

FINAL AUDIT REPORT

Operation Type: Packinghouse
Audit Report Summary

CB Registration No. PA-PGFS-5098-2
PrimusGFS ID #100459 - Cert: 4
Audited by Primus Auditing Operations

PrimusGFS Version 2.1-2

[Ver en Español](#)

Organization:	Coast Citrus Distributors Contact(s): Josephine Cheda Isabel Freeland Address: 7597 Bristow Court 92154 Location: San Diego, California, United States Phone Number: (619) 661-7950				
Operation:	Coast Tropical Florida Contact(s): Josephine Cheda Location: 13855 SW 252 St. Princeton, Florida 33032, United States				
Operation Type:	Packinghouse				
Audit Type:	Announced Audit				
Audit Scope:	The audit took place at Coast Tropical Florida located at 13855 SW 252 St. Princeton, FL. 33032. Facility is operational year round with import or domestic seasons. Facility has less than 15 employees. The 19,000 sq ft facility has three dry coolers in place. No product washing takes place. Dry type facility. Product can be received, stored, and shipped (box in/box out) or when necessary various products (limes, mango) undertake sorting or re-packing to ensure quality specifications are met. Auditor observed Mangoes Lot 20687105 being re-packed from " box to box" on a stainless steel table. Less than ten employees observed. Apart from steel table, the facility does not have mechanical packing equipment. Low product volume at the time of the audit. Isabel Freeland and Josephine Cheda were present for the audit.				
Date FSMS Started:	27 Sep 2016 10:15				
Date FSMS Finished:	27 Sep 2016 11:30				
Date Operation Started:	27 Sep 2016 09:00				
Date Operation Finished:	27 Sep 2016 14:00				
Product(s) observed during audit:	Carrots, Ginger, Limes, Mangoes				
Similar product(s)/process(es) not observed:	Avocados, Bananas, Cassava / Manioc / Yuca , Chili Pepper, Eddoes/ Malanga / Tannia, Pineapples, Squash				
Product(s) applied for but not observed:	None				
Auditor:	Tina Price (Primus Auditing Operations)				
Preliminary Audit Score:	99%				
Final Audit Score:	100%				
Certificate Valid From:	11 Oct 2016 To 10 Oct 2017				
GPS Coordinates:	<table border="1"> <thead> <tr> <th>Latitude</th> <th>Longitude</th> </tr> </thead> <tbody> <tr> <td>25° 32' 1"</td> <td>80° 24' 59"</td> </tr> </tbody> </table>  Click here to see map	Latitude	Longitude	25° 32' 1"	80° 24' 59"
Latitude	Longitude				
25° 32' 1"	80° 24' 59"				

[View Certificate](#)

[Corrective Action Activity](#)

AUDIT SCORING SUMMARY	Pre-Corrective Action Review		Post-Corrective Action Review	
Food Safety Management System Requirements	Score:	192	Score:	194
	Possible Points:	194	Possible Points:	194
	Percent Score:	98%	Percent Score:	100%
Good Manufacturing Practices Requirements	Score:	1023	Score:	1025
	Possible Points:	1025	Possible Points:	1025
	Percent Score:	99%	Percent Score:	100%
HACCP System Requirements	Score:	60	Score:	60
	Possible Points:	60	Possible Points:	60
	Percent Score:	100%	Percent Score:	100%
TOTAL	Score:	1275	Score:	1279
	Possible Points:	1279	Possible Points:	1279
	Percent Score:	99%	Percent Score:	100%

Non-Conformance Summary By Count	Pre-Corrective Action Non-Conformances	Post-Corrective Action Non-Conformances
Food Safety Management System Requirements	1	0
Good Manufacturing Practices Requirements	1	0
HACCP System Requirements	0	0
TOTAL	2	0

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>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes, there was a master binder containing the Food Safety Management Systems (FSMS) as well as accompanying binders and records.</p>	
1.01.02	<p>Question: Is there a documented food safety policy detailing the company's commitment to food safety?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. The document "Our Commitment To Quality and Safety" Statement was signed by Isabel Freeland and dated Dec 7, 2015. A copy of it was located on a posting board in the employee's break room.</p>	
1.01.03	<p>Question: Is there an organizational chart of all workers who have food safety related activities?</p>	<p>Possible Points: 3 Points Scored: 3 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. The Organizational Chart for Coast Citrus Distributors, Coast Tropical Florida, 1/15/16 showed the organization and operation's reporting structure. Titles, reporting structure, and job descriptions were included. Josephine Cheda is responsible for the food safety program at this operation-Coast Tropical Florida. Isabel Freeland is the Food Safety Director for Coast Citrus Distributors.</p>	
1.01.04	<p>Question: Is there a food safety committee and are there logs of food safety meetings with topics covered and attendees?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. There was a named Food Safety Committee. Isabel Freeland heads the quarterly team meetings which cover various food safety, quality, and operation's topics.</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>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Annual Food Safety Review, was last done on 6/7/16 by Isabel Freeland. The verification included a review of resources, document updates, supplier review, review of analyses.</p>	
1.01.06	<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>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Food Safety Review Process/ Budget for Food Safety Program for 01/01/2016-12/31/2016 done by Isabel Freeland. It detailed the expenditure plan for the operation's resources towards food safety which included new forklifts, specialized equipment (ATP), and microbial testing program.</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>Possible Points: 3 Points Scored: 3 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Creating Manuals Procedures SOPs 9/22/2015 described how documents will be maintained. The Food Safety Director is responsible for the updates, replacement, and control issuing of documents. Document register included.</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. Creating Manuals Procedures SOPs 9/22/2015 stated records are stored for 12 months.	
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. Creating Manuals Procedures SOPs 9/22/2015 point 9.0 described security procedures including where and how to store records to prevent loss.	
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.	

FSMS Procedures and Corrective Actions

1.03.01	Question: Are there documented instructions for the creation of Standard Operating Procedures?	Possible Points: 5 Points Scored: 3 Score: Minor Deficiency						
	Auditor Comments: MN. Creating Manuals Procedures SOPs 9/22/2015 described how to create an SOP however lacked the documented detail regarding corrective actions.							
<p>Auditee Comments: We have attached our Corrected Creating Manuals, Procedure & SOP; wherein we have included details regarding Corrective Actions required if any deficiencies. View Files</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">CA Accepted?</th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td>CB/Auditor Review Comments: Corrective evidence accepted.</td> <td style="text-align: center; vertical-align: middle;">Yes</td> <td> Possible Points: 5 Points Scored: 5 New Score: Total Compliance </td> </tr> </tbody> </table>				CA Accepted?		CB/Auditor Review Comments: Corrective evidence accepted.	Yes	Possible Points: 5 Points Scored: 5 New Score: Total Compliance
	CA Accepted?							
CB/Auditor Review Comments: Corrective evidence accepted.	Yes	Possible Points: 5 Points Scored: 5 New Score: Total Compliance						
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. Examples of SOPs included shipping, receiving, quality control, temperature control, employee training, and bioterrorism. SOPs were made available to the relevant users e.g., shipping, production. The General Manager is responsible for overseeing the tasks at this operation.							
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 titled documented: Corrective Action Instruction, 9/03/2013 described the requirements for handling deficiencies affecting food safety and prevention of future occurrences as well as root cause investigation.							
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. NUOCA (Unusual Occurrence and Corrective Actions) was available but the log did not have entries. Did not note any occurrences on the log.							

FSMS Internal and external inspections

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. Internal Audit SOP detailed the internal audit program for GMP inspections, file requirement audits, and other required audits. The SOP included a chart of the frequency of various audits e.g., monthly internal audits.	
1.04.02	Question: Are there written procedures for handling regulatory inspections?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. Guidelines for Handling Regulatory Inspections outlined the procedures.	
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. Proof of the 2015 PGFS audit report/certificate/corrective actions for Coast Tropical Florida, PrimusGFS ID #76036 was available.	
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. Calibrating Thermometer & Temperature Checking SOP 6/11/2016 outlined the procedures. Four hand held temperature devices in use. Probes are calibrated daily by their specific serial numbers. Logs available to support the procedure.	

FSMS	Rejection and release of product
-------------	---

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. Coast Citrus Distributors/Coast Tropical Procedures for On Hold or Rejected product detailed procedures for handling on hold and rejected products. Forms, Hold Tags, placement details, authorized employees to handle disposition were included in the procedure.	
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. Form- On Hold and Rejected Product Log used. Quality issues were recorded on the form. No food safety issues.	
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 procedure was outlined in the Shipping SOP.	
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 Pick Ticket is signed by an authorized employee of the company who releases product.	
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. Customer Food Safety Complaints/Feedback Procedures was available. The procedure detailed instructions on recording the date, time, customer or consumer complaint, product code/amount/issue/ and resolution including recording forms. Entries noted were of quality issues within the past 12 months.	

FSMS		Supplier Control
1.06.01	<p>Question: Are there current written food safety related specifications for all raw products, ingredients, materials and services purchased?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Specifications were available for purchased products, packaging materials and food safety related services. Account Payable and Payment Policies and Procedures, Aug 26, 2014 detailed the evaluation, approval, and monitoring process for purchased products, packaging materials and food safety related services.</p>	
1.06.02	<p>Question: Is there a written procedure detailing how suppliers are evaluated, approved and monitored?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Vendor Performance Analysis and Account Payable and Payment Policies and Procedures, Aug 26, 2014 detailed the evaluation, approval and monitoring process for purchased products, packaging materials and food safety related services.</p>	
1.06.03	<p>Question: Is there a list of approved suppliers?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Account Payable and Payment Policies and Procedures, 9/23/16, listed the purchased products, packaging materials and food safety related services e.g., testing laboratory, refrigeration.</p>	
1.06.04	<p>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?</p>	<p>Possible Points: 15 Points Scored: 15 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Certificates and /or third party audit reports were available for packaging and purchased products. Auditor selected 4 produce items and 1 packaging item within storage to verify the supplier's documentation which included PrimusGFS or GlobalGAP audits. Packaging includes corrugated boxes and plastic bags.</p>	
1.06.05	<p>Question: If the organization is outsourcing any processes that may affect food safety, are there control procedures over such processes?</p>	<p>Possible Points: 0 Points Scored: 0 Score: N/A</p>
	<p>Auditor Comments: N/A. The organization is not outsourcing any processes.</p>	
1.06.06	<p>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.)?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. For microbial testing program in the facility (water, environmental, equipment, product) using Kappa Laboratories, Inc. certificate: 3676.01, valid to 11/30/2016 was available. Scope of testing for microbiological and chemical also included.</p>	

FSMS		Traceability and Recall
1.07.01	<p>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?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Traceability System SOP detailed the operations traceability program to include each step from receipt to shipping of how the product achieves and maintains tracking. The Lot code is an important identifier.</p>	
1.07.02	<p>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?</p>	<p>Possible Points: 15 Points Scored: 15 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Traceback & Product Recall Plan, Sept 2013 outlined the recall team, roles, contact information, and procedures including classifications. Isabel Feeland is the Recall Team Coordinator.</p>	

1.07.03	<p>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?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. The program is tested at least two times per year. Last drill was done on 9/24/16, product code 06518 Mangoes, Class 1 microbial hazard. On 3/8/16 a drill was done using code 6106 which had a mock chemical residue issue. Both drills included supporting shipping information, start end time, summary information, and "Lessons Learned."</p>	

FSMS	Food Defense
------	--------------

1.08.01	<p>Question: Does the company have a documented food defense policy based on the risks associated with the operation?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Food Defense Plan outlined the policies and procedures associated with the facility complex.</p>	

1.08.02	<p>Question: Is there a current list of emergency contact phone numbers for management, law enforcement and appropriate regulatory agencies?</p>	<p>Possible Points: 3 Points Scored: 3 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Food Defense Plan outlined emergency contact phone numbers for management, law enforcement and appropriate regulatory agencies. A copy was posted in the employee break room.</p>	

1.08.03	<p>Question: Are visitors to the company operations required to adhere to food defense policies?</p>	<p>Possible Points: 3 Points Scored: 3 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Visitor/Contractor SOP 3/14/2014 was available with an accompanying log in sheet for visitors and contractors located in the shipping office door entry. Signing the visitor log in sheet is an acknowledgement to the company's food safety, safety, food defense, rules.</p>	

GMP	General GMP
-----	-------------

2.16.01	<p>Question: Is there a designated person responsible for the food safety program?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>
	<p>Auditor Comments: Yes, Josephine Cheda is responsible for the food safety program at the operation-Coast Tropical Florida. Isabel Freeland is the Food Safety Director for Coast Citrus Distributors.</p>	

2.16.02	<p>Question: Are all chemicals (pesticides, sanitizers, detergents, lubricants, etc.) stored securely, safely and are they labeled correctly?</p>	<p>Possible Points: 15 Points Scored: 15 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. All chemicals were stored in a locked designated room outside the shipping office.</p>	

2.16.03	<p>Question: Are "food grade" and "non-food grade" chemicals used, handled and stored in a controlled manner?</p>	<p>Possible Points: 0 Points Scored: 0 Score: N/A</p>
	<p>Auditor Comments: N/A. No packing equipment in use apart from the stainless steel tables used. Food grade lubricants are not used.</p>	

2.16.04	<p>Question: Are signs supporting GMP's posted appropriately?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Signage (postings) in the appropriate languages (English/Spanish) in place in key areas of the facility e.g., office entrance, restrooms, all hand washing stations, production entrance, shipping, and break room.</p>	

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. Examples include locked doors, secured temperature control systems. On the day of the audit there was a security guard at the front gate.	
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 there were no issues noted to warrant a downscore of this question.	
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 there were no issues noted to warrant a downscore of this question.	
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.	
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.	
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 contracted service Orkin is used to visit the facility and monitor and manage the interior and exterior traps on a monthly basis (rodent traps and insects). Additionally, interior rodent devices are checked by the company's staff.	
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.	
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. Each pest control device had proof of checks.	
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. All pest control devices were placed and positioned in accordance to the requirements of the PGFS Interpretation Guidelines.	
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 interior and exterior traps were coded by a number system which corresponded to the wall sign and the current map.	

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. All pest control devices were properly installed and secured e.g., bait stations locked and secured so they could not be opened and secured to the ground.	

GMP	Storage Areas & Packaging Materials
-----	-------------------------------------

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. No issues noted during the audit to warrant a downscore of this question.	

2.18.02	Question: Is the storage area completely enclosed?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. The storage rooms included coolers and the packaging storage/pallet storage. Coolers enclosed within the facility. Packaging room is enclosed and screened in.	

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. Only produce items observed.	

2.18.04	Question: Are rejected or on hold materials clearly identified and separated from other materials?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes, there is a specific procedure in place and the location for such items were within each of the cold storage rooms and also the non temperature controlled packaging storage room.	

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.	

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. Evident during the time of the audit there has been an ongoing cleaning program. No evidence of splashing from cleaning activities on product or packaging observed. Product stored on racks.	

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. Product and packaging is coded upon receipt with a Lot #. Noted that pallets are also coded.	

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.	

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, products are stored in the assigned room for temperature compatibility.	

GMP		Operational Practices
2.19.01	<p>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?</p>	<p>Possible Points: 15 Points Scored: 15 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. No issues with employee traffic or product flow. Product is received, stored, (possible re-pack) stage, and ship. Packaging is received, stored, assembled, used.</p>	
2.19.02	<p>Question: Are all exposed materials (product, packaging etc.) protected from overhead contamination (e.g. ladders, motors, condensation, lubricants, walkways, loose panels, degrading insulation, etc.)?</p>	<p>Possible Points: 15 Points Scored: 15 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. During the audit exposed materials (product, packaging) was protected from overhead contamination.</p>	
2.19.03	<p>Question: Are packing and/or processing areas completely enclosed?</p>	<p>Possible Points: 15 Points Scored: 15 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Sorting, re-packing is done within the enclosed warehouse room.</p>	
2.19.04	<p>Question: Are production areas clean and well maintained; especially lights, floor areas by the wall and equipment, and other hard to reach areas?</p>	<p>Possible Points: 15 Points Scored: 15 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. All areas of the facility were clean and tidy.</p>	
2.19.05	<p>Question: Is all re-work/re-packaging handled correctly?</p>	<p>Possible Points: 0 Points Scored: 0 Score: N/A</p>
	<p>Auditor Comments: Yes. Employees were observed wearing hairnets, protective garments and following all GMPs.</p>	
2.19.06	<p>Question: Are raw ingredients examined before use?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Visual inspection in place.</p>	
2.19.07	<p>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?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. All product is coded with the day of production and displaying information (Lot code). Not all product is re-packed/sorted. Re-packing is a step that may occur or may not occur since product is " box in, box out."</p>	
2.19.08	<p>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?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Visual.</p>	
2.19.09	<p>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?</p>	<p>Possible Points: 0 Points Scored: 0 Score: N/A</p>
	<p>Auditor Comments: N/A. Anti-microbial chemicals e.g., product washing water, terminal sanitizers, dip stations are not in use.</p>	

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. Apart from the stations located in the restrooms and break rooms there was a visible hand washing station in the warehouse/ production room where the pack table is located.	
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. There were at least five toilets in place for the employees which meets the maximum limit for the maximum amount of workers at the facility.	
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. Hand sanitizing stations were in use (gel type of units mounted at the re-pack area where the hairnets and the hand washing units were located).	
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. Dry packing type of facility. Not a processing facility or fresh cut.	
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.	
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. There were re-usable containers for culls and for trash and these were labeled as such.	
2.19.16	Question: Are food safety measuring devices working properly?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes, with regards to thermometers (pulp and cooler thermometers). No wash monitoring equipment as this is a dry pack facility.	
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, verified that employees were washing and sanitizing their hands after using the restroom.	
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, verified that employee's fingernails were clean, short and free of nail polish.	

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 inspection, auditor did not observe employees with boils, sores, open wounds or exhibiting signs of foodborne illness.	
2.20.04	Question: Are workers wearing effective hair restraints?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Hairnets are required by any person (visitors, contractors, employees) entering the production areas.	
2.20.05	Question: Is jewelry confined to a plain wedding band?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. During the inspection timing, there was no jewelry observed on any employees.	
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, apart from the disposable gloves disposable sleeves and aprons worn.	
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. While on break, no employees were observed wearing their garments.	
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. Single use garments in use.	
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.	
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. During the inspection there was no observance of eating and drinking outside designated areas which is the breakroom.	
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. No items e.g., pens observed in top pockets.	
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. A first aid kit was located in the shipping office was stocked with all necessities including waterproof detectable blue bandages and non latex disposable gloves. No expired contents noted.	

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. During the inspection, food contact surfaces (stainless steel sorting , re-pack table) was free of flaking paint, corrosion, rust and other unhygienic materials.	
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. For example, racking systems in use within the cold storage rooms.	
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. The re-pack /sorting table was constructed of stainless steel.	
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.	
2.21.05	Question: Are all thermometers non-glass and non-mercury?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes.	
GMP	Equipment Cleaning	
2.22.01	Question: Are food contact equipment surfaces clean?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. During the audit food contact equipment surfaces (re-pack table) were found to be clean.	
2.22.02	Question: Are non-food contact equipment surfaces clean?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. During the audit non-food contact equipment surfaces were found to be clean. Auditor checked underneath of the sorting table to verify cleaning.	
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.	
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. During the audit re-usable containers for culls were found to be clean.	
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. The units appeared clean free from excessive leaks. The units are managed under an external service maintenance program.	

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.	
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: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Did not note any stored equipment not in use. No pack line equipment installations in place.	
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.	
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: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. No maintenance tools present. The only equipment used in sorting/re-packing is a stainless steel table.	
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. There was no observation of excess lubricants and grease on the forklifts or evaporators. No pack line equipment installations in place.	
GMP General Cleaning		
2.23.01	Question: Are spills cleaned up immediately?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. There was no observation of spills	
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. Culls, waste, and garbage was frequently removed from packing and storage areas.	
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. No issues. The facility does not use water on product. The facility is used mainly as a storage facility with re-packing.	
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.	
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. Auditor noted speed doors leading into the coolers.	

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. The safety equipment was stored in the sanitation room. It was in good condition and stored to prevent cross contamination.	
2.23.07	Question: Is cleaning equipment available and stored properly?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. All cleaning equipment were secured and located within a locked room outside the shipping office.	
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. All cleaning equipment was identified by separate colors in order to prevent potential cross contamination issues. A posting of the color system was located in the sanitation room.	
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. Did not note any cleaning equipment e.g., utensils to be unsuitable.	
2.23.10	Question: Are toilet facilities and hand-wash stations clean?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. All of the restrooms in use were clean and stocked with all requirements.	
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.	
2.23.12	Question: Is the maintenance shop organized - i.e. equipment and spares stored in a neat and tidy fashion?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. No shop observed. Work is contracted out e.g., forklifts, refrigeration.	
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.	
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. No shipping trucks were on site during the inspection.	
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. Lights observed at the facility (in and around) were protected and /or covered.	

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. No potential metal, glass or plastic contamination issues were discovered during the audit.										
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. No wooden constructed equipment or packing surfaces in use.										
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.										
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.										
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. Did not note any excessive cracks in production, warehouse room where sorting occurs or within storage rooms. Crack repair program in place.										
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. Drains were located in the coolers.										
2.24.08	Question: Are doors to the outside pest proof?	Possible Points: 5 Points Scored: 3 Score: Minor Deficiency									
	Auditor Comments: MN. The dock door exit in south cooler wasn't completely sealed.										
<table border="1" style="width: 100%;"> <tr> <td colspan="2"> Auditee Comments: I have attached pictures as proof of our corrective action performed in our Dock Door Exit in the South Cooler. </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: Corrective action accepted. </td> <td style="text-align: center; font-size: 1.5em;"> Yes </td> <td> Possible Points: 5 Points Scored: 5 New Score: Total Compliance </td> </tr> </table>			Auditee Comments: I have attached pictures as proof of our corrective action performed in our Dock Door Exit in the South Cooler.		View Files		CA Accepted?		CB/Auditor Review Comments: Corrective action accepted.	Yes	Possible Points: 5 Points Scored: 5 New Score: Total Compliance
Auditee Comments: I have attached pictures as proof of our corrective action performed in our Dock Door Exit in the South Cooler.		View Files									
	CA Accepted?										
CB/Auditor Review Comments: Corrective action accepted.	Yes	Possible Points: 5 Points Scored: 5 New Score: Total Compliance									
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, doors were sealed and were pest proof.										
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. Dock load levelers and shelters were maintained in good condition.										

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. Exterior walls were free of holes to exclude pests.	
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. Interior walls were free of cracks and crevices.	
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. Did not note false ceilings where roofs/ ceilings.	
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, the spacing and perimeter rule was respected in the product and packaging storage rooms. Using racking in product storage rooms.	
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. The exterior areas were facility free of litter, weeds and standing water.	
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. Exterior grounds were in good shape and appeared to be under a cleaning and maintenance program	
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. Pallets were stored in an enclosed (screened) room adjacent to production. Pallet ID program in place.	
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. The dumpster was covered and the area around it was clean.	
2.24.19	Question: Are outside garbage receptacles and dumpsters kept covered or closed?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Noted covered outside garbage receptacles and dumpster.	
2.24.20	Question: Are all water lines protected against back siphonage?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes.	

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. No on-site laboratory.	

GMP	Chemical Files
-----	----------------

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, Noted Zep products in use. The SDS binder was available to show the various materials used in the facility for sanitation products.	

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, Noted Zep products in use. Product label binder was available to show the various materials used in the facility for sanitation products.	

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. Under a monthly inventory system to monitor the cleaning products and janitorial product's inventory. Logs were up to date.	

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. Dry pack facility. No product washing systems in use.	

GMP	Pest Control Documentation
-----	----------------------------

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. Orkin is hired to manage and maintain the pest control devices on a monthly basis. All required documentation e.g., scope of service, proof of Liability Insurance, PCOs licenses were valid.	

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. There was a current map reflecting the number and location of each trap.	

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. Records included each trap's accountability e.g., no activity, activity, caught. Additionally to the hired service, the operation checks interior traps three times per week. Records were available for these checks.	

GMP	Operation Monitoring Records
-----	------------------------------

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. Product, packaging condition, and trailer condition are detailed on the Quality report or the Receiving Ticket.	
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 trailer's condition (and insects, cleanliness, holes and temperature control) are detailed on the Receiving Ticket.	
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: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Dry re-pack facility. No product washing systems in use.	
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. Dry re-pack facility. No product washing systems in use.	
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: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. Stock check and replenishment records for hand sanitizer is recorded on the Hand Sanitizer and Soap 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. No cutting tools in use.	
2.27.07	Question: Is there a daily pre-operation inspection log?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Daily Pre inspection Log is used to account for various monitoring tasks within the production, facility each day. Logs were available.	
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. Risk Assessment for Facility Location is reviewed each year under the Internal Auditing SOP. The assessment analyzed the operation's potential biological, chemical, and physical hazards and preventative measures.	
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 city water system's check was carried out by Miami Dade county on 3/10/16.	
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, there were proof of the internal audits per Internal Audit SOP. Last monthly audit was conducted on 9/22/16. Where required corrective actions performed.	

GMP		Maintenance & Sanitation Files
2.28.01	<p>Question: Does the facility have a preventative maintenance program and a documented schedule?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>
	<p>Auditor Comments: Yes, Preventative & Work Order Maintenance SOP outlined the program for in house and contracted service.</p>	
2.28.02	<p>Question: Is there a log of maintenance work or repairs ordered and is it signed off on work completed?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>
	<p>Auditor Comments: Yes, Preventative & Work Order is used to record maintenance work for minor in house repairs e.g., door seals. No packing equipment in place.</p>	
2.28.03	<p>Question: Are there logs showing that equipment is cleaned and sanitized after maintenance work has been completed?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes, Preventative & Work Order is used when work is completed and/or invoice system. For the most part work is contracted out e.g., refrigeration, dock door buffers.</p>	
2.28.04	<p>Question: Is there a written cleaning schedule (Master Sanitation Schedule) that shows what and where is to be cleaned and how often?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Master Sanitation Schedule 7/1/16 outlined the cleaning schedule -daily, monthly, weekly, quarterly, annually for the facility and equipment including the floor cleaning machine.</p>	
2.28.05	<p>Question: Are there written cleaning procedures (Sanitation Standard Operating Procedures) for the facility and all equipment?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. SSOPs were available for each area and equipment piece including the Tennant Floor Cleaning machine which was noted on the daily schedule. Other SSOPs included the Sorting Table, QC Table. Specific cleaner/sanitizer included in the SOP. Using sanitizing agent for the food contact surface of the sorting table.</p>	
2.28.06	<p>Question: Are sanitation logs on file that show what cleaning was done, when and who carried out the cleaning?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Logs matched the schedule and each was recorded to show date and accountability for each task.</p>	
2.28.07	<p>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.)?</p>	<p>Possible Points: 0 Points Scored: 0 Score: N/A</p>
	<p>Auditor Comments: N/A. Dry re-pack facility. CIP in not in use.</p>	
2.28.08	<p>Question: Is there a routine program and written procedure to validate sanitation effectiveness using rapid post sanitation checks, e.g., ATP measurements?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. SOP 13 detailed the ATP program. Testing is done prior to the re-pack activities on the sorting table. RLUs were listed with thresholds. ATP recording logs were available and where necessary, corrective action e.g., re cleaning was detailed prior to using sort table.</p>	
2.28.09	<p>Question: Is there a log indicating that floor drains are cleaned on a regular basis (minimum daily in wet and fresh-cut production areas)?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes, drains located on the schedule to be cleaned every two weeks.</p>	

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. Homestead Air Conditioning is the service contractor for cleaning and servicing. Last cleaning of the coils were 7/21/2016.	
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. Glass Breakage Procedure, 11/26/2013 detailed the steps to take in the event of a glass breakage.	

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. New hires are required to be trained on "Good Manufacturing Practices & Company Policies" which includes hygiene principles.	
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. Monthly refresher trainings are held and cover various topics such as sanitation, hygiene, food defense, SOPs, SSOPs.	
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. Monthly training logs were available.	
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. Employee Documentation Illness Reporting & Return to Work Procedures outlined this element.	
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. Employee Documentation Illness Reporting & Return to Work Procedures outlined this element.	
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.	
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. Visitor/Contractor SOP 3/14/2014 was available with an accompanying log in sheet for visitors and contractors located in the shipping office door entry. Signing the visitor log in sheet is an acknowledgement to the company's food safety, safety, food defense, rules.	

GMP	Testing/Analyses Records
------------	---------------------------------

2.30.01	Question: Are there records of routine equipment microbiological testing?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. See scope, when product is sorted/re-packed it done box to box (product does not have contact with table). Based on risk assessment, the organization is under a quarterly rotational testing program, target organisms E. coli and Coliform. Sort/repack table included in rotational. July 28, 2016 analysis showed < 3.0 MPN/gm. May 31, 2016, analyses showed < 3.0 MPN/gm. See lab testing in question 1.06.06.	
2.30.02	Question: Are there records of routine environmental microbiological testing?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Based on risk assessment, the organization is under a quarterly rotational testing program, target organisms E. coli and Coliform. Drains and coolers included in rotational. July 28, 2016 analysis showed < 3.0 MPN/gm. May 31, 2016, analyses showed < 3.0 MPN/gm. See lab testing in question 1.06.06.	
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. Using city water. Testing is done quarterly. Noted an analysis dated 1/4/2016 showed < 1.0 CFU/100ML for Total Coliform and E.coli.	
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 is not used on product.	
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 systems such as these are not used on 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: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Product temperature testing is recorded on the Quality Report.	
2.31.02	Question: Are there temperature logs for the packing room (if refrigerated)?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Packing area is not temperature controlled.	
2.31.03	Question: Are there temperature logs for storage rooms?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Temperature is taken at least once per day and recorded once per day on the cooler temperature recording logs.	
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. Recordings are made on the Pick Ticket. Ranges are 48-50 degree F.	

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. Recordings are made on the Pick Ticket. Odors and trailer condition included in the checks.	

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. No allergen risks handled or stored within production and storage areas.	

2.32.02	Question: Has a documented allergen management plan been developed?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	

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:	

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:	

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:	

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:	

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:	

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:	

HACCP	Preliminary Steps
--------------	--------------------------

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. There was a HACCP team comprising of four members. The Food Safety Director is the HACCP Coordinator.	
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. On 7/5/2016, the Coordinator held a training for the team members. Power Point HACCP training included in the training. Proof of documentation to show that the HACCP Coordinator has attended several 16 hour trainings accredited to International HACCP Alliance accreditation over the years. The operation's Food Safety Manager, Josephine Cheda had proof of training accredited to International HACCP Alliance accreditation.	
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. Product Description, Whole Fruits and Vegetables was reviewed 7/5/2016.	
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. Produce Flow Diagram, Whole Fruits and Vegetables was reviewed 7/5/2016. The flow chart showed all steps for product and packaging from receipt to shipping. There is no product washing. Product is received, stored, can be re-packed (or not), temperature controlled stored, staged, and shipped.	

HACCP	Development of the HACCP Plan
--------------	--------------------------------------

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 4/14/2015 assessed hazards at all steps taking into account any potential chemical, physical, and biological hazards. Severity/likelihood of the hazard assessed at each step. Preventative measures were included to show how any potential hazards can be controlled through prerequisite programs (PRPs).	
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. The assessment and the CCP Decision Tree determined that there are no CCPs.	
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:	
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:	
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:	

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:	
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:	
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:	
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:	
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:	
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:	
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:	
HACCP Execution of the HACCP plan on the Plant Floor		
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:	
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:	
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:	

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:	
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:	
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:	
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:	