

PrimusLabs.com Audit (79101) Packinghouse v05.06

Facility(s)	Heller Brothers Packing Corporation Contact: <u>Don Barwick</u> Address: 288 9th Street Winter Garden Florida 34787 United States Phone Number: 407-656-2124 Fax Number: 407-656-1751 Email(s): <u>don_barwick@hellerbros.com</u>
Customer(s)	Heller Brothers Packing Corporation Contact: <u>Don Barwick</u> Address: 288 9th Street Winter Garden Florida 347777-0249 United States Phone Number: 407 656 2124 Fax Number: 407 656 1751 Email(s): <u>don_barwick@hellerbros.com</u>
Audit Type:	Packinghouse
Foreman or Contact Person (and email):	Don Barwick; <u>don_barwick@hellerbros.com</u>
Location/City:	Winter Garden
State:	Florida
Country:	United States
Date Audit Started:	03/18/2008 09:30
Date Audit Finished:	03/18/2008 16:15
Commodity(ies):	Citrus
Auditor:	<u>Tina Price</u> (PrimusLabs Auditors)
Audit Percentage Score:	93%
Scoring Category:	90-94 Excellent
Announced Audit?	Yes
FDA Registration Number:	XXXXXXXX0076 Packing grapefruit at the time of inspection. Auditor followed the process flow from product receiving through shipping. The audit tour was hosted by Don Barwick. The files were reviewed in Steve Wooley's office.
Audit Scope:	
Audit Entered By:	Tina Price
Other Auditing Personnel And Role:	Mr. Carlos Torres and Dr. Jim Rushing of Sunripe Produce.

Additional Report Links

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[See The Result Comparison](#)

[See The Audited Entity History](#)

[Corrective Actions Response](#)

Note: This link must be used in order to notify that you are taking action in the corrective measures for questions that were not in full compliance.

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Good Manufacturing Practices							
Question No.	Audit Question	Given Answer	Given Score	Possible Score	Recommendation	Auditor Comments	Audio/ Picture
1.1.1	Is there a designated person responsible for the food safety program?	Total Compliance	10	10		Yes, there is a designated food safety team involved. The file requirements were maintained by Steve Wooley, Packinghouse Manager.	
1.1.2	Are all chemicals (sanitizers, detergents, lubricants, etc.) stored securely, safely and are they labeled correctly?	Total Compliance	15	15		Yes. Chemicals found to be labeled properly and located in secure areas.	
1.1.3	Are "food grade" and "non food grade" chemicals handled and stored in a controlled manner?	Total Compliance	5	5		Yes. Food grade chemicals were stored in a small satellite room off the packing room. These were stored in a manner not to be confused with non food grade materials.	
1.1.4	Are signs supporting GMP's posted appropriately?	Total Compliance	10	10		Yes, postings available in key areas supporting GMPs.	
1.2.1	Are products or ingredients free of insects/rodents/birds or any evidence of them? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	Total Compliance	15	15		Yes. Products were found to be free of insects, rodents, birds or any other pests.	
1.2.2	Are packaging supplies free of insects/rodents/birds or any evidence of them? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF	Total Compliance	15	15		Yes.	

THE AUDIT.

1.2.3	Are plant and storage areas free of insects/rodents/birds or any evidence of them?	Total Compliance	10	10		Yes.
1.2.4	Is the area immediately outside the facility free of evidence of pest activity?	Total Compliance	5	5		Yes.
1.2.5	Are pest control devices (inc. rodent traps and electrical fly killers) located away from exposed food products? Poisonous rodent bait traps are not used within the facility?	Total Compliance	10	10		Yes. All bait stations were locked, secured to patio blocks, and were located outside the facility.
1.2.6	Are pest control devices maintained in a clean and intact condition and marked as monitored (or bar code scanned) on a regular basis?	Total Compliance	5	5		Yes.
1.2.7	Are interior, exterior building perimeter and land perimeter pest control devices adequate in number and location?	Total Compliance	5	5		Yes.
1.2.8	Are all pest control devices identified by a number or other code (e.g. barcode) ?	Total Compliance	5	5		Yes. Numbers located on each device.
1.2.9	Are all pest control devices properly installed and secured?	Total Compliance	5	5		Yes. No issues found with the traps.
1.3.1	Are ingredients, 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)?	Total Compliance	15	15		Yes.
1.3.2	Is the storage area completely enclosed?	Major Deficiency	3	10	All raw material and finished goods should be stored inside. Food contact packaging should be stored inside. Non food contact packaging should be stored inside but if stored outside, should be shroud protected.	Not completely. Degreening rooms were open, package storage trailer doors, and the cooler door were left open for forklift accessibility.
1.3.3	Is the facilities use restricted to the storage of food products?	Total Compliance	5	5		Yes. Only citrus product packed in the facility.
1.3.4	Are rejected or on hold materials clearly identified and separated from other materials?	N/A	0	0		Non-applicable. No items observed during the time of inspection. There is a Standard Operating

					Procedure for such items.
1.3.5	Are products and ingredients, including ice, within accepted tolerances for spoilage or adulteration? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	Total Compliance	15	15	Yes.
1.3.6	Are all storage areas clean, especially the racking structures, ceilings, floor areas by the walls and other hard to reach areas?	Minor Deficiency	7	10	All storage areas should be kept clean and free from dust, debris and other extraneous materials. This helps avoid pest attraction and contamination of products, ingredients or packaging. Pests activity is easier to detect in a clean area. Along the west end of the cooler floor there were bits of clumped brown fiber type material.
1.3.7	Are materials (commodities, packaging, ingredients, processing aids, work in progress etc.) properly marked with rotation codes (receipt dates, manufacture dates, etc)?	Total Compliance	5	5	Yes.
1.3.8	Are materials (commodities, packaging, ingredients, processing aids, work in progress etc.) rotated using FIFO policy?	Total Compliance	5	5	Yes.
1.4.1	Are all exposed materials (product, packaging etc.) protected from overhead contamination (e.g. ladders, motors, condensation, lubricants, walkways, loose panels, degrading insulation, etc.)?	Major Deficiency	5	15	Overhead contamination of exposed product areas can result in microbiological, chemical and/or physical contamination. Exposed materials should be protected e.g. catwalks covered, use of kick plates, condensate catching pans etc. Numerous gear boxes not having proper placement of drip pans.
1.4.2	Are packing and/or processing areas completely enclosed?	Major Deficiency	5	15	Packing and/or processing areas should be completely enclosed (walls or pest proof mesh) to minimize pest entry into the facility and to avoid contamination of products. Not completely. Doors left open for ventilation and forklift accessibility needs.
1.4.3	Is all re-work / re-packaging handled correctly?	Total Compliance	10	10	Yes.
1.4.4	Are raw ingredients examined before use?	Total Compliance	5	5	Yes, sorters and graders employed. Product is inspected before being packed.
1.4.5	Are finished products coded (carton and unit packaging) for the day of production?	Minor Deficiency	7	10	Product should be lot coded in order to ensure an effective trace back and recall program and also for inventory control. Each individual bagged unit not coded, however coding details contained on each carton and pallet.

1.4.6	Are foreign material control methods (e.g. metal detectors, metal traps, visual inspection, etc.) in place? Where relevant are these systems tested to ensure proper operations?	Total Compliance	10	10		Yes. Visual inspection takes place.
1.4.7	Does the facility have test strips, test kits or meters for verifying the concentration of the sanitizers (dip stations, product washing water, terminal sanitizers etc.)?	Total Compliance	10	10		Yes. Monitored by site FMC technician. Kits used to monitor wash water sanitizers (free chlorine and pH), SOPP (Sodium o-phenylphenate) also monitored.
1.4.8	Are hand washing stations adequate in number and location?	Total Compliance	10	10		Yes.
1.4.9	Are toilet facilities adequate in number and location and are they adequately stocked (e.g. toilet paper, disposable towels, soap, etc.)?	Total Compliance	15	15		Yes.
1.4.10	Is warm water available at hand washing stations?	Minor Deficiency	3	5	Warm water is more effective in hand washing because it facilitates the removal of oil and dirt from hands and encourages employee usage. Warm water > 100 oF. Care should also be taken to ensure that the hand washing water is not too hot.	Not all the hand washing stations in the facility were equipped with warm water.
1.4.11	Are secondary hand sanitation stations e.g. hand dip, gel or spray stations adequate in number and location? Are the stations maintained properly?	Total Compliance	3	3		Yes, there were sanitizing stations mounted in various areas of pre-grade to packing.
1.4.12	Are single services containers used for their intended purpose only so that potential cross contamination is prevented?	Total Compliance	5	5		Yes.
1.4.13	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?	Total Compliance	5	5		Yes.
1.4.14	Are measuring devices working properly?	Total Compliance	3	3		Yes.
1.5.1	Are employees washing and sanitizing their hands before starting work each day, after using the restroom, after	Total Compliance	15	15		Employees in female facility were observed washing hands post restroom use.

	breaks and whenever hands may be contaminated?				
1.5.2	Are employees with boils, sores, open wounds or exhibiting signs of food borne illness excluded from operations involving direct and indirect food contact?	Total Compliance	10	10	Yes. No employees with these boils, sores, open wounds, etc. observed working in or around production areas.
1.5.3	Are employees wearing hair nets (or similar hair restraints) and beard-nets?	Total Compliance	5	5	Yes, hair pulled back or ball caps used.
1.5.4	Is jewelry confined to a plain wedding band?	Total Compliance	3	3	Yes. No jewelry issues found.
1.5.5	Are all employees wearing outer garments suitable for the operation (e.g. smocks, aprons, sleeves and gloves)?	N/A	0	0	Non-applicable. Score not affected. Currently not required for this commodity according to the applicability chart of the Facility Scoring Guide.
1.5.6	Do employees remove smocks, aprons, sleeves and gloves when on break and before using the toilets and when going home at the end of their shift?	N/A	0	0	Non-applicable. Score not affected. Currently not required for this commodity according to the applicability chart of the Facility Scoring Guide.
1.5.7	Is there a designated area for employees to leave aprons, sleeves and gloves when on break and before using the toilets?	N/A	0	0	See 1.5.5. Non-applicable. Score not affected. Currently not required for this commodity according to the applicability chart of the Facility Scoring Guide.
1.5.8	Is smoking, eating, chewing and drinking confined to designated areas?	Total Compliance	10	10	Yes. No evidence of smoking, eating, chewing, or drinking in undesignated areas. Various break areas available for the employees inside and outside the facility. Suggest a lid for the trash can in the upstairs box loft break area.
1.5.9	Are all items removed from shirt or blouse top pockets?	Total Compliance	3	3	Yes.
1.6.1	Are food contact surfaces free of flaking paint, corrosion, rust and unhygienic materials (e.g. tape, string cardboard etc.)?	Total Compliance	15	15	Yes. Food contact surfaces were in good shape. Stainless steel construction noted in many areas.
1.6.2	Are non-food contact surfaces free of flaking paint, corrosion, rust and unhygienic materials (e.g.	Minor Deficiency	7	10	Flaking paint, corrosion, rust and/or unhygienic materials should not be present on any surfaces. Due to the age of some equipment, rust was observed on non food contact surfaces.

	tape, string cardboard etc.)?				
1.6.3	Does equipment design and condition (e.g. smooth surfaces, smooth weld seams, non-toxic materials) facilitate effective cleaning and maintenance?	Total Compliance	15	15	Yes.
1.6.4	Are thermometers (independent of thermostat probes) present in all coolers and freezers?	Total Compliance	5	5	Yes.
1.6.5	Are all thermometers non-glass and non-mercury?	Total Compliance	10	10	Yes.
1.7.1	Are food contact surfaces clean?	Total Compliance	15	15	Yes.
1.7.2	Are non-food contact surfaces clean?	Total Compliance	10	10	Yes.
1.7.3	Are items (barrels, bins etc.) that are used to hold or store product clean?	Total Compliance	10	10	Yes.
1.7.4	During cleaning are foods and packaging protected?	Total Compliance	15	15	Yes, no evidence of splashing on the packaging materials.
1.7.5	Are cooling units including coils in coolers and freezers clean and free of aged, dirty ice?	Total Compliance	5	5	Yes, cooler on site to the south west of facility.
1.7.6	Are all fan guards dust-free and the ceiling in front of the fans free of excessive black deposits?	Total Compliance	5	5	Yes.
1.7.7	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?	Total Compliance	10	10	Yes.
1.7.8	Are all utensils, hoses, and other items not being used stored clean and in a manner to prevent contamination?	Total Compliance	10	10	Yes.
1.7.9	Are excess lubricants and grease removed from the equipment?	Total Compliance	5	5	Yes. No excess lubricants or grease noted on the equipment.
1.8.1	Are spills cleaned up immediately?	Total Compliance	10	10	Yes.
1.8.2	Are waste and garbage frequently removed from packing and storage areas?	Total Compliance	5	5	Yes, no overflowing trash containers.

1.8.3	Do floor drains appear clean, free from odors and well maintained?	Total Compliance	10	10		Yes.
1.8.4	Do high level areas including overhead pipes, ducts, fans, etc. appear clean?	Total Compliance	5	5		Yes.
1.8.5	Are plastic strip curtains maintained in a good condition, kept clean and mounted so that the tips are not touching the floor?	Total Compliance	5	5		Yes.
1.8.6	Does the facility have safety equipment for the sanitation crew?	Total Compliance	3	3		Yes. As required by the product label.
1.8.7	Is cleaning equipment available and stored properly?	Total Compliance	5	5		Yes. brooms and mop caddies, etc were stored to prevent contamination.
1.8.8	Is cleaning equipment identified in order to prevent potential cross contamination issues e.g. production, maintenance, outside, restroom equipment?	Total Compliance	5	5		Yes. Red was noted for the restroom areas.
1.8.9	Are all items used for sanitation appropriate for their designated purpose? (no steel wool, metal bristles, etc.)	Total Compliance	5	5		Yes.
1.8.10	Are toilet facilities and hand-wash stations clean?	Total Compliance	15	15		Yes, all restroom areas were found to be clean.
1.8.11	Are employee locker and lunchroom facilities clean, including microwaves and refrigerators? No rotting or out of date foodstuffs?	Total Compliance	5	5		Yes, all break room areas were found to be clean.
1.8.12	Is the maintenance shop organized – i.e. equipment and spares stored in a neat and tidy fashion?	Minor Deficiency	3	5	The maintenance shop should be clean and well ordered. An unclean shop can result in cross contamination and pest attraction. Any food consumption in the maintenance shop, should be in a designated area that does not pose a risk to tools and equipments. There should be adequate hand washing facilities provided if maintenance shops have designated break areas.	Build up of metal filings noted on the floor area of the outside shop.
1.8.13	Are internal transport vehicles (e.g. forklifts, bobcats, pallet jacks, trolleys, floor cleaners etc.), clean and being used in a sanitary	Total Compliance	5	5		Yes. For example, forklifts were clean and in good shape with leaks etc.

	manner?					
1.8.14	Are shipping trucks clean and in good condition?	Total Compliance	5	5		Yes.
1.9.1	Are all lights in the production, product storage areas, packaging storage areas and maintenance shops are clean and protected?	Total Compliance	15	15		Yes.
1.9.2	Has the facility eliminated or controlled any potential metal, glass or plastic contamination issues?	Major Deficiency	5	15	All foreign material risks must be either removed and/or accounted for and controlled. Example include metal filings (maintenance), glass lights on fork lifts, PC screens, staples etc.	Attention to glass faced computer monitor near packing and the glass coffee pot in the upstairs break area near box making.
1.9.3	Has the facility eliminated the use of wooden items or surfaces?	Total Compliance	5	5		Yes.
1.9.4	Is there adequate lighting in the packing and storage areas?	Total Compliance	5	5		Yes, plenty of lighting where needed as well as natural lighting in the production areas.
1.9.5	Is ventilation adequate to remove dust, steam, and odors?	Total Compliance	3	3		Yes.
1.9.6	Are floor surfaces in good condition, with no standing water, no debris trapping cracks and are they easy to clean?	Minor Deficiency	7	10	Building materials should be impervious to water, clean easily and resist wear and corrosion. Exposed aggregate is hard to clean and will get progressively worse. Floors should be free of wide and/or deep cracks.	Older wooden flooring used in areas of production.
1.9.7	Are the floor drains where they are needed for drainage and cleanup?	Total Compliance	5	5		Yes.
1.9.8	Are doors to the outside pest proof?	Total Compliance	5	5		Yes. The doors that were in place appeared to be.
1.9.9	Are dock doors fitted with buffers to seal against trucks (where dock doors have been installed)?	N/A	0	0		Non-applicable. Score not affected. Not used.
1.9.10	Are dock load levelers and shelters maintained in a good condition, pest proof and debris free (where dock doors have been installed)?	N/A	0	0		Non-applicable. Score not affected. Not used.
1.9.11	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?	Total Compliance	5	5		Yes. Auditor did not note any crevices or cracks in the exterior walls of the facility.

1.9.12	Are interior walls and ceilings free of cracks and crevices to prevent pest harborage and proper sanitation?	Total Compliance	5	5	Yes.
1.9.13	Employees personal items are not being stored in the production and material storage areas?	Total Compliance	5	5	Yes. Employees personal items not stored out on the production floor area.
1.9.14	Is an 18" internal wall perimeter being maintained within the facility, with adequate access to these wall perimeters thereby allowing inspection and cleaning ?	Total Compliance	5	5	Yes. Good Perimeter control noted especially in the box loft.
1.9.15	Is the exterior area immediately outside the facility free of litter, weeds and standing water?	Total Compliance	5	5	Yes. Outside areas were maintained well.
1.9.16	Are control measures being implemented for the storage of pallets, equipment, tires etc. (i.e. out of the mud, stacked to prevent pest harborage, away from building perimeter)?	Total Compliance	5	5	Yes.
1.9.17	Are pallets inspected to separate and replace dirty or broken pallets?	Total Compliance	5	5	Yes.
1.9.18	Is the area around the dumpster/cull truck clean?	Total Compliance	3	3	Yes. The area around the dumpster and cull truck was clean.
1.9.19	Are outside garbage receptacles and dumpsters kept covered or closed?	Total Compliance	5	5	Yes.
1.9.20	Are all water lines protected against back siphonage?	Total Compliance	5	5	Yes. Water lines fitted with check valves. The system is checked by the local fire department periodically.

Food Safety File Requirements

Question No.	Audit Question	Given Answer	Given Score	Possible Score	Recommendation	Auditor Comments	Audio/ Picture
2.1.1	Is there a documented account 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?	Total Compliance	10	10		Yes. There was information in the food safety manual detailing the coding system used. Lot numbers can identify back to the grove origin.	
2.1.2	Does the facility have a documented recall program	Total Compliance	15	15		Yes, recall program on file which included	

	including: procedures, recall team roles and contact details, external contact listings, explanation of different types (classes) of recalls?					procedures, recall team, titles, roles, explanation of recalls, etc.
2.1.3	Is testing of recall procedures (including trace back) performed and documented annually? Can the company identify where affected product was sent?	Minor Deficiency	7	10	Testing of recall procedures should be performed at least annually. Documentation should include time taken to carry out the mock recall, reconciliation of product, copies of relevant traceback paperwork and notes of any findings from the mock recall.	Lacking the time the exercise ended.
2.1.4	Are there written procedures for handling regulatory inspections?	Non-Compliance	0	3	Written procedures for handling regulatory inspections allow employees to be aware of how to handle the inspection appropriately including ensuring that the inspector is always accompanied, rules on taking samples, rules on taking photographs etc.	No. There was no procedure on file.
2.1.5	Is there a written glass policy (including glass breakage procedure and where necessary a glass register)?	Total Compliance	5	5		Yes. A documented SOP was on file.
2.1.6	Is there a written procedure for handling on hold or rejected products?	Total Compliance	10	10		Yes, a detailed procedure was on file.
2.2.1	Are copies of all Materials Safety Data Sheets (detergents, sanitizers, pesticides, etc.) on file and fully accessible at all times with clear indexes?	Total Compliance	15	15		Yes, filed MSDS book available for review.
2.2.2	Are there copies of specimen labels for chemicals used, where the full label is not immediately accessible e.g. rodent chemicals, product sanitizers?	Total Compliance	5	5		Yes.
2.2.3	Is there a chemical inventory and/or usage log?	Total Compliance	3	3		Yes, a chemical use log was on file. FMC manages the chemicals and use reports. Imazalil , Thiabendazole (TBZ), Sodium o-phenylphenate (SOPP), Sodium hypochlorite, etc.
2.3.1			15	15		

	Is there a written pest control program, including a copy of the contract with the extermination company (if used), Pest Control Operator License (if baits are used) and insurance documents?	Total Compliance			Yes. Contracted service used to monitor for pests.
2.3.2	Is there a schematic drawing of the plant showing numbered locations of all traps and bait stations, both inside and outside the plant?	Total Compliance	10	10	Yes.
2.3.3	Are service reports created for pest control checks detailing inspection records, application records, and corrective actions (if issues were noted) (in-house and/or contract)?	Total Compliance	10	10	Yes. No activity noted this year.
2.4.1	Are records of customer and buyer food safety complaints and rejections on file, along with company responses, including corrective actions?	Total Compliance	5	5	Yes. Complaint system reviewed. No food safety issues were noted.
2.4.2	Are there records of regulatory inspections and/or contracted inspections, company responses and corrective actions, if any?	Total Compliance	5	5	Yes. Past third party inspection in April 2007 was on file with corrective actions.
2.4.3	Are there recording logs for the necessary process monitoring activities (e.g. pH, water temperature, metal detector, labeling, heating processes etc.) showing the results and where necessary the corrective actions?	Total Compliance	10	10	Yes, checks performed by contracted FMC service. Free chlorine and pH checks made and recorded each day. Auditor asked the technician to carry out a check of the water. Recycled water system in place at this facility.
2.4.4	Is there a hand / foot dip station log?	N/A	0	0	Non-applicable. Score not affected. Sanitizer mounted stations used.
2.4.5	Is there a Daily Pre-operation Inspection Log?	Total Compliance	5	5	Yes. Performed by each department.
2.4.6	Are there equipment calibration records for pH meters, ORP meters, thermometers and other measuring equipment related to the safety of the product?	Total Compliance	10	10	Yes. FMC calibration information. Scale verification also done.
2.4.7	Is there a program for periodic facility/GMP (self) inspections and are records maintained detailing corrective actions?	Total Compliance	10	10	Yes. Self inspections done at least on a quarterly basis.
2.4.8	Does the facility have incoming goods (packing material and products) inspection data?	Total Compliance	5	5	Yes. Information available for the packaging. USDA inspectors located on site checking various

2.4.9	Does the facility have supplier letters of guarantee and/or relevant supplier third party audit certifications?	Total Compliance	15	15		product specifications. Yes. Packaging material available. Majority of product is managed or owned by the corporation.
2.4.10	Are there inspection logs on incoming trailers for rodents and insects, cleanliness, holes and temperature control?	N/A	0	0		Non-applicable. Score not affected. Product arrives into the facility on open carriers.
2.4.11	Is there a daily incidents report, sometimes called a Notice(s) of Unusual Occurrence and Corrective Actions Log (NUOCA) ?	Non-Compliance	0	5	This documentation records unusual and infrequent events, remedial actions and preventive actions. These might include foreign object findings, chemical spills, power outs, packaging issues, glass breakage etc.	There was no log for this. Auditor explained at the time what the Notice(s) of Unusual Occurrence and Corrective Actions Log (NUOCA) is meant for.
2.5.1	Does the facility have a preventative maintenance program and schedule?	Total Compliance	10	10		Yes. A schedule was documented. Scheduled maintenance is carried out daily or in the summer months after the season has ended.
2.5.2	Is there a log of maintenance work or repairs ordered and is it signed off on work completed?	Total Compliance	10	10		Yes, logs kept up to date by the in house mechanics.
2.5.3	Are there logs showing that equipment is cleaned and sanitized after maintenance work has been completed?	Total Compliance	5	5		Yes.
2.5.4	Is there a written cleaning schedule (Master Sanitation Schedule) that shows what and where is to be cleaned and how often?	Total Compliance	10	10		Yes. Daily, monthly, etc.
2.5.5	Are there written cleaning procedures (Sanitation Standard Operating Procedures) for the facility and all equipment?	Total Compliance	10	10		Yes. Included various areas of the facility.
2.5.6	Are sanitation logs on file that show what cleaning was done, when and who carried out the cleaning?	Total Compliance	5	5		Yes. The logs were broken up into various sections of the facility. Initials were noted by each task.
2.5.7	Is there a log indicating that floor drains are cleaned on a regular basis (min. daily in wet and fresh-cut production areas)?	N/A	0	0		N/A. Score not affected. No floor drain.
2.5.8	Are there records showing cooling units are serviced and cleaned at least on an annual basis or more	Total Compliance	10	10		Yes. Contractor used, invoices shown of the work performed.

	frequently as required?				
2.6.1	Is there a food safety committee and are there logs of food safety meetings with topics covered and attendees?	Total Compliance	5	5	Yes. Committee and logs in place.
2.6.2	Are there logs of new employee food safety (GMP) orientation training with topics covered and attendees?	Total Compliance	5	5	Yes. Training records on file.
2.6.3	Are there logs of ongoing employee food safety education training with topics covered and attendees?	Total Compliance	10	10	Yes. Orientation logs reviewed for the start up of the 2007–2008 season.
2.6.4	Is there an employee non-compliance/disciplinary action procedure? (verbal confirmation accepted).	Total Compliance	3	3	Yes (verbal).
2.7.1	Are there records of equipment microbiological testing?	N/A	0	0	Non-applicable. Score not affected. Currently not required for this type of product that has an inedible skin.
2.7.2	Are there records of environmental microbiological testing?	N/A	0	0	Non-applicable. Score not affected. Currently not required for this type of product that has an inedible skin.
2.7.3	Is there at least an annual microbiological test on water used in the facility (sampled from the site)?	Total Compliance	10	10	Yes. A water test report was available sampled from the site (included fecal coliform testing). Also a city water report was available.
2.7.4	Is there (at least) an annual microbiological test for in-house produced ice or a letter of guarantee from external suppliers of ice?	N/A	0	0	Non-applicable. Score not affected. No ice is used on this commodity.
2.8.1	Are there temperature logs for the packing room (if refrigerated)?	N/A	0	0	Non-applicable. Score not affected. Packing room is not refrigerated.
2.8.2	Are there temperature logs for storage rooms?	Total Compliance	5	5	Yes. Logs maintained by the shipping manager.
2.8.3	Are there records of shipping truck temperature checks, indicating that the truck was pre-cooled prior to loading?	Total Compliance	5	5	Yes.
2.8.4	Are there sanitary condition logs for shipping trucks (cleanliness, trailer condition, odor etc.)?	Total Compliance	10	10	Yes. Each load slip is stamped to show the trailer has been checked by the shipping department and suitable for loading.

Food Security.

Question No.	Audit Question	Given Answer	Given Score	Possible Score	Recommendation	Auditor Comments	Audio/ Picture
3.1.1	Are the facility external areas and vulnerable entry points (i.e. those that are not permanently locked) surrounded by security fencing?	Total Compliance	5	5		Yes. Secured facility (i.e. surrounded by security fencing). There is a security guard on duty as well.	
3.1.2	Is access to the facility controlled by guards, cards, locks, alarms or other devices?	Total Compliance	10	10		Yes, all doors are secured. A code must be used to enter various office rooms, packinghouse entrance, etc. Also, a security guard is used.	
3.1.3	Are inbound food product storage areas (fruits, vegetables, etc.) secure i.e. within the secure compound?	Total Compliance	5	5		Yes.	
3.1.4	Are chemicals such as chlorine, citric acid, fungicides and sanitation chemicals stored within secured areas with controlled access?	Total Compliance	5	5		Yes. Located in secured or locked areas.	
3.1.5	Are packaging material (cartons, wrap film etc.) storage areas secure i.e. within the secure compound?	Total Compliance	5	5		Yes. Using the trailer (located within the compound) and the box loft.	
3.2.1	Are background checks conducted on all personnel with special attention to employees who have access to sensitive areas and/or control of sensitive processes (verbal confirmation accepted)?	Total Compliance	5	5		Yes. Verbally told Social Security numbers and drivers licenses are maintained at the hiring phase.	
3.2.2	Employees personal items are not being stored in the production and material storage areas?	Total Compliance	5	5		Yes. As mentioned in section 1, items not stored on the production floor area.	
3.2.3	Are employees issued non-reproducible identification badges?	Total Compliance	5	5		Yes.	
3.2.4	Are visitors (including contractors) also required to be issued with identification badges?	Total Compliance	5	5		Yes.	
3.2.5	Are visitors (including contractors) required to "sign in" and sign out" in a visitors log book?	Total Compliance	5	5		Yes, policy in effect.	
3.3.1	Does the company make use of sealed and/or locked trailers on inbound loads (excluding open	N/A	0	0		Non-applicable. Score not affected. Field trucks haul product into.	

	flatbed trucks)?						
3.3.2	Does the company make use of sealed and/or locked trailers on outbound loads?	Major Deficiency	1	3	The company should be fitting seals or locks outbound trailers of products, where the company has control over the trucks being used. Seal numbers should be recorded.	Not as a policy, only upon customer's request.	
3.4.1	Are potable and non-potable water supply clearly identified?	N/A	0	0		Non-applicable. Score not affected. City water used. All water is potable.	
3.4.2	Are tamper evident water valves in place?	Total Compliance	3	3		Yes.	
3.4.3	Is there restricted access to sensitive water systems, e.g. sanitizer addition systems (like chlorine injection pumps), that helps ensure that only authorized personnel are able to adjust these systems?	Minor Deficiency	2	3	Access to water systems should be restricted.	Chemicals, ORP, devices, and equipment maintained by FMC. These are located within the packinghouse however an employee could have access to metering adjustments.	
3.5.1	Does the company have documented food security policies based on the risks associated with the operation?	Total Compliance	10	10		Yes.	
3.5.2	Are all personnel required to undergo training on food security issues and are training records kept?	Total Compliance	10	10		Yes.	
3.5.3	Is there is a log of who has access to sensitive areas e.g. a listing of key holders for access to areas like chemical storage?	Total Compliance	3	3		Yes.	
3.5.4	Is there an implemented and documented system to protect the security of food safety documentation and computer systems (including a back-up system for computer food safety data)?	Total Compliance	3	3		Yes.	
3.5.5	Is there a chemical inventory and/or usage log?	Total Compliance	3	3		Yes. Maintained by FMC.	

Miscellaneous Survey Questions

Question No.	Audit Question	Given Answer	Given Score	Possible Score	Recommendation	Auditor Comments	Audio/Picture
4.1.1	Minors (children) are not employed below the National and/or State Legal Minimum Age (verbal confirmation accepted)?	Yes	0	0		Yes. No minors allowed to work in the facility.	
4.1.2	If Minors are employed, do the records of hours of employment meet National and/or State Laws (both in and out of school time)?	N/A	0	0		Non-applicable. See 4.1.1.	

4.1.3	If Minors are employed, are they prohibited from doing certain jobs which are restricted by law?	N/A	0	0	Non-applicable. See 4.1.1.
4.2.1	There are no allergen risks handled or stored on site? If N, then complete Allergens Section (next 6 questions).	Yes	0	0	Yes, no allergen risks associated with this product.
4.2.2	Are there adequate storage controls (separation, identification etc.) that ensure that allergens are not contaminating other raw materials ?	N/A	0	0	Non-applicable. See 4.2.1.
4.2.3	Is there a dedicated production line or adequate clean down and production procedures that prevent allergen cross contamination?	N/A	0	0	Non-applicable. See 4.2.1.
4.2.4	Are utensils and work in progress storage containers identified in order to prevent allergen cross contamination?	N/A	0	0	Non-applicable. See 4.2.1.
4.2.5	Does re-work handling take into account the issue associated with allergen containing products?	N/A	0	0	Non-applicable. See 4.2.1.
4.2.6	Are employees trained with respect to allergen risks and the facility allergen cross contamination controls (including hand washing between production runs) and are there allergen training records?	N/A	0	0	Non-applicable. See 4.2.1.
4.2.7	Are all products manufactured on site, labeled correctly with respect to allergens?	N/A	0	0	Non-applicable. See 4.2.1.

New Questions – Not part of overall percentage

Question No.	Audit Question	Given Answer	Given Score	Possible Score	Recommendation	Auditor Comments	Audio/ Picture
5.1.1	Are employees fingernails clean, short and if gloves are not used, free of nail polish?	Total Compliance	5	5		Yes. No issues noted.	
5.1.2	Are production areas clean and well maintained?	Total Compliance	15	15		Yes.	
5.1.3	Are maintenance tools that are used in the production and storage areas of the facility clean, sanitary and corrosion free?	Total Compliance	3	3		Yes.	
5.1.4	Are there written Standard Operating Procedures (SOPs) that define specific working instructions for activities required to ensure food safety and the maintenance of Good Manufacturing Practices?	Total Compliance	5	5		Yes. SOPs (standard operating procedures) in place. FMC is contracted to carry out the chemical and wash water monitoring.	
5.1.5	Are the SOP's available to relevant users and also a master copy maintained in a central file (SOP Manual)?	N/A	0	0		Non-applicable. Score not affected. Auditor did not check to see if all relevant users had copies.	
5.1.6	Are there specific SOP's for the changing and testing of water and ice systems e.g. washing flumes, hydrovac, ice making machines, ice injectors, etc.?	Total Compliance	10	10		Yes, through the contracted company FMC.	

5.1.7	Are there records that show anti-microbial strength testing (with corrective actions) of water and ice solutions prior to start up and throughout the production runs?	Total Compliance	10	10	Yes, through the contracted company FMC.
5.1.8	Is there a program for periodic inspections of food safety system records e.g. pest control records, temperature control records, sanitation records, maintenance records etc?	Total Compliance	5	5	Yes (verbal). Told that file requirements are also reviewed.
5.1.9	Is there a documented training program with training logs for the sanitation employees including best practices and chemical use details?	Total Compliance	5	5	Yes. "Sanitation" video was available. All employees receive the training.

Audit Scoring Summary

	Good Manufacturing Practices	Score	633
		Possible Points	686
		Percent Score	92%
	Food Safety File Requirements	Score	283
		Possible Points	294
		Percent Score	96%
	Miscellaneous Survey Questions	Score	0
		Possible Points	0
		Percent Score	0%
	Total	Score	916
		Possible Points	980
		Percent Score	93%

Food Security Scoring Summary

	Food Security.	Score	90
		Possible Points	93
		Percent Score	97%
	Total	Score	90
		Possible Points	93
		Percent Score	97%

New Questions Scoring Summary (Not Part Of Overall Food Safety Percentage)

	New Questions – Not part of overall percentage	Score	58
		Possible Points	58
		Percent Score	100%
	Total	Score	58

Possible Points **58**
Percent Score **100%**

Score System For Entire Audit	
Percentage/Category	
95–100 Superior	
90–94 Excellent	
85–89 Good	
80–84 Standard	
<80 Unsatisfactory	

Point System For Individual Questions				
Question Points	Total Compliance	Minor Deficiency	Major Deficiency	Non Compliance
15 Point Question	15 points	10 points	5 points	0 points
10 Point Question	10 points	7 points	3 points	0 points
5 Point Question	5 points	3 points	1 point	0 points
3 Point Question	3 points	2 points	1 point	0 points

Compliance Categories	
Full Compliance:	To meet the question and/or compliance criteria in full.
Minor Deficiency:	To have minor deficiencies against the question and/or compliance criteria. To have single or isolated non–severe deficiencies (usually up to three) against the question and/or compliance criteria. To have covered most of the question compliance criteria, but not all.
Major Deficiency:	To have major deficiencies against the question and/or compliance criteria. To have numerous non–severe deficiencies (usually more than three) against the question and/or compliance criteria. To have single or isolated severe deficiencies against the question and/or compliance criteria. To have covered some of the question compliance criteria, but not most of it.
Non–Compliance:	To have not met the question and/or compliance criteria requirements at all. Having systematic deficiencies against the question and/or compliance criteria (severe or non–severe issues).