

## Fresh Produce Safety Analysis Checklist

*Use this checklist to ensure you have answered each audit question when creating your food safety plan. In the page # column, include the page number where the answer to the question can be found in your manual.*

### **Land**

#	Section, Number	Question	Doc	Points	Page #
1	General, #P-1	A documented food safety program that incorporates GAP and/or GHP has been implemented.		-	
2	General, #P-2	The operation has designated someone to implement and oversee an established food safety program. Name: _____		-	
3	Part One, #23	Record of previous land use	Record	5	
4	Part One, #24	When previous land use indicates a possibility of contamination, preventative measures have been taken to mitigate the known risks and soils have been tested	Record	10	
5	Part One, #25	Crop production areas that have been subjected to flooding are testing for potential microbial hazards	Record	5	
6	Part One, #7	No sewage treatment facility or landfill adjacent to farm	Observe	10	
7	Part One, #9	Manure lagoons adjacent to crop production areas are maintained to prevent leakage or measures taken to prevent runoff	Observe	10	

### **Worker Health and Hygiene**

#	Section, Number	Question	Doc	Points	Page #
8	General, #4	All employees and visitors are required to follow proper sanitation and hygiene practices.	Policy	10	
9	General, #5	Training on proper sanitation and hygiene practices is provided to all staff.	Document	15	
10	General, #6	Employees and visitors are following good sanitation/hygiene practices	Observe	15	
11	General, #7	Employees who handle/pack produce are washing their hands before beginning or returning to work	Observe	15	
12	General, #8	Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work	Observe	10	
13	General, #11	Smoking and eating are separate from where product is handled (outside of field, away from processing/handling product)	Policy	10	
14	General, #12	Workers sick with foodborne illness are prohibited from handling fresh produce	Policy	15	
15	General, #13	Policy describing procedures on how to deal with product/food contact surfaces that come into contact with blood or other bodily fluids	Policy	15	

16	General, #14	Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions, and other injuries	Policy	5	
17	General, #15	Company personnel applying regulated and non-regulated pre-/postharvest materials are licensed or trained on proper usage	Record	10	

### ***Restroom and Sewage***

#	Section, Number	Question	Doc	Points	Page #
18	General, #9	Bathrooms are clean and properly stocked with single-use towels, toilet paper, hand soap, and potable water for hand washing	Observe	15	
19	General, #10	Bathroom facilities cleaned on a scheduled basis	Record	10	
20	Part Two, #2	Field sanitation units (#s, condition, and placement) comply with state/federal regulations	Observe	10	
21	Part Two, #3	When sanitation units are not required, a toilet facility is available for all workers	Observe	10	
22	Part Two, #4	Sanitation units are located in an area that minimizes potential risk for product contamination and can be reached for service	Observe	10	
23	Part Two, #5	A response plan is in place for the event of a major spill or leak of field sanitation units or toilet facilities	Policy	10	
24	Part One, #6	Septic system is maintained and functioning properly, no evidence of leakage or runoff	Observe	15	

### ***Water***

#	Section, Number	Question	Doc	Points	Page #
25	General, #3	Potable water is available to all workers. Drinking water testing results	Record	10	
26	Part One, #1	What is the source of irrigation water (location on field)	Policy	No points	
27	Part One, #2	How are crops irrigated (location on field)	Policy	No points	
28	Part One, #3	Water quality assessment has been performed to determine the quality of water used for irrigation purpose on the crop(s) being applied	Document	15	
29	Part One, #4	Water quality assessment has been performed to determine the quality of water use for chemical application or fertigation method	Document	15	
30	Part One, #5	Steps are taken to protect irrigation water from potential direct and non-point source contamination	Observe	15	
31	Part Two, #15	Water applied to harvested product is microbially safe	Record	10	

## Animals

#	Section, Number	Question	Doc	Points	Page #
32	Part One, #8	Crop production areas are not located adjacent to livestock production unless adequate barriers exist (erosion ditches with tall grass, 1 mile away, etc)	Observe	15	
33	Part One, #11	Measures are taken to restrict access of livestock to the source or delivery system of irrigation water	Observe	10	
34	Part One, #12	Crop production areas are monitored for the presence or signs of wild or domestic animals entering land	Record	5	
35	Part One, #13	Measures are taken to reduce the opportunity for wild and/or domestic animals from entering crop production areas	Record	5	

## Manure

#	Section, Number	Question <i>Choose A, B, or C</i>	Doc	Points	Page #
36	Part One, #10	Manure stored adjacent to crop production areas is contained to prevent contamination of crops	Observe	10	
	Option A	Raw Manure			
37	Part One, #14	When manure applied, it is incorporated at least 2 weeks prior to planting and a min of 120 prior to harvest	Record	10	
38	Part One, #15	Raw manure is not used on commodities harvested within 120 days of planting	Record	10	
39	Part One, #16	If both raw and composted manure used, composted manure is properly treated to reduce levels of pathogens	Record	10	
40	Part One, #17	Manure is properly stored prior to use	Observe	5	
	Option B	Composted Manure			
41	Part One, #18	Only composted manure used as a soil amendment	Record	10	
42	Part One, #19	Composted manure is properly treated to reduce pathogens	Document	10	
43	Part One, #20	Composted manure is properly stored and is protected to minimize recontamination	Observe	10	
44	Part One, #21	Reports are available on purchased composted manure	Record	5	
	Option C	No Manure Use			
45	Part One, #22	No animal manure is used	Policy	35	

## Equipment and Containers

#	Section, Number	Question	Doc	Points	Page #
46	Part Two, #1	A documented pre-harvest assessment is made on crop production areas. Noting risk and possible sources of contamination	Document	15	
47	Part Two, #6	All harvesting containers and bulk hauling vehicles that come in direct contact with product are cleaned and/or sanitized on a scheduled basis and kept as clean as practical	Document	10	
48	Part Two, #7	All hand harvesting equipment are kept as clean as practical and are disinfected on a scheduled basis	Document	10	
49	Part Two, #8	Damaged harvesting containers are properly repaired or disposed of	Observe	5	
50	Part Two, #9	Harvesting equipment/machinery that comes in contact with product is in good repair	Observe	10	
51	Part Two, #10	Light bulbs/glass on harvesting equipment are properly protected so as to not contaminate produce	Observe	10	
52	Part Two, #11	Instructions on what measures should be taken in case of glass, plastic breakage and possible contamination during harvesting operations	Policy	5	
53	Part Two, #12	Instructions on what measures should be taken in the case of product contamination by chemicals, petroleum, pesticides, etc	Policy	5	
54	Part Two, #13	For mechanically harvested product, measures taken to inspect product for foreign objects (hand harvest 100% inspection)	Observe	5	
55	Part Two, #14	Harvesting containers are not used for carrying/storing non-produce items during the harvest season	Policy	5	
56	Part Two, #16	Efforts are made to remove excess dirt and mud from product or harvesting containers	Observe	5	
57	Part Two, #17	Transportation equipment used to move product is clean and in good repair	Observe	10	
58	Part Two, #18	Policy that harvested product needs to be covered when moved from field to storage area	Policy	5	
59	Part Two, #19	In field pack operations, only new or sanitized containers are used for packing the product	Document	10	
60	Part Two, #20	Packing materials used in field pack are properly stored and protected from contamination	Observe	10	

**Traceability**

#	Section, Number	Question	Doc	Points	Page #
61	General, #1	A documented traceability program has been established	Document	15	
62	General, #2	The operation has performed a 'mock recall' that was proven to be effective	Record	10	
63	Part One, #26	Each production area is identified to enable traceability in the event of a recall	Record	10	
64	Part Two, #21	Product moving out of the field is uniquely identified to enable traceability in the event of a recall	Document	10	