



Produce GAPs Harmonized Food Safety Standard Post-harvest Operations - USDA Checklist

AUDITEE INFORMATION

Company Name: _____

Audited Location Address

GPS (Optional): _____

Street: _____

City, State, Zip: _____

Multiple sites covered by this audit? (If Yes, provide details in Additional Comments) ☐ Yes ☐ No

Mailing/Business Address ☐ Same as above

Street: _____

City, State, Zip: _____

Company Contact: _____

Contact Title: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Company uses USDA GAP&GHP Logo on packaging or marketing materials? ☐ Yes ☐ No

AUDIT INFORMATION

Date and Time of Audit	Beginning	Date: _____	Time: _____
	Ending	Date: _____	Time: _____

Description of Operation: _____

Contractors used by
Packinghouse (if applicable): _____

Commodities Covered by Audit: _____

Commodities Produced During
Audit: _____

Send Certificate to: (choose) ☐ Inspection Office (list office) _____
☐ Directly to auditee above

AUDITOR INFORMATION

United States Department of Agriculture
Agricultural Marketing Service
Fruit and Vegetable Programs
Specialty Crops Inspection Division

Field Office: _____

Auditor Name(s): _____

Auditor Signature(s): _____

OTHER INFORMATIONPerson(s)
Interviewed:Audit Requested
by:Distribute Audit
Report to*(if
known):

*Supplying names of retail and food service buyers is not mandatory, however it is useful to know in the event the buyer requires USDA-AMS to send a copy of the audit report directly. No audit results are sent to a 3rd party without the written consent of the auditee.

ADDITIONAL COMMENTS**INTERNAL USE ONLY**

Reviewing Official Name:

Signature:

Date:

Audit Results Meets USDA
Acceptance Criteria☐ Yes☐ No

AUDITOR COMPLETION INSTRUCTIONS

All questions on the Produce GAPs Harmonized Food Safety Standard, Post-harvest Operations - USDA Checklist shall be assessed according to the Verification Instructions outlined in the Produce GAPs Harmonized Food Safety Standard. Auditors shall have a copy of the Standard with them when performing audits to verify questions are assessed appropriately. All questions shall be assessed using one of the following:

Compliant (C) - The operation meets the requirements of the Harmonized GAP Standard.

Corrective Action Needed (CAN) - The operation does not meet the requirement(s) of the Harmonized GAP Standard, however the non-conformance is not considered to be an immediate food safety risk.

Immediate Action Required (IAR) - The operation does not meet the requirement(s) of the Harmonized GAP Standard and the non-conformance is considered an imminent food safety risk. An imminent food safety risk is present when produce is grown, processed, packed or held under conditions that promote or cause the produce to become contaminated. Observation of employee practices (personal or hygienic) that jeopardize, or may jeopardize, the safety of the produce are considered an "IAR". The presence or evidence of rodents and an excessive amount of insects or pests are also considered an "IAR".

Not Applicable (N/A) - The question is not applicable to the operation.

Auditor Comments: The auditor shall document the findings associated with any question answered "CAN" or "IAR" in the auditor comment section of the checklist. Auditors may also document observations associated with any question on the checklist whether or not the question is a non-conformity if the explanation clarifies why a question was answered compliant. The auditor shall write a comment for each question answered "N/A" addressing why the question was answered "N/A".

Tallying the Audit: Once the auditor finishes the audit, the score sheet shall be filled out by recording the number of C, CAN, IAR, and NA's for each section of the audit. The question number of any question answered as CAN or IAR for each section shall be noted in the last column of the score sheet.

Corrective Action Reports: The auditor shall fill out a Corrective Action Report for each question that has been answered "CAN" or "IAR". Auditor shall refer to the *GAP&GHP Audit Verification Program - Policy and Instructions* for further guidance on Corrective Action Reports.

Global Markets Addendum: The auditor shall only assess the Global Markets addendum at the specific request of the auditee. This portion of the audit is not an official part of the Produce GAPs Harmonized Food Safety Standard.

AUDITEE INFORMATION

Auditees should download the complete Produce GAPs Harmonized Food Safety Standard which provides more complete & detailed information regarding the specific questions covered by this audit checklist. The complete Standard is available on the USDA website at www.ams.usda.gov/gapghp.

The acceptance criteria to meet USDA-AMS requirements are outlined on the Audit Summary Page, however be aware that depending on who the client(s) requiring the audit are, their specific acceptance criteria may vary from the USDA-AMS criteria.

It is intended that the entire Post-harvest checklist be completed, and the audit not restricted to one specific section. However at the auditees request, the audit may be split to accommodate scheduling; however if this is done, the audit is not complete and no certificate or web posting will be issued until the audit is finalized.

Field Operations and Harvesting are covered by a separate standard and audit checklist. Please visit the USDA website at www.ams.usda.gov/gapghp to download a copy of the Produce GAPs Harmonized Field Operations and Harvesting standard and checklist.

To schedule an audit, please go to the USDA-AMS website at www.ams.usda.gov/gapghp and click on the "Request an Audit" link. This will list out the local contacts across the country who can be contacted to schedule an audit. For auditees without internet access, please contact your local Federal or Federal-State Fruit and Vegetable Inspection office, or the Specialty Crops Inspection Division at 202-720-5021.

**USDA ACCEPTANCE CRITERIA FOR THE
Produce GAPs Harmonized Food Safety Standard
Post-harvest Operations**

1	No questions are assessed as an "IAR", Immediate Action Required.
2	Falsification of records is considered an "IAR".
3	Questions 1.1.1; 1.1.2; 1.2.1; 1.6.1; 1.7.1; and 1.10.1 must be assessed as "compliant".
4	If the auditee has been audited against the Produce GAPs Harmonized Food Safety Standard previously, the auditee must have addressed all associated CANs or IARs, following their established corrective action procedure.
5	Operation must have performed a risk assessment as addressed in Questions 1.2.1, 1.23.1, and 2.1 in the Harmonized Standard, as well as Question 4.1.2 in the Global Markets Addendum section, if this section is covered by scope of audit.
6	In each major section (1 through 3) of the audit, at least 80% of the questions not answered as "NA" must be answered as compliant.
7	If a major section has less than 5 questions, one "CAN" can be assessed and still meet the minimum acceptance criteria.

If an operation meets the acceptance criteria as outlined above, the operation will receive a certificate stating its conformance to the Harmonized Standard as well as being posted to the USDA website. Corrective action reports will still be supplied to the auditee for all nonconformances.

If an operation does not meet the acceptance criteria as outlined above, a corrective action report form will be issued for each nonconformance noted on the audit. The operation has the opportunity to take measures in order to address the issue and schedule a new audit in order to show compliance to the acceptance criteria.

**Acceptance Criteria for the
Global Markets Program for Primary Production Basic or Intermediate Level
Assessment**

In addition to the USDA acceptance criteria, growers utilizing this audit to meet Global Markets Program for Primary Production Basic or Intermediate Level Assessment requirements must meet the following additional criteria, which are listed as major elements within the Global Markets Capacity Building Program for Primary Production.

Audit Element (s)	Criteria
1.3.1	Raw Material Sourcing
1.4.1	Documentation & Recordkeeping
1.5.1	Worker Training
1.9.1	Self Audits
1.10.2	Ag Chemicals, Biocides, Plant Protection Products
1.11.1	Water Use
1.11.3	Water System Assessment
1.13.2 & 1.13.5	Master Sanitation Schedule
1.14.1, 1.14.3 & 1.14.4	Storage Areas
1.18.1	Lubrication
1.21.1, 1.21.2	Toilet Facilities
1.21.7 & 1.21.8	Employee Hygienic Practices
1.24	Pest & Animal Control (includes all 3 sub-questions)
2.3, 2.4 & 2.5	Water Treatment Procedures
4.1.1	Customer Specifications
4.1.2	Risk Assessment of Packinghouse
4.1.3	Critical Control Points, HACCP Plan
4.1.6, 4.1.7 & 4.1.8	Record of Food Safety Non-conformances, Complaints, and Corrective Actions

Audit Summary		Name of Auditee:					
		Date of audit:					
Section	Questions	Total # in Section	# of C	#of CAN	# of IAR	# of NA	Question # of any CAN or IAR
1.0	General Questions	88					
1.1	Management Responsibility	3					
1.2	Food Safety Plan or Risk Assessment	2					
1.3	Raw Material Sourcing	2					
1.4	Documentation & Recordkeeping	3					
1.5	Worker Education & Training	2					
1.6	Traceability	2					
1.7	Recall Program	1					
1.8	Corrective Actions	1					
1.9	Self Audits	1					
1.10	Agricultural Chemicals/Plant Protection Products	3					
1.11	Water/Ice	8					
1.12	Containers, Bins	6					
1.13	Facility, Equipment, Tools	11					
1.14	Storage	6					
1.15	Waste Material	1					
1.16	Outside Grounds	1					
1.17	Glass Control	1					
1.18	Leaks/Lubricants	1					
1.19	Equipment and Utensil Construction	3					
1.20	Temporary Repairs	1					
1.21	Worker Health/Hygiene and Toilet/Handwashing Facilities	19					

Audit Summary		Name of Auditee:					
		Date of audit:					
Section	Questions	Total # in Section	# of C	#of CAN	# of IAR	# of NA	Question # of any CAN or IAR
1.22	Temperature Control	1					
1.23	Packing and Handling	2					
1.24	Pest and Animal Control	3					
1.25	Sampling/Testing	4					
2.0	Packinghouse	6					
3.0	Transportation (Packinghouse to Customer)	7					
3.1	Temperature Control	4					
3.2	Equipment Sanitation and Maintenance	3					
4.0	Global Markets Addendum	14					
4.1	Food Safety Plan & Documentation	11					
4.2	Food Defense	3					
5.0	USDA Logo Use Addendum	8					
5.1	Active and Effective Traceability and Recall Program	2					
5.2	Approved Suppliers	3					
5.3	Food Safety Plan or Quality Manual	1					
5.4	Containers or Labels with GAP&GHP logo	2					
C, Compliant with requirement; CAN, Corrective action needed to address nonconformance; IAR, Immediate action required because of imminent food safety risk; N/A, not applicable or not needed.							
NOTE:	Section 4 is not a component of the Produce GAPs Harmonized Food Safety Standard and is offered only as a service to those auditees who need to conform to the Global Markets Primary Production Assessment						

Audit Summary		Name of Auditee:					
		Date of audit:					
Section	Questions	Total # in Section	# of C	#of CAN	# of IAR	# of NA	Question # of any CAN or IAR
	Section 5 is not a component of the Produce GAPs Harmonized Food Safety Standard and is performed for those operations approved to use the USDA GAP&GHP logo.						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1	General Questions						
1.1	Management Responsibility						
1.1.1.	A food safety policy shall be in place.	WP					
1.1.2.	Management has designated individual(s) with roles and responsibilities for food safety functions.	WP					
1.1.3.	There is a disciplinary policy for food safety violations.						
1.2	Food Safety Plan or Risk Assessment						
1.2.1.	There shall be a written Food Safety Plan. The plan shall cover the operation. The operation and products covered shall be defined.	WP					
1.2.2.	The Food Safety Plan shall be reviewed at least annually.	R					
1.3	Raw Material Sourcing						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.3.1.	Operation has an Approved Supplier program for all incoming materials, including packaging.	WP					
1.3.2.	The Operation has a policy and takes affirmative steps to ensure that all fresh produce that are packed or stored in the facility are grown following requirements in <i>Field Operations and Harvesting</i> harmonized standard.	R					
1.4	Documentation & Recordkeeping						
1.4.1.	Documentation shall be kept that demonstrates the Food Safety Plan is being followed.	R					
1.4.2.	Documentation shall be readily available for inspection.						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.4.3.	Documentation shall be retained for a minimum period of two years, or as required by prevailing regulation.						
1.5	Worker Education & Training						
1.5.1.	All personnel shall receive food safety training.	R					
1.5.2.	Personnel with food safety responsibilities shall receive training sufficient to their responsibilities.						
1.6	Traceability						
1.6.1.	A documented traceability program shall be established.	WP, R					
1.6.2.	A trace back and trace forward exercise shall be performed at least annually.						
1.7	Recall Program						
1.7.1.	A documented recall program, including written procedures, shall be established.	WP, R					

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.8	Corrective Actions						
1.8.1.	The Operation shall have documented corrective action procedures.	WP, R					
1.9	Self Audits						
1.9.1.	The Operation shall have documented self-audit procedures.	R					
1.10	Agricultural Chemicals/Plant Protection Products						
1.10.1	Use of agricultural chemicals shall comply with label directions and prevailing regulations.	R					
1.10.2	If product is intended for export, pre- and post-harvest agricultural chemical use shall consider requirements in the intended country of destination.						
1.10.3	Agricultural chemicals shall be applied by trained, licensed, or certified application personnel, as required by prevailing regulation	R					

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.11	Water/Ice						
1.11.1	Water use SOPs address the microbial quality of water or ice that directly contacts the harvested crop or is used on food-contact surfaces.	R					
1.11.2	A water system description shall be prepared.	WP, R					
1.11.3	Documented scheduled assessment of water system including delivery equipment shall be performed.	R					
1.11.4	The sewage disposal system is adequate for the process and maintained to prevent direct or indirect product contamination.						
1.11.5	Water-change schedules shall be developed for all uses of water where water is re-used.						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.11.6	Re-circulated water that contacts product or food contact surfaces shall be treated using an approved antimicrobial process or chemical treatment.	R					
1.11.7	If used, water antimicrobial treatments shall be monitored sufficiently to assure continuous control.	R					
1.11.8	If applicable to the specific commodity, water use SOPs address control of immersion water temperature.	R					
1.12	Containers, Bins						
1.12.1	Operation has written policy regarding storage and post-storage handling of product-contact containers.	WP					
1.12.2	Operation has written policy regarding whether product-contact containers are permitted in direct contact with the ground.	WP					

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.12.3	Operation has written policy regarding inspection of food contact containers and bins prior to use.	WP					
1.12.4	Operation has written policy regarding acceptable product-contact containers.	WP					
1.12.5	Operations has written policy prohibiting used of product-contact containers for non-product purposes unless clearly marked or labeled for that purpose.	WP					
1.12.6	Pallets shall be kept clean and in good condition as appropriate for their intended use.						
1.13	Facility, Equipment, Tools						
1.13.1	Facility shall be designed, constructed and maintained in a manner that prevents contamination of produce during staging and cooling.						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.13.2	A Preventive Maintenance and/or Master Cleaning Schedule, with related SOPs, shall be established.	WP, R					
1.13.3	All cleaning agents shall be approved for their intended use on food contact surfaces.						
1.13.4	Cleaning equipment and tools are clean, in working order and stored properly away from product handling areas.						
1.13.5	Food contact surfaces shall be cleaned, sanitized and maintained according to the Food Safety Plan.						
1.13.6	Adequate lighting shall be provided in all areas.						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.13.7	Where temperature control is required for food safety, cooling facilities shall be fitted with temperature monitoring equipment or suitable temperature monitoring device.	R					
1.13.8	Cooling equipment shall be maintained so as not to be a source of product contamination.						
1.13.9	Transporting equipment shall be maintained to prevent contamination of products being transported.						
1.13.10	Outside garbage receptacles/dumpsters are closed and located away from facility entrances and the area around such sites is reasonably clean.						
1.13.11	The plant grounds are reasonably free of litter, vegetation, debris and standing water.						
1.14	Storage						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.14.1	Product storage areas and conditions shall be appropriate to the commodities stored.						
1.14.2	Iced produce is handled so as not to serve as a source of contamination.						
1.14.3	Non-product storage areas shall be maintained so as not to be a source of product or materials contamination						
1.14.4	Materials and packaging materials shall be protected from contaminants.						
1.14.5	Adequate space shall be maintained between rows of stored materials to allow for cleaning and inspection.						
1.14.6	All chemicals shall be stored in a secure, separate area. All chemicals shall be properly labeled.						
1.15	Waste Material						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.15.1	Waste materials and their removal are managed to avoid contamination.						
1.16	Outside Grounds						
1.16.1	Operation has procedures to prevent pest harborage in any equipment stored near the building.						
1.17	Glass Control						
1.17.1	Only essential glass and brittle plastic shall be present in the facility.						
1.18	Leaks/Lubrication						
1.18.1	Equipment lubrication is managed so as not to contaminate food products.						
1.19	Equipment and Utensil Construction						
1.19.1	All food contact equipment, tools and utensils are designed and made of materials that are easily cleaned and maintained.						
1.19.2	Equipment is installed in a way that provides access for cleaning.						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.19.3.	Catwalks above product zones are protected to prevent produce or packaging contamination.						
1.20	Temporary Repairs						
1.20.1	Any temporary repairs on food contact surfaces are constructed of food-grade material. Operation has a procedure to ensure that permanent repairs are implemented in a timely manner.						
1.21	Worker Health/Hygiene and Toilet/Handwashing Facilities						
1.21.1	Restrooms shall be designed, constructed, and located in a manner that minimizes the potential risk for product contamination.						
1.21.2	Toilet facilities shall be of adequate number, easily accessible to employees and in compliance with applicable regulation.						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.21.3	The practice of disposing of used toilet tissue on the floor, in trash receptacles, or in boxes is prohibited.						
1.21.4	Toilet and hand wash stations shall be maintained in a clean and sanitary condition.						
1.21.5	Signage requiring hand washing is posted.						
1.21.6	When appropriate, racks and/or storage containers or designated storage area for protective clothing and tools used by employees shall be provided.						
1.21.7	Employees and visitors shall follow all personal hygiene practices as designated by the Operation.						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.21.8	Workers and visitors who show signs of illness shall be restricted from direct contact with produce or food-contact surfaces.						
1.21.9	Personnel with exposed cuts, sores or lesions shall not be engaged in handling product.						
1.21.10	First aid kits shall be accessible to all personnel.						
1.21.11	Smoking, chewing, eating, drinking (other than water), chewing gum and using tobacco shall be prohibited except in clearly designated areas.						
1.21.12	Personnel shall be required to wash their hands before beginning or returning to work, after each visit to the toilet and whenever their hands may have become a source of contamination.						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.21.13	If gloves are used, the Operation shall have a glove use policy.						
1.21.14	Clothing, including footwear, shall be effectively maintained, stored, laundered and worn so as to protect product from risk of contamination.						
1.21.15	If protective clothing is required by the Operation in product handling areas, it shall be handled in a manner to protect against contamination.						
1.21.16	The use of hair coverings shall be in compliance to company policy and applicable regulation.						
1.21.17	The wearing of jewelry, body piercings and other loose objects (e.g. false nails) shall be in compliance to company policy and applicable regulation.						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.21.18	Employees' personal belongings shall be stored in designated areas.						
1.21.19	Break areas shall be designated and located away from food contact/handling zones.						
1.22	Temperature Control						
1.22.1	When produce is cooled, it is cooled to temperatures appropriate to the commodity according to current established regulatory or industry standards.						
1.23	Packing & Handling						
1.23.1	If applicable, Operation has a written Allergen Control Program	WP					
1.23.2	Specifications for all packaging materials that impact on finished product safety and quality shall be provided and comply with prevailing regulations.	WP					
1.24	Pest & Animal Control						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.24.1	Operation has procedures to manage pests to the extent appropriate to the facility.	WP, R					
1.24.2	Operation restricts animals from food handling facilities.						
1.24.3	If used, pest control devices including rodent traps and electrical flying insect devices, are located so as to not contaminate produce or food handling surfaces.						
1.25	Sampling/Testing						
1.25.1	Where laboratory analysis is required in the Food Safety Plan, testing shall be performed by a GLP laboratory using validated methods.	R					

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
1.25.2	Where microbiological analysis is required in the Food Safety Plan, samples shall be in accordance with an established sampling procedure.	WP					
1.25.3	Tests, their results and actions taken must be documented.	R					
1.25.4	All required testing shall include test procedures and actions to be taken based on the results.	WP					

2	Packinghouse						
2.1.	Operation Food Safety Plan includes produce washing process, if used.	WP					
2.2.	Debris and damaged produce shall be removed from wash areas/dump tanks to the extent possible.						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
2.3.	Operation has documentation demonstrating regulatory approval of the wash water antimicrobials in use.	WP					
2.4.	If wash water antimicrobial is used, it shall be used in accordance with established operational procedure and manufacturer instructions.	R					
2.5.	All instruments used to measure temperature, pH, antimicrobial levels and or other important devices used to monitor requirements in this section shall be calibrated at a frequency sufficient to assure continuous accuracy.	R					
2.6.	Foreign material control devices are inspected and maintained.	R					
3	Transportation (Packinghouse to Customer)						

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
3.1	Temperature Control (when refrigerated transport is required for food safety)						
3.1.1.	There is a written policy for transporters and conveyances to maintain a specified temperature(s) during transit.	WP					
3.1.2.	Prior to loading, the vehicle shall be pre-cooled.	R					
3.1.3.	The refrigerated transport vehicles shall have properly maintained and fully functional refrigeration equipment.	WP					
3.1.4.	Where required, temperatures of product are taken and recorded prior to or upon loading.	WP, R					
3.2	Equipment Sanitation and Maintenance						
3.2.1.	The Operation shall have a policy, written procedures, and a checklist to verify cleanliness and functionality of shipping units (e.g., trailer).	WP, R					

Name of Auditee:							
Date of Audit:							
Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
3.2.2.	Loading/unloading procedures and equipment shall minimize damage to and prevent contamination of produce.						
3.2.3.	Trash shall not come in contact with produce.						

Code Key: WP = Written Policy/Procedure; R = Record

Additional Auditor Comments:

Name of Auditee:	
Date of Audit:	

Note: The questions in this section are not official questions associated with the Produce GAPs Harmonized Food Safety Standard. These additional questions are used to show conformance to the Global Markets Program for Primary Production Basic or Intermediate Level Assessment. Farming or packinghouse operations should check with their buyers to verify whether or not conformance with these questions is necessary in order to be an approved supplier. **This addendum will only be assessed at the specific request of the auditee.** Several of the questions in this section are similar to questions in the Harmonized Audit, however due to slight differences in the requirements of the two standards, the Global Markets questions shown below were developed to verify conformance to the Global Markets Assessment.

The Global Markets Capacity Building Program for Primary Production has two levels, Basic and Intermediate. For the Basic level audit, only those questions identified as basic need to be answered (Intermediate level questions should be marked N/A). For the Intermediate level audit both the basic AND intermediate questions must be answered. A copy of the complete Global Markets Primary Production Assessment can be obtained on the Global Food Safety Initiative website at www.mygfsi.com.

Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments	Basic or Intermediate Level
4	Additional Questions required to meet Global Markets Primary Production Assessment							
4.1	Food Safety Plan & Documentation.							
4.1.1	If applicable, the food safety plan addresses customers' food safety specifications.	R						Basic
4.1.2	Operation has performed and documented a risk assessment of the packinghouse.	R						Basic

Name of Auditee:								
Date of Audit:								
4.1.3	If the risk assessment shows the need for a critical control point(s) in the packinghouse, a documented HACCP plan or additional procedures addressing monitoring of control points and disposition of non-conforming products must be in place. The HACCP plan or additional policies must be documented and implemented.	R						Intermediate
4.1.4	A documented hold and release program has been implemented for all non-conforming product and packaging.							Basic
4.1.5	Corrective action procedures shall include a procedure to evaluate complaints.	WP						Basic
4.1.6	The operation shall record any food safety related non-conformances and complaints.	R						Basic

Name of Auditee:								
Date of Audit:								
4.1.7	Corrective action procedures shall include a procedure to evaluate complaints.	WP						Basic
4.1.8	Food safety incidents are recorded and assessed to determine its severity and risk and addressed accordingly.	R						Intermediate
4.1.9	The incident management procedure is reviewed, tested and verified at least once a year.	R						Intermediate
4.1.10	The operation has an approved supplier program for all agricultural inputs, chemicals, packaging and food safety related services.	R						Intermediate
4.1.11	Metal detection equipment, if utilized shall be checked at a scheduled frequency as outlined in the operation's food safety/HACCP plan using iron, non-iron and stainless steel test wands.	R						Intermediate
4.2	Food Defense							

Name of Auditee:								
Date of Audit:								
4.2.1	Threats to the produce as a result of intentional contamination been assessed and documented.	R						Intermediate
4.2.2	Those points in the process which are vulnerable to intentional contamination been identified and subjected to additional access control.	WP,R						Intermediate
4.2.3	If access to prohibited areas took place, are measures in place to evaluate food for evidence of sabotage/intentional contamination?	WP						Intermediate

Code Key: WP = Written Policy/Procedure; R = Record

Additional Auditor Comments:

Name of Auditee:	
Date of Audit:	

Note: An official identification logo has been developed in conjunction with the USDA GAP&GHP program which may be used to indicate participation in the program. Participants may use the logo, provided they meet the requirements of the USDA logo use instructions found at www.ams.usda.gov/gapghp and meet the requirements of this audit. Failure to meet the audit will result in steps taken in accordance with the USDA logo use instructions.

The USDA Logo Use Addendum acceptance criteria is as follows:

- 1 No questions are assessed as an "IAR", Immediate Action Required.
- 2 Falsification of records is considered an "IAR".
- 3 All questions not answered as "NA" are answered as compliant.

Q #	Requirement	DOC	C	CAN	IAR	NA	Auditor Comments
5	Additional questions required for operations approved to use the USDA GAP&GHP Logo						
5.1	Active and Effective Traceability and Recall Program						
5.1.1	Questions in Section 1.6 and 1.7 have been marked Compliant.	WP,R					
5.1.2	The operation uses the USDA GAP&GHP logo only on packages, containers, or consumer units which are traceable.	WP					
5.2	Approved Suppliers						
5.2.1	The operation has supplied a list of approved suppliers to the local Federal or State auditor's office.	R					

Name of Auditee:							
Date of Audit:							
5.2.2	All suppliers currently in use by the operation are listed on the supplied list of approved suppliers.	WP, R					
5.2.3	All suppliers have successfully completed and met the requirements of a USDA approved GAP & GHP audit (USDA GAP&GHP audit, commodity specific audit, or Produce GAPs Harmonized audit performed by USDA) .	R					
5.3	Food Safety Plan or Quality Manual						
5.3.1	The operation's food safety plan or quality manual contains procedures on how the USDA GAP&GHP logo will be used.	WP					
5.4	Containers or Labels with GAP&GHP Logo						
5.4.1	All containers or labels, which bear the GAP&GHP logo, are accountable items.	WP, R					

Name of Auditee:							
Date of Audit:							
5.4.2	The operation's inventory list of these containers or labels is maintained and current.	R					

Code Key: WP = Written Policy/Procedure; R = Record

Additional Auditor Comments:							

Produce GAPs Harmonized Food Safety Standard Post-harvest - USDA Checklist

USDA, AMS, Fruit and Vegetable Program Good Agricultural Practice & Good Handling Practices CORRECTIVE ACTION REPORT	Report #: _____ of _____
Company Name/Farm:	Date:
Lead Auditor:	
Crop(s):	
Description of Non Conformity:	
Notified company staff at time of finding non-conformity (Yes or No):	
Checklist question number and/or section of auditee food safety plan associated with non-conformity:	
Corrective Action Proposed and Time Frame for Implementation: <i>(Attach separate sheet if necessary)</i>	
Company Representative Signature: <i>Signature affirms statements concerning Non-Conformity, Corrective Action, and Implementation are correct.</i>	
Auditor signature for acceptance of proposed corrective action and timetable for implementation:	

Top portion for AUDITOR USE ONLY; bottom portion for Company and Auditor use.