

# USDA GAP/GHP Audit Verification Checklist

## Part 4: Storage & Transportation Section

### Product, Containers & Pallets

| QUESTION |   | RESPONSE |     |    |    |   | NOTES |
|----------|---|----------|-----|----|----|---|-------|
| 4-1      | The storage facility is cleaned and maintained in an orderly manner.  |          | YES | NO | NA |   | 4-1   |
| 4-2      | Bulk storage facilities are inspected for foreign material prior to use and records are maintained.   |          | YES | NO | NA | R | 4-2   |
| 4-3      | Storage rooms, buildings, and/or facilities are maintained and sufficiently sealed or isolated to be protected from external contamination. |          | YES | NO | NA |   |       |
| 4-4      | Storage grounds are reasonably free of litter and debris.   |          | YES | NO | NA |   |       |
| 4-5      | Floors in storage areas reasonably free of standing water.  |          | YES | NO | NA |   |       |

## Product, Containers & Pallets

| QUESTION |  | RESPONSE | DOC |    |    | NOTES    |
|----------|--|----------|-----|----|----|----------|
| 4-6      | Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains, or a sufficient distance.                           |          | YES | NO | NA |          |
| 4-7      | There is a policy describing procedures which specify handling/disposition of finished product which is opened, spilled, or comes in contact with the floor. |          | YES | NO | NA | P<br>4-7 |
| 4-8      | Packing containers are properly stored and sufficiently sealed to be protected from contamination (birds, rodents, pests and other contaminants).            |          | YES | NO | NA |          |
| 4-9      | Pallets, pallet boxes, tote bags, and portable bins, etc. are clean, in good condition and do not contribute foreign material to the product.                |          | YES | NO | NA |          |
| 4-10     | Product stored outside in totes, trucks, bins, other containers or on the ground in bulk is covered and protected from contamination.                        |          | YES | NO | NA |          |

| QUESTION |  | RESPONSE |     |    | DOC |   | NOTES |
|----------|--|----------|-----|----|-----|---|-------|
| 4-11     | Non-food grade substances such as paints, lubricants, pesticides, etc. are not stored in close proximity to the product. |          | YES | NO | NA  |   |       |
| 4-12     | Mechanical equipment used during the storage process is clean and maintained to prevent contamination of the product.    |          | YES | NO | NA  | D |       |

### Pest Control

|      |  |  |     |    |    |   |       |
|------|--|--|-----|----|----|---|-------|
| 4-13 | Measures are taken to exclude animals or pests from storage facilities.                            |  | YES | NO | NA | D | 1-12a |
| 4-14 | There is an established pest control program for the facility.                                     |  | YES | NO | NA | D | 1-12a |
| 4-15 | Service reports for the pest control program are available for review.                             |  | YES | NO | NA | R | 1-12b |
| 4-16 | Interior walls, floors and ceilings are well maintained and are free of major cracks and crevices. |  | YES | NO | NA |   |       |

### Ice and Refrigeration

|      |  |  |     |    |    |   |  |
|------|--|--|-----|----|----|---|--|
| 4-17 | The water used for cooling and/or making ice is potable. |  | YES | NO | NA | R |  |
|------|--|--|-----|----|----|---|--|

| QUESTION |  | RESPONSE |     |    | DOC |   | NOTES |
|----------|--|----------|-----|----|-----|---|-------|
| 4-18     | Manufacturing, storage and transportation facilities used in making and delivering ice used for cooling the product have been sanitized. |          | YES | NO | NA  | R |       |
| 4-19     | Climate controlled rooms are monitored for temperature and logs are maintained.  |          | YES | NO | NA  | D | 4-19  |
| 4-20     | Thermometer(s) are checked for accuracy and records are available for review.  |          | YES | NO | NA  | D | 4-20  |
| 4-21     | Refrigeration system condensation does not come in contact with produce.   |          | YES | NO | NA  |   |       |
| 4-22     | Refrigeration equipment (condensers, fans, etc.) is cleaned on a scheduled basis.  |          | YES | NO | NA  | D | 4-19  |
| 4-23     | Iced product does not drip on pallets of produce stored below.   |          | YES | NO | NA  |   |       |

### Transportation

|      |  |  |     |    |    |   |          |
|------|--|--|-----|----|----|---|----------|
| 4-24 | Prior to the loading process, conveyances are required to be clean, in good physical condition, free from disagreeable odors, and from obvious dirt/ debris. |  | YES | NO | NA | P | 4-24a, b |
|------|--|--|-----|----|----|---|----------|

| QUESTION |  | RESPONSE |     |    |    | DOC | NOTES    |
|----------|--|----------|-----|----|----|-----|----------|
| 4-25     | Produce items are not loaded with potentially contaminating products.  |          | YES | NO | NA | P   | 4-24a    |
| 4-26     | Company has a written policy for transporters and conveyances to maintain a specified temperature(s) during transit. |          | YES | NO | NA | P   | 4-24a, b |
| 4-27     | Conveyances are loaded to minimize damage to product.  |          | YES | NO | NA | P   | 4-24a    |

### Worker Health and Personal Hygiene

|      |   |  |     |    |    |   |  |
|------|---|--|-----|----|----|---|--|
| 4-28 | Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from storage, shipping and receiving areas.                            |  | YES | NO | NA |   |  |
| 4-29 | When there is a written policy regarding the use of hair/ beard nets in the storage and transportation areas, it is being followed by all employees and visitors. |  | YES | NO | NA | P |  |
| 4-30 | When there is a written policy regarding the wearing of jewelry in the storage and transportation areas, it is being followed by all employees and visitors.      |  | YES | NO | NA | P |  |

### Traceability

| QUESTION |  | RESPONSE |     |    |    | DOC | NOTES   |
|----------|--|----------|-----|----|----|-----|---------|
| 4-31     | 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   | G-1b, f |