

# USDA GAP/GHP Audit Verification Checklist

## Part 3: House Packing Facility Section

### Receiving

| QUESTION |   | RESPONSE |     |    |    | NOTES |
|----------|---|----------|-----|----|----|-------|
| 3-1      | Product delivered from the field which is held in a staging area prior to packing or processing is protected from possible contamination. |          | YES | NO | NA |       |
| 3-2      | Prior to packing, product is properly stored and/or handled in order to reduce possible contamination.                                    |          | YES | NO | NA |       |

### Washing Packing Line

|     |  |  |     |    |    |   |      |
|-----|--|--|-----|----|----|---|------|
| 3-3 | Source water used in the packing operation is potable.   |  | YES | NO | NA | R |      |
| 3-4 | If applicable, the temperature of processing water used in dump tanks, flumes, etc., is monitored and is kept at temperatures appropriate for the commodity. |  | YES | NO | NA | D | 3-4a |
| 3-5 | Processing water is sufficiently treated to reduce microbial contamination.  |  | YES | NO | NA | D | 3-5a |

| QUESTION |  | RESPONSE |     |    | DOC |   | NOTES |
|----------|--|----------|-----|----|-----|---|-------|
| 3-6      | Water-contact surfaces, such as dump tanks, flumes, wash tanks, and hydro coolers, are cleaned and/or sanitized on a scheduled basis.        |          | YES | NO | NA  | D | 3-6a  |
| 3-7      | Water treatment (strength levels and pH) and exposure time is monitored and the facility has demonstrated it is appropriate for the product. |          | YES | NO | NA  | D | 3-4a  |
| 3-8      | Food contact surfaces are in good condition; cleaned and/or sanitized prior to use and cleaning logs are maintained.                         |          | YES | NO | NA  | D | 3-8a  |
| 3-9      | Product flow zones are protected from sources of contamination.  |          | YES | NO | NA  |   |       |
| 3-10     | The water used for cooling and/or to make ice is potable.  |          | YES | NO | NA  | R | 3-10a |
| 3-11     | Any ice used for cooling produce is manufactured, transported and stored under sanitary conditions.  |          | YES | NO | NA  | R | 3-10a |

### Packing House Worker Health & Hygiene

|      |   |  |     |    |    |  |  |
|------|---|--|-----|----|----|--|--|
| 3-12 | Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from packing area. |  | YES | NO | NA |  |  |
|------|---|--|-----|----|----|--|--|

| QUESTION |   | RESPONSE |     |    | DOC |   | NOTES |
|----------|---|----------|-----|----|-----|---|-------|
| 3-13     | When there is a written policy regarding the use of hair nets/ beard nets in the production area, it is being followed by all employees and visitors. |          | YES | NO | NA  | P |       |
| 3-14     | When there is a written policy regarding the wearing of jewelry in the production area, it is being followed by all employees and visitors.           |          | YES | NO | NA  | P |       |

**Packing House General Housekeeping**

|      |   |  |     |    |    |   |        |
|------|---|--|-----|----|----|---|--------|
| 3-15 | Only food grade approved and labeled lubricants are used in the packing equipment/ machinery. |  | YES | NO | NA | R | 3-15 a |
| 3-16 | Chemicals not approved for use on product are stored and segregated away from packing area.   |  | YES | NO | NA |   |        |
| 3-17 | The plant grounds are reasonably free of litter and debris.                                   |  | YES | NO | NA |   |        |
| 3-18 | The plant grounds are reasonably free of standing water.                                      |  | YES | NO | NA |   |        |

| QUESTION |   | RESPONSE |     |    | DOC | NOTES |
|----------|---|----------|-----|----|-----|-------|
| 3-19     | Outside garbage receptacles/ dumpsters are closed or are located away from packing facility entrances and the area around such sites is reasonably clean. |          | YES | NO | NA  |       |
| 3-20     | Packing facilities are enclosed.  |          | YES | NO | NA  |       |
| 3-21     | The packing facility interior is clean and maintained in an orderly manner.   |          | YES | NO | NA  |       |
| 3-22     | Floor drains appear to be free of obstructions.   |          | YES | NO | NA  |       |
| 3-23     | Pipes, ducts, fans and ceilings which are over food handling operations are clean.  |          | YES | NO | NA  |       |
| 3-24     | Glass materials above product flow zones are contained in case of breakage.   |          | YES | NO | NA  |       |
| 3-25     | Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains or a sufficient distance.                         |          | YES | NO | NA  |       |

| QUESTION |  | RESPONSE |     |    | DOC | NOTES |       |
|----------|--|----------|-----|----|-----|-------|-------|
| 3-26     | There is a policy describing procedures which specify handling/ disposition of finished produce which is opened, spilled or comes into contact with the floor. |          | YES | NO | NA  | P     | 3-26a |
| 3-27     | Only new or sanitized containers are used for packing the product.   |          | YES | NO | NA  | D     | 3-27a |
| 3-28     | Pallets and containers are clean and in good condition.  |          | YES | NO | NA  |       |       |
| 3-29     | Packing containers are properly stored and protected from contamination (birds, rodents, and other pests.)   |          | YES | NO | NA  |       |       |

### Pest Control

|      |   |  |     |    |    |   |       |
|------|---|--|-----|----|----|---|-------|
| 3-30 | Measures are taken to exclude animals or pests from packing and storage facilities. |  | YES | NO | NA | D |       |
| 3-31 | There is an established pest control program for the facility.                      |  | YES | NO | NA | D | 3-31a |
| 3-32 | Service reports for the pest control program are available for review.              |  | YES | NO | NA | R |       |

| QUESTION | RESPONSE   | DOC |    |    | NOTES |
|----------|--|-----|----|----|-------|
| 3-33     | Interior walls, floors and ceilings are well maintained and are free fo major cracks and crevices. | YES | NO | NA |       |

**Traceability**

|      |  |     |    |    |   |  |
|------|--|-----|----|----|---|--|
| 3-34 | Records are kept recording the source of incoming product and the destination of outgoing product which is uniquely identified to enable traceability. | YES | NO | NA | D |  |
|------|--|-----|----|----|---|--|