

FINAL AUDIT REPORT

Operation Type: Packinghouse
Audit Report Summary

CB Registration No. PA-PGFS-5147-1
PrimusGFS ID #99097 - Cert:4
Audited by Primus Auditing Operations

PrimusGFS Version 2.1-2

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Organization:	Coast Citrus Distributors Contact(s): Marisela Velasquez Isabel Freeland Address: 7597 Bristow Court 92154 Location: San Diego, California, United States Phone Number: (619) 661-7950						
Operation:	Coast Tropical Texas Contact(s): Marisela Velasquez Location: 200 N. 1st Street McAllen, Texas 78501, United States						
Shipper:	Coast citrus Distributors						
Operation Type:	Packinghouse						
Audit Type:	Announced Audit						
Audit Scope:	Audit of Good Manufacturing Practices conducted in a Storage and Distribution Center where re-packing practices are conducted. The audited facility has 5 re-packing lines, 8 cold rooms, and 3 banana storage areas. The audited facility operates from January to December with an average of 20 workers per shift.						
Date FSMS Started:	02 Dec 2016 11:00						
Date FSMS Finished:	02 Dec 2016 13:30						
Date Operation Started:	02 Dec 2016 08:00						
Date Operation Finished:	02 Dec 2016 11:00						
Product(s) observed during audit:	Chili Pepper, Limes, Peppers, Pineapples						
Similar product(s)/process(es) not observed:	Carrots, Mangoes, Papayas						
Product(s) applied for but not observed:	None						
Auditor:	Yahaira Nunez (Primus Auditing Operations)						
Preliminary Audit Score:	98%						
Final Audit Score:	98%						
Certificate Valid From:	11 Jan 2017 To 10 Jan 2018						
GPS Coordinates:	<table border="1"> <thead> <tr> <th>Latitude</th> <th>Longitude</th> <th></th> </tr> </thead> <tbody> <tr> <td>26° 12' 15"</td> <td>98° 13' 5"</td> <td>  Click here to see map </td> </tr> </tbody> </table>	Latitude	Longitude		26° 12' 15"	98° 13' 5"	 Click here to see map
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26° 12' 15"	98° 13' 5"	 Click here to see map					

[View Certificate](#)

[Corrective Action Activity](#)

AUDIT SCORING SUMMARY	Pre-Corrective Action Review		Post-Corrective Action Review	
Food Safety Management System Requirements	Score:	209	Score:	209
	Possible Points:	209	Possible Points:	209
	Percent Score:	100%	Percent Score:	100%
Good Manufacturing Practices Requirements	Score:	1036	Score:	1046
	Possible Points:	1060	Possible Points:	1060
	Percent Score:	97%	Percent Score:	98%
HACCP System Requirements	Score:	60	Score:	60
	Possible Points:	60	Possible Points:	60
	Percent Score:	100%	Percent Score:	100%
TOTAL	Score:	1305	Score:	1315
	Possible Points:	1329	Possible Points:	1329
	Percent Score:	98%	Percent Score:	98%

Non-Conformance Summary By Count	Pre-Corrective Action Non-Conformances	Post-Corrective Action Non-Conformances
Food Safety Management System Requirements	0	0
Good Manufacturing Practices Requirements	6	5
HACCP System Requirements	0	0
TOTAL	6	5

SECTIONS:

Food Safety Management System Requirements	Good Manufacturing Practices Requirements	HACCP System Requirements
Management System	General GMP	Preliminary Steps
Control of Documents and Records	Pest Control	Development of the HACCP Plan
Procedures and Corrective Actions	Storage Areas & Packaging Materials	Execution of the HACCP plan on the Plant Floor
Internal and external inspections	Operational Practices	
Rejection and release of product	Worker Practices	
Supplier Control	Equipment	
Traceability and Recall	Equipment Cleaning	
Food Defense	General Cleaning	
	Buildings and Grounds	
	Chemical Files	
	Pest Control Documentation	
	Operation Monitoring Records	
	Maintenance & Sanitation Files	

Worker Documentation
Testing/Analyses Records
Temperature Controlled Storage & Distribution Logs
Allergen Control

FSMS Management System		
1.01.01	<p>Question: Is there a Food Safety Manual or other documented food safety management system covering the scope of business included in this audit and procedures/instructions for all food safety processes?</p> <p>Auditor Comments: Yes. The food safety manual covering the scope of business as well as the procedures, policies and instructions related to food safety has been developed, these was reviewed by the HACCP Leader & Technical Director /V.P on June/2/2016.</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Question: Is there a documented food safety policy detailing the company's commitment to food safety?</p> <p>Auditor Comments: Yes. The food safety commitment including objectives is described in the Our Commitment to Quality and Safety document, this is included in the food safety manual and posted in a place visible for the employees, the policy was reviewed by the HACCP Leader & Technical Director /V.P on January/7/2016.</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
1.01.03	<p>Question: Is there an organizational chart of all workers who have food safety related activities?</p> <p>Auditor Comments: Yes. The Organizational Chart is included in the food safety manual, where the Chief Executive, CFO, HACCP Leader & Technical Director /VP, General Manager, Production Manager, Food Safety Director, and all of the key elements related to food safety area included, as well as the documented job descriptions, the document were included in the food safety manual's review. Please refer to Q1.01.01.</p>	<p>Possible Points: 3 Points Scored: 3 Score: Total Compliance</p>
	<p>Question: Is there a food safety committee and are there logs of food safety meetings with topics covered and attendees?</p> <p>Auditor Comments: Yes. The Food Safety Committee has been identified, where the HACCP Leader & Technical Director /VP, and General Manager are included, the meetings has been conducted and recored quarterly. The most recent meeting record presented for review was completed on October/15/2016.</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
1.01.05	<p>Question: Is there documented management verification of the entire food safety management system at least every 12 months?</p> <p>Auditor Comments: Yes. The Management Review SOP is included in the food safety manual, documented Annual Management Review pretend for review was completed and reviewed by the Food Safety Committee on July/10/2016 where the HACCP Leader & Technical Director /V.P. is included.</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Question: Is there a documented analysis detailing resources required to implement and improve the food safety management system processes with documented commitment from management to provide these resources?</p> <p>Auditor Comments: Yes. The analysis detailing resources required to implement and improve the food safety management system is included in the Food Safety Committee Meeting record from December/4/2015, where the HACCP Leader & Technical Director /V.P. is included.</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
FSMS Control of Documents and Records		
1.02.01	<p>Question: Is there a written document control procedure describing how documents will be maintained, updated and replaced?</p> <p>Auditor Comments: Yes. The SOP Creating Manuals, Procedures & SOP's describes how documents will be maintained, updated and replaced.</p>	<p>Possible Points: 3 Points Scored: 3 Score: Total Compliance</p>

1.02.02	Question: Are all records stored for a minimum period of 12 months or for at least the shelf life of product if greater than a year?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The monitoring and process control records are being stored for over a year.	
1.02.03	Question: Are food safety related documents and records stored and handled in a secured manner?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. The food safety monitoring records are being securely handled and controlled by the operations managers and food safety team.	
1.02.04	Question: Are the records maintained in an organized and retrievable manner?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. During the audit the food safety monitoring records were being properly maintained and organized by the operations managers and food safety team.	

FSMS	Procedures and Corrective Actions
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1.03.01	Question: Are there documented instructions for the creation of Standard Operating Procedures?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The SOP Creating Manuals, Procedures & SOP's details the instructions for the creation of Standard Operating Procedures.	
1.03.02	Question: Are the written procedures available to relevant users and is a master copy maintained in a central file?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The written procedures are maintained in the central file and a copy of the binder is available for the relevant users.	
1.03.03	Question: Is there a corrective action procedure that describes the requirements for handling deficiencies affecting food safety and prevention of future occurrences?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The documented Corrective Action Instructions details the requirements for handling deficiencies affecting food safety and prevention of future occurrences.	
1.03.04	Question: Is there a daily incidents report, sometimes called a Notice(s) of Unusual Occurrence and Corrective Actions Log (NUOCA) ?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The Corrective Action Form is in file, where the daily incidents are being recorded.	

FSMS	Internal and external inspections
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1.04.01	Question: Is there documented program for internal audits to be performed at the operations, covering all processes impacting food safety and the related documents and records?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. The program for internal audits is detailed in the Internal Audit SOP, the self audits are being conducted and recored in the PrimusGFS V2.1 checklist once per year, as well as the Self Inspection of Facility Documentation and records, these were completed on July/10/2016. The Quarterly Self Inspections Checklist is also being completed, the records are in file and available for review.	

1.04.02	Question: Are there written procedures for handling regulatory inspections?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. The Guidelines for Handling Regulatory and Independent Inspections are included in the food safety manual.	
1.04.03	Question: Are there records of regulatory inspections and/or contracted inspections, company responses and corrective actions, if any?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The records of the annual contracted inspections records are in file and available for review as well as the record of the regulatory inspection conducted on March/25/2015, including the corrective action report and company response.	
1.04.04	Question: Are there documented calibration procedures for measuring and monitoring devices used in the operations that are related to the safety of the product?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The Calibration SOP has been developed, the Thermometer Calibration Log is being recorded, the records are in file an available for review.	

FSMS	Rejection and release of product
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1.05.01	Question: Is there a written procedure for handling on hold or rejected products?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The written Procedure for On Hold or Rejected Product is included in the food safety manual.	
1.05.02	Question: Are there records of the handling of on hold or rejected products kept on file?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The records of the handling of on hold and/or rejected products are on file and available for review.	
1.05.03	Question: Is there a documented product release procedure available?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The release procedures is detailed in the documented Shipping Release Procedure.	
1.05.04	Question: Are there records of product releases kept on file?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The release information is recored in the Pick Ticket, the records are in file and available for review.	
1.05.05	Question: Is there a documented system for dealing with customer and buyer food safety complaints/feedback along with records and company responses, including corrective actions?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The Consumer Food Safety Complains/Feedback Procedure and the records of the Consumer Food Safety Complaints/Feedback Form are in file and available for review.	

FSMS	Supplier Control
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1.06.01	Question: Are there current written food safety related specifications for all raw products, ingredients, materials and services purchased?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The written specifications for the raw products, ingredients, materials and services purchased related to food safety are included in the Accounts Payable and Payment Policies and Procedures as well as in the Supplier Approval SOP, the technical specifications are also included in the food safety manual.	
1.06.02	Question: Is there a written procedure detailing how suppliers are evaluated, approved and monitored?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The Accounts Payable and Payment Policies and Procedures and the Approval Procedure SOP details how suppliers are evaluated, approved and monitored.	
1.06.03	Question: Is there a list of approved suppliers?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The Approved Supplier List is included in the food safety manual.	
1.06.04	Question: Does the organization have documented evidence to ensure that all products, ingredients or materials and services suppliers comply with the approval requirements and that they are being monitored as defined in the procedure?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. The organization has on file the documents listed in the Accounts Payable and Payment Policies and Procedures and Supplier Approval SOP as documented evidence of comply with specifications including the current letters of guarantee and evidence of the third party certification from the product suppliers and primary packing material suppliers.	
1.06.05	Question: If the organization is outsourcing any processes that may affect food safety, are there control procedures over such processes?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. The control procedure over suppliers related to food safety are detailed in the Contractor Pest Control SOP and Labor Contractor Service Agreement.	
1.06.06	Question: If tests and/or analysis within scope to food safety are performed by external laboratories, are they licensed/accredited (e.g. ISO 17025 or equivalent, National Regulations, State Department, etc.)?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The copy of the current ISO/IEC 17025:2005 accreditation form Quanta Lab/IEH Laboratories-PSL is in file and available for review.	
FSMS Traceability and Recall		
1.07.01	Question: Is there a document that indicates how the company product tracking system works, thereby enabling trace back and trace forward to occur in the event of a potential recall issue?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The Traceability System SOP details how the company product tracking system works.	
1.07.02	Question: Does the organization have a documented recall program including procedures, recall team roles and contact details, external contact listings and explanation of different recall classes?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. The documented Traceback and Product Recall Plan includes the recall procedure, recall team roles and contact details as well as alternates, also the explanation of different recall classes and external contact list are included.	

1.07.03	Question: Is testing of recall procedures (including trace back) performed and documented at least every six months? Can the company identify where affected product was sent?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The mock recall is being completed every six months, the most recent mock recall presented for review was completed on November/25/2016 and recorded in the Mock Recall Summary Form, which includes the scenario, class of recall, amount involved and recovered, lesson learned and support documentation for the step back and step forward.	

FSMS	Food Defense
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1.08.01	Question: Does the company have a documented food defense policy based on the risks associated with the operation?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The Food Defense Plan has been documented based on the risks associated with the operation.	

1.08.02	Question: Is there a current list of emergency contact phone numbers for management, law enforcement and appropriate regulatory agencies?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. The Emergency Contact List is included in the Food Defense Plan.	

1.08.03	Question: Are visitors to the company operations required to adhere to food defense policies?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. The visitors are required to sign a log adhering to the food defense policies.	

GMP	General GMP
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2.16.01	Question: Is there a designated person responsible for the food safety program?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The HACCP Leader & Technical Director and Managing Director are the designated people responsible for the food safety program in the audited operation.	

2.16.02	Question: Are all chemicals (pesticides, sanitizers, detergents, lubricants, etc.) stored securely, safely and are they labeled correctly?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. During the audit the chemicals were observed securely stored and properly labeled.	

2.16.03	Question: Are "food grade" and "non-food grade" chemicals used, handled and stored in a controlled manner?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit there the food grade chemicals and non-food grade chemicals were observed properly labeled and stored, these were being stored in designated and secured areas.	

2.16.04	Question: Are signs supporting GMP's posted appropriately?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The signs supporting GMP's with visual aids are located at strategic areas along of the facility.	

2.16.05	Question: Are the necessary food defense controls implemented in the operation?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The audited facility is and enclosed facility, identification badges are required for the workers and visitors, the operation has been implemented the necessary control detailed in the documented Food Defense Plan.	
GMP		
Pest Control		
2.17.01	Question: Are products or ingredients free of insects/rodents/birds/reptiles/mammals or any evidence of them? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. During the audit, evidence of insects/rodents/birds/reptiles/mammals was not observed on product or ingredients.	
2.17.02	Question: Are packaging supplies free of insects/rodents/birds/reptiles/mammals or any evidence of them? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. During the audit, evidence of insects/rodents/birds/reptiles/mammals was not observed on the packing suppliers.	
2.17.03	Question: Are plant and storage areas free of insects/rodents/birds/reptiles/mammals or any evidence of them?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit evidence of pest activity in the audited facility was not observed.	
2.17.04	Question: Is the area outside the facility free of evidence of pest activity?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. During the audit evidence of pest activity outside the facility was not observed.	
2.17.05	Question: Does the operation have a pest control program? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. A pest control program handled by a service supplier has been implemented.	
2.17.06	Question: Are pest control devices located away from exposed food products? Poisonous rodent bait traps are not used within the facility?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. During the audit the pest control devices were located away from exposed food products, poisonous rodent bait are not used in the audited facility.	
2.17.07	Question: Are pest control devices maintained in a clean and intact condition and marked as monitored (or bar code scanned) on a regular basis?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. During the audit the pest control devices were observed clean and well maintained, the pest control devices have a bar code which is being scanned as monitored. Please refer to Q2.26.03.	
2.17.08	Question: Are interior and exterior building perimeter pest control devices adequate in number and location?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The pest control devices were observed properly located inside and outside of the audited facility as well as at both sides of the interior and exterior doors.	

2.17.09	Question: Are all pest control devices identified by a number or other code (e.g. barcode) ?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The pest control devices are identified with a number.	

2.17.10	Question: Are all pest control devices properly installed and secured?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The pest control devices were properly installed and secured.	

GMP	Storage Areas & Packaging Materials
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2.18.01	Question: Are ingredients (including ice), products, and packaging stored to prevent cross contamination (this includes iced product pallets stored above pallets of product without adequate protection as well any allergen cross contamination issues)?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit the products and packing materials were observed properly stored, cross contamination issues were not observed.	

2.18.02	Question: Is the storage area completely enclosed?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The audited storage areas were enclosed areas.	

2.18.03	Question: Is the facilities use restricted to the storage of food products?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit the facility was being restricted to the storage of food products.	

2.18.04	Question: Are rejected or on hold materials clearly identified and separated from other materials?	Possible Points: 10 Points Scored: 7 Score: Minor Deficiency
	Auditor Comments: MN. At the time of the audit staged product was identified as On-Hold product.	

<i>Auditee Comments:</i> See Corrective action and pictures attached		View Files
<i>CB/Auditor Review Comments:</i> Rejected. An immediate action is observed in the files attached, however the evidence of the verification and followup to prevent future occurrences was not submitted.	No	Possible Points: 10 Points Scored: 7

2.18.05	Question: Are raw products, work in progress, ingredients (including ice), finished goods and food contact packaging within accepted tolerances for spoilage or adulteration? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit spoilage or adulteration on the product was not observed.	

2.18.06	Question: Are all storage areas clean, especially the racking structures, lights, ceilings, floor areas by the walls and other hard to reach areas?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit the storage areas were observed in clean conditions.	

2.18.07	Question: Are materials (commodities, packaging, ingredients, processing aids, work in progress, etc.) properly marked with rotation codes (receipt dates, manufacture dates, etc)?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The products and packing materials were observed properly marked with the receiving date as rotation code.	

2.18.08	Question: Are materials (commodities, packaging, ingredients, processing aids, work in progress, etc.) rotated using FIFO policy?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. During the audit the implementation of the FIFO policy was observed.	
2.18.09	Question: Are storage areas at the appropriate temperatures for the specific products being stored?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. During the audit the temperatures at the storage temperatures were being maintained.	
GMP Operational Practices		
2.19.01	Question: Does the process flow, facility layout, worker control, utensil control, internal vehicle use, etc. ensure that finished (processed) products are not contaminated by raw (unprocessed) products?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. The audited facility has a lineal flow, during the audit cross contamination issues were to observed.	
2.19.02	Question: Are all exposed materials (product, packaging etc.) protected from overhead contamination (e.g. ladders, motors, condensation, lubricants, walkways, loose panels, degrading insulation, etc.)?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. At the tie of the audit evidence of overhead contamination was not observed.	
2.19.03	Question: Are packing and/or processing areas completely enclosed?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. The packing/re-packing practices are conducted inside of an enclosed/refrigerated packing room.	
2.19.04	Question: Are production areas clean and well maintained; especially lights, floor areas by the wall and equipment, and other hard to reach areas?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit the audited areas were observed in clean conditions.	
2.19.05	Question: Is all re-work/re-packaging handled correctly?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Re-packaging/grading practices are the handling practices conducted in the audited facility, during the audit contamination issues were not observed.	
2.19.06	Question: Are raw ingredients examined before use?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The product is visually inspected before re-packing.	
2.19.07	Question: Are finished products coded (carton and unit packaging) for the day of production and displaying information to enable proper storage and use of the product within the food supply chain?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit there was observed that the unit packaging was being marked for the day of production meeting the customers requirements.	
2.19.08	Question: Are foreign material control methods (e.g. metal detectors, metal traps, visual inspection, etc.) in place? Are these systems regularly tested (where relevant) to ensure proper operation?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Visual inspection is used as a foreign material control method.	

2.19.09	Question: Does the facility use the appropriate test strips, test kits or test probes for verifying the concentrations of anti-microbial chemicals (product washing water, terminal sanitizers, dip stations, etc) being used and are they in operational condition?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Product washing water, terminal sanitizers, dip stations, etc., are not used in the audited facility.	
2.19.10	Question: Are hand washing stations adequate in number, appropriate in location, in working order, have warm water and adequately stocked (e.g. disposable towels, soap, etc.)?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. The hand washing stations were observed properly stocked, in working order and properly located, these are located inside of the bathrooms, and at the entrance of the packing area.	
2.19.11	Question: Are toilet facilities adequate in number and location and are they adequately stocked (e.g. toilet paper, disposable towels, soap, etc.)?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. The toilet facilities are adequate in number and location, and during the audit the toilet facilities were adequately stocked.	
2.19.12	Question: Are secondary hand sanitation stations e.g. hand dip, gel or spray stations adequate in number and location? Are the stations maintained properly?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. Alcohol foam stations are placed, these are located next to the hand washing stations and at the packing area.	
2.19.13	Question: Are foot dip stations adequate in number and location? Are the stations maintained properly?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Foot dip stations are not used in the audited facility, based on the audited guidelines this question is not applicable.	
2.19.14	Question: Are single services containers used for their intended purpose only so that potential cross contamination is prevented?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit the single services containers were used for their intended purpose only.	
2.19.15	Question: Are re-usable containers clearly designated for the specific purpose (trash, raw product, finished product, re-work, ice, etc.) such that cross contamination is prevented?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. During the audit the reusable containers were clearly identified/designated for the specific purpose.	
2.19.16	Question: Are food safety measuring devices working properly?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. During the audit the thermometers were observed in operational conditions.	
GMP Worker Practices		
2.20.01	Question: Are workers washing and sanitizing their hands before starting work each day, after using the restroom, after breaks and whenever hands may be contaminated?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. During the audit this practice was observed.	

2.20.02	Question: Are workers' fingernails clean, short and free of nail polish?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. During the audit the workers were observe with short nails and free of nail polish, gloves are required during the packing practices.	
2.20.03	Question: Is there no sign of any workers with boils, sores, open wounds or exhibiting signs of foodborne illness working in direct and indirect food contact?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. During the audit workers with boils, sores, open wounds or exhibiting signs of foodborne illness were not observed.	
2.20.04	Question: Are workers wearing effective hair restraints?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The use of heir restraints is required in the audited operation, during the audit issues were not observed.	
2.20.05	Question: Is jewelry confined to a plain wedding band?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit workers with exposed jewelry were not observed.	
2.20.06	Question: Are all workers wearing outer garments suitable for the operation (e.g. smocks, aprons, sleeves, non-latex gloves)	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Disposable gloves, as well as plastic aprons and sleeves are provided for the workers.	
2.20.07	Question: Do workers remove protective outer garments e.g. smocks, aprons, sleeves and gloves when on break and before using the toilets and when going home at the end of their shift?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The workers remove and dispose protective outer garments when on break and before using the toilets and when going home at the end of their shift. The aprons and sleeves are deposited at the end of the day.	
2.20.08	Question: Is there a designated area for workers to leave protective outer garments e.g. smocks, aprons, sleeves and gloves when on break and before using the toilets?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The workers remove and dispose their protective outer garments when on break and before using the toilets, there is a designed areas for the workers to leave their protective outer garments. The aprons and sleeves are deposited at the end of the day.	
2.20.09	Question: Workers personal items are not being stored in the production and material storage areas?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. During the audit the workers personal items were properly stored in the break area.	
2.20.10	Question: Is smoking, eating, chewing and drinking confined to designated areas?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The audited operation has a smoking, eating, chewing and drinking confined to designated areas, during the audit issue were not observed.	

2.20.11	Question: Are all items removed from shirt or blouse top pockets?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. During the audit workers with items on their top shirt or blouse top pockets were not observed.	
2.20.12	Question: Is there a first aid kit(s) readily available in the facility and adequately stocked?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. During the audit the first aid kit was accessible, well maintained and properly stocked including detectable blue bandages.	

GMP	Equipment
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2.21.01	Question: Are food contact equipment surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g. tape, string, cardboard, etc.)?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. The food contact surfaces are stainless steel and food grade plastic, at the time of the audit these were observed in good conditions.	
2.21.02	Question: Are non-food contact equipment surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g. tape, string, cardboard, etc.)?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The non-food contact surfaces are metal and stainless steel, at the time of the audited the these were observed in good conditions.	
2.21.03	Question: Does equipment design and condition (e.g. smooth surfaces, smooth weld seams, non-toxic materials, no wood) facilitate effective cleaning and maintenance?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. During the audit issues with the equipment design were not observed.	
2.21.04	Question: Are thermometers (independent of thermostat probes) present in all coolers and freezers?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Independent thermometers are in place.	
2.21.05	Question: Are all thermometers non-glass and non-mercury?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Glass/mercury thermometers were not observed within the packinghouse/cold rooms.	

GMP	Equipment Cleaning
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2.22.01	Question: Are food contact equipment surfaces clean?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit the food contact surfaces were observed in clean conditions.	
2.22.02	Question: Are non-food contact equipment surfaces clean?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit the food non-contact surfaces were observed in clean conditions.	

2.22.03	Question: Are items (barrels, bins, etc.) that are used to hold or store product clean?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit the plastic crates used to hold product were observed in clean conditions.	
2.22.04	Question: During cleaning are foods and packaging protected from contamination?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. According to the designated person responsible for the food safety program verbal confirmation the products and packing materials are protected from contamination during the cleaning practices. During the audit issues were not observed.	
2.22.05	Question: Are cooling units including coils in coolers and freezers clean and free of aged, dirty ice?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit the cooling units and coils in coolers were observed in clean conditions.	
2.22.06	Question: Are all fan guards dust-free and the ceiling in front of the fans free of excessive black deposits?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit all fan guards were observed in clean conditions.	
2.22.07	Question: Is stored equipment that is not used on a daily basis stored in a clean condition with food-contact surfaces protected and/or are they retained on cleaning schedules in some manner, even though they are not in use?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The equipment that is not used on a daily basis was observed in clean conditions.	
2.22.08	Question: Are all utensils, hoses, and other items not being used stored clean and in a manner to prevent contamination?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit utensils, hoses, and other items not being used were observed clean and properly stored.	
2.22.09	Question: Are maintenance tools that are used in the production and storage areas of the facility clean, sanitary and corrosion free?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. During the audit the maintenance tools were observed properly stored and well maintained.	
2.22.10	Question: Are excess lubricants and grease removed from the equipment?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit excess lubricants and grease on the equipment was not observed.	
GMP General Cleaning		
2.23.01	Question: Are spills cleaned up immediately?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. During the audit this practice was observed.	

2.23.02	Question: Are waste and garbage frequently removed from packing and storage areas?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. During the audit the activity was observed.	
2.23.03	Question: Do floor drains flow in a manner that prevents contamination (e.g. from high to low risk areas, from high risk directly to drain system), are they covered, appear clean, free from odors and well maintained?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The floor drains were observed covered, clean and free from odors.	
2.23.04	Question: Do high level areas including overhead pipes, ducts, fans, etc. appear clean?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit the overhead structures were observed in clean conditions.	
2.23.05	Question: Are plastic strip curtains maintained in a good condition, kept clean and mounted so that the tips are not touching the floor?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The plastic strip curtain located at the North/East side of the warehouse was observed clean and in good conditions.	
2.23.06	Question: Is safety equipment for the sanitation crew adequate, in good condition and stored to prevent cross contamination to raw products, work in progress, ingredients, finished goods or packaging?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit the equipment for the sanitation crew was observed clean, well maintained.	
2.23.07	Question: Is cleaning equipment available and stored properly?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit the cleaning tools were observed properly stored, by areas, head down and off the floor.	
2.23.08	Question: Is cleaning equipment identified in order to prevent potential cross contamination issues e.g. production, maintenance, outside, restroom equipment?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. A color code has been implemented as cleaning tool identification to prevent cross contamination.	
2.23.09	Question: Are all items used for sanitation appropriate for their designated purpose (e.g. no steel wool, metal bristles, etc.)?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The items used for sanitation observed during the audit were appropriate for their designated purpose.	

2.23.10	Question: Are toilet facilities and hand-wash stations clean?	Possible Points: 15 Points Scored: 5 Score: Major Deficiency						
	Auditor Comments: MJ. Trash cans are located in all of the women's bathroom, and one two men's bathroom where soiled toilet paper was being placed.							
<table border="1" style="width: 100%;"> <tr> <td colspan="2">Auditee Comments: See Corrective Action #2 and pictures</td> <td style="text-align: right;">View Files</td> </tr> <tr> <td style="width: 60%;">CB/Auditor Review Comments: MN. An immediate action is observed in the files attached, however the evidence of the verification and followup to prevent future occurrences was not submitted.</td> <td style="width: 10%; text-align: center; vertical-align: middle;">Yes</td> <td style="width: 30%;">Possible Points: 15 Points Scored: 10 New Score: Minor Deficiency</td> </tr> </table>			Auditee Comments: See Corrective Action #2 and pictures		View Files	CB/Auditor Review Comments: MN. An immediate action is observed in the files attached, however the evidence of the verification and followup to prevent future occurrences was not submitted.	Yes	Possible Points: 15 Points Scored: 10 New Score: Minor Deficiency
Auditee Comments: See Corrective Action #2 and pictures		View Files						
CB/Auditor Review Comments: MN. An immediate action is observed in the files attached, however the evidence of the verification and followup to prevent future occurrences was not submitted.	Yes	Possible Points: 15 Points Scored: 10 New Score: Minor Deficiency						
2.23.11	Question: Are worker break facilities clean, including microwaves and refrigerators? No rotting or out of date foodstuffs?	Possible Points: 5 Points Scored: 5 Score: Total Compliance						
	Auditor Comments: Yes. During the audit the break area was observed in clean conditions.							
2.23.12	Question: Is the maintenance shop organized - i.e. equipment and spares stored in a neat and tidy fashion?	Possible Points: 5 Points Scored: 5 Score: Total Compliance						
	Auditor Comments: Yes. During the audit the maintenance area was observed clean and well maintained.							
2.23.13	Question: Are internal transport vehicles (e.g. forklifts, bobcats, pallet jacks, trolleys, floor cleaners, etc.), clean, do not emit toxic fumes and being used in a sanitary manner?	Possible Points: 5 Points Scored: 5 Score: Total Compliance						
	Auditor Comments: Yes. The forklifts observed during the audit were clean, and properly maintained.							
2.23.14	Question: Are shipping trucks clean and in good condition?	Possible Points: 0 Points Scored: 0 Score: N/A						
	Auditor Comments: N/A. Shipping trucks were not observed during the audit.							
GMP Buildings and Grounds								
2.24.01	Question: Are all lights in the facility that could potentially contaminate raw materials, work in progress, ingredients (including ice), finished goods, equipment or packaging shielded to protect product from contamination in the event of breakage?	Possible Points: 15 Points Scored: 15 Score: Total Compliance						
	Auditor Comments: Yes. The list of the audited facility are shielded to protect product from contamination in the event of breakage.							
2.24.02	Question: Has the facility eliminated or controlled any potential metal, glass or plastic contamination issues?	Possible Points: 15 Points Scored: 15 Score: Total Compliance						
	Auditor Comments: Yes. At the time of the audit the physical contamination issues were not observed.							
2.24.03	Question: Has the facility eliminated the use of wooden items or surfaces?	Possible Points: 5 Points Scored: 5 Score: Total Compliance						
	Auditor Comments: Yes. At the time of the audit wooden surfaces other than pallets were not observed.							

2.24.04	Question: Is there adequate lighting in the packing and storage areas?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The audited areas were observed well illuminated.	
2.24.05	Question: Is ventilation adequate to control dust, condensation, odors and vapors?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The audited facility is enclosed facility, at the time of the audit ventilation issues were not observed.	
2.24.06	Question: Are floor surfaces in good condition, with no standing water, no debris trapping cracks and are they easy to clean?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit the floor of the audited areas were observed in good conditions.	
2.24.07	Question: Are the floor drains where they are needed for drainage and cleanup?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. During the audit there was observed that the floor drains where they are needed for drainage and cleanup.	
2.24.08	Question: Are doors to the outside pest proof?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The doors of the audited areas are pest proof.	
2.24.09	Question: Are dock doors fitted with buffers to seal against trucks?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. The dock doors are fitted with buffers to seal against trucks.	
2.24.10	Question: Are dock load levelers and shelters maintained in a good condition, pest proof and debris free?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. During the audit the dock load levelers and shelters were observed well maintained, clean and in good conditions.	
2.24.11	Question: Are exterior walls free of holes to exclude pests? Are pipes, vents, air ducts designed and protected in order to prevent pest entry e.g. by using fine mesh?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit the exterior walls were observed in good conditions.	
2.24.12	Question: Are interior walls and ceilings free of cracks and crevices to prevent pest harborage and allow proper sanitation?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. At the time of the audit the walls and ceilings were observed in good conditions.	
2.24.13	Question: Do false ceiling areas have adequate access to allow for inspection and cleaning?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. During the audit false ceilings were not observed.	

2.24.14	Question: Is an 18" (46cm) internal wall perimeter being maintained within the facility, with adequate access to these wall perimeters thereby allowing inspection and cleaning ?	Possible Points: 5 Points Scored: 5 Score: Total Compliance									
	Auditor Comments: Yes. During the audit the 18" internal wall perimeter was being maintained.										
2.24.15	Question: Is the exterior area immediately outside the facility free of litter, weeds and standing water?	Possible Points: 5 Points Scored: 5 Score: Total Compliance									
	Auditor Comments: Yes. At the time of the audit the exterior area immediately outside the facility was observed clean and well maintained.										
2.24.16	Question: Are control measures being implemented for the storage of pallets, equipment, tires etc. (i.e. out of the mud, pipe ends capped, stacked to prevent pest harborage, away from building perimeter)?	Possible Points: 5 Points Scored: 5 Score: Total Compliance									
	Auditor Comments: Yes. During the audit the pallets and equipment were observed properly stored in the designated areas.										
2.24.17	Question: Are pallets inspected to separate and replace dirty or broken pallets?	Possible Points: 5 Points Scored: 5 Score: Total Compliance									
	Auditor Comments: Yes. The pallets are inspected and separated as needed, during the audit issues were not observed.										
2.24.18	Question: Is the area around the dumpster/cull truck/trash area clean?	Possible Points: 3 Points Scored: 3 Score: Total Compliance									
	Auditor Comments: Yes. During the audit the area around the garbage receptacles was observed clean.										
2.24.19	Question: Are outside garbage receptacles and dumpsters kept covered or closed?	Possible Points: 5 Points Scored: 0 Score: Non-Compliance									
	Auditor Comments: NC. During the audit the outside garbage receptacle was not covered.										
<table border="1"> <tr> <td colspan="2">Auditee Comments: Garbage being covered.</td> <td>View Files</td> </tr> <tr> <td></td> <td style="text-align: center;">CA Accepted?</td> <td></td> </tr> <tr> <td>CB/Auditor Review Comments: MN. An immediate action is observed in the files attached, however the evidence of the verification and followup to prevent future occurrences was not submitted.</td> <td style="text-align: center;">Yes</td> <td> Possible Points: 5 Points Scored: 3 New Score: <i>Minor Deficiency</i> </td> </tr> </table>			Auditee Comments: Garbage being covered.		View Files		CA Accepted?		CB/Auditor Review Comments: MN. An immediate action is observed in the files attached, however the evidence of the verification and followup to prevent future occurrences was not submitted.	Yes	Possible Points: 5 Points Scored: 3 New Score: <i>Minor Deficiency</i>
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CB/Auditor Review Comments: MN. An immediate action is observed in the files attached, however the evidence of the verification and followup to prevent future occurrences was not submitted.	Yes	Possible Points: 5 Points Scored: 3 New Score: <i>Minor Deficiency</i>									
2.24.20	Question: Are all water lines protected against back siphonage?	Possible Points: 5 Points Scored: 5 Score: Total Compliance									
	Auditor Comments: Yes. The main water lines is protected against back siphonage.										
2.24.21	Question: Is the on-site laboratory (where appropriate) completely enclosed and separated from production and storage areas?	Possible Points: 0 Points Scored: 0 Score: N/A									
	Auditor Comments: N/A. There is no laboratory within the facility.										

GMP	Chemical Files
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2.25.01	Question: Are copies of all Safety Data Sheets (detergents, sanitizers, pesticides, etc.) on file and fully accessible at all times with clear indexes?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The Safety Data Sheets are properly filed with a clear index, at the time of the audit these were easily accessible.	
2.25.02	Question: Are there copies of specimen labels for chemicals used, where the full label is not immediately accessible e.g. rodent chemicals, product sanitizers?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Full labels are accessible as well as copies of the specimen labels for chemicals used in the audited operation.	
2.25.03	Question: Is there a chemical inventory and/or usage log?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. The Monthly Chemical Inventory is being completed, the records are in file and available for review.	
2.25.04	Question: Are there specific Standard Operating Procedures (SOPs) for the changing and testing of water and ice systems e.g. washing flumes, hydrovacuums, hydrocoolers, ice making machines, ice injectors, etc.?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Water/ice systems are used in the audited operation.	

GMP	Pest Control Documentation
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2.26.01	Question: Is there a documented pest control program, including a copy of the contract with the extermination company (if used), Pest Control Operator license(s) (if baits are used) and insurance documents?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. The pest control program is handled by an outside services supplier, the contract with the extermination company, Scope of Service, pest control operator license and insurance documents were provided by the services supplier.	
2.26.02	Question: Is there a schematic drawing of the plant showing numbered locations of all traps and bait stations, both inside and outside the plant?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The schematic drawing pest control devices provided by the pest control services supplier is in place, it was reviewed on November/28/2016.	
2.26.03	Question: Are service reports created for pest control checks detailing inspection records, application records, and corrective actions of issues noted (in-house and/or contract)?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The pest control service is being completed twice per week, the Pest Management Report and Barcode Detail Work Order Summary are in file and available for review.	

GMP	Operation Monitoring Records
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2.27.01	Question: Does the facility have incoming goods (raw products, ingredients and packing materials) inspection data?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The incoming inspections for products are recorded in the Receiving Ticket, the incoming inspections for packing materials are recorded in the Supplier Log.	

2.27.02	Question: Are there inspection logs on incoming trailers for rodents and insects, cleanliness, holes and temperature control?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The incoming inspections for trailers with products are recorded in the Receiving Ticket, the incoming inspections for trailers with packing materials are recorded in the Supplier Log.	
2.27.03	Question: Are there records for the necessary process monitoring activities (e.g. pH, water temperature, metal detection, labeling, heating processes, etc.) showing the monitoring frequencies, results and where necessary the corrective actions?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: N/A. Based on the practices observed during the audit monitoring activities are not used in the packinghouse.	
2.27.04	Question: Are there records (with corrective actions) that show anti-microbial (e.g. free chlorine, ORP, peracetic acid) strength testing of wash water and ice solutions prior to start up and throughout the production runs?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. The audited operation does not have washing systems.	
2.27.05	Question: Are there records (with corrective actions) that show anti-microbial strength testing of hand/foot/tool dip stations? Are there stock check and replenishment records for gel and spray stations?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: Yes. The stock check and replenishment for gel stations is being recorded in the Hand Sanitizer, Hand Soap and Towel Dispenser Log.	
2.27.06	Question: Is there a tool accountability program for knives and similar cutting hand tools used in the production area?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. At the time of the audit cutting tools were not being used in the production area.	
2.27.07	Question: Is there a daily pre-operation inspection log?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The daily pre-operation inspections are being recorded in the Daily Pre-Operation Inspection Log.	
2.27.08	Question: Has a documented risk assessment been performed to ensure that any food safety hazards relevant to facility location and adjacent land use are identified and controlled?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The documented Risk Assessment for Facility Location is included in the food safety manual.	
2.27.09	Question: Is there a current certificate of inspection for backflow prevention assemblies on water lines into the facility?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. The Backflow Prevention Assembly Test and Maintenance Report was completed on January/6/2016, this is in file and available for review.	
2.27.10	Question: Is there documented evidence of the internal audits performed to the audited operations, detailing findings and corrective actions?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The program for internal audits is detailed in the Internal Audit SOP, the the Quarterly Self Inspections Checklist is being completed quarterly.	

GMP	Maintenance & Sanitation Files
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2.28.01	Question: Does the facility have a preventative maintenance program and a documented schedule?	Possible Points: 10 Points Scored: 10 Score: Total Compliance									
	Auditor Comments: Yes. The preventive maintenance program is included in the documented Preventative Maintenance SOP and Schedule.										
2.28.02	Question: Is there a log of maintenance work or repairs ordered and is it signed off on work completed?	Possible Points: 10 Points Scored: 10 Score: Total Compliance									
	Auditor Comments: Yes. The maintenance work/repairs are signed off in the Preventative Maintenance Log.										
2.28.03	Question: Are there logs showing that equipment is cleaned and sanitized after maintenance work has been completed?	Possible Points: 5 Points Scored: 5 Score: Total Compliance									
	Auditor Comments: Yes. The Preventative Maintenance Log indicates the the equipment is cleaned and sanitized after maintenance work has been completed.										
2.28.04	Question: Is there a written cleaning schedule (Master Sanitation Schedule) that shows what and where is to be cleaned and how often?	Possible Points: 10 Points Scored: 10 Score: Total Compliance									
	Auditor Comments: Yes. The cleaning schedule is detailed in the Master Sanitation Schedule.										
2.28.05	Question: Are there written cleaning procedures (Sanitation Standard Operating Procedures) for the facility and all equipment?	Possible Points: 10 Points Scored: 10 Score: Total Compliance									
	Auditor Comments: Yes. The cleaning procedures are detailed in the Sanitation Standard Operating Procedures.										
2.28.06	Question: Are sanitation logs on file that show what cleaning was done, when and who carried out the cleaning?	Possible Points: 5 Points Scored: 3 Score: Minor Deficiency									
	Auditor Comments: MN. The cleaning practices are being recorded in the Sanitation Schedule Log, however the cleaning and sanitation practices for the floor scrubber/tennent are not being recorded.										
<table border="1" style="width: 100%;"> <tr> <td colspan="2">Auditee Comments: Corrected see files attached</td> <td style="text-align: right;">View Files</td> </tr> <tr> <td style="width: 60%;"></td> <td style="text-align: center;">CA Accepted?</td> <td></td> </tr> <tr> <td>CB/Auditor Review Comments: TC. Based on the files attached a corrective action was completed.</td> <td style="text-align: center;">Yes</td> <td> Possible Points: 5 Points Scored: 5 New Score: Total Compliance </td> </tr> </table>			Auditee Comments: Corrected see files attached		View Files		CA Accepted?		CB/Auditor Review Comments: TC. Based on the files attached a corrective action was completed.	Yes	Possible Points: 5 Points Scored: 5 New Score: Total Compliance
Auditee Comments: Corrected see files attached		View Files									
	CA Accepted?										
CB/Auditor Review Comments: TC. Based on the files attached a corrective action was completed.	Yes	Possible Points: 5 Points Scored: 5 New Score: Total Compliance									
2.28.07	Question: Are there documented procedures and completion records for clean-in-place (CIP) activities, where applicable (e.g. cleaning re-circulating water systems such as washing flumes, ice injectors, hydrocoolers, ice makers, etc.)?	Possible Points: 0 Points Scored: 0 Score: N/A									
	Auditor Comments: N/A. Recirculation systems are not used in the audited operation.										
2.28.08	Question: Is there a routine program and written procedure to validate sanitation effectiveness using rapid post sanitation checks, e.g., ATP measurements?	Possible Points: 5 Points Scored: 5 Score: Total Compliance									
	Auditor Comments: Yes. The ATP program is detailed in the Adenosine Tri-Phosphate (ATP) Testing SOP, the Daily ATP Schedule/Test Log is being recored, the records are in file and available for review.										

2.28.09	Question: Is there a log indicating that floor drains are cleaned on a regular basis (minimum daily in wet and fresh-cut production areas)?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: Yes. The cleaning of the floor drains is recorded daily in the Floor Drain Log.	
2.28.10	Question: Are there records showing cooling units are serviced and cleaned at least every 12 months or more frequently as required?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Based on the preventive maintenance schedule the cleaning and service is being compiled quarterly, based not the records the most recent cleaning and service was completed on July/19/2016.	
2.28.11	Question: Is there a documented glass management policy and procedure (including company glass policy, glass breakage procedure and where necessary glass register)?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The policy is included in the Glass Breakage SOP, the monthly Warehouse Glass Register is being completed, the records are in file and available for review.	
GMP Worker Documentation		
2.29.01	Question: Are there records of new worker food safety (GMP) orientation training (with topics covered and attendees) and are all workers required to sign the company's food safety hygiene and health policy?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The training program is detailed in the Employee Education Outline, the new employees training records are in file and available for review.	
2.29.02	Question: Are there logs of ongoing worker food safety education training with topics covered and attendees?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The training program is detailed in the Employee Education Outline, the ongoing food safety training is being completed quarterly, the most recent training record presented for review was completed on November/10/2016.	
2.29.03	Question: Is there a documented training program with training logs for the sanitation workers including best practices and chemical use details?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The training program is detailed in the Employee Education Outline, the most recent training record presented for review was completed on September/19/2016.	
2.29.04	Question: Are there written procedures in place that require food handlers to report any cuts or grazes and/or if they are suffering any illnesses that might be a contamination risk to the products being produced? (In the US, auditors can check procedure/policy but not actual records).	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. The procedures are indicated in the documented Company Policies.	
2.29.05	Question: Are there written sickness reporting and return to work procedures?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. The documented Return to Work Policy details the sickness reporting and return to work procedures.	
2.29.06	Question: Is there an worker non-compliance/disciplinary action procedure (verbal confirmation accepted)?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. The procedure is described in the Employee Non-Compliance Form.	

2.29.07	Question: Are visitors and contractors required to sign a log stating that they will comply with the operation's personal hygiene and health policies?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. The visitors log is in place stating the comply with the operation's personal hygiene and health policies. At the time of the audit the log was implemented.	

GMP Testing/Analyses Records

2.30.01	Question: Are there records of routine equipment microbiological testing?	Possible Points: 5 Points Scored: 3 Score: Minor Deficiency
	Auditor Comments: MN. The equipment microbiological testing is being conducted quarterly by IEH-QuantaLab. The test results presented for review shows Negative for E.Coli O157:H7, Listeria sop and Salmonella spp. The most recent test result presented for review was completed on September/15/2016, however these are not being completed monthly to be in full compliance with the audit guidelines.	

Auditee Comments: See Corrective Action attached		View Files
	CA Accepted?	
CB/Auditor Review Comments: Rejected. Evidence of monthly microbiologic testing results were not submitted to be in full compliance with the audit guidelines.	No	Possible Points: 5 Points Scored: 3

2.30.02	Question: Are there records of routine environmental microbiological testing?	Possible Points: 5 Points Scored: 3 Score: Minor Deficiency
	Auditor Comments: MN. The environmental microbiological testing is being conducted quarterly by IEH-QuantaLab. The test results presented for review shows Negative for E.Coli O157:H7, Listeria sop and Salmonella spp. The most recent test result presented for review was completed on September/15/2016, however these are not being completed monthly to be in full compliance with the audit guidelines.	

Auditee Comments: See Coorrective Action Attached		View Files
	CA Accepted?	
CB/Auditor Review Comments: Rejected. Evidence of monthly microbiologic testing results were not submitted to be in full compliance with the audit guidelines.	No	Possible Points: 5 Points Scored: 3

2.30.03	Question: Are there routine microbiological tests on water used in the facility (sampled from within the facility)?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The water microbiological testing is being conducted quarterly by IEH-QuantaLab, showing < 1.0 CFU/100ml for Total Colifors and E.Coli. The most recent microbiologic test result presented for review was completed on September/15/2016.	

2.30.04	Question: Are there routine microbiological tests on ice used in the facility (either produced in-house or purchased)?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Ice was not being used in the audited operation.	

2.30.05	Question: Are routine tests (e.g., microbiological, moisture, etc.) performed on compressed air that is used directly on food and food contact surfaces?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Compressed air was not being used in on product and/or food contact surfaces.	

GMP Temperature Controlled Storage & Distribution Logs

2.31.01	Question: Are there records of final product temperature checks for temperature sensitive product?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Whole product is handled in the audited operation.	
2.31.02	Question: Are there temperature logs for the packing room (if refrigerated)?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: N/A. The packing/re-packing room is not refrigerated.	
2.31.03	Question: Are there temperature logs for storage rooms?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The storages temperatures are being monitored and recorded once per day the Daily Reading Log.	
2.31.04	Question: Are there records of shipping truck temperature checks, indicating that the truck was pre-cooled prior to loading?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The audited operation verify the trucks temperatures prior to loading, the inspection is being conducted by the shipping personnel and recorded in the Pick Ticket.	
2.31.05	Question: Are there sanitary condition logs for shipping trucks (cleanliness, trailer condition, odor, etc.)?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The sanitary conditions of the shipping trucks are record in the Pick List.	

GMP Allergen Control		
2.32.01	Question: There are no allergen risks handled or stored within production and storage areas?	Possible Points: 0 Points Scored: 0 Score: Yes
	Auditor Comments: Yes. At the time of the audit allergens were not being handed and/or stored in the audited facility.	
2.32.02	Question: Has a documented allergen management plan been developed?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q2.32.01.	
2.32.03	Question: Are there adequate storage controls (separation, identification etc.) that ensure that allergens are not contaminating other materials?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q2.32.01.	
2.32.04	Question: Is there a dedicated production line or adequate clean down and production procedures that prevent allergen cross contamination?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q2.32.01.	
2.32.05	Question: Are utensils and work in progress storage containers identified in order to prevent allergen cross contamination?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q2.32.01.	

2.32.06	Question: Does re-work handling take into account the issues associated with allergen containing products?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q2.32.01.	
2.32.07	Question: Are workers trained with respect to allergen risks and the facility allergen cross contamination controls (including hand washing between production runs) and are there records of this allergen training?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q2.32.01.	
2.32.08	Question: Are all products manufactured on site, labeled correctly with respect to allergens?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q2.32.01.	

HACCP	Preliminary Steps
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3.01.01	Question: Is there a team responsible for the HACCP program at the operation, with a leader assigned and if applicable, for the development, implementation and on-going maintenance of the HACCP system?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The HACCP team has been identified were the HACCP Leader & Technical Director, as well as all of the management positions are included.	
3.01.02	Question: Is there documented evidence that the HACCP team members have being trained on HACCP principles?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The HACCP Leader & Technical Director has been attended to a validate HACCP course, based on the training records presented for review the training on HACCP principles for the HACCP team members was completed on July/25/2016.	
3.01.03	Question: Does a product description exist for the products produced?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The HACCP Product Description;nt is include in the food safety manual.	
3.01.04	Question: Has the process(es) been flow charted in sufficient detail to completely describe the process or product handling/processing steps and has the flow chart(s) been verified?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. The process Flow Diagram is included in the food safety manual.	

HACCP	Development of the HACCP Plan
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3.02.01	Question: Has a documented hazard analysis for the process been conducted, showing the various types of hazard, their likelihood of occurrence and their associated severity? A ZERO POINT (NON-COMPLIANCE) DOWNSCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THIS AUDIT	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. The Hazard Analysis for all of the product handling steps was completed and documented as Risk Assessment showing the various types of hazards, their likelihood of occurrence and their associated severity.	
3.02.02	Question: Have CCPs been developed? If answer is YES, continue with next question. If answer is NO, the rest of "Module 3 HACCP" is not applicable. If the auditor detects that one or more CCPs have been omitted, then the auditor should score down a Zero Point, Non-Compliance under 3.02.01. If the auditor thinks that CCPs have been added that should be omitted, then the auditor should note the issue under 3.02.03.	Possible Points: 0 Points Scored: 0 Score: No
	Auditor Comments: No. Based on the Hazard Analysis/Risk Assessment and CCP Decision Tree CCP's were not identified in the audited operation.	

3.02.03	Question: Have CCP decisions been made with documented justification and where CCPs are noted have they been developed to control the hazards identified in the hazard analysis step?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	
3.02.04	Question: Have CCP critical control limits been established with the support of relevant sources of information or by validation documentation?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	
3.02.05	Question: Have monitoring requirements and frequencies been determined for the CCPs?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	
3.02.06	Question: Have specific responsibilities been assigned for the monitoring, recording and corrective action management of each CCP?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	
3.02.07	Question: Have standard operating procedures (SOPs) been created for the monitoring process of the CCPs, which would include how to carry out the monitoring activities?.	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	
3.02.08	Question: Have Corrective Action procedures for the CCPs been established, including a detailed action plan for operators to follow if the limits are not met and plans to adjust the process back into control?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	
3.02.09	Question: Have recording templates (recording forms) been developed for monitoring the CCPs?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	
3.02.10	Question: Have verification plans and schedules been developed for each CCP?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	
3.02.11	Question: Are changes in the process, equipment, ingredients etc., causing timely reviews of HACCP systems, including hazard analysis, CCP decisions, CCP records and staff training?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	
3.02.12	Question: Is there evidence recorded for HACCP training to all plant workers, including training for CCP operators?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	

HACCP	Execution of the HACCP plan on the Plant Floor
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3.03.01	Question: Are all of the documents noted in the HACCP plan in place for real time monitoring of the CCPs?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	
3.03.02	Question: Are the CCP monitoring activities and frequencies in compliance with the plan?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	
3.03.03	Question: Do CCP operators understand basic HACCP principles and their role in monitoring CCPs? (Interview operators to verify).	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	
3.03.04	Question: Are CCP monitoring records signed off (or initialed) by the operator(s) who are carrying out and recording the CCP check?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	
3.03.05	Question: Are corrective actions detailed in writing when the failure of a CCP occurs?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	
3.03.06	Question: Are the CCP records reviewed and signed off daily by the quality control supervisor and/or management?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	
3.03.07	Question: Is any other CCP verification performed (apart from daily record verification) according to the HACCP Plan?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Please refer to Q3.02.02.	