

Generic Logs for Wholesaler and Packing Shed Audits

20-Jun-09

This is CTAHR's growing list of logs to be used with third-party food safety audits. To use:

- 1) save a copy of this file and name it with your company name
- 2) read through your audit requirements and pick the logs you need
- 3) TYPE YOUR COMPANY NAME HERE TO UPDATE ALL SHEETS:



Be sure not to delete this instruction sheet from the workbook, or you will lose the formatting which adds your company name to each page.

- 4) Review each questions and it's corresponding SOP to be sure that it matches your audit's requirements.
- 5) If you develop any new logs while working on your audit, please share them with us so we can enhance this file

thanks,
CTAHR food safety coaching team

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Chemical Inventory

Standard practice: quarterly review of inventory

SOP 3.5.6

This log is for: Fertilizers Pesticides Bathroom, packing shed chemicals

Directions: Choose 4 standard days, 3 months apart, to do inventory reconciliation and log that activity here. This sheet is set up for 8 inventory periods (2 years) for each product purchased. Maintain separate logs for fertilizers, pesticides, and bathroom and packing shed chemicals.

Purchase No.	Date product brought on site (mark this on all items with label gun)	Supplier	Product type (fertilizer, pesticide, cleaning solution, etc.)	Commercial name	Product size (50 lb/bag, 15 gallon tub, 1.5 oz can)	Number of items in this original lot (2 bags, 5 bottles, 4 tubs)	Got MSDS sheet? Y/N	Amt remaining at inventory	Date of quarterly inventory (and initials of inventory person)	Amt remaining at inventory	Date of quarterly inventory (and initials of inventory person)	Amt remaining at inventory	Date of quarterly inventory (and initials of inventory person)	Amt remaining at inventory	Date of quarterly inventory (and initials of inventory person)
EX 13	2/1/2005	Tom's Supply	Fertilizer	Hi Energy Fertilizer (10/1/10)	45lb bags	35 bags	Y	16	4/1/2009 LC	10	7/1/2009 JTK	10	10/1/2009 LC	7	1/1/2010 LC
								5	4/1/2010 JTK	3	7/1/2010 JTK	0	10/1/2010 LC		/ /

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Customer Compliant

Standard practice: record all customer compliants and what was the response.

SOP 2.5.1

No.	Date	Customer	Customer Phone	Complaint (specifics)	Corrective Actions
1					
2					
3					
4					
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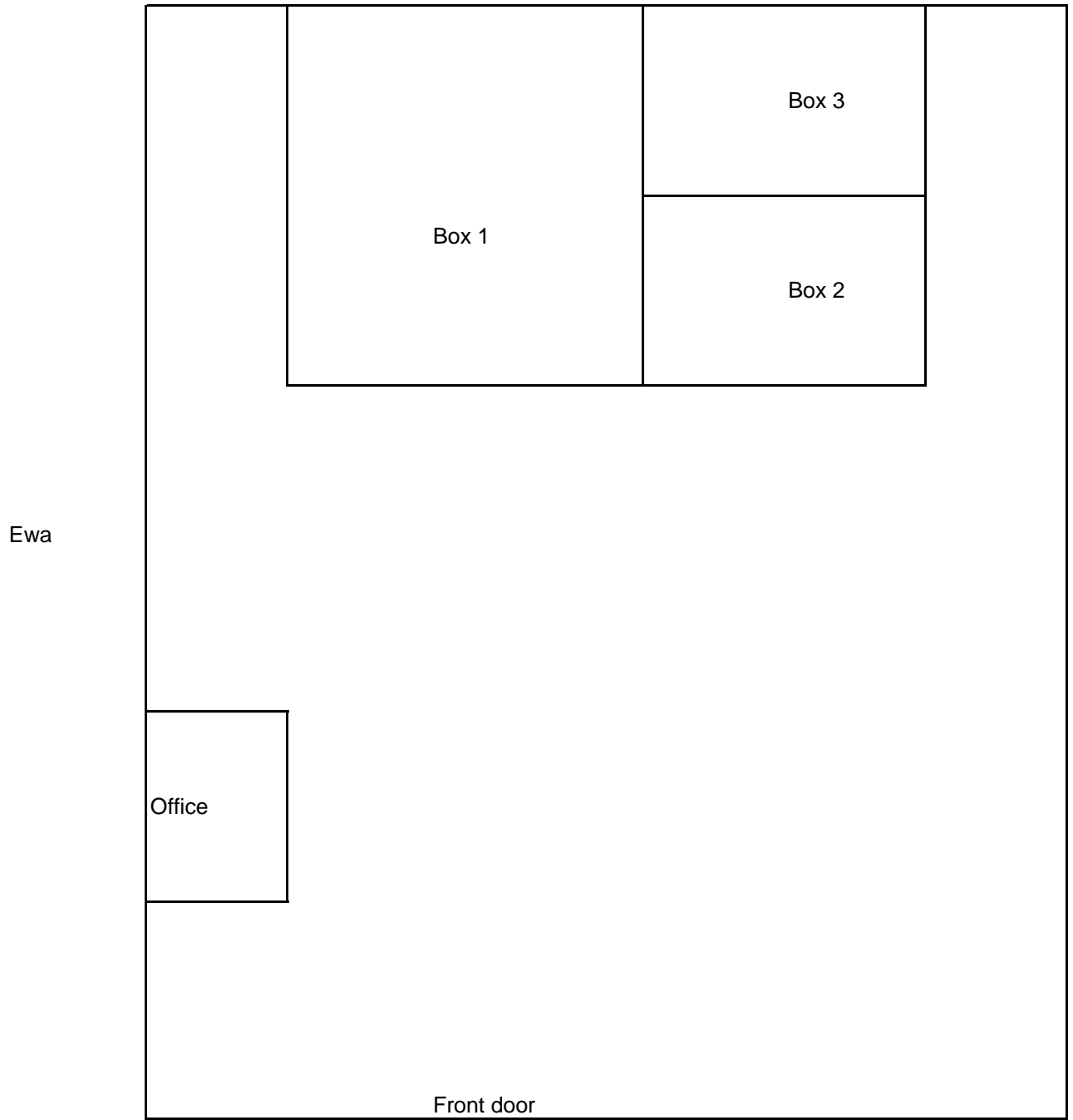
Facility Daily Inspection Log

Standard practice: each day this checklist is followed
Time: 7am

2.6.4 SOP: Each day, all items are cleaned.
2.6.5 and 2.6.6

Date: _____	Pass/Fail	Initials	Comments and Corrective Actions	Initials
Preping area floor?	P / F			
Prep tables?	P / F			
Van/truck bed clean? (log)	P / F			
Packing baskets clean?	P / F			
Scales clean?	P / F			
Toilets? (log)	P / F			
Handwashing sink?	P / F			
Garbage cleaned up?	P / F			
Worker hygiene?	P / F			
Worker health?	P / F			
Packing shed free of signs of insects/rodents?	P / F			
Packing materials properly stored?	P / F			
Chemicals properly stored?	P / F			
Chill Box No. 1 Clean & free of contaminants?	P / F			
Chill Box No. 1 Product properly stored?	P / F			
Chill Box No. 1 Temp <34-37 °F?	P / F			
Chill Box No. 2 Clean & free of contaminants?	P / F			
Chill Box No. 2 Product properly stored?	P / F			
Chill Box No. 2 Floor drain	P / F			
Chill Box No. 2 Temp <50-55 °F?	P / F			
Chill Box No. 3 Clean & free of contaminants?	P / F			
Chill Box No. 3 Product properly stored?	P / F			
Chill Box No. 3 Temp <34-37 °F?	P / F			

Pest Control Map for _____



Building Front

Food security policies

Standard practice: review policies the first week in January

SOP 3.5.1 / 3.5.5

Keys

- 1) Keys to building and offices are kept by Mary Ann, Brian, Orfelina, and Leonora.
- 2) All computers are passworded and only accessible by: Mary Ann, Brian, Orfelina, Bookkeeper and Accountant.

Data backup

- 1) Company data is backed up daily by Mary Ann.

Personnel

- 1) All employees must undergo food safety training when they are hired and every 6 months (see FS Edu Log).
- 2) New employees must come with good references by mutual acquaintances as part of the hiring process.
- 3) All employees are informed about non-compliance policies (see non-compliance form).
- 4) All employees are informed about the content of signs and other food safety information.

Visitors

- 1) All visitors must sign-in on the visitors log and follow the procedures as listed on the Visitor sign.

Contractors (e.g. maintenance personnel)

- 1) All visitors must sign-in on the visitors log and follow the procedures as listed on the Visitor sign.
- 2) All visitors are accompanied by a company employee.
- 3) Work is inspected prior to signing final bill to make sure no food safety risks have arisen by the work.

Good receiving practices (see Traceback Procedures)

- 1) All products come from known vendors (each has a unique code). Contact information on supplier is kept in company computer.
- 2) All incoming products are verified against invoice.
- 3) All vehicles are checked for any food safety issues and it is marked on the invoice.
- 4) All incoming products are marked with vendor code and Julian date.
- 5) All products are stored in the proper location and at the proper temperature.
- 6) All invoices are logged into company accounting system. (date received, vendor code, item code, product description, price paid).

Packaging

- 1) All packing must be free of visible debris.
- 2) Damaged boxes and pallets must not be used for produce to be sold.
- 3) All packaging supplies are inspected for food safety issues prior to signing the delivery slip.

Trucks

- 1) All trucks are cleaned and inspected each day and logs are kept.
- 2) Loads requiring chilling go in pre-cooled trucks only and logs are kept of truck chiller temperatures.

Chillers

- 1) All four chillers are clean and swept every day.
- 2) Products are rotated everyday, following FIFO.

- 3) Temperature logs are filled out twice daily.
- 4) Chilling units are serviced quarterly by Pacific Refrigeration.

Facility

- 1) Facility is kept in food safe-shape every day.
- 2) Floors are swept each afternoon.
- 3) Toilets are inspected twice daily and logs are kept.
- 4) Lights are covered to prevent glass from falling.

Indoor equipment

- 1) All equipment is inspected each Saturday and a log is kept.
- 2) All equipment is maintained so that they do not create a food safety risk nor a risk to employee safety.

Food Security Training Log

Standard practice: review policies the first week in January

SOP 3.5.3

The following people have read and discussed with the coach the USDA food security training.

Coach: _____

Class attendees

Date of class: _____

Print name	Sign name
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	
13)	
14)	
15)	

Employee food safety and food security education

Standard practice: new employees, and June 1 and January 4 (or nearest) for all employees

2.7.1 / 2.7.2 / 3.5.3 SOP: Education

Learning

- 1) Our company is dedicated to handling food in the safest manner.
- 2) Our facility is like a kitchen, we must keep our facility and ourselves as clean as possible at all times.
- 3) Hand washing before starting, after breaks and after the bathroom is mandatory.
- 4) Hand washing is done by washing with soap for 20 seconds and then rinsing with clean water. (hand wash log)
- 5) We handle not just produce, but someone's food - it must be safe.
- 6) We use fresh and clean gloves whenever we touch produce.
- 7) We cannot have anyone wearing jewelery that could fall off and get into the produce, please leave it at home.
- 8) We cough and sneeze in our shoulder or sleeve, not in our hands. We wash our hands if we cough in them.
- 9) Every day we have food safety logs to fill out on our chillers, trucks, deliveries and bathroom.
 These logs help us know we are doing the right things to keep people safe. Please help us fill out these logs promptly and accurately.
- 10) If you are sick or cut yourself, let us know right away, we will assign you a non-food contact job.
 Do not touch produce if you cut yourself, and do not give clients food that has touched the ground.
- 11) All parts of our facility must be clean, swept, and washed. Please follow the sanitation procedures.
- 12) One of the areas we must be aware of is someone trying to break-in to our facility and/or damage our food. Please let Mary Ann and Brian know if someone suspicious comes into the facility.
- 13) We want everyone to be successful in our business, but we also will keep logs on employee compliance and non-compliance. (non-compliance form)

Class attendies

Date of class: _____

Print name	Sign name
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	
13)	
14)	
15)	

_____ Holding Policies

Standard practice: for typical credits and for recalls

SOP 2.2.4

Typical credit

- 1) Customer contacts _____ via phone.
- 2) _____ ascertains how much of the product is bad and what is the issue.
- 3) _____ via their conversation ascertains whether the product can be safely destroyed on site or whether it needs to be retrieved.
- 4) If product can be safely destroyed by customer, that is what takes place.
- 5) If the product must be retrieved, then _____ picks up the product as soon as possible.
- 6) In either case, _____ issues a 'credit memo' for the value of the damaged product.
- 7) Similar product remaining in the warehouse is evaluated and if necessary held and destroyed.
- 8) It is held in the cooler, or outside of the cooler, away from other products, and a "Hold - Do Not Use" sign is placed on the pallet of goods.

Recall (due to a potential emergency situation)

- 1) Customer contacts _____ or _____ contacts customer(s) via phone, fax, or or personal visit concerning the quality of a product(s).
- 2) If the contact is due to a potential emergency (Class I or Class II Recall), then the _____ 'Product Recall' procedures will be activated.
- 3) We have a designated "Holding Area" in our facility.

Mock Recall

Standard practice: once a year perform a Class III

SOP 2.2.3

Scenario 1.

1) Pick one box from Cooler 3 and traceback to supplier.

Product Number: 005 - 89 (Green Giant Product)

Procedure tracking

Step	Action	Time
Step 1.		6:13
Step 2.		6:14
Step 3.		6:14
Step 4.		6:15
Step 5.		6:24
Step 6.		6:24

Scenario 2.

1) Pick one box from Cooler 2 and traceback to supplier.

Product Number: 027 - 90

Procedure tracking

Step	Action	Time
Step 1.		6:27
Step 2.		6:27
Step 3.		6:27
Step 4.		6:28
Step 5.		6:28
Step 6.		6:29

I, _____, certify that these mock recalls took place and the information is correct.

Occupational Safety Policies

Standard practice: each employee will sign at the beginning of employment, then again in the first week of January

SOP 2.7.4 / 5.1.3

Date:

Employee name: _____

Supervisor name: _____

I, _____ understand that the following policies are important to the viability of _____ and for the health and safety of our customers. Therefore, I willingly and knowingly agree to the following best practices:

- 1) To wash my hands with soap and water before starting work, after break, after eating or smoking.
- 2) To follow all posted food safety signs.
- 3) To report to my supervisor if I am sick and/or if I get hurt at work. I know that I might be reassigned to another job for a little while during my healing process.
- 4) Report suspicious people to my supervisor.
- 5) Do my best to keep all food contact surfaces clean and sanitary.
- 6) Dispose of any produce that comes in contact with the floor, blood or other bodily fluids.

I understand that if I do not follow any of these policies I might be written-up on an employee non-compliance document. If I do not follow policies a number of times, it might lead to my dismissal from this company because I willing have ignored policies that protect Golden Traders and their customers.

Employee's signature

Date

Supervisor's signature

Date

Quarterly maintenance log

Standard practice: is to review Jan 3, April 4, July 4, and Sept 5

2.6.1 SOP: Preventative Maintenance

Saturday, January 03, 2009

Date: _____	Pass/Fail	Initials	Comments and Corrective Actions	Initials
Delivery trucks	P / F			
Refriderators	P / F			
Forklifts	P / F			
General facility (lights, bathrooms, floors, walls)	P / F			

Wednesday, April 01, 2009

Date: _____	Pass/Fail	Initials	Comments and Corrective Actions	Initials
Delivery trucks	P / F			
Refriderators	P / F			
Forklifts	P / F			
General facility (lights, bathrooms, floors, walls)	P / F			

Wednesday, July 01, 2009

Date: _____	Pass/Fail	Initials	Comments and Corrective Actions	Initials
Delivery trucks	P / F			
Refriderators	P / F			
Forklifts	P / F			
General facility (lights, bathrooms, floors, walls)	P / F			

Tuesday, September 01, 2009

Date: _____	Pass/Fail	Initials	Comments and Corrective Actions	Initials
Delivery trucks	P / F			
Refriderators	P / F			
Forklifts	P / F			
General facility (lights, bathrooms, floors, walls)	P / F			

Peanut & Egg Policy

Standard practice: keep peanuts & eggs separated from other foods due to possible allergy considerations.

SOP 4.2.1 - 4.2.7

Peanuts

- 1) Receive and store peanuts/eggs on its own pallet. "Peanuts: Handle with care, possible allergen risk"
- 2) Clean table and peanut-only scoop with water and a drop of dish soap, then rinse, before packing.
- 3) Wear gloves when packing.
- 4) Pack peanuts and label for traceback.
- 5) Wash peanut-only scoop and place scoop in plastic container until next use.
- 6) Wash table.
- 7) Wash hands.
- 8) Dispose of gloves (do not use them for any another food handling).

Eggs

- 1) Receive and store eggs on its own pallet. Put up "Hold Eggs."
- 2) Do not stack eggs above other products.
- 3) Put up a sign: "Eggs: Handle with care, possible allergen risk"

Training on this policy will be done yearly in January. _____ date

Print name	Sign name
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	

Periodic GMP Inspection and Records Log Inspection

Standard practice: is to review Jan 3, April 4, July 4, and Sept 5

Look for ways to improve the system and improve the logs.

2.5.4 / 2.5.6 SOP: Super Log

January 03

Date: _____	Records up to date?	Initials	Comments and Corrective Actions	Initials
Daily Inspection Log	Y / N			
Facility Map (with bait stations)	Y / N			
Food Security Policies	Y / N			
Food Safety Education Log	Y / N			
Master Service Provider Log	Y / N			
Occupational Safety Policies	Y / N			
Outside Inspection Log	Y / N			
Quarterly Inspection Log	Y / N			
Peanut Policy & Training Log	Y / N			
Sanitation Procedures	Y / N			
Saturday Morning Log	Y / N			
Truck Cleaning Log	Y / N			
Truck Precooling Log	Y / N			
Traceback Procedures	Y / N			
Visitor Sign-in Sheet	Y / N			

April 04

Date: _____	Records up to date?	Initials	Comments and Corrective Actions	Initials
Daily Inspection Log	Y / N			
Facility Map (with bait stations)	Y / N			
Food Security Policies	Y / N			
Food Safety Education Log	Y / N			
Master Service Provider Log	Y / N			
Occupational Safety Policies	Y / N			
Outside Inspection Log	Y / N			
Quarterly Inspection Log	Y / N			
Peanut Policy & Training Log	Y / N			
Sanitation Procedures	Y / N			
Saturday Morning Log	Y / N			
Truck Cleaning Log	Y / N			
Truck Precooling Log	Y / N			
Traceback Procedures	Y / N			
Visitor Sign-in Sheet	Y / N			

Periodic GMP Inspection and Records Log Inspection

Standard practice: is to review Jan 3, April 4, July 4, and Sept 5

Look for ways to improve the system and improve the logs.

2.5.4 / 2.5.6 SOP: Super Log

July 04

Date: _____	Records up to date?	Initials	Comments and Corrective Actions	Initials
Daily Inspection Log	Y / N			
Facility Map (with bait stations)	Y / N			
Food Security Policies	Y / N			
Food Safety Education Log	Y / N			
Master Service Provider Log	Y / N			
Occupational Safety Policies	Y / N			
Outside Inspection Log	Y / N			
Quarterly Inspection Log	Y / N			
Peanut Policy & Training Log	Y / N			
Sanitation Procedures	Y / N			
Saturday Morning Log	Y / N			
Truck Cleaning Log	Y / N			
Truck Precooling Log	Y / N			
Traceback Procedures	Y / N			
Visitor Sign-in Sheet	Y / N			

September 05

Date: _____	Records up to date?	Initials	Comments and Corrective Actions	Initials
Daily Inspection Log	Y / N			
Facility Map (with bait stations)	Y / N			
Food Security Policies	Y / N			
Food Safety Education Log	Y / N			
Master Service Provider Log	Y / N			
Occupational Safety Policies	Y / N			
Outside Inspection Log	Y / N			
Quarterly Inspection Log	Y / N			
Peanut Policy & Training Log	Y / N			
Sanitation Procedures	Y / N			
Saturday Morning Log	Y / N			
Truck Cleaning Log	Y / N			
Truck Precooling Log	Y / N			
Traceback Procedures	Y / N			
Visitor Sign-in Sheet	Y / N			

Pest Control Monitoring Log

Standard practice: pest control supplier to log in information about each trap each month

SOP 1.2.5 / 2.4.3

Date of servicing: _____

Station Number	Activity (if any)	Corrective Actions (if any)
1	Clean / Had pest	
2	Clean / Had pest	
3	Clean / Had pest	
4	Clean / Had pest	
5	Clean / Had pest	
6	Clean / Had pest	
7	Clean / Had pest	
8	Clean / Had pest	
9	Clean / Had pest	
10	Clean / Had pest	
11	Clean / Had pest	
12	Clean / Had pest	
13	Clean / Had pest	
14	Clean / Had pest	
15	Clean / Had pest	
16	Clean / Had pest	
17	Clean / Had pest	
18	Clean / Had pest	
19	Clean / Had pest	
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21	Clean / Had pest	
22	Clean / Had pest	
23	Clean / Had pest	
24	Clean / Had pest	
25	Clean / Had pest	
26	Clean / Had pest	
27	Clean / Had pest	
28	Clean / Had pest	
29	Clean / Had pest	
30	Clean / Had pest	
31	Clean / Had pest	
32	Clean / Had pest	
33	Clean / Had pest	
34	Clean / Had pest	
35	Clean / Had pest	
36	Clean / Had pest	
37	Clean / Had pest	
38	Clean / Had pest	
39	Clean / Had pest	

_____ Recall Process (Summary, refer to full Word Document on Recall)

Standard practice: be able to trace product from our warehouse, one step forward and one step back.

2.1.4 - 2.2.4 SOP: Recall Procedures

President:

Recall coordinator:

Team:

Company traceback Procedures and Labeling (_____)

- 1) See worksheet: Traceback Procedures

Initial Recall Procedures (_____)

- 1) Determine lot numbers affected
- 2) Check ship dates and sales orders pulled from those lot numbers
- 3) Print detailed summary of companies that purchased affected lot numbers. Notification procedures to commence.

Basic Information in Communication with Clients (_____)

- 1) Complete description of the product to be recalled, including the quantity of the product sent to each consignee, the dates when it was shipped and/or the packing date.
- 2) A disclosure of the product's defect, the risks associated its continued use and the classification of the recall.
- 3) Actions to be taken by the consignee, including cessation of further use and distribution of the product, initiation of a sub-product recall if necessary and the proper disposition of any unused product.
- 4) Statement to the effect that the FDA has been notified and that there is a coordinated effort to remedy the situation.

Physical Retrieval of Product (_____)

- 1) All products will be picked up by Golden Traders.
- 2) Golden Traders' representative will make sure all product is retrieved.
- 3) All customers will receive a replacement or refund of the effected product.

Performs Product Disposal (_____)

- 1) All products will be mashed and put in plastics bags and put in dumpster.

Contacts FDA via the Hawaii Dept of Health (_____) (_____)

- 1) Identity of the product involved.
- 2) Reason for the removal or correction, and the date and circumstances under which the product(s) deficiency or possible deficiency was discovered.
- 3) Evaluation of the risk associated with the deficiency or possible deficiency.
- 4) Total amount of suspected product produced and/or time span of the production.
- 5) Total amount of the suspected product estimated to be in distribution channels.
- 6) Distribution information, including number of direct accounts and, where necessary, the identity of the direct accounts.
- 7) A copy of the firm's Recall Communication, if any has been issued, or a proposed communication if none has been issued.

- 8) Proposed strategy for conducting the recall.
- 9) Name, title and telephone number of the firm official who should be contacted concerning the recall.

Traceback to Farm - Director Purchasing (_____)

Calls supplier (farmer or other supplier to get the following information and records it on Recall Record.

- 1) The time period, day(s) during which the suspected product(s) was processed.
- 2) The affected lot(s), location(s), ranch(es) and block(s).
- 3) The total volume of product shipped.
- 4) The different type of cases, case sizes and identification markings utilized and their individual finished product volumes (cases, pallets, etc).

Locate Product at Warehouse - Cooler/Distribution Manager (_____)

Identifies:

- 1) The current location(s) and total volume (cases) of all suspected product(s) within cold holding facilities.
- 2) The total volume (cases) of suspected product(s) shipped to each client.

Sales Managers (_____)

- 1) Using ordering and shipping forms, coordinates the sales staff to contact all customers who received shipment(s) of suspected product(s).
- 2) Makes customers aware of the Trace/Recall effort in progress by the facsimile transmission of a Recall Letter
and executes follow-up via phone calls verifying the receipt of the recall letter.
- 3) Tracks, holds and destroys product as per main recall procedures.

Sanitation Standard Op. Proc log

Standard practice: Following the procedures below, the annotated logs will be completed at the frequency specified.

1.8.3/2.5.3/2.6.3 SOP: Sanitation Procedures

Area/process	Frequency	Who	Safety Issues	Log used
Prep Area Floor		Packing crew		
1) Sweep up debris with stiff broom and collect with dust pan	Daily		No issues	Daily Log
2) Mop	As needed		No issues	Daily Log
Tables		Packing crew		
1) Wipe surface with damp (water) clean towel	Daily		No issues	Daily Log
Trucks		Drivers		
1) Sweep floor with stiff broom	Daily		No issues	Daily Log
2) Hose out with clean water	As needed		No issues	Daily Log
Forklifts		Drivers		
1) Vacuum dust off of body	Once a week		No issues	Saturday Log
2) Charge batteries in designated charge station	As needed		Follow instructions	Saturday Log
3) Change empty propane tanks	As needed		Follow instructions	Saturday Log
Buckets/baskets		Packing crew		
1) Wash with a drop of dishwashing liquid on pad mixed with water	Once a week		No issues	Saturday Log
2) Rinse with water	Once a week		No issues	Saturday Log
3) Dusting or wipe-down where needed	Daily		No issues	Saturday Log
Scales		Packing crew		
1) Wipe with damp (water) clean towel	Daily		No issues	Daily Log
2) Change batteries	As needed		No issues	Daily Log

Area/process	Frequency	Who	Safety Issues	Log used
Toilets				
		Packing crew		
1) Scrub bowl with abrasive (Comet) cleaner or bleach	Daily		No issues	Daily Log
2) Mop floor with a 3 drops dishwashing liquid mixed with water	Daily		No issues	Daily Log
3) Scrub sink with abrasive cleaner (Comet) or bleach	Daily		Safety glasses for	Daily Log
4) Refill toilet paper	As needed		No issues	Daily Log
5) Refill paper towel dispenser	As needed		No issues	Daily Log
6) Refill Soap dispenser	As needed		No issues	Daily Log
7) Replace empty disinfectant spray (Lysol)	As needed		No issues	Daily Log
8) Empty trash, and replace liner	Daily		No issues	Daily Log
Sinks				
		Packing crew		
1) Scrub basin with scour pad and Comet daily	Daily		No issues	Daily Log
2) Check pipes and hose for leaks	As needed		No issues	Daily Log
3) Dispose of debris from sink in trash can	Daily		No issues	Daily Log
Employee Refrigerator				
		Packing crew		
1) Remove and dispose of spoiled and expired foods	Once a week		No issues	Saturday Log
2) Scrub shelves with a drop of dishwashing liquid with water	Once a week		No issues	Saturday Log
3) Rinse with water and put back	Once a week		No issues	Saturday Log
Employee Microwave				
		Packing crew		
1) Remove and wash rotating glass plate with a drop of dishwashing liquid and water	Daily		No issues	Saturday Log
2) Wipe off food and drink splatters inside the microwave with damp (water) towel	Daily		No issues	Saturday Log
Glass				
		Packing crew		
1) Sweep and clean-up broken glass as per company policy	Immediately		Wear gloves and safety glasses	Daily Log
2) Glass policy is posted in the packing area				Daily Log

Area/process	Frequency	Who	Safety Issues	Log used
Garbage				
		Packing / Drivers		
1) Empty trash and replace liner (inside)	Daily		No issues	Daily Log
2) Empty trash (outside)	3 times/week		No issues	Daily Log
Cold Storage				
		Packing crew		
1) Sweeping the floor	Daily		No issues	Daily Log
2) Take out broken pallet	Daily		No issues	Daily Log
3) Mop	As needed		No issues	Daily Log
4) Check temperature gauge if it's working	Daily		No issues	Daily Log
Professional Services				
		Commercial		
1) Cold storage	Quaterly		No issues	Quar. Maint. Log
2) Truck maintenance	Quaterly		No issues	Quar. Maint. Log
3) Forklift maintenance	Quaterly		No issues	Quar. Maint. Log
4) Pest control	Monthly		No issues	Quar. Maint. Log

Saturday Morning Log

SOP: 2.6.4

Standard practice: Each Saturday this checklist is followed

Date: _____	Pass/Fail	Initials	Comments and Corrective Actions	Initials
Fork lift - electric	P / F			
Fork lift - propane	P / F			
Pallet jacks - manual (4)	P / F			
Pallet jacks - electrical (1)	P / F			
Lights	P / F			
Cold storage areas	P / F			
Building inside and outside	P / F			
Building - inside (general cleanliness)	P / F			
Building - outside (general cleanliness)	P / F			
Buckets/Basket cleaning	P / F			
Employee refriderator	P / F			

Date: _____	Pass/Fail	Initials	Comments and Corrective Actions	Initials
Fork lift - electric	P / F			
Fork lift - propane	P / F			
Pallet jacks - manual (4)	P / F			
Pallet jacks - electrical (1)	P / F			
Lights	P / F			
Cold storage areas	P / F			
Building inside and outside	P / F			
Building - inside (general cleanliness)	P / F			
Building - outside (general cleanliness)	P / F			
Buckets/Basket cleaning	P / F			
Employee refriderator	P / F			

Date: _____	Pass/Fail	Initials	Comments and Corrective Actions	Initials
Fork lift - electric	P / F			
Fork lift - propane	P / F			
Pallet jacks - manual (4)	P / F			
Pallet jacks - electrical (1)	P / F			
Lights	P / F			
Cold storage areas	P / F			
Building inside and outside	P / F			
Building - inside (general cleanliness)	P / F			
Building - outside (general cleanliness)	P / F			
Buckets/Basket cleaning	P / F			
Employee refriderator	P / F			

Thermometer Calibration

Standard practice: calibrate thermometers each month

SOP 2.5.5

Procedures

- 1) Purchase metal thermoter
- 2) Within the cooler, place a cup of ice water and wait 2 minutes
- 3) Place thermometer in the ice water and wait 2 minutes
- 4) Temperature should reach 32 degrees +/- 2 degrees F
- 5) Manually calibrate thermometer to read 32 degrees F

Truck Log

Standard practice: sweep everyday, wash when needed, check for pests, holes, fix.

1.8.14 / 2.9.3 SOP: Each day, trucks C&I

Truck license number: _____

Month: _____

Day	Time	Clean?	Odors?	No Holes	No Rodents	Corrective Actions	Verified by
1		Y/N	Y/N	Y/N	Y/N		
2		Y/N	Y/N	Y/N	Y/N		
3		Y/N	Y/N	Y/N	Y/N		
4		Y/N	Y/N	Y/N	Y/N		
5		Y/N	Y/N	Y/N	Y/N		
6		Y/N	Y/N	Y/N	Y/N		
7		Y/N	Y/N	Y/N	Y/N		
8		Y/N	Y/N	Y/N	Y/N		
9		Y/N	Y/N	Y/N	Y/N		
10		Y/N	Y/N	Y/N	Y/N		
11		Y/N	Y/N	Y/N	Y/N		
12		Y/N	Y/N	Y/N	Y/N		
13		Y/N	Y/N	Y/N	Y/N		
14		Y/N	Y/N	Y/N	Y/N		
15		Y/N	Y/N	Y/N	Y/N		
16		Y/N	Y/N	Y/N	Y/N		
17		Y/N	Y/N	Y/N	Y/N		
18		Y/N	Y/N	Y/N	Y/N		
19		Y/N	Y/N	Y/N	Y/N		
20		Y/N	Y/N	Y/N	Y/N		
21		Y/N	Y/N	Y/N	Y/N		
22		Y/N	Y/N	Y/N	Y/N		
23		Y/N	Y/N	Y/N	Y/N		
24		Y/N	Y/N	Y/N	Y/N		
25		Y/N	Y/N	Y/N	Y/N		
26		Y/N	Y/N	Y/N	Y/N		
27		Y/N	Y/N	Y/N	Y/N		
28		Y/N	Y/N	Y/N	Y/N		
29		Y/N	Y/N	Y/N	Y/N		
30		Y/N	Y/N	Y/N	Y/N		
31		Y/N	Y/N	Y/N	Y/N		

Traceback procedures

Standard practice: as below

SOP 2.2.1

Product coming in

- 1) All products come from known vendors (each has a unique code). Contact information on supplier is kept in company computer.
- 2) All incoming products are verified against invoice.
- 3) All vehicles are checked for any food safety issues and it is marked on the invoice.
- 4) All incoming products are marked with vendor code and Julian date.
- 5) All products are stored in the proper location and at the proper temperature.
- 6) All invoices are logged into company accounting system. (date received, vendor code, item code, product description, price paid).

Product going out

- 1) Customer calls or a fax is received for an order (daily).
- 2) Workers prepare the order based on "yellow sheet" or fax order.
- 3) Original vendor code and date received stays on products all the way to final user.
- 4) After order is complete, an invoice is created in the accounting system.
- 5) Invoice information includes (date shipped, item code, product description, price sold).
- 6) Vendor code for all items in any shipment is traceable in the accounting system.

