

**CALIFORNIA AVOCADO INDUSTRY**  
***Good Harvesting Practices (GHP)***  
***-Field Harvest-***

November 29, 2011

**Pre-Audit Checklist**

**HARVEST CONTRACTOR INFORMATION**

Firm Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Audit Site(s): \_\_\_\_\_

Main Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Explanation of Documentation Requirements**

“**M**” - indicates that a document is required to show conformance to the question and is found in the CAC-GHP Manual. A document may be a combination of standard operating procedures (SOPs) outlining company policy as well as a record indicating that a particular action was taken.

“**R**” – indicates that a record is required to be kept showing an action taken. These records must be provided “*in addition*” to the CAC-GHP Manual.

## **GENERAL QUESTIONS**

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;
- Observation of employee practices (personal or hygienic) that jeopardize or may jeopardize the safety of the produce;
- Falsification of records;
- Unable to check the following 2 boxes:

(P-1\*) “M” - A documented food safety program that incorporates GAP and /or GHP has been implemented. (CAC-GHP Manual)

(P-2\*) “M” - The operation has designated someone to implement and oversee an established food safety program. (CAC-GHP Manual pg. 7)

Food Safety Coordinator: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## **TRACEABILITY**

(G-1\*) “M” - A documented traceability program has been established.(CAC-GHP Manual pg.19).

(G-2\*) **NOT APPLICABLE.** “R” - The operation has performed a “mock recall” that was proven to be effective.

## **WORKER HEALTH & HYGIENE**

(G-3\*) “R, M” - Potable water is available to all workers. (CAC-GHP Manual pg. 8; *Provide water testing records indicating water is potable*)

(G-4\*) “M” – All employees and all visitors to the location are required to follow proper sanitation and hygiene practices. (CAC-GHP Manual pg. 8)

(G-5\*) “R, M” – Training on proper sanitation and hygiene practices is provided to all staff. (CAC-GHP Manual pgs. 8-11; *Provide Worker Hygiene Training Log on pg. 27*)

(G-6\*) Employees & visitors are following good hygiene/sanitation practices while on the ranch. (*Auditor will visually observe*)

(G-7\*) Employees who handle or package produce are washing their hands before beginning or returning to work. (*Auditor will visually observe*)

*\*Refers to that specific question in the USDA GHP Audit Verification Checklist.*

- (G-8\*) Readily understandable signs are posted to instruct employees to wash their hands before beginning or returning to work. (CAC-GHP Manual, pg. 9; *Make sure signs are posted*)
- (G-9\*) All toilet/restroom/field sanitation facilities are clean. They are properly supplied with single use towels, toilet paper, hand soap or antibacterial soap, and potable water for hand washing. (*Provide water testing records indicating water is potable*) (Auditor will visually observe facilities)
- (G-10\*) **“R, M”** - All toilet/restroom/field sanitation facilities are serviced and cleaned on a scheduled basis. (CAC-GHP Manual pgs. 10-11; *Provide Toilet and Hand Washing Station Maintenance Log pg. 12*)
- (G-11\*) **“M”** - Smoking and eating are confined to designated areas separate from where product is handled. (CAC-GHP Manual pg. 8)
- (G-12\*) **“M”** – Workers with diarrheal disease or symptoms of other infectious diseases are prohibited from handling fresh produce. (CAC-GHP Manual pgs. 13 and 28)
- (G-13\*) **“M”** – 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 bodily fluids. (CAC-GHP Manual pg. 13)
- (G-14\*) **“M”** – Workers are instructed to seek prompt treatment with clean first aid supplies for cuts, abrasions and other injuries. (CAC-GHP Manual pg. 13)
- (G-15\*) **NOT APPLICABLE. “R, M”** – 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 their proper use.

## **FIELD SANITATION AND HYGIENE**

- (2-1\*) **“R, M”** – A documented pre-harvest assessment is made on the crop production areas. Risks and possible sources of crop contamination are noted and assessed. (CAC-GHP Manual pg. 14)
- (2-2\*) The number, condition, and placement of field sanitation units comply with applicable state and/or federal regulations. (CAC-GHP Manual pg. 10)
- (2-3\*) When question 2-2 is answered “N/A” (sanitation units are not required), a toilet facility is readily available for all workers. (*Auditor will visually observe*)
- (2-4\*) Field sanitation units are located in a location that minimizes the potential risk for product contamination and are directly accessible for servicing. (*Auditor will visually observe*)
- (2-5\*) **“R, M”** – A response plan is in place for the event of a major spill or leak of field sanitation units or toilet facilities. (CAC-GHP Manual pg. 15)

## **FIELD HARVESTING AND TRANSPORTATION**

- (2-6\*) **“M”** – 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. (CAC-GHP Manual pg. 19)
- (2-7\*) **“M”** – All hand harvesting equipment and implements (knives, pruners, machetes, etc.) are kept as clean as practical and are disinfected on a scheduled basis. (CAC-GHP Manual pg. 19)

\*Refers to that specific question in the USDA GHP Audit Verification Checklist.

- (2-8\*) Damaged containers are properly repaired or disposed of. (CAC-GHP Manual pg. 19)
- (2-9\*) Harvesting equipment and/or machinery which comes into contact with product is in good repair. (*Auditor will visually observe*)
- (2-10\*) Light bulbs and glass on harvesting equipment are protected so as not to contaminate produce or fields in the case of breakage. (CAC-GHP Manual pg. 21)
- (2-11\*) “**M**” – 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. (CAC-GHP Manual pg. 21)
- (2-12\*) “**M**” – 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. (CAC-GHP Manual pg. 21)
- (2-13\*) **NOT APPLICABLE.** For mechanically harvested product, measures are taken during harvest to inspect for and remove foreign objects such as glass, metal, rocks, or other dangerous/toxic items.
- (2-14\*) “**M**” – Harvesting containers, totes, etc. are not used for carrying or storing non-produce items during the harvest season, and farm workers are instructed on this policy. (CAC-GHP Manual pg. 19)
- (2-15\*) **NOT APPLICABLE.** Water applied to harvested product is microbially safe.
- (2-16\*) Efforts have been made to remove excessive dirt and mud from product and/or containers during harvest. (*Auditor will visually observe*)
- (2-17\*) 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. (*Auditor will visually observe*)
- (2-18\*) “**M**” – 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.
- (2-19\*) “**M**” – In ranch or field pack operations, only new or sanitized containers are used for packing the product. (CAC-GHP Manual pg. 19) (*Auditor will visually observe*)
- (2-20\*) Packing materials used in ranch or field pack operations are properly stored and protected from contamination. (*Auditor will visually observe*)
- (2-21\*) “**M**” – Product moving out of the field is uniquely identified to enable traceability in the event of a recall. (CAC-GHP Manual pg. 19) (*Auditor will visually observe*)

\*Refers to that specific question in the USDA GHP Audit Verification Checklist.