3. Floors, Gutters and Walls	√					
	4.						
	5.						

	TIME	0700						
	COOK ROOM							
	1. Exhaust Box							
E	2. Syrupers							
	3. Seamers							
	4. Floors, Gutters and Walls							
	5.							
	SYRUP & EVAPORATION DEPARTMENT							
F	1. Tanks and Pipes							
	2. Vacuum Pans							
	3. Floors, Gutters and Walls							
	4.							
	WAREHOUSE							
G	1. General Housekeeping							
	2. Stacks							
	REST ROOMS							
	1. Supplies	√						
H	2. Wash Basins	√						
	3. Toilets and Urinals	√						
	4. Floors and Walls	√						
	5.							
	PERSONNEL							
I	1. Cleanliness	√						
	2. Head Covering	√						
	3. Smoking	√						
	4.							
	5.							

ITEM NO.	TIME	RATING SYMBOL	SANITATION DEFICIENCIES SHOW RATING, ITEM NO. AND DESCRIBE	TIME LIMIT	TIME CORR.
C1	*0700*	*MJ*	*Slime on underside of long wire grate on whole peel line.*		
			Verification of plant sanitation scoresheet indicates		
			deficiency was not identified and recorded during		
			plant sanitation tour.		
			"Unsatisfactory" 1st Day		

FV-416-1 ***(Example G)*** (Destroy previous editions)

F. Group IV - USDA procedures/verifications

This group of procedures are optional under the program, and must have official approval prior to implementation of a verification procedure.

Verification procedures must be developed for each type of USDA procedure being assumed by the processor, and being included in the USDA verification workplan for each plant. Verifications for Group IV are directed toward deviations which affect acceptability of the lot, item, or procedures. Any verification which indicates nonconformance requires verification on a lot by lot basis until reliability is reestablished.

All deviations are considered “major” and those affecting lot acceptability cause the status to be “unreliable.”

Any deviations found by the USDA inspector during verifications will be listed on Form FV-148, "Quality Assurance Verification Report", and will require the designated contact person to indicate what caused the deviation and what action was taken to correct it. The USDA inspector shall be responsible for accepting or rejecting the plant’s response to each deviation. Acceptance of the response will be indicated by their signature and date next to the signature and date of the plant representative for each deviation.

Example F, Group IV – USDA Procedures – Verifications is shown in the previous section.

QAP - PROCEDURE FOR DETERMINING SIGNIFICANT DEVIATIONS

This procedure provides a statistical test for use when verifying a plant's results on inspections by variables (i.e. net weight, Brix, etc.). It is not applicable to quality factors which are inspected on an attribute basis, or which are assigned score points. In addition, at the discretion of PPD supervision, analytical deviant ranges may be used to determine USDA and plant result agreement of applicable verification factors.

For a given factor, the test compares the sample average value obtained by plant personnel with the sample average value obtained independently by the USDA inspector. The test comparison of these two averages will indicate whether USDA and plant results agree or disagree. Agreement means that the two results are not significantly different. Disagreement means that the two results are significantly different, and that any existing difference cannot be attributed solely to chance. Typical applications of this variables verification procedure will be illustrated with examples.

When the range(s) and average(s) of the data being compared are close, this procedure does not have to be applied. It is most useful when there are extreme values in the data.

A. <u>Procedure</u>

1. Designate the factor and the lot or portion of production (e.g., shift) for which variables verification will be conducted,

2. Obtain a random sample of size 3, 6, or 13 from this production as required.

3. For each sample unit, determine and record the factor value.

4. Obtain the results of plant personnel for this same quality factor and production. A maximum of 21 plant results will be used for verification purposes even though many more might be recorded. In those instances where more than 21 results are recorded, obtain a random sample of 21 results. (Select one from each subgroup).

5. Calculate the average value of the USDA results ($\bar{X}u$) and of the plant results ($\bar{X}p$).

6. Determine the range of the USDA results (Ru) and of the plant results (Rp). (The range is the largest value minus the smallest value.)

7. Calculate the value of the test statistic, T, as shown below. Disregard any minus sign from the difference of the two averages.

$$T = \frac{\bar{X}u - \bar{X}p}{Ru + Rp}$$

8. From the table on the following page, find the value of C which corresponds to the USDA and plant sample sizes.

9. Determine agreement or disagreement between USDA and plant results as follows:

   a. Results agree if T is less than or equal to C.

   b. Results disagree if T is greater than C.

B. Table of Values of C for Variables Verification Procedure

Plant Sample Size	USDA Sample Size		
	3	6	13
2	0.980	0.549	0.382
3	0.639	0.391	0.279
4	0.506	0.319	0.228
5	0.435	0.277	0.198
6	0.391	0.250	0.178
7	0.360	0.231	0.163
8	0.338	0.217	0.152
9	0.321	0.206	0.143
10	0.307	0.197	0.136
11	0.296	0.189	0.131
12	0.287	0.183	0.126
13	0.279	0.178	0.121
14	0.272	0.173	0.118
15	0.266	0.169	0.115
16	0.261	0.166	0.112
17	0.256	0.163	0.109
18	0.252	0.160	0.107
19	0.248	0.157	0.105
20	0.245	0.155	0.103
21	0.241	0.153	0.102

$$T = \frac{\bar{X}u - \bar{X}p}{Ru + Rp}$$

1. Results agree if T is less than or equal to C.

2. Results disagree if T is greater than C.

C. Examples

The following examples follow the procedure described in part A of QAP - Procedure for determining significant deviations in the beginning of this section on a step-by-step basis.

Example 1

A lot of canned peaches has been sampled and inspected by plant personnel. The USDA inspector decides to verify the plant's Brix determinations.

1. Lot as described above. Factor is Brix.

2. USDA inspector obtains a random sample size of 13.

3. The Brix for each of the 13 sample units is:

18.9	24.0	25.5	27.9	24.0
18.6	23.6	21.2	23.2	
20.0	21.4	23.6	25.9	

4. There are 16 plant results:

20.8	22.4	25.4	25.0
21.2	22.2	22.0	23.2
22.8	23.0	24.2	22.4
25.6	25.3	25.4	25.2

5. $\bar{X}u$= 22.91 and $\bar{X}p$ = 23.51

6. Ru = 27.9 - 18.6 = 9.3 and Rp = 25.6 - 20.8 = 4.8

7. $T = \dfrac{22.91 - 23.51}{9.3 + 4.8} = \dfrac{0.60}{14.1} = 0.043$ (disregarding minus sign)

8. From table on page 6.3, for sample sizes 13 and 16, we find that C = 0.112.

9. Since T (0.043) is less than C (0.112), the USDA and plant results agree.

Example 2

The day shift has just completed its production of canned peaches. Plant personnel have sampled and inspected the product and have recorded their data on control chart forms. The USDA inspector decides to verify the plant's net weight determinations.

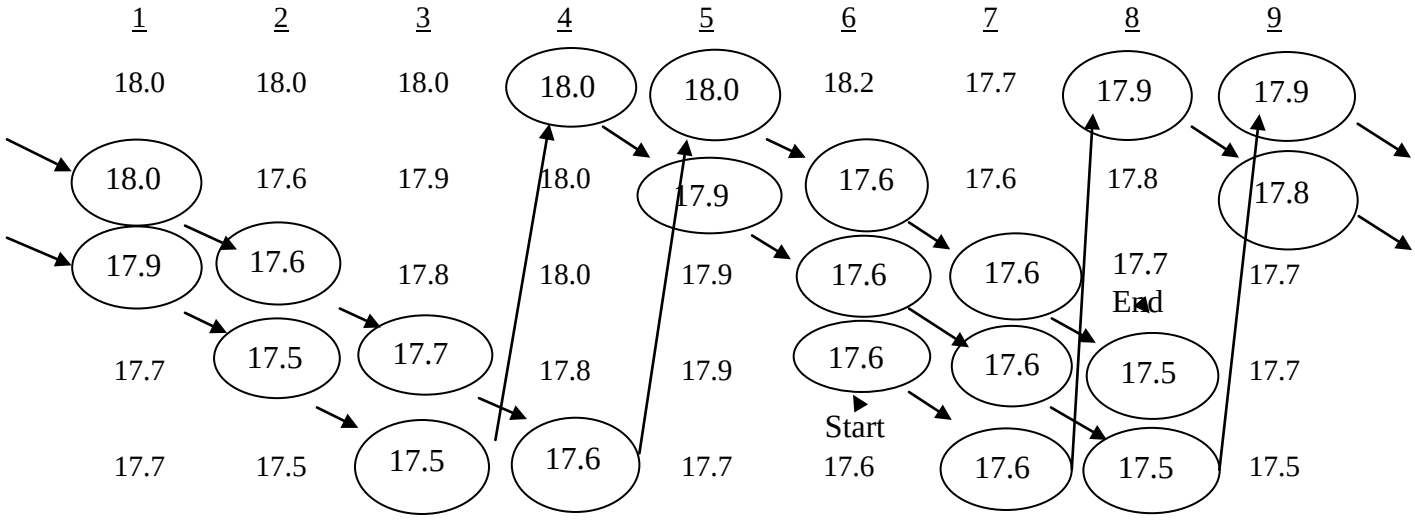
1. Verification for net weight will be conducted on the day shift's production.

2. USDA inspector obtains a random sample size of 6.

3. The net weight of each of the six cans is:

17.1	16.8	17.0
16.7	16.9	16.9

4. The plant results for each of the nine sampling periods during the day are (as read off of the control chart from highest to lowest value):



There are a total of 45 plant values but only 21 values are needed for verification purposes. A recommended way of obtaining a random sample of 21 values is as follows:

a. Randomly select a sampling period to start with, e.g., period 6.

b. Mentally number the first value in period 6 as 1 and so on down the column until the last number is designated as 5. Randomly select a number from 1 to 5, e.g., 4.

c. Select the 4th value from period 6 as the first sample value. Then go to the 5th value from period 7; then the 1st value of period 8; then the 2nd value of period 9; then the 3rd value of period 1; and so on until 21 values are obtained.

The random start and subsequent "cycling" through the plant control chart values helps to spread the selected plant values over the entire shift's production. If during the "cycling" process, a column position (i.e., 1 through 5) is selected which has already been chosen for the sample, take the value of the next lower position and continue on from that point.

5. $\bar{X}u$ = 16.90 and $\bar{X}p$ = 17.71

6. Ru = 17.1 - 16.7 = 0.4 and Rp = 18.0 - 17.5 = 0.5

7. $T = \frac{16.90 - 17.71}{0.4 + 0.5} = \frac{0.81}{0.9} = 0.90$ (disregarding minus sign).

8. From the Table of Values of C for Variables Verification Procedure, for sample sizes 6 and 21, we find that C = 0.153.

9. Since T (0.900) is greater than C (0.153), the USDA and plant results disagree.

10. Because the verification samples and the plant results disagree, this is considered a Group I major significant deviation for the factor that was compared.

FILL WEIGHT VERIFICATION GUIDE - PEARS

This procedure provides an inspection guide for use when verifying that a plant's fill weight control for pears is reasonable, based on 24-hour drained weights obtained by the USDA inspector. It is applicable for all types of pear styles and syrups.

For a given production period (i.e., shift, day, etc.), the sample average value of 24-hour drained weights obtained by the USDA inspector is used to determine a tolerance interval for the plant's final average fill weight value, as read directly from the plant's fill weight control forms. The verification status of the plant's fill weight control is determined by use of this tolerance interval.

A. Procedure

1. Designate the production period (i.e., shift, day, etc.) and can size for which the plant's fill weight control is to be checked.

2. Obtain a random sample of size 3, 6, or 13 from this production as required. This sampling should be spread out as much as possible over the designated production period.

3. For each sample unit, determine and record the 24-hour drained weight.

4. Calculate the average value of these drained weights.

5. Obtain the plant's fill weight control forms for this production period. From the forms, obtain the plant's final average fill weight value. This value is usually recorded as $\bar{\bar{X}}$. If $\bar{\bar{X}}$ is not designated, the average median value, $\bar{\bar{M}}i$ for that production period may be used.

6. Select the appropriate graph for the designated can size. Three lines are shown on each graph - an upper and lower tolerance interval limit line, and a line which shows the midpoint of the intervals.

7. Enter the graph along the horizontal axis with the USDA 24-hour average drained weight value calculated in Step 4 above. Proceed vertically from the point and intersect each of the three lines. The average fill weight value on the vertical axis corresponding to the intersection with the lowest, middle, and upper line represents the lower limit, midpoint, and upper limit, respectively, of the tolerance interval.

8. Compare the plant's final average fill weight from Step 5 with the lower and upper tolerance interval limits from Step 7 above. The verification status of the plant's fill weight control is determined as follows:

a. Control is reasonable if the plant's final average fill weight is on or between the lower and upper tolerance interval limits.

b. If the plant's final average fill weight is outside the lower and upper tolerance interval limits, the USDA inspector should thoroughly review the plant's fill weight control forms and procedures for the production period in order to determine why the plant's value did not fall within the tolerance interval. Accuracy of any numerical computations should be one of the first factors to be checked.

Note: Over a long period of time, the plant's result should cluster around the midpoint of the tolerance intervals and approximately one out of every one hundred results should fall outside the intervals, even though the plant has good fill weight control.

B. Example

The night shift completed production of pear halves in heavy syrup in #300 cans. The USDA inspector decides to verify the plant's fill weight control for that shift. The following examples follows the procedure described above in Part II on a step-by-step basis.

1. Production period is the night shift. Can size is #300.

2. USDA inspector obtains a random sample of 13 cans from the night shift production.

3. The 24-hour drained weights (in ounces) for these cans are:

6.0	7.7	6.5	6.8	6.1
6.0	6.0	6.4	7.1	
6.0	7.6	5.7	7.3	

4. Twenty-four hour drained weight average is 6.55 ounces.

5. From the plant's fill weight control forms for the night shift we obtain $\bar{\bar{M}}i$ = 9.9 ounces.

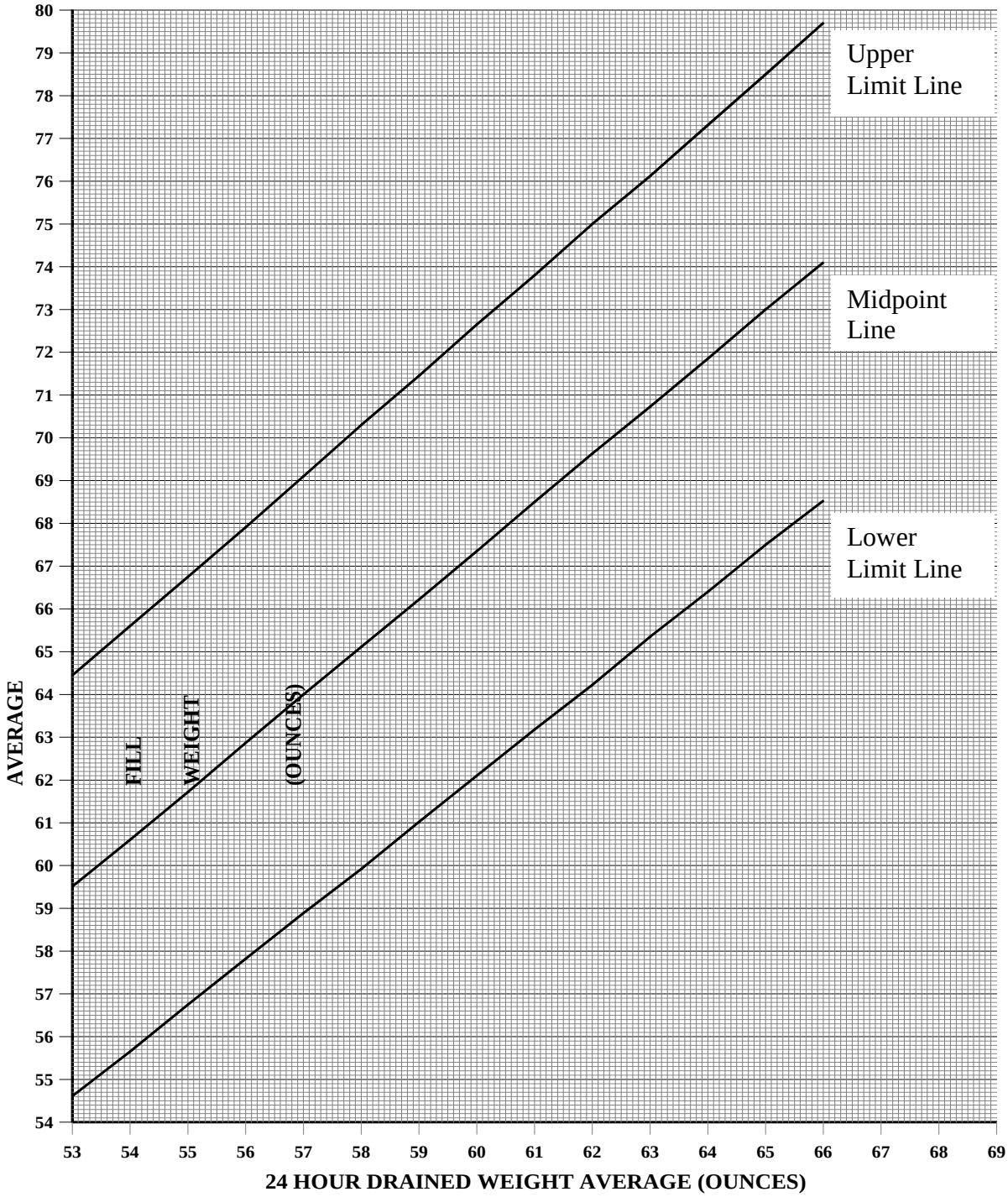
6. The graph for #300 can size is selected.

7. From this graph we can obtain the following average fill weight values corresponding to the 24-hour drained weight average of 6.55 ounces:

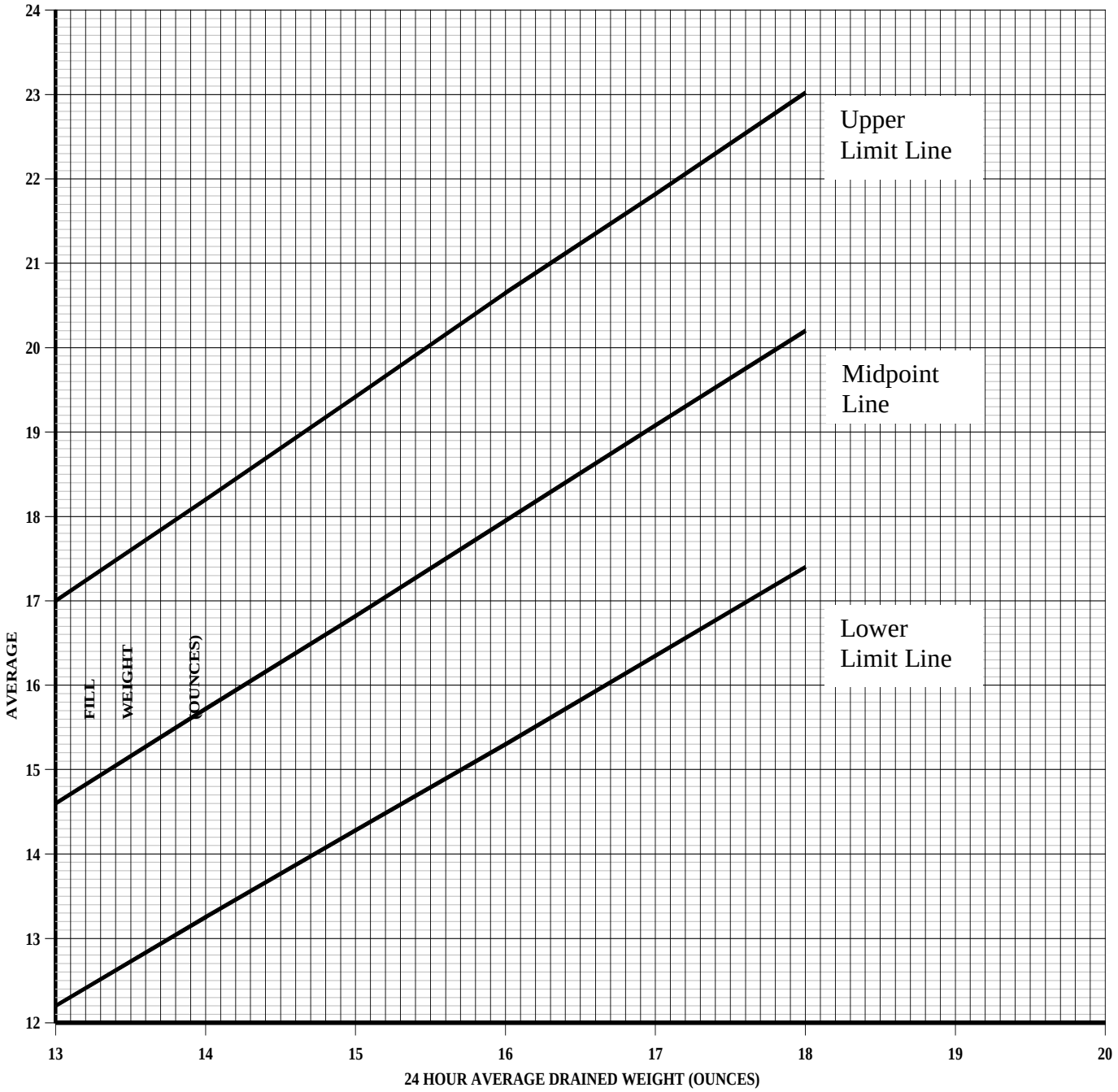
Lower Tolerance Interval Limit = 5.65 ounces
Tolerance Interval Midpoint = 7.35 ounces
Upper Tolerance Interval Limit = 9.05 ounces

8. Since the plant's final average fill weight (9.9) exceeds the upper tolerance interval; limit (9.05), the USDA inspector should conduct a thorough review as discussed in Part A, 8, Procedure.

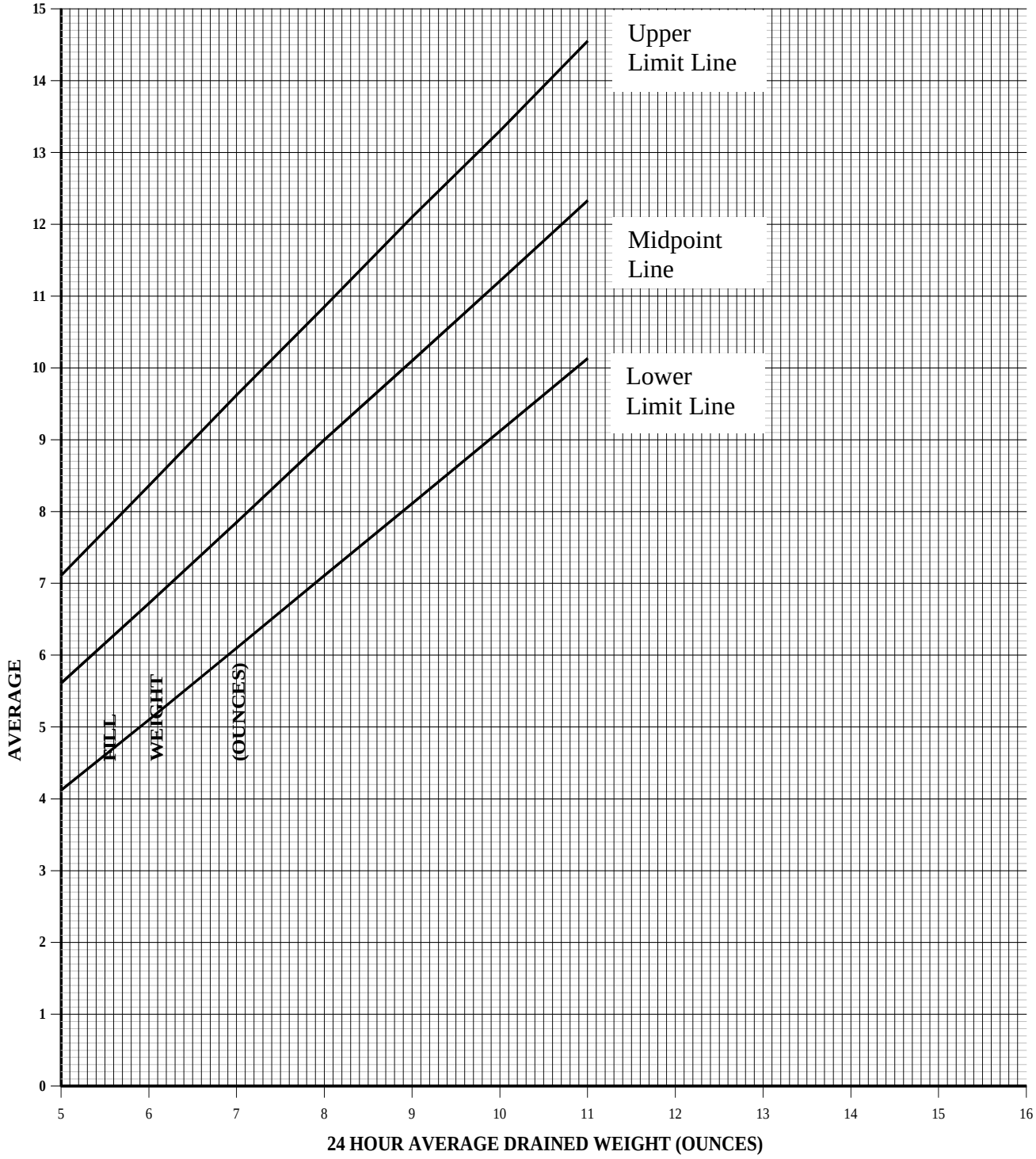
FILL WEIGHT VERIFICATION GRAPH PRODUCT: PEARS CAN SIZE: #10



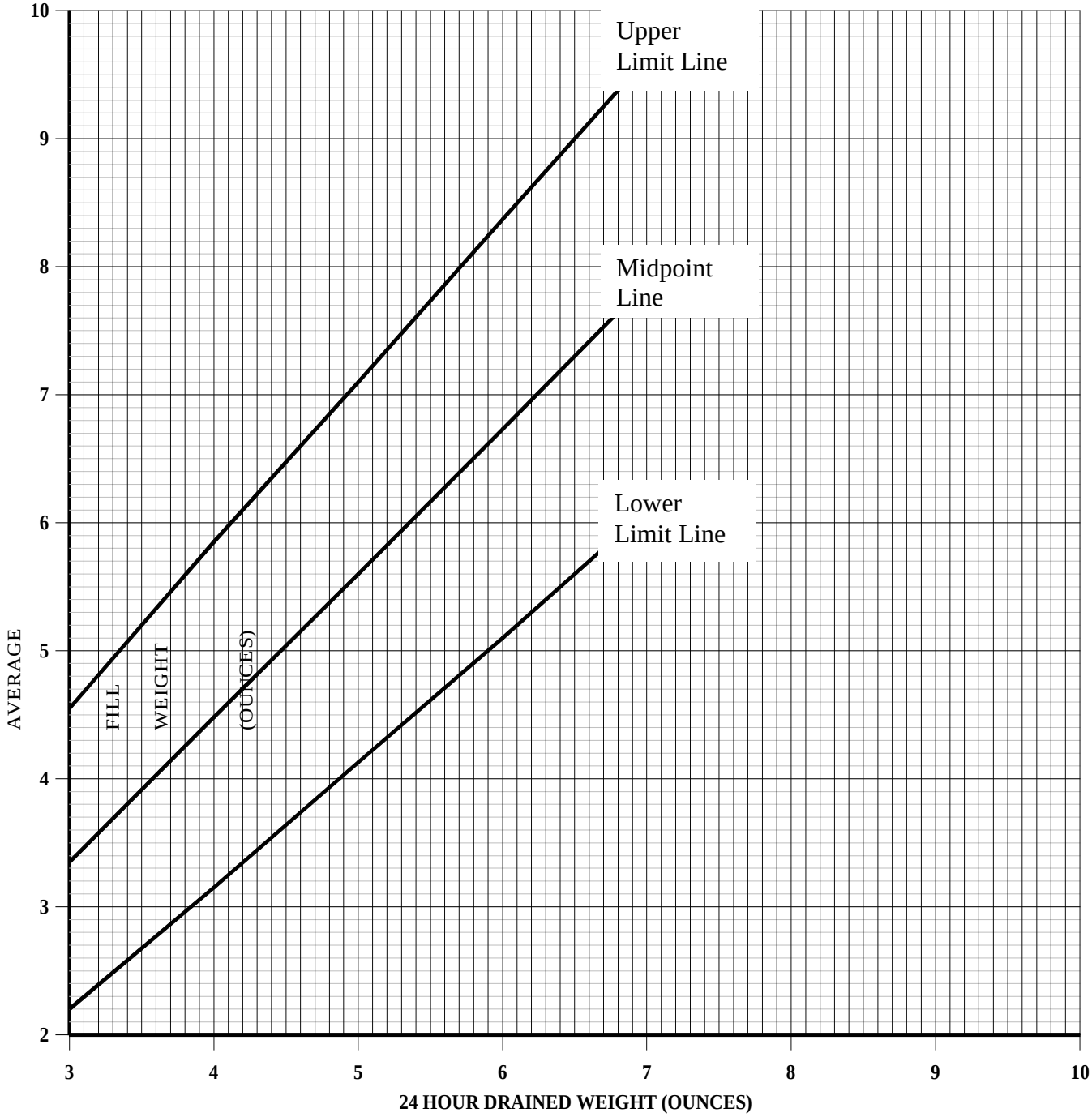
FILL WEIGHT VERIFICATION GRAPH PRODUCT: PEARS CAN SIZE: #2 1/2



FILL WEIGHT VERIFICATION GRAPH PRODUCT: PEARS CAN SIZE: #300



FILL WEIGHT VERIFICATION GRAPH PRODUCT: PEARS CAN SIZE: 8 OUNCES



FILL WEIGHT VERIFICATION GUIDE – PEACHES

This procedure provides an inspection guide for use when verifying that a plant's fill weight control for Clingstone Peaches is reasonable, based on 24-hour drained weights obtained by the USDA inspector. It is applicable for various can sizes, styles, and syrups.

For a given production period (i.e., shift, day, etc.), the sample average value of 24-hours drained weight obtained by the USDA inspector is used to determine a tolerance interval for the plant's final average fill weight value, as read directly from the plant's fill weight control forms. The verification status of the plant's fill weight control is determined by use of this tolerance interval.

A. Procedure

1. Designate the production period (i.e., shift, day, etc.) and item for which the plants fill weight control is to be checked.

2. Obtain a random sample of size 3, 6 or 13 from this production, as required. This sampling should be spread out as much as possible over the designated production period.

3. For each sample unit, determine and record the 24-hour drained weight.

4. Calculate the average value of these drained weights.

5. Obtain the plant's fill weight control forms for this production period. From the forms, obtain the plant's final average fill weight value. This value is usually recorded as $\bar{\bar{X}}$. If $\bar{\bar{X}}$ is not designated, the average median value, $\bar{\bar{M}}i$, for that production period may be used.

6. Select the appropriate graph for the designated item. Three lines are shown on each graph - an upper and lower tolerance interval limit line and a line which shows the midpoint of the intervals.

7. Enter on the graph along the vertical axis the USDA 24-hour average drained weight value calculated in Step A4 above. Proceed horizontally from the point and intersect each of the three lines. The average fill weight value on the horizontal axis corresponding to the intersection with the lowest, middle, and upper line represent the lower limit, midpoint, and upper limit, respectively, of the tolerance interval.

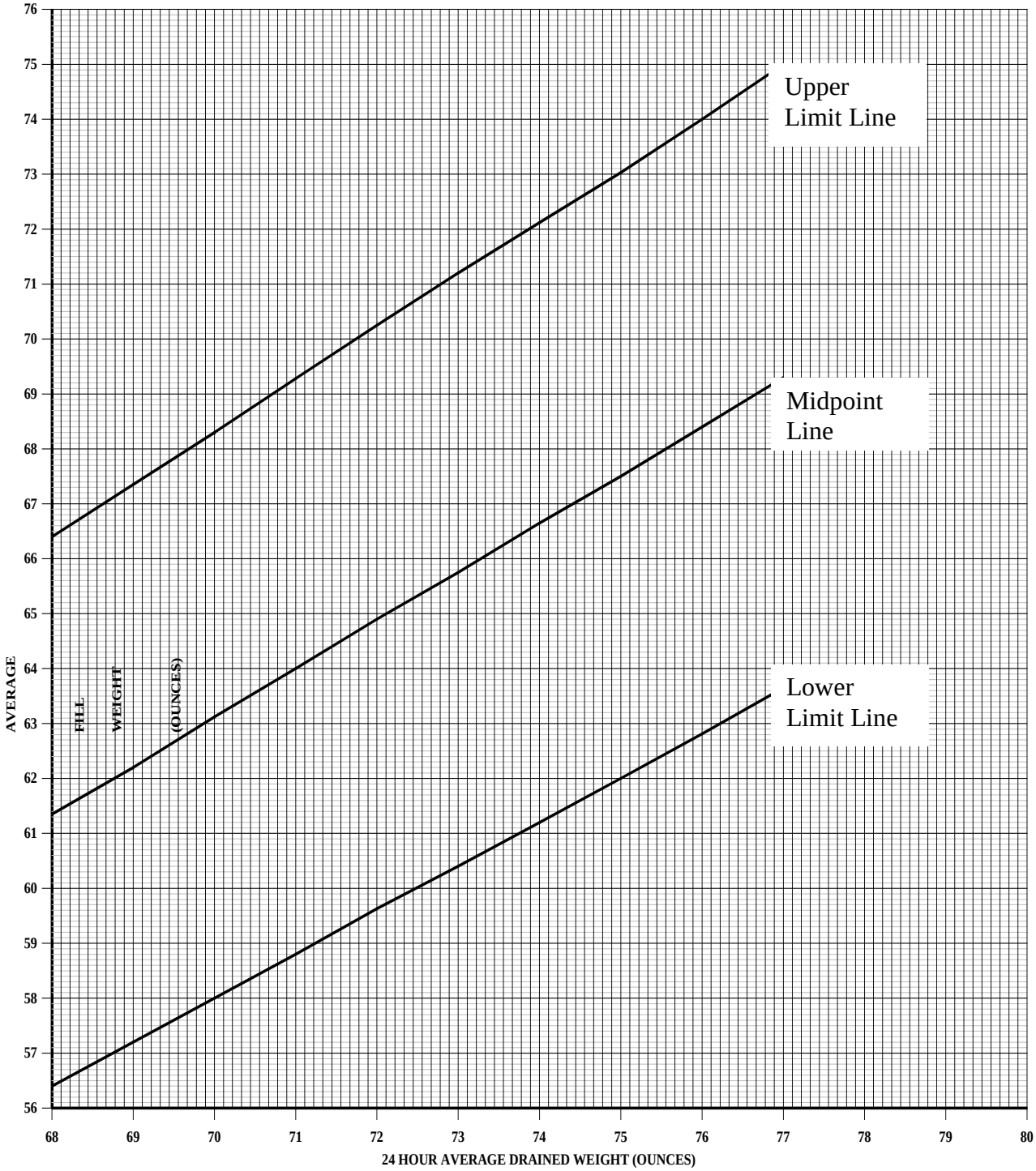
8. Compare the plant's final average fill weight with the lower and upper tolerance interval limits. The verification status of the plant's fill weight control is determined as follows:

a. Control is reasonable if the plant's final average fill weight is on or between the lower and upper tolerance interval limits.

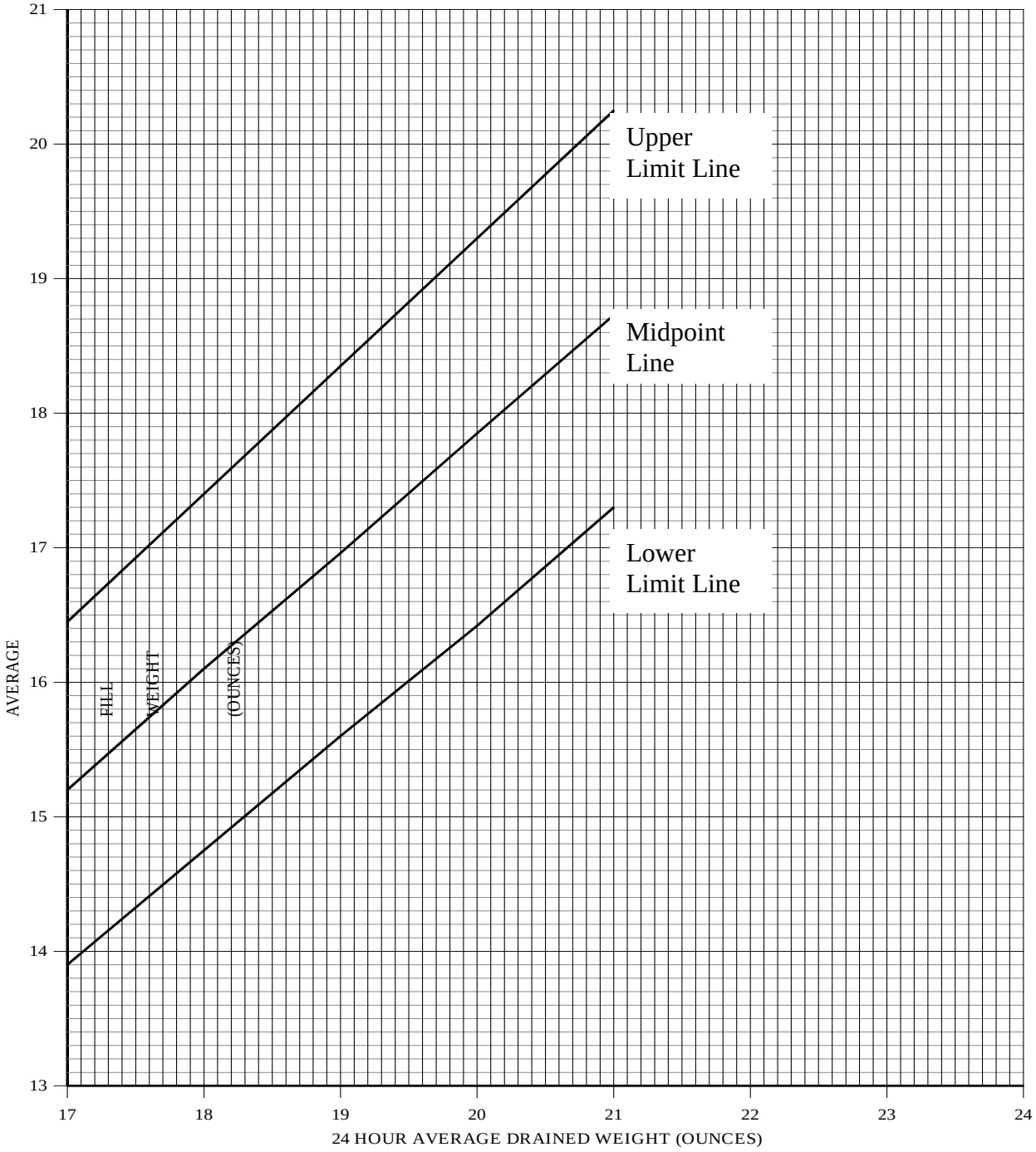
b. If the plant's final average fill weight is outside the lower and upper tolerance interval limits, the USDA inspector should thoroughly review the plant's fill weight control forms and procedures for the production period in order to determine why the plant's value did not fall within the tolerance interval. Accuracy of any numerical computations should be one of the first factors to be checked.

Note: Over a long period of time, the plant's result should cluster around the midpoint of the tolerance intervals and approximately one out of every one hundred results should fall outside the intervals, even though the plant has good fill weight control.

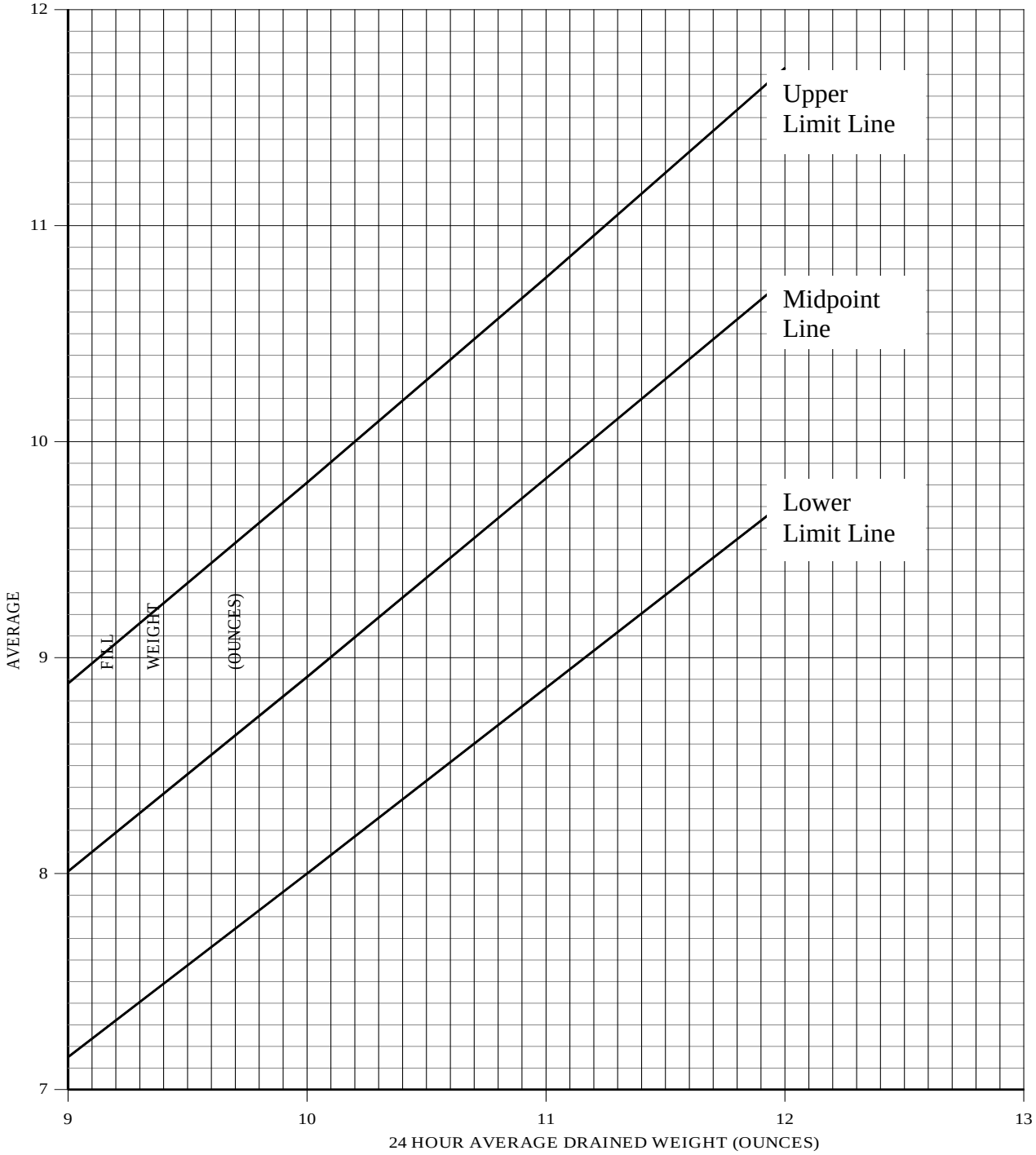
FILL WEIGHT VERIFICATION GRAPH-PRODUCT: PEACHES(SLICED) CAN SIZE: #10



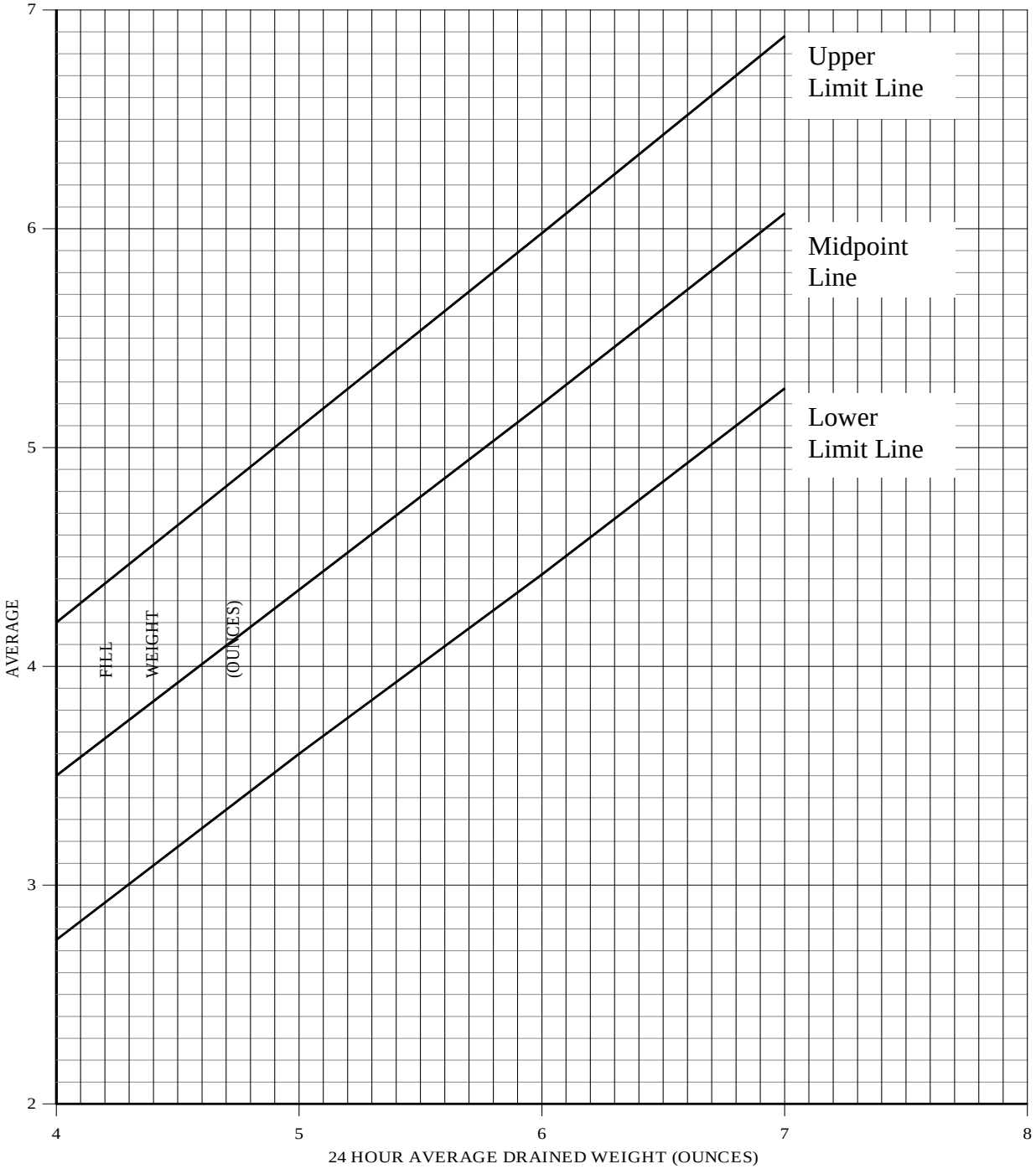
FILL WEIGHT VERIFICATION GRAPH PRODUCT: PEACHES (HALVES) CAN SIZE: #2.5



FILL WEIGHT VERIFICATION GRAPH PRODUCT: PEACHES (HALVES) CAN SIZE: #300



FILL WEIGHT VERIFICATION GRAPH PRODUCT: PEACHES (HALVES) CAN SIZE: 8 OUNCE



VERIFICATION SUMMARY AND ANALYSIS - QAP PLANTS

The verification summary report is intended to provide information to the company's top management on how well the plant's QC program is working. This report should cover verification deviations in Groups I, II, III, and IV, the causes of the deviations, and the plant's responses and corrective actions taken for each deviation.

The verification summary and analysis report should be submitted with the annual report.

In lieu of preparing the annual "For Official Use Only" report, the Inspector-in-Charge may add a supplement to this report containing the items that would normally be addressed in the official use only report. (See AIM Inspection Series General Procedures Manual.) This supplement should contain information on plant management, major changes in facilities and equipment, problems in the application of U.S. Standards for Grades or Division instructions, and other pertinent information that will be helpful to the supervisor prior to meeting with company management.

A. Format

1. Group I, finished product deviations

   a. Frequent or common general deviations occurring in most products, (vacuum, Brix, sampling procedures, etc.). Include general discussion on cause, response, and corrective action, as applicable.

   b. Deviations by product

      (1) Insert a recap of total deviations along with the narrative.

      (2) Discuss cause, response, and corrective action as applicable.

      (3) Relate to Group III, if appropriate.

2. Group II, sanitation deviations

   a. Insert a recap of total unsatisfactory verifications.

   b. Discuss cause, response, and corrective action(s).

   c. Discuss reason and length of any periods of unreliable status, if applicable.

3. Group III - on-site verifications

   a. Insert a recap of total deviations.

   b. Discuss cause, response, and corrective action(s).

   c. Relate to Group I if applicable.

4. Group IV - USDA procedure deviations

   a. Insert recap of total deviations.

   b. Discuss cause, response, and corrective action for each applicable procedure.

5. Summary of analysis

   a. Discuss effectiveness of the QAP.

   b. Discuss main problem areas.

   c. Discuss problem areas per shift.

B. Forms

The following examples may be altered or a facsimile used to record and consolidate information in producing a meaningful report.

1. Recap sheets.

2. Bi-weekly or monthly summary sheets.

Group I - Finished product

Product: _____

Container Size						
No. Lots Packed (Container Size)						

Total Lots Packed	
Total Lots Verified	

Classification		MN	MJ
DEVIATION AND CLASSIFICATIONS			
	TOTALS		

Narrative

Group II - Verifications (Sanitation)

Total Verifications	
Total Unsatisfactory Verifications	
Number of Unreliable Periods	

UNSATISFACTORY SITUATIONS	Unreported Deficiency	
	Inaccurate Reporting	
	No Follow-up	
	Critical Deficiency	

Group III - On site

Classification	MN
Total Number of on-sites	
Total Number of Deviations	

DEVIATIONS AND CLASSIFICATIONS		

Group IV - USDA Procedures

Total Number of Procedures		
Number Verified		
Classification		MJ
Total Number of Deviations		
DEVIATIONS		

Narrative

Record and summary of USDA verifications (Group I)

Product: _____Packing Season: Start: _____ End: _____

Date of Pack	No. Of Lots Produced For Each Container Size					No. Of Lots Verified	Type of Deviation Shown in this manual	
							MINOR	MAJOR

Group II - Monthly summary for _____

DATE	AREA VERIFIED	S	U	REMARKS

Group III, Bi-weekly verification summary
Period: _____ Thru: _____

Product												
Date or Day/Shift	Mon	Tue	Wed	Thu	Fri		Mon	Tue	Wed	Thu	Fri	
Lot Evaluation												
Color												
Size												
Liquor Clearness												
Defects												
Character												
Flavor & Odor												
Foreign Material												
Type												
Style												
Net Weight												
Vacuum												
Headspace												
Count												
Length												
Sieve Size												
Drained Weight/ Fill Weight												
Code												
Condition of Container												

Group IV, Bi-weekly verifications summary

Period: _____ Thru: _____

Date or Day	Mon	Tue	Wed	Thu	Fri		Mon	Tue	Wed	Thu	Fri	
Condition												
Total Lots												
Codes, Label												
Defect Class												
Sampling Procedures and Rate												
Worksheet and Recording												

Case Stamping (All Factors)												
Total Lots												
Lot Identification												
Stamp Date and Legibility												
Case Count												
Paperwork												

Checkloading (Minimum of Two Factors)												
Total Lots												
Carrier Condition and Identification												
Lot Identification												
Loading and Bracing												
Count												
Sealing & Paperwork												

Attachments

Version Date
(Printed for distribution)

☐ **7 CFR 52.38c, 52.81:** _____
http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR.

☐ **Form FV-148, Quality Assurance Verification Report:** _____
http://agnis/AMSFormsCatalog/Forms/AllItems.aspx.

Checked Materials have been printed from the links in this Manual and included for reference.