

USDA GAP/GHP Audit Verification Checklist

Instructions

Conditions Under Which an Automatic "Unsatisfactory" Will be Assessed:

- * An immediate food safety risk is present when produce is grown, processed, packed or held under conditions that promote or cause the produce to become contaminated.
- * The presence or evidence of rodents, an excessive amount of insects or other pests in the produce during packing, processing or storage.
- * Observation of employee practices (personal or hygienic) that have jeopardized or may jeopardize the safety of the produce.
- * Falsification of records.
- * Answering of Questions P1 or P2 as "NO".

Other Instructions:

- * Gray boxes in the "N/A" column indicate that question cannot be answered "NA".
- * Any "N/A" or "No" designation must be explained in the comments section.
- * In the "Doc" column, "D" indicates that a document(s) is required to show conformance to the question. A document may be a combination of standard operating procedures outlining company policy as well as a record indicating that a particular action was taken.
- * In the "Doc" column, "R" indicates that a record is required to be kept showing an action was taken.
- * In the "Doc" column, "P" indicates that a policy/standard operating procedure (SOP) must be documented in the food safety plan in order to show conformance to the question.