

# USDA GAP/GHP Audit Verification Checklist

## General Questions Section

### Implementation of a Food Safety Plan

QUESTION		RESPONSE			DOC	NOTES	
P-1	A documented food safety program that incorporates GAP/GHP has been implemented.		YES	NO	NA	D	
P-2	The operation has designated someone to implement and oversee an established food safety program.		YES	NO	NA	D	

### Traceability

G-1	A documented traceability program has been established.		YES	NO	NA	D	
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QUESTION		RESPONSE			DOC		NOTES
G-2	The operation has performed a "mock recall" that was proven to be effective.		YES	NO	NA	R	

### Worker Health and Hygiene

G-3	Potable water is available to all workers.		YES	NO	NA	R	
G-4	All employees and all visitors to the location are required to follow proper sanitation and hygiene practices.		YES	NO	NA	P	
G-5	Training on proper sanitation and hygiene practices is provided to all staff.		YES	NO	NA	D	
G-6	Employees and visitors are following good hygiene/sanitation practices		YES	NO	NA		
G-7	Employees who handle or package produce are washing their hands before beginning or returning to work.		YES	NO	NA		

QUESTION		RESPONSE			DOC		NOTES
G-8	Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work.		YES	NO	NA		

QUESTION		RESPONSE			DOC		NOTES
G-9	All toilet/restroom/field sanitation facilities are clean. They are properly supplied with single use towels, toilet paper, and hand soap or antibacterial soap and potable water for hand washing.		YES	NO	NA		
G-10	All toilet/restroom/field sanitation facilities are serviced and cleaned on a scheduled basis.		YES	NO	NA	R	
G-11	Smoking and eating are confined to designated areas separate from where product is handled.		YES	NO	NA	P	
G-12	Workers with diarrheal disease or symptoms of other infectious disease are prohibited from handling fresh produce.		YES	NO	NA	P	

QUESTION		RESPONSE			DOC	NOTES	
G-13	There is a policy describing procedures which specify handling/disposition of produce or food contact surfaces that have come into contact with blood or other body fluids.		YES	NO	NA	P	

QUESTION		RESPONSE			DOC	NOTES	
G-14	Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries.		YES	NO	NA	P	

QUESTION		RESPONSE			DOC		NOTES
G-15	Company personnel or contracted personnel that apply regulated pre-harvest and/or post harvest materials are licensed. Company personnel or contracted personnel applying non-regulated materials have been trained on its proper use.		YES	NO	NA	R	