



Farmers Produce / 23 May 2019 / Matt Kent

GAP Audit Checklist Conducted on 23rd May, 2019 By SafetyCulture Staff

Complete

Inspection score	Failed items	Created actions
95.43%	8	1
Site Farmers Produce		
Conducted on 📅 23rd May, 2019 ⌚ 9:06 AM +08		
Prepared by Matt Kent		
Location 12004 E Silver Lake Rd Mount Hope, KS 67108 United States (37.80153642088271, -97.74918546805154)		

Part 1 - Farm Review / Animals/Wildlife/Livestock

Crop production areas are not located near or adjacent to dairy, livestock, or fowl production facilities unless adequate barriers exist. No

Notes
Adjacent farm has dairy cows roaming but per our last meeting they will be reinforcing the fence.

Photos




Photo 1

Part 1 - Farm Review / Manure and Municipal Biosolids / No Manure/Biosolids Used

A previous land use risk assessment has been performed. No

Notes
This is old land for fruits and vegetables but we scheduled the risk assessment this coming weekend to avoid disruptions.

Actions

To Do Hello Minni, we're still a go for this weekend's risk assessment, right? Thanks!

Crop production areas that have been subjected to flooding are tested for potential microbial hazards. No

Notes
We have recently suffered flooding and with the dairy farm nearby, we decided to do this during the risk assessment.

Part 1 - Farm Review / Conclusion: Part 1 - Farm Review

Farm Review Fail

Part 3 - House Packing Facility / Receiving

Product delivered from the field which is held in a staging area prior to packing or processing is protected from possible contamination.

No

Notes

Our staging area is far from the dairy farm but the assessment will make us 100% sure that we remain food safe.

Part 3 - House Packing Facility / Packing House General Housekeeping

Pipes, ducts, fans and ceilings which are over food handling operations, are clean.

No

Notes

Looks like we missed cleaning the 2nd fan this week.

Photos



Photo 2

Part 7 - Preventive Food Defense Procedures / Secure Employee/Visitor Procedures

Food defense training has been provided to all employees.

No

Notes

We have a newly hired employee and he is yet to be trained. Training will be completed tomorrow.

Part 7 - Preventive Food Defense Procedures / Secure Facility Procedures

Uniforms, name tags, or identification badges are collected from employees prior to the termination of employment.

No

Notes

William, our staff who went AWOL 2 weeks ago is yet to surrender his access badge but everyone is aware that he is no longer with us.

SafetyCulture Staff created a Medium priority action

To Do

📅 31st May, 2019 8:00 AM +08

Risk assessment

Hello Minni, we're still a go for this weekend's risk assessment, right? Thanks!

Part 1 - Farm Review / Manure and Municipal Biosolids / No Manure/Biosolids Used


A previous land use risk assessment has been performed.

Water Usage

What is the source of irrigation water? (Pond, Stream, Well, Municipal, Other)	Municipal
How are crops irrigated? (Flood, Drip, Sprinkler, Other)	Sprinkler
A water quality assessment has been performed to determine the quality of water used for irrigation purpose on the crop(s) being applied.	Yes
A water quality assessment has been performed to determine the quality of water use for chemical application or fertigation method.	Yes
If necessary, steps are taken to protect irrigation water from potential direct and nonpoint source contamination.	Yes

Sewage Treatment

The farm sewage treatment system/septic system is functioning properly and there is no evidence of leaking or runoff.	Yes
There is no municipal/commercial sewage treatment facility or waste material landfill adjacent to the farm.	Yes

<p>Crop production areas are not located near or adjacent to dairy, livestock, or fowl production facilities unless adequate barriers exist.</p>	<p>No</p>
<p>Notes</p>	
<p>Adjacent farm has dairy cows roaming but per our last meeting they will be reinforcing the fence.</p>	
<p>Photos</p>	
	
<p>Photo 1</p>	
<p>Manure lagoons located near or adjacent to crop production areas are maintained to prevent leaking/overflowing, or measures have been taken to stop runoff from contaminating the crop production areas.</p>	<p>Yes</p>
<p>Notes</p>	
<p>We are in no risk of being contaminated by the new dairy farm's manure</p>	
<p>Manure stored near or adjacent to crop production areas is contained to prevent contamination of crops.</p>	<p>Yes</p>
<p>Measures are taken to restrict access of livestock to the source or delivery system of crop irrigation water.</p>	<p>Yes</p>
<p>Crop production areas are monitored for the presence or signs of wild or domestic animals the entering the land.</p>	<p>Yes</p>
<p>Measures are taken to reduce the opportunity for wild and/or domestic animals from entering crop production areas.</p>	<p>Yes</p>

Manure and Municipal Biosolids

Please choose one of the following options as it relates to the farm operations:	No manure or municipal biosolids of any kind are used as soil amendments.
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No Manure/Biosolids Used

2 Failed 1 Actions

No animal manure or municipal biosolids are used.	Yes
A previous land use risk assessment has been performed.	No
<p>Notes</p> <p>This is old land for fruits and vegetables but we scheduled the risk assessment this coming weekend to avoid disruptions.</p> <p>Actions</p> <p>To Do Hello Minni, we're still a go for this weekend's risk assessment, right? Thanks!</p>	
When previous land use history indicates a possibility of contamination, preventative measures have been taken to mitigate the known risks and soils have been tested for contaminants and the land use is commensurate with test results.	Yes
Crop production areas that have been subjected to flooding are tested for potential microbial hazards.	No
<p>Notes</p> <p>We have recently suffered flooding and with the dairy farm nearby, we decided to do this during the risk assessment.</p>	

Traceability

Each production area is identified or coded to enable traceability in the event of a recall.	Yes
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Conclusion: Part 1 - Farm Review

1 Failed

<p>Comments/Recommendations:</p> <p>The property nearby that have been turned into a dairy farm has potentially placed our farm at risk and we need to reassess to make sure we remain food safe. We will have a better idea of how compliant we will be after the assessments his weekend.</p>	
Farm Review	Fail

Field Sanitation and Hygiene

A documented pre-harvest assessment is made on the crop production areas. Risks and possible sources of crop contamination are noted and assessed.	Yes
The number, condition, and placement of field sanitation units comply with applicable state and/or federal regulations.	Yes
When question 2-2 is answered "N/A" (sanitation units are not required), a toilet facility is readily available for all workers.	Yes
Field sanitation units are located in a location that minimizes the potential risk for product contamination and are directly accessible for servicing.	Yes
A response plan is in place for the event of a major spill or leak of field sanitation units or toilet facilities.	Yes

Field Harvesting and Transportation

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 practicable.	Yes
All hand harvesting equipment and implements (knives, pruners machetes, etc.) are kept as clean as practical and are disinfected on a scheduled basis.	Yes
Damaged containers are properly repaired or disposed of.	Yes
Harvesting equipment and/or machinery which comes into contact with product is in good repair.	Yes
Light bulbs and glass on harvesting equipment are protected so as not to contaminate produce or fields in the case of breakage.	Yes
There is a standard operating procedure or instructions on what measures should be taken in the case of glass/plastic breakage and possible contamination during harvesting operations.	Yes
There is a standard operating procedure or instructions on what measures should be taken in the case of product contamination by chemicals, petroleum, pesticides or other contaminating factors.	Yes

For mechanically harvested product, measures are taken during harvest to inspect for and remove foreign objects such as glass, metal, rocks, or other dangerous/toxic items.	Yes
Harvesting containers, totes, etc. are not used for carrying or storing non- produce items during the harvest season, and farm workers are instructed in this policy.	Yes
Water applied to harvested product is microbially safe.	Yes
Efforts have been made to remove excessive dirt and mud from product and/or containers during harvest.	Yes
Transportation equipment used to move product from field to storage areas or storage areas to processing plant which comes into contact with product is clean and in good repair.	Yes
There is a policy in place and has been implemented that harvested product being moved from field to storage areas or processing plants are covered during transportation.	Yes
In ranch or field pack operations, only new or sanitized containers are used for packing the product.	Yes
Packing materials used in ranch or field pack operations are properly stored and protected from contamination.	Yes
Product moving out of the field is uniquely identified to enable traceability in the event of a recall.	Yes

Conclusion: Part 2 - Field Harvest And Field Packing Activities

Comments/Recommendations: Unanswered	
Field Harvest And Field Packing Activities	Pass

Part 3 - House Packing Facility

2 Failed 94.12%

Receiving

1 Failed

Product delivered from the field which is held in a staging area prior to packing or processing is protected from possible contamination.	No
<p>Notes</p> <p>Our staging area is far from the dairy farm but the assessment will make us 100% sure that we remain food safe.</p>	
Prior to packing, product is properly stored and/or handled in order to reduce possible contamination.	Yes

Washing/Packing Line

Source water used in the packing operation is potable.	Yes
If applicable, the temperature of processing water used in dump tanks, flumes, etc., is monitored and is kept at temperatures appropriate for the commodity.	Yes
Processing water is sufficiently treated to reduce microbial contamination.	Yes
Water-contact surfaces, such as dump tanks, flumes, wash tanks and hydro coolers, are cleaned and/or sanitized on a scheduled basis.	Yes
Water treatment (strength levels and pH) and exposure time is monitored and the facility has demonstrated it is appropriate for the product.	Yes
Food contact surfaces are in good condition; cleaned and/or sanitized prior to use and cleaning logs are maintained.	Yes
Product flow zones are protected from sources of contamination.	Yes
The water used for cooling and/or making ice is potable.	Yes
Any ice used for cooling produce is manufactured, transported and stored under sanitary conditions.	Yes


Packing House Worker Health & Hygiene

Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from packing area.	Yes
When there is a written policy regarding the use of hair nets/beard nets in the production area, it is being followed by all employees and visitors.	N/A
When there is a written policy regarding the wearing of jewelry in the production area, it is being followed by all employees and visitors.	N/A

Packing House General Housekeeping

1 Failed

Only food grade approved and labeled lubricants are used in the packing equipment/machinery.	Yes
Chemicals not approved for use on product are stored and segregated away from packing area.	Yes
The plant grounds are reasonably free of litter and debris.	Yes
The plant grounds are reasonably free of standing water.	Yes
Outside garbage receptacles/dumpsters are closed or are located away from packing facility entrances and the area around such sites is reasonably clean.	Yes
Packing facilities are enclosed.	Yes
The packing facility interior is clean and maintained in an orderly manner.	Yes
Floor drains appear to be free of obstructions.	Yes

Pipes, ducts, fans and ceilings which are over food handling operations, are clean.	<input type="radio"/> No
Notes	
Looks like we missed cleaning the 2nd fan this week.	
Photos	
 <p data-bbox="204 660 284 712">Photo 2</p>	
Glass materials above product flow zones are contained in case of breakage.	<input checked="" type="radio"/> Yes
Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains, or a sufficient distance.	<input checked="" type="radio"/> Yes
There is a policy describing procedures which specify handling/disposition of finished product that is opened, spilled, or comes into contact with the floor.	<input checked="" type="radio"/> Yes
Only new or sanitized containers are used for packing the product.	<input checked="" type="radio"/> Yes
Pallets and containers are clean and in good condition.	<input checked="" type="radio"/> Yes
Packing containers are properly stored and protected from contamination (birds, rodents, and other pests).	<input checked="" type="radio"/> Yes

Pest Control

Measures are taken to exclude animals or pests from packing and storage facilities.	<input checked="" type="radio"/> Yes
There is an established pest control program for the facility.	<input checked="" type="radio"/> Yes
Service reports for the pest control program are available for review.	<input checked="" type="radio"/> Yes
Interior walls, floors and ceilings are well maintained and are free of major cracks and crevices.	<input checked="" type="radio"/> Yes

Traceability

Records are kept recording the source of incoming product and the destination of outgoing product which is uniquely identified to enable traceability.	Yes
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Conclusion: Part 3 - House Packing Facility

Comments/Recommendations: Fan is an issue found today but Carl is cleaning it as I type this down.	
House Packing Facility	Pass

Product, Containers & Pallets

The storage facility is cleaned and maintained in an orderly manner.	Yes
Bulk storage facilities are inspected for foreign material prior to use and records are maintained.	Yes
Storage rooms, buildings, and/or facilities are maintained and sufficiently sealed or isolated and are protected from external contamination.	Yes
Storage grounds are reasonably free of litter and debris.	Yes
Floors in storage areas are reasonably free of standing water.	Yes
Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains, or sufficient distance.	Yes
There is a policy describing procedures which specify handling/disposition of finished product which is opened, spilled, or comes into contact with the floor.	Yes
Packing containers are properly stored and sufficiently sealed, to be protected from contamination (birds, rodents, pests, and other contaminants).	Yes
Pallets, pallet boxes, tote bags, and portable bins, etc. are clean, in good condition and do not contribute foreign material to the product.	Yes
Product stored outside in totes, trucks, bins, other containers or on the ground in bulk is covered and protected from contamination.	Yes
Non-food grade substances such as paints, lubricants, pesticides, etc., are not stored in close proximity to the product.	Yes
Mechanical equipment used during the storage process is clean and maintained to prevent contamination of the product.	Yes

Pest Control

Measures are taken to exclude animals or pests from storage facilities.	Yes
There is an established pest control program for the facility.	Yes
Service reports for the pest control program are available for review.	Yes
Interior walls, floors, and ceilings are well-maintained and are free of major cracks and crevices.	Yes

Ice & Refrigeration

The water used for cooling and/or making ice is potable.	Yes
Manufacturing, storage, and transportation facilities used in making and delivering ice used for cooling the product have been sanitized.	Yes
Climate-controlled rooms are monitored for temperature and logs are maintained.	N/A
Thermometer(s) are checked for accuracy and records are available for review.	Yes
Refrigeration system condensation does not come in contact with produce.	Yes
Refrigeration equipment (condensers, fans, etc.) is cleaned on a scheduled basis.	Yes
Iced product does not drip on pallets of produce stored below.	Yes

Transportation

Prior to the loading process, conveyances are required to be clean, in good physical condition, free from disagreeable odors, and from obvious dirt/debris.	Yes
Produce items are not loaded with potentially contaminating products.	Yes
Company has a written policy for transporters and conveyances to maintain a specified temperature(s) during transit.	Yes
Conveyances are loaded to minimize damage to product.	Yes

Worker Health and Personal Hygiene

Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from storage, shipping, and receiving areas.	Yes
When there is a written policy regarding the use of hair/beard nets in the storage and transportation areas, it is being followed by all affected employees and visitors.	Yes
When there is a written policy restricting the wearing of jewelry in the storage and transportation areas, it is being followed by all affected employees and visitors.	Yes

Traceability

Records are kept regarding the source of incoming product and the destination of outgoing product which is uniquely identified to enable traceability.	Yes
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Conclusion: Part 4 - Storage And Transportation

Comments/Recommendations: Unanswered	
Storage And Transportation	Pass
Note: Part 5 is no longer in use. Proceed to Part 6.	

Receiving

All companies that supply fresh produce are required to have passed a third party audit verification of GAP and/or GHP.	Yes
Upon receiving, conveyances are required to be clean, in good physical condition and free from obvious objectionable odors, dirt and/or debris at time of unloading.	Yes
Company does not accept produce items that are loaded with or are not protected from potentially contaminating products.	Yes
Refrigerated commodities are monitored for temperatures at the time of receiving.	Yes
The company has a written policy regarding the disposition of product when temperatures are not within the company's guidelines at the time of receiving.	Yes

Storage Facility/Temperature Control

The facility is clean and maintained in an orderly manner.	Yes
Refrigerated rooms are monitored for	N/A
temperature and logs are maintained.	N/A
Thermometer(s) are checked for accuracy and records are available for review.	Yes
Refrigeration system condensation does not come into contact with produce.	Yes
Refrigeration equipment (condensers, fans, etc.) is cleaned on a scheduled basis.	Yes
Iced product does not drip on pallets of produce stored below.	Yes
The water used for cooling/ice is potable.	Yes
Manufacturing, storage, and transportation facilities used in making and delivering ice used for cooling the product are sanitized on a scheduled basis.	Yes

There is a policy describing procedures which specify handling/disposition of finished product which is opened, spilled, or comes into contact with the floor.	Yes
Product flow zones are protected from sources of contamination.	Yes
Glass materials above product flow zones are contained in case of breakage.	N/A
The grounds are reasonably free of litter and debris.	Yes
The grounds are reasonably free of standing water.	Yes
Outside garbage receptacles/dumpsters are closed or are located away from facility entrances and the area around such sites is reasonably clean.	Yes
The facility is enclosed.	Yes
Floor drains appear to be free of obstructions.	Yes
Pipes, ducts, fans, and ceilings in the facility are reasonably clean.	Yes
Possible wastewater spillage is prevented from contaminating any food storage or handling area by barriers, drains, or a sufficient distance.	Yes
Non-food grade substances such as paints, lubricants, pesticides, etc., are not stored in close proximity to the product.	Yes

Pest Control

Measures are taken to exclude animals or pests from the facility.	Yes
Notes One warehouse is near the new dairy farm that is why they are taking steps to reinforce the fence.	
There is an established pest control program for the facility.	Yes
Service reports for the pest control program are available for review.	Yes
Interior walls, floors and ceilings are well-maintained and free of major cracks and crevices.	Yes

Repacking/Reconditioning

Does the facility repack and/or recondition product?	No
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Worker Health and Personal Hygiene

Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from repack and storage area.	Yes
When there is a written policy regarding the use of hair nets/beard nets in the facility, it is being followed by all affected employees and visitors.	N/A
When there is a written policy restricting the wearing of jewelry in the facility, it is being followed by all affected employees and visitors.	N/A

Shipping/Transportation

Prior to the loading process, conveyances are required to be clean, in good physical condition, free from disagreeable odors and from obvious dirt/debris.	Yes
Produce items are not loaded with potentially contaminating products.	Yes
Company has a written policy for transporters and conveyances to maintain a specified temperature(s) range during transit.	Yes

Traceability

Records are kept recording the source of incoming product and the destination of outgoing product which is uniquely identified to enable traceability.	Yes
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Conclusion: Part 6 - Wholesale Distribution Center/Terminal Warehouses

Comments/Recommendations: Unanswered	
Wholesale Distribution Center/Terminal Warehouses	Pass

Part 7 - Preventive Food Defense Procedures

2 Failed 94.87%

Secure Employee/Visitor Procedures

1 Failed

The company has a documented food defense plan and a person has been designated to oversee it.	Yes
Name: Matt Kent	
Food defense training has been provided to all employees.	No
Notes We have a newly hired employee and he is yet to be trained. Training will be completed tomorrow.	
Employees are aware of whom in management they should contact about potential security problems/issues.	Yes
Notes This was discussed during Onboarding of the new employee earlier this week.	
Name of management representative: Mandy Kent	
Visitors are required to check in (showing proof of identity) and out, when	Yes
entering/leaving the facility.	Yes
The purpose of visitation to site is verified before admittance to the facility.	Yes
Visitors are prohibited from the	Yes
packing/storage areas unless accompanied by an employee.	Yes
Incoming and outgoing employee and visitor vehicles to and from the site are subject to inspection.	Yes
Parked vehicles belonging to employees and visitors display a decal or placard issued by the facility.	Yes
Staff is prohibited from bringing personal items into the handling or storage areas.	Yes
Staff access in the facility is limited to the area of their job function and unrestricted areas.	Yes

Management is aware of which employee should be on the premises, and the area they are assigned to.	Yes
A system of positive identification of employees has been established and is enforced.	Yes

Secure Facility Procedures

1 Failed

Uniforms, name tags, or identification badges are collected from employees prior to the termination of employment.	No
<p>Notes</p> <p>William, our staff who went AWOL 2 weeks ago is yet to surrender his access badge but everyone is aware that he is no longer with us.</p>	
The mailroom is located away from the packing/storage facilities.	Yes
Computer access is restricted to specific personnel.	Yes
A system of traceability of computer transactions has been established.	Yes
A minimum level of background checks has been established for all employees.	Yes
Routine security checks of the premises are performed for signs of tampering, criminal or terrorist activity.	Yes
Perimeter of facility is secured by fencing or other deterrent.	Yes
<p>Notes</p> <p>And it will be reinforced.</p>	
Checklists are used to verify the security of doors, windows, and other points of entry.	Yes
All keys to the establishment are accounted for.	Yes
The facility has an emergency lighting system.	Yes
The facility is enclosed.	Yes
Storage or vehicles/containers/trailers/railcars that are not being used are kept locked.	Yes
Delivery schedules have been established.	Yes

The off-loading of incoming materials is supervised.	Yes
The organization has an established policy for rejecting deliveries.	Yes
Unauthorized deliveries are not accepted.	Yes
The company does not accept returned (empty) containers for packing of product unless they are sanitized containers intended for reuse.	Yes
The facility has a program in place to inspect	Yes
product returned to the facility for tampering.	Yes
The company has identified the individual(s), with at least one backup, who are responsible for recalling the product.	Yes
The company has performed a successful mock recall of product to the facility.	Yes
Product imported from outside the United States is segregated from domestic product.	Yes
Allergens handled by the facility are segregated from products to avoid cross contamination.	N/A
Floor plans, product flow plans, and/or segregation charts are in a secure location.	Yes
The organization has registered with the FDA and has been issued a registration number (do not record the number on checklist).	Yes

Conclusion: Part 7 - Preventive Food Defense Procedures

Comments/Recommendations: Unanswered	
Preventive Food Defense Procedures	Pass

Completion

Overall Comments

The biggest risk to our food safety is the new dairy farm on the nearby property. I know the owners and we are in talks so that we have fence reinforced.

The risk assessment to be conducted this weekend will help us make sure that there will be no issue moving forward.

Name and Signature

A handwritten signature in black ink, appearing to be 'MK', enclosed in a rounded rectangular box.

Matthew Kent

23rd May, 2019 4:58 PM +08

Photos

2 Photos

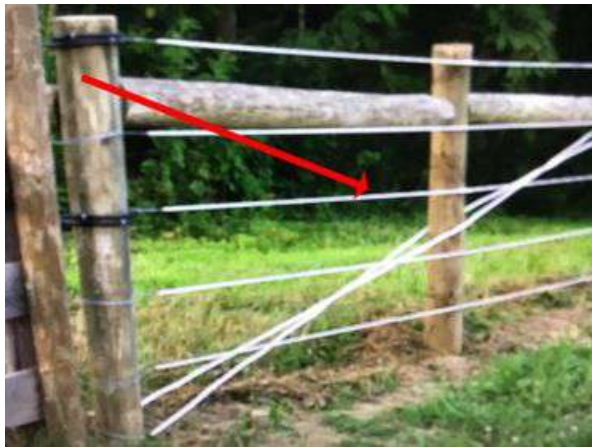


Photo 1



Photo 2