



GAP Audit Checklist

Farmers Produce / 22 Jun 2023 / Matt Kent

Complete

Score	95.75%	Flagged items	8	Actions	1
Site conducted					Unanswered
Site					Farmers Produce
Conducted on					22.06.2023 16:09 PST
Prepared by					Matt Kent
Location					12004 E Silver Lake Rd Mount Hope, KS 67108 United States (37.80153642088271, -97.74918546805154)

Flagged items & Actions

8 flagged, 1 action

Flagged items

8 flagged, 1 action

Part 1 - Farm Review / Animals/Wildlife/Livestock

Crop production areas are not located near or adjacent to dairy, livestock, or fowl production facilities unless adequate barriers exist.

No

Adjacent farm has dairy cows roaming but per our last meeting they will be reinforcing the fence.



Photo 1

Part 1 - Farm Review / Manure and Municipal Biosolids / No Manure/Biosolids Used

A previous land use risk assessment has been performed.

No

This is old land for fruits and vegetables but we scheduled the risk assessment this coming weekend to avoid disruptions.

To Do | Assignee mailarae o'santos | Priority Medium | Due 26.06.2023 09:30 PST | Created by SafetyCulture Staff

Conduct a risk assessment

Part 1 - Farm Review / Manure and Municipal Biosolids / No Manure/Biosolids Used

Crop production areas that have been subjected to flooding are tested for potential microbial hazards.

No

Part 1 - Farm Review / Conclusion: Part 1 - Farm Review

Farm Review

Fail

Part 3 - House Packing Facility / Receiving

Product delivered from the field which is held in a staging area prior to packing or processing is protected from possible contamination.

No

Our staging area is far from the dairy farm but the assessment will make us 100% sure that we remain food safe.

Part 3 - House Packing Facility / Packing House General Housekeeping

Pipes, ducts, fans and ceilings which are over food handling operations, are clean.

No

Looks like we missed cleaning the 2nd fan this week.



Photo 2

Part 7 - Preventive Food Defense Procedures / Secure Employee/Visitor Procedures

Food defense training has been provided to all employees.

No

We have a newly hired employee and he is yet to be trained. Training will be completed tomorrow.

Part 7 - Preventive Food Defense Procedures / Secure Facility Procedures

Uniforms, name tags, or identification badges are collected from employees prior to the termination of employment.

No

William, our staff who went AWOL 2 weeks ago is yet to surrender his access badge but everyone is aware that he is no longer with us.

Other actions

0 actions

Water Usage

100%

What is the source of irrigation water? (Pond, Stream, Well, Municipal, Other)

Municipal

How are crops irrigated? (Flood, Drip, Sprinkler, Other)

Sprinkler

A water quality assessment has been performed to determine the quality of water used for irrigation purpose on the crop(s) being applied.

Yes

A water quality assessment has been performed to determine the quality of water use for chemical application or fertigation method.

Yes

If necessary, steps are taken to protect irrigation water from potential direct and nonpoint source contamination.

Yes

Sewage Treatment

100%

The farm sewage treatment system/septic system is functioning properly and there is no evidence of leaking or runoff.

Yes

There is no municipal/commercial sewage treatment facility or waste material landfill adjacent to the farm.

Yes

Animals/Wildlife/Livestock

1 flagged, 83.33%

Crop production areas are not located near or adjacent to dairy, livestock, or fowl production facilities unless adequate barriers exist.

No

Adjacent farm has dairy cows roaming but per our last meeting they will be reinforcing the fence.



Photo 1

Manure lagoons located near or adjacent to crop production areas are maintained to prevent leaking/overflowing, or measures have been taken to stop runoff from contaminating the crop production areas.

Yes

We are in no risk of being contaminated by the new dairy farm's manure

Manure stored near or adjacent to crop production areas is

Yes

contained to prevent contamination of crops.

Measures are taken to restrict access of livestock to the source or delivery system of crop irrigation water.

Yes

Crop production areas are monitored for the presence or signs of wild or domestic animals the entering the land.

Yes

Measures are taken to reduce the opportunity for wild and/or domestic animals from entering crop production areas.

Yes

Manure and Municipal Biosolids

2 flagged, 1 action, 50%

Please choose one of the following options as it relates to the farm operations:

No manure or municipal biosolids of any kind are used as soil amendments.

No Manure/Biosolids Used

2 flagged, 1 action, 50%

No animal manure or municipal biosolids are used.

Yes

A previous land use risk assessment has been performed.

No

This is old land for fruits and vegetables but we scheduled the risk assessment this coming weekend to avoid disruptions.

To Do | Assignee mailarae o'santos | Priority Medium | Due 26.06.2023 09:30 PST | Created by SafetyCulture Staff

Conduct a risk assessment

When previous land use history indicates a possibility of contamination, preventative measures have been taken to mitigate the known risks and soils have been tested for contaminants and the land use is commensurate with test results.

Yes

Crop production areas that have been subjected to flooding are tested for potential microbial hazards.

No

Traceability

100%

Each production area is identified or coded to enable traceability in the event of a recall.

Yes

Conclusion: Part 1 - Farm Review

1 flagged, 0%

Comments/Recommendations:

The property nearby that have been turned into a dairy farm has potentially placed our farm at risk and we need to reassess to make sure we remain food safe. We will have a better idea of how compliant we will be after the assessments his weekend.

Part 2 - Field Harvest and Field Packing Activities

100%

Field Sanitation and Hygiene

100%

A documented pre-harvest assessment is made on the crop production areas. Risks and possible sources of crop contamination are noted and assessed.

Yes

The number, condition, and placement of field sanitation units comply with applicable state and/or federal regulations.

Yes

When question above is answered "N/A" (sanitation units are not required), a toilet facility is readily available for all workers.

Yes

Field sanitation units are located in a location that minimizes the potential risk for product contamination and are directly accessible for servicing.

Yes

A response plan is in place for the event of a major spill or leak of field sanitation units or toilet facilities.

Yes

Field Harvesting and Transportation

100%

All harvesting containers and bulk hauling vehicles that come in direct contact with product are cleaned and/or sanitized on a scheduled basis and kept as clean as practicable.

Yes

All hand harvesting equipment and implements (knives, pruners machetes, etc.) are kept as clean as practical and are disinfected on a scheduled basis.

Yes

Damaged containers are properly repaired or disposed of.

Yes

Harvesting equipment and/or machinery which comes into contact with product is in good repair.

Yes

Light bulbs and glass on harvesting equipment are protected so as not to contaminate produce or fields in the case of breakage.

Yes

There is a standard operating procedure or instructions on what measures should be taken in the case of glass/plastic breakage and possible contamination during harvesting operations.

Yes

There is a standard operating procedure or instructions on what measures should be taken in the case of product contamination by chemicals, petroleum, pesticides or other contaminating factors.

Yes

For mechanically harvested product, measures are taken

Yes

during harvest to inspect for and remove foreign objects such as glass, metal, rocks, or other dangerous/toxic items.

Harvesting containers, totes, etc. are not used for carrying or storing non- produce items during the harvest season, and farm workers are instructed in this policy.

Yes

Water applied to harvested product is microbially safe.

Yes

Efforts have been made to remove excessive dirt and mud from product and/or containers during harvest.

Yes

Transportation equipment used to move product from field to storage areas or storage areas to processing plant which comes into contact with product is clean and in good repair.

Yes

There is a policy in place and has been implemented that harvested product being moved from field to storage areas or processing plants are covered during transportation.

Yes

In ranch or field pack operations, only new or sanitized containers are used for packing the product.

Yes

Packing materials used in ranch or field pack operations are properly stored and protected from contamination.

Yes

Product moving out of the field is uniquely identified to enable traceability in the event of a recall.

Yes

Conclusion: Part 2 - Field Harvest And Field Packing Activities

100%

Comments/Recommendations:

Good work

Field Harvest And Field Packing Activities

Pass

Part 3 - House Packing Facility

2 flagged, 93.94%

Receiving

1 flagged, 50%

Product delivered from the field which is held in a staging area prior to packing or processing is protected from possible contamination.

No

Our staging area is far from the dairy farm but the assessment will make us 100% sure that we remain food safe.

Prior to packing, product is properly stored and/or handled in order to reduce possible contamination.

Yes

Washing/Packing Line

100%

Source water used in the packing operation is potable.

Yes

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

Processing water is sufficiently treated to reduce microbial contamination.

Yes

Water-contact surfaces, such as dump tanks, flumes, wash tanks and hydro coolers, are cleaned and/or sanitized on a scheduled basis.

Yes

Water treatment (strength levels and pH) and exposure time is monitored and the facility has demonstrated it is appropriate for the product.

Yes

Food contact surfaces are in good condition; cleaned and/or sanitized prior to use and cleaning logs are maintained.

Yes

Product flow zones are protected from sources of contamination.

Yes

The water used for cooling and/or making ice is potable.

Yes

Any ice used for cooling produce is manufactured, transported and stored under sanitary conditions.

Yes

Packing House Worker Health & Hygiene

100%

Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from packing area.

Yes

When there is a written policy regarding the use of hair nets/beard nets in the production area, it is being followed by

N/A

all employees and visitors.

When there is a written policy regarding the wearing of jewelry in the production area, it is being followed by all employees and visitors.

N/A

Packing House General Housekeeping

1 flagged, 93.33%

Only food grade approved and labeled lubricants are used in the packing equipment/machinery.

Yes

Chemicals not approved for use on product are stored and segregated away from packing area.

Yes

The plant grounds are reasonably free of litter and debris.

Yes

The plant grounds are reasonably free of standing water.

Yes

Outside garbage receptacles/dumpsters are closed or are located away from packing facility entrances and the area around such sites is reasonably clean.

Yes

Packing facilities are enclosed.

Yes

The packing facility interior is clean and maintained in an orderly manner.

Yes

Floor drains appear to be free of obstructions.

Yes

Pipes, ducts, fans and ceilings which are over food handling operations, are clean.

No

Looks like we missed cleaning the 2nd fan this week.



Photo 2

Glass materials above product flow zones are contained in case of breakage.

Yes

Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains, or a sufficient distance.

Yes

There is a policy describing procedures which specify handling/disposition of finished product that is opened, spilled, or comes into contact with the floor.

Yes

Only new or sanitized containers are used for packing the product. Yes

Pallets and containers are clean and in good condition. Yes

Packing containers are properly stored and protected from contamination (birds, rodents, and other pests). Yes

Pest Control 100%

Measures are taken to exclude animals or pests from packing and storage facilities. Yes

There is an established pest control program for the facility. Yes

Service reports for the pest control program are available for review. Yes

Interior walls, floors and ceilings are well maintained and are free of major cracks and crevices. Yes

Traceability 100%

Records are kept recording the source of incoming product and the destination of outgoing product which is uniquely identified to enable traceability. Yes

Conclusion: Part 3 - House Packing Facility 100%

Comments/Recommendations:
Fan is an issue found today but Carl is cleaning it as I type this down.

House Packing Facility Pass

Part 4 - Storage and Transportation

100%

Product, Containers & Pallets

100%

The storage facility is cleaned and maintained in an orderly manner.

Yes

Bulk storage facilities are inspected for foreign material prior to use and records are maintained.

Yes

Storage rooms, buildings, and/or facilities are maintained and sufficiently sealed or isolated and are protected from external contamination.

Yes

Storage grounds are reasonably free of litter and debris.

Yes

Floors in storage areas are reasonably free of standing water.

Yes

Possible wastewater spillage is prevented from contaminating any food handling area by barriers, drains, or sufficient distance.

Yes

There is a policy describing procedures which specify handling/disposition of finished product which is opened, spilled, or comes into contact with the floor.

Yes

Packing containers are properly stored and sufficiently sealed, to be protected from contamination (birds, rodents, pests, and other contaminants).

Yes

Pallets, pallet boxes, tote bags, and portable bins, etc. are clean, in good condition and do not contribute foreign material to the product.

Yes

Product stored outside in totes, trucks, bins, other containers or on the ground in bulk is covered and protected from contamination.

Yes

Non-food grade substances such as paints, lubricants, pesticides, etc., are not stored in close proximity to the product.

Yes

Mechanical equipment used during the storage process is clean and maintained to prevent contamination of the product.

Yes

Pest Control

100%

Measures are taken to exclude animals or pests from storage facilities.

Yes

There is an established pest control program for the facility.	Yes
Service reports for the pest control program are available for review.	Yes
Interior walls, floors, and ceilings are well-maintained and are free of major cracks and crevices.	Yes

Ice & Refrigeration

100%

The water used for cooling and/or making ice is potable.	Yes
Manufacturing, storage, and transportation facilities used in making and delivering ice used for cooling the product have been sanitized.	Yes
Climate-controlled rooms are monitored for temperature and logs are maintained.	Yes
Thermometer(s) are checked for accuracy and records are available for review.	Yes
Refrigeration system condensation does not come in contact with produce.	Yes
Refrigeration equipment (condensers, fans, etc.) is cleaned on a scheduled basis.	Yes
Iced product does not drip on pallets of produce stored below.	Yes

Transportation

100%

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
Produce items are not loaded with potentially contaminating products.	Yes
Company has a written policy for transporters and conveyances to maintain a specified temperature(s) during transit.	Yes
Conveyances are loaded to minimize damage to product.	Yes

Worker Health and Personal Hygiene

100%

Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from storage, shipping, and receiving areas.	Yes
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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 affected employees and visitors.

Yes

When there is a written policy restricting the wearing of jewelry in the storage and transportation areas, it is being followed by all affected employees and visitors.

Yes

Traceability

100%

Records are kept regarding the source of incoming product and the destination of outgoing product which is uniquely identified to enable traceability.

Yes

Conclusion: Part 4 - Storage And Transportation

100%

Comments/Recommendations:

Good work

Storage And Transportation

Pass

Note: Part 5 is no longer in use. Proceed to Part 6.

Part 6 - Wholesale Distribution Center/Terminal Warehouses

100%

Receiving

100%

All companies that supply fresh produce are required to have passed a third party audit verification of GAP and/or GHP.

Yes

Upon receiving, conveyances are required to be clean, in good physical condition and free from obvious objectionable odors, dirt and/or debris at time of unloading.

Yes

Company does not accept produce items that are loaded with or are not protected from potentially contaminating products.

Yes

Refrigerated commodities are monitored for temperatures at the time of receiving.

Yes

The company has a written policy regarding the disposition of product when temperatures are not within the company's guidelines at the time of receiving.

Yes

Storage Facility/Temperature Control

100%

The facility is clean and maintained in an orderly manner.

Yes

Refrigerated rooms are monitored for temperature and logs are maintained.

Yes

Thermometer(s) are checked for accuracy and records are available for review.

Yes

Refrigeration system condensation does not come into contact with produce.

Yes

Refrigeration equipment (condensers, fans, etc.) is cleaned on a scheduled basis.

Yes

Iced product does not drip on pallets of produce stored below.

Yes

The water used for cooling/ice is potable.

Yes

Manufacturing, storage, and transportation facilities used in making and delivering ice used for cooling the product are sanitized on a scheduled basis.

Yes

There is a policy describing procedures which specify handling/disposition of finished product which is opened, spilled, or comes into contact with the floor.

Yes

Product flow zones are protected from sources of contamination.

Yes

Glass materials above product flow zones are contained in case of breakage.	Yes
The grounds are reasonably free of litter and debris.	Yes
The grounds are reasonably free of standing water.	Yes
Outside garbage receptacles/dumpsters are closed or are located away from facility entrances and the area around such sites is reasonably clean.	Yes
The facility is enclosed.	Yes
Floor drains appear to be free of obstructions.	Yes
Pipes, ducts, fans, and ceilings in the facility are reasonably clean.	Yes
Possible wastewater spillage is prevented from contaminating any food storage or handling area by barriers, drains, or a sufficient distance.	Yes
Non-food grade substances such as paints, lubricants, pesticides, etc., are not stored in close proximity to the product.	Yes
Pest Control	100%
Measures are taken to exclude animals or pests from the facility.	Yes
There is an established pest control program for the facility.	Yes
Service reports for the pest control program are available for review.	Yes
Interior walls, floors and ceilings are well-maintained and free of major cracks and crevices.	Yes
Repacking/Reconditioning	100%
Does the facility repack and/or recondition product?	Yes
Repacking/reconditioning processes are confined to an established location in the facility.	Yes
Food contact surfaces are in good condition; cleaned and/or sanitized prior to use and cleaning logs are maintained.	Yes
Source water used in the repacking operation is potable.	Yes

Processing water is sufficiently treated to reduce microbial contamination.	Yes
Water treatment (strength levels and pH) and exposure time is monitored and is appropriate for product.	Yes
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
Any ice used for cooling produce is manufactured, transported and stored under sanitary conditions.	Yes
Water used for chilling and/or to make ice is potable.	Yes
Only food grade approved and labeled lubricants are used in the repacking equipment/machinery.	Yes
Only new or sanitized containers are used for product repacking.	Yes
Pallets and other containers are clean and in good condition.	Yes
Packing containers are properly stored and protected from contamination (birds, rodents, and other pests, etc.).	Yes

Worker Health and Personal Hygiene

100%

Employee facilities (locker rooms, lunch and break areas, etc.) are clean and located away from repack and storage area.	Yes
When there is a written policy regarding the use of hair nets/beard nets in the facility, it is being followed by all affected employees and visitors.	Yes
When there is a written policy restricting the wearing of jewelry in the facility, it is being followed by all affected employees and visitors.	Yes

Shipping/Transportation

100%

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
Produce items are not loaded with potentially contaminating products.	Yes
Company has a written policy for transporters and conveyances to maintain a specified temperature(s) range during transit.	Yes

Traceability

100%

Records are kept recording the source of incoming product and the destination of outgoing product which is uniquely identified to enable traceability.

Yes

Conclusion: Part 6 - Wholesale Distribution Center/Terminal Warehouses

100%

Comments/Recommendations:

Good work

Wholesale Distribution Center/Terminal Warehouses

Pass

Part 7 - Preventive Food Defense Procedures

2 flagged, 94.44%

Secure Employee/Visitor Procedures

1 flagged, 91.67%

The company has a documented food defense plan and a person has been designated to oversee it.

Yes

Name:

Matt Kent

Food defense training has been provided to all employees.

No

We have a newly hired employee and he is yet to be trained. Training will be completed tomorrow.

Employees are aware of whom in management they should contact about potential security problems/issues.

Yes

This was discussed during Onboarding of the new employee earlier this week.

Name of management representative:

Mandy Zu

Visitors are required to check in (showing proof of identity) and out, when entering/leaving the facility.

Yes

The purpose of visitation to site is verified before admittance to the facility.

Yes

Visitors are prohibited from the packing/storage areas unless accompanied by an employee.

Yes

Incoming and outgoing employee and visitor vehicles to and from the site are subject to inspection.

Yes

Parked vehicles belonging to employees and visitors display a decal or placard issued by the facility.

Yes

Staff is prohibited from bringing personal items into the handling or storage areas.

Yes

Staff access in the facility is limited to the area of their job function and unrestricted areas.

Yes

Management is aware of which employee should be on the premises, and the area they are assigned to.

Yes

A system of positive identification of employees has been established and is enforced.

Yes

Secure Facility Procedures

1 flagged, 95.65%

Uniforms, name tags, or identification badges are collected from employees prior to the termination of employment.

No

William, our staff who went AWOL 2 weeks ago is yet to surrender his access badge but everyone is aware that he is no longer with us.

The mailroom is located away from the packing/storage facilities.

Yes

Computer access is restricted to specific personnel.

Yes

A system of traceability of computer transactions has been established.

Yes

A minimum level of background checks has been established for all employees.

Yes

Routine security checks of the premises are performed for signs of tampering, criminal or terrorist activity.

Yes

Perimeter of facility is secured by fencing or other deterrent.

Yes

And it will be reinforced.

Checklists are used to verify the security of doors, windows, and other points of entry.

Yes

All keys to the establishment are accounted for.

Yes

The facility has an emergency lighting system.

Yes

The facility is enclosed.

Yes

Storage or vehicles/containers/trailers/railcars that are not being used are kept locked.

Yes

Delivery schedules have been established.

Yes

The off-loading of incoming materials is supervised.

Yes

The organization has an established policy for rejecting deliveries.

Yes

Unauthorized deliveries are not accepted.

Yes

The company does not accept returned (empty) containers for packing of product unless they are sanitized containers intended for reuse.

Yes

The facility has a program in place to inspect product returned to the facility for tampering.

Yes

The company has identified the individual(s), with at least one backup, who are responsible for recalling the product.	Yes
The company has performed a successful mock recall of product to the facility.	Yes
Product imported from outside the United States is segregated from domestic product.	Yes
Allergens handled by the facility are segregated from products to avoid cross contamination.	N/A
Floor plans, product flow plans, and/or segregation charts are in a secure location.	Yes
The organization has registered with the FDA and has been issued a registration number (do not record the number on checklist).	Yes

Conclusion: Part 7 - Preventive Food Defense Procedures

100%

Comments/Recommendations:

Preventive Food Defense Procedures	Pass
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Completion

Overall Comments

The biggest risk to our food safety is the new dairy farm on the nearby property. I know the owners and we are in talks so that we have fence reinforced.

The risk assessment to be conducted this weekend will help us make sure that there will be no issue moving forward.

Name and Signature



Matthew Kent
22.06.2023 16:21 PST

Media summary



Photo 1



Photo 2