

# Food Safety Programs and Auditing Protocol for the Tomato Supply Chain Packinghouse - USDA Checklist



## AUDITEE INFORMATION

Company Name: \_\_\_\_\_

**Audited Location Address** \_\_\_\_\_ **GPS (Optional):** \_\_\_\_\_

Street: \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

Multiple sites covered by this audit? (If Yes, provide details in Additional Comments)  Yes  No

**Mailing/Business Address**  Same as above **Federal Account Number:** \_\_\_\_\_

Street: \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

Company Contact: \_\_\_\_\_ **Contact Title:** \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

Is this company currently subject to the Produce Safety Rule (21 CFR Part 112)?  Yes  No

## AUDIT INFORMATION

**Date and Time of Audit** Beginning Date: \_\_\_\_\_ Time: \_\_\_\_\_

Ending Date: \_\_\_\_\_ Time: \_\_\_\_\_

Description of Operation: \_\_\_\_\_

Contractors: \_\_\_\_\_

Commodities Covered by Audit: \_\_\_\_\_

Commodities Produced During Audit: \_\_\_\_\_

Total Sq. Ft. Covered by Audit: \_\_\_\_\_

## AUDITOR INFORMATION

United States Department of Agriculture \_\_\_\_\_ **Field Office:** \_\_\_\_\_  
Agricultural Marketing Service

Specialty Crops Program \_\_\_\_\_ **Auditor Name(s):** \_\_\_\_\_

Specialty Crops Inspection Division \_\_\_\_\_ **Auditor Signature(s):** \_\_\_\_\_

**OTHER INFORMATION**Person(s)  
Interviewed:Audit Requested  
by:Distribute Audit  
Report to\*(if  
known):

\*Supplying names of retail and food service buyers is not mandatory, however it is useful to know in the event the buyer requires USDA-AMS to send a copy of the audit report directly. No audit results are sent to a 3rd party without the written consent of the auditee.

**ADDITIONAL COMMENTS****INTERNAL USE ONLY**

Reviewing Official Name:

Signature:

Date:

Audit Results Meets USDA  
Acceptance Criteria Yes No

## AUDITOR COMPLETION INSTRUCTIONS

All questions on the Food Safety Programs and Auditing Protocol for the Fresh Tomato Supply Chain, Packinghouse - USDA Checklist shall be assessed according to the verification instructions outlined in the Commodity Specific Food Safety Guidelines for the Fresh Tomato Supply Chain 2nd Edition - July 2008 and the Food Safety Programs and Auditing Protocol for the Fresh Tomato Supply Chain, 2011 - Packinghouse standard. Auditors shall have a copy of these verification instructions with them when performing audits to verify questions are assessed appropriately. All questions shall be assessed using one of the following:

**Compliant (C)** - The operation meets the requirements of the Food Safety Programs and Auditing Protocol for the Fresh Tomato Supply Chain, 2011 - Packinghouse standard.

**Corrective Action Needed (CAN)** - The operation does not meet the requirement(s) of the verification instructions, however the non-conformance is not considered to be an immediate food safety risk.

**Immediate Action Required (IAR)** - The operation does not meet the requirement(s) of the verification instructions and the non-conformance is considered an imminent food safety risk. An imminent 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 are considered an "IAR". The presence or evidence of rodents, an excessive amount of insects or pests are also considered an "IAR".

**Not Applicable (N/A)** - The question is not applicable to the operation.

**Auditor Comments:** The auditor shall document the findings associated with any question answered "CAN" or "IAR" in the auditor comment section of the checklist. Auditors may also document observations associated with any question on the checklist whether or not the question is a non-conformity if the explanation clarifies why a question was answered compliant. The auditor shall write a comment for each question answered "N/A" addressing why the question was answered "N/A".

**Tallying the Audit:** Once the auditor finishes the audit, the score sheet shall be filled out by recording the number of C, CAN, IAR, and NA's for each section of the audit. The question number of any question answered as CAN or IAR for each section shall be noted in the last column of the score sheet.

**Corrective Action Reports:** The auditor shall fill out a Corrective Action Report for each question that has been answered "CAR" or "IAR".

## Auditee Information

Auditees should download the complete Food Safety Programs and Auditing Protocol for the Fresh Tomato Supply Chain Standard which provides more complete & detailed information regarding the specific questions covered by this audit checklist. The complete Standard is available on the USDA website at [www.ams.usda.gov/gapghp](http://www.ams.usda.gov/gapghp).

The acceptance criteria to meet USDA-AMS requirements are outlined on the USDA Acceptance Criteria page, however be aware that depending on who the client(s) requiring the audit are, their specific acceptance criteria may vary from the USDA-AMS criteria.

It is intended that the scopes of the audit selected are completed in their entirety and the audit not restricted to one specific section. However, at the auditees request, the audit may be split to accommodate scheduling; however, if this is done, the audit is not complete and no certificate or web posting will be issued until the audit is finalized.

To schedule an audit, please go to the USDA-AMS website at [www.ams.usda.gov/gapghp](http://www.ams.usda.gov/gapghp) and click on the "Request an Audit" link. This will list out the local contacts across the country who can be contacted to schedule an audit. For auditees without internet access, please contact your local Federal or Federal-State Specialty Crops Inspection office, or the Audit Services Branch at 202-720-5021.

**USDA Acceptance Criteria for the  
Food Safety Programs and Auditing Protocol for the Tomato Supply Chain-  
Packinghouse Audit**

1. No questions are assessed as an "IAR", Immediate Action Required.
2. Falsification of records is considered an "IAR".
3. Questions 1.1 and 14.2 must be assessed as compliant
4. In each major section (1 through 15) of the audit, at least 80% of the questions not answered as "N/A" must be answered as compliant.
5. If a major section has less than 5 questions, one "CAN" can be assessed and still meet the minimum acceptance criteria.

**If an operation meets the acceptance criteria** as outlined above, the operation will receive a certificate stating its conformance to the *Commodity Specific Food Safety Guidelines for the Fresh Tomato Supply Chain 2nd Edition- July 2008* and the *Food Safety Programs and Auditing Protocol for the Fresh Tomato Supply Chain, 2011- Packinghouse* standard as well as being posted to the USDA website. Corrective action reports will still be supplied to the auditee for all nonconformances.

**If an operation fails to meet the acceptance criteria** as outlined above, a corrective action report form will be issued for each non conformity noted on the audit. The operation has the opportunity to take measures in order to address the issue and schedule a new audit in order to show compliance to the acceptance criteria.

**Food Safety Programs and Auditing Protocol for the Tomato Supply Chain  
Packinghouse - USDA Checklist**

<b>Audit Summary</b>		<b>Name of Auditee:</b>					
		<b>Date of audit:</b>					
<b>Section</b>	<b>Questions</b>	<b>Total # in Section</b>	<b># of C</b>	<b>#of CAN</b>	<b># of IAR</b>	<b># of NA</b>	<b>Question # of any CAN or IAR</b>
<b>1</b>	<b>Management Responsibility</b>	<b>7</b>					
<b>2</b>	<b>Packinghouse Condition and Equipment</b>	<b>16</b>					
<b>3</b>	<b>Pest Control</b>	<b>7</b>					
<b>4</b>	<b>General Sanitation</b>	<b>6</b>					
<b>5</b>	<b>Raw Material Sourcing</b>	<b>3</b>					
<b>6</b>	<b>Produce Containers and Packaging Materials</b>	<b>6</b>					
<b>7</b>	<b>Produce Cleaning and Produce Wash Water</b>	<b>19</b>					
<b>8</b>	<b>Facility Supplies and Equipment</b>	<b>2</b>					
<b>9</b>	<b>Quarantine or On-hold Materials</b>	<b>1</b>					
<b>10</b>	<b>Tomato Rerunning Processes</b>	<b>1</b>					
<b>11</b>	<b>Transportation</b>	<b>2</b>					
<b>12</b>	<b>Employee Hygiene</b>	<b>22</b>					
<b>13</b>	<b>Education and Training</b>	<b>4</b>					
<b>14</b>	<b>Product Traceability and Recall Procedures</b>	<b>4</b>					
<b>15</b>	<b>Food Defense Awareness</b>	<b>2</b>					

**Food Safety Programs and Auditing Protocol for the Fresh Tomato Supply Chain, 2011  
Packinghouse - USDA Checklist**

Name of Auditee:						
Date of Audit:						
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
<b>1</b>	<b>Management Responsibility</b>					
1.1	Operation has designated an individual responsible for food safety.					
1.2	Responsible individual has evidence of training in food safety relevant to tomatoes.					
1.3	Operation has current copies of the <i>Commodity Specific Food Safety Guidelines for the Fresh Tomato Supply Chain, Food Safety Programs and Auditing Protocol for the Fresh Tomato Supply Chain</i> and additional food safety documents as required by state and/or federal regulation.					
1.4	Operation has been registered or permitted as a food handling establishment as required by state or federal regulation.					
1.5	Operation has procedures for conducting self-audits, and conducts self-audits to verify compliance with established internal policies and procedures.					

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Name of Auditee:						
Date of Audit:						
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
1.6	Operation has a written procedure and timelines for implementing and documenting corrective actions.					
1.7	Operation has a "zero tolerance" policy for controllable practices and conditions that result in immediate food safety risks.					
<b>2</b>	<b>Packinghouse Condition and Equipment</b>					
	<b>A. General Building</b>					
2.1	Grounds are reasonably free of litter, debris, and standing water.					
2.2	Facility is constructed/arranged to allow separation of incoming, in-process, and finished products.					
2.3	System for removing waste materials from product handling area works efficiently.					
2.4	Outside garbage receptacles/dumpsters are covered or are located away from facility entrances, and areas around such sites are reasonably clean.					

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Name of Auditee:						
Date of Audit:						
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
2.5	Proper maintenance of roof is done.					
2.6	Operation has procedures that minimize the accumulation of standing water.					
2.7	Floors are in good repair and easily cleaned.					
<b>B. Facility and Equipment</b>						
2.8	All food contact surfaces are made of material and designed to be easily cleaned and sanitized, and are maintained in good condition.					
2.9	Wood is not used as a food contact source.					
2.10	Glass and brittle plastic items are excluded to the extent practical from and/or protected in packing or processing areas. Lights have shatterproof bulbs or covers in all areas where tomatoes or packaging are handled or held.					

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Name of Auditee:						
Date of Audit:						
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
2.11	Where workers walk over product contact surfaces, those walkways are protected by kick plates, catch trays, product covers or other barriers.					
2.12	Motors and gear boxes above food handling areas have drip pans under them and use food grade lubricants.					
2.13	Goods in all storage areas are kept off the floor and away from walls to allow cleaning and inspection for pest activity.					
<b>C. Cooling Systems</b>						
2.14	Evaporators, cooling coils, drip pans, drains, drain lines and reservoirs are cleaned and sanitized on a scheduled basis.					
2.15	Water from refrigeration drip pans is drained and disposed of away from product and product contact surfaces.					

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Name of Auditee:						
Date of Audit:						
<b>Q #</b>	<b>Requirement</b>	<b>C</b>	<b>CAN</b>	<b>IAR</b>	<b>NA</b>	<b>Auditor Comments</b>
2.16	Operation has a program to maintain and monitor temperature in process and storage rooms where temperature control is required.					
<b>3</b>	<b>Pest Control</b>					
3.1	Operation has a written pest control program, performed by a trained pest control operator. Pest control operators are licensed where required by prevailing regulation or law.					
3.2	There is a clear area surrounding the facility to deter pest infestation.					
3.3	There is no evidence of significant pest populations (birds, rodents, insects) reasonably likely to contaminate tomatoes.					
3.4	There are no bait stations containing toxic baits inside the facility.					

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Name of Auditee:						
Date of Audit:						
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3.5	Traps do not contain toxic bait and are placed at the interval and location recommended by the pest control operator. Traps must be labeled with a number or other identifier and their locations are documented on a map.					
3.6	Bug zappers and insect attractant devices, if used, are not placed in a location where product or food handling equipment or food packaging materials may become adulterated.					
3.7	Operation has a written policy prohibiting domestic animals in the packinghouse.					

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Name of Auditee:						
Date of Audit:						
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
<b>4</b>	<b>General Sanitation</b>					
4.1	A Master Cleaning and Sanitation Schedule for the facility is in place for daily, weekly, monthly and seasonal/yearly cleaning and maintenance tasks including all areas.					
4.2	All compounds used to clean and sanitize finished product containers, food contact surfaces, or food contact tools are approved for that use by the US EPA, FDA or appropriate agency and used according to label instructions.					
4.3	All chemicals, cleaning compounds and solvents are stored in a secure and locked location.					
4.4	There are written cleaning and sanitation procedures for all food contact surfaces (SSOPs).					

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Name of Auditee:						
Date of Audit:						
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
4.5	There are written cleaning and, if required, sanitizing procedures for all non-food contact surfaces and areas of the facility including floors, drains, walls, ceilings and other surfaces that may pose a source of product contamination.					
4.6	Cleaning equipment and tools are clean, in working order and stored properly away from food handling areas.					
<b>5</b>	<b>Raw Material Sourcing</b>					
5.1	Operation has an Approved Supplier program for all incoming materials, including packaging.					

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Name of Auditee:						
Date of Audit:						
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
5.2	The operation has a policy and takes affirmative steps to ensure that all fresh tomatoes that are packed or stored in the facility are grown following requirements in <i>Tomato Metrics Audit - Open Field Production, Harvest and Field Packing</i> .					
5.3	Operation has procedures to ensure that the tomato staging area and staging practices do not pose a risk of tomato contamination.					
<b>6</b>	<b>Produce Containers and Packaging Materials</b>					
6.1	Tomato-contact bulk bins, gondolas, totes and trays shall be constructed of impervious materials that can be easily cleaned and sanitized.					
6.2	Bulk bins, gondolas, totes and trays are stored and maintained in designated locations.					

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Name of Auditee:						
Date of Audit:						
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
6.3	The operation has written procedures for cleaning and sanitizing of produce food contact containers, requiring that bulk bins, gondolas, totes and trays are cleaned and sanitized periodically and is documented.					
6.4	Bins, totes and cartons intended for product not used for any other purposes.					
6.5	Operation has a policy that requires bins trays and boxes made of corrugated cardboard are for single use only.					
6.6	Packaging materials and finished product containers are stored in a clean and orderly manner and prohibited from direct contact with the floor. Pallets, slip sheets, and supports used to keep product containers off the floor are clean and in good condition.					

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Name of Auditee:						
Date of Audit:						
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
<b>7</b>	<b>Produce Cleaning and Produce Wash Water</b>					
	<b>A. Cleaning Materials Including Cloths</b>					
7.1	Operation shall have a policy that cloths, towels, or other cleaning materials shall not be used to wipe tomatoes.					
	<b>B. Debris Removal and Removal of Injured Tomatoes</b>					
7.2	Debris is not allowed to collect in wash areas/dump tanks.					
7.3	Damaged tomatoes are removed to the degree possible.					
	<b>C. Water Quality Management</b>					
7.4	Only water that meets the microbial standards for potable water is used in the packinghouse for handwashing, food or food contact surface use.					
7.5	Cross connections between water that may contact food and food contact surfaces and non-potable water systems are prohibited.					

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Name of Auditee:						
Date of Audit:						
<b>Q #</b>	<b>Requirement</b>	<b>C</b>	<b>CAN</b>	<b>IAR</b>	<b>NA</b>	<b>Auditor Comments</b>
7.6	All water lines are protected against back flow siphonage.					
7.7	All water lines and fixtures are in proper repair.					
<b>D. Product Wash Water Management</b>						
7.8	Only sanitizers or sanitizer systems registered or approved by EPA or the prevailing regulatory agency for their specific intended use may be used in the dump tank wash water, on the spray line or other food contact purposes.					
7.9	Wash water sanitizer, used in dump, flume or other multi-pass wash system, is used in accordance with operational procedure, manufacturer instructions, and regulatory requirements. Records are kept.					

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Name of Auditee:						
Date of Audit:						
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
7.10	In systems where tomatoes are submerged or dwell in water, water temperature is monitored and controlled. Water temperature should be at least 10°F above highest measured pulp temperature of tomatoes when entering the water. If operation can demonstrate retention times are never more than two minutes and water submersion does not exceed 1 ft, water temperature shall be controlled to be not less than highest measured pulp temperature.					
7.11	Operations utilizing spray systems in place of whole tomato immersion shall design the line so that the entire tomato surface is rinsed.					

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Name of Auditee:						
Date of Audit:						
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
7.12	Re-circulated and reused water is changed at least daily, and records of changes are kept.					
7.13	If water quality is based upon a chlorine-based sanitizer and Oxidation Reduction Potential (ORP), the process shall be targeted to be at least 800 mV. ORP levels shall not be less than 650 mV, measured at the exit of the product from the water system, unless validation data are available to demonstrate a lower ORP is effective under operating conditions.					
7.14	If an ORP system is used, an independent measurement is used to verify compliance.					

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Name of Auditee:						
Date of Audit:						
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
7.15	If water quality is based upon an aqueous chlorine dioxide sanitizer, chlorine dioxide levels shall not be less than 1 ppm, measured at the exit of the product from the water system, unless validation data are available to demonstrate a lower level is effective under operating conditions.					
7.16	If water quality is based upon a peroxyacetic, peracetic or peracid system, levels shall not be less than 30 ppm, measured at the exit of the product from the water system, unless validation data are available to demonstrate a lower level is effective under operating conditions.					

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Name of Auditee:						
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Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
7.17	If a sanitizer system other than aqueous chlorine dioxide, peracid, or hypochlorous and ORP is used, the system shall be operated and controlled to levels of equivalent efficacy of pathogen cross-contamination control in tomato wash systems.					
7.18	All instruments used to measure temperature, pH, sanitizer levels and or other important devices used to monitor requirements in this section shall be calibrated at a frequency sufficient to assure continuous accuracy.					

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Date of Audit:						
<b>Q #</b>	<b>Requirement</b>	<b>C</b>	<b>CAN</b>	<b>IAR</b>	<b>NA</b>	<b>Auditor Comments</b>
7.19	Instruments, test methods or test strips used to monitor requirements shall be appropriate to their use and sufficiently sensitive to their intended purpose.					
<b>8</b>	<b>Facility supplies and Equipment</b>					
8.1	MSDS are on file for all chemicals used in the facility, and readily accessible.					
8.2	All waxes, coatings and other chemicals applied to product are approved by the US EPA, FDA or prevailing authority for their designated use and used according to label instructions.					
<b>9</b>	<b>Quarantine or On-hold Materials</b>					
9.1	Materials placed on hold, quarantined or rejected are clearly identified and segregated from other products and packaging materials.					

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Name of Auditee:						
Date of Audit:						
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
<b>10</b>	<b>Tomato Rerunning Processes</b>					
10.1	Tomato lots shall not be commingled in a rerunning process. Boxes shall not be reused if prohibited by prevailing regulation or law.					
<b>11</b>	<b>Transportation</b>					
11.1	Shipping unit is clean, functional and free of objectionable odors before loading. A responsible individual signs the completed checklist.					
11.2	Vehicles and containers used to transport produce shall not be used to transport trash, animal carcasses or raw animal products that may be a source of microbial contamination unless cleaned and sanitized by a procedure sufficient to ensure that microbial contamination of produce does not occur.					

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Name of Auditee:						
Date of Audit:						
Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
<b>12</b>	<b>Employee Hygiene</b>					
12.1	Clean and sanitary toilet facilities are provided for all employees and toilets are made from cleanable materials and are cleaned and sanitized daily or sufficiently often to be maintained in a clean and sanitary manner.					
12.2	The number of toilet facilities meets state and federal requirements.					
12.3	Toilets are located within a five minute walk of work areas.					
12.4	All toilet facilities contain toilet paper.					
12.5	There is a program for the sanitary disposal of used toilet paper.					
12.6	Hand washing facilities, with soap, water and disposable hand-drying towels, or air blowers, and refuse containers are provided.					

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Name of Auditee:						
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Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
12.7	If permanent handwashing facilities are not used, gray water is captured and disposed of away from the packing area.					
12.8	If portable hand wash water tanks are used, they are cleaned and sanitized and the water is changed periodically.					
12.9	The source of water used to fill hand washing tanks meets the microbial standard for potable water and is documented.					
12.10	Toilet and hand washing facilities are inspected by a designated individual at a sufficient frequency during use to assure cleanliness, condition and adequate supplies.					

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Name of Auditee:						
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Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
12.11	There is a written policy describing procedures which specify handling/disposition of produce or treatment of food contact surfaces that have come into contact with blood or other bodily fluids.					
12.12	There is a written policy instructing workers to seek prompt treatment for cuts, abrasions and other injuries and first aid supplies are provided.					
12.13	There is a written Hygiene Practices policy including, but not limited to, policies and procedures on hand washing, toilet use, and requiring handwashing at beginning of shift and prior to returning to production line, for all employees and visitors.					

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Name of Auditee:						
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Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
12.14	Policies shall require hand washing with soap and potable water at the appropriate time, such as before starting work, after use of toilet facilities, after breaks and when hands may have become contaminated. Policy shall apply to employees, outside contractors, inspectors, and visitors. Compliance is emphasized by management.					
12.15	There are signs, either in the appropriate language or pictorially, reminding workers to wash their hands after using the toilet.					
12.16	If gloves are used, there must be a written SOP regarding their use.					

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Name of Auditee:						
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12.17	SOPs establishing the operation's illness policy provide that workers who show signs of illness (vomiting, jaundice, diarrhea) or open or exposed sores or lesions on their hands are not permitted to perform job duties where they will come in direct contact with raw product or food contact surfaces.					
12.18	There is a written policy regarding the use of hair restraints.					
12.19	There is a written policy regarding jewelry, nail polish and false nails in the workplace.					
12.20	Food and tobacco products are only in designated areas as specified in company SOP.					

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12.21	Drinking water shall be provided in fountains or single use containers. Drinking water containers shall be handled in a manner that prevents them from becoming sources of contamination.					
12.22	There is a written policy prohibiting the storage and use of personal items outside of designated areas.					
<b>13</b>	<b>Education and Training</b>					
13.1	Employees shall receive mandatory safe product handling and personal hygiene education at time of hire with reinforcements as detailed in company SOP.					
13.2	Individuals shall be trained on all food safety requirements specific to their assigned duties.					

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13.3	Workers are trained and follow the policy that product dropped on the floor is discarded.					
13.4	Supervisors are trained to look for, recognize and react to symptoms of potentially infectious illness.					
<b>14</b>	<b>Product Traceability and Recall Procedures</b>					
14.1	Lot identification shall be labeled on all cases and clearly legible.					
14.2	There are written product tracing and recall procedures.					
14.3	Operation routinely tests the product tracing procedures.					
14.4	A successful mock recall test has been performed in the last 12 months.					

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Name of Auditee:						
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Q #	Requirement	C	CAN	IAR	NA	Auditor Comments
<b>15</b>	<b>Food Defense Awareness</b>					
15.1	The facility is registered with FDA as required by the Public Health Security and Bioterrorism Preparedness and Response Act of 2002.					
15.2	There are procedures in place that readily identify employees, and those with specific access privileges, e.g., to chemical storage, to the water system.					

## **DUPLICATION OF CORRECTIVE ACTION TAB INSTRUCTIONS**

Any item on any checklist with a checkmark beside the Corrective Action Needed (CAN) box or the Immediate Action Required (IAR) box must be documented using a Corrective Action Report. A separate form is required for each item with either of these entities. If there is more than one form needed, follow the instructions below to duplicate the Corrective Action Report Tab:

1. Right-click the "Corrective Action Report" Tab at the bottom of Excel.
2. Click "Move or Copy."
3. Under the box titled "Before Sheet," select "(move to end)"
4. Place a check in the box beside "Create a Copy"
5. Click "Ok"

