

Packing House: Preliminary and Basic Packing House Review to Improve Food Safety
 (Note, final 3rd party audit will require even more activities and records, this is an overview)

Thank you for working to create a food-safe packing house! As a wholesaler committed to excellence in your operation, you realize that safe food is not just an option, but is something that consumers deserve. This sheet is the first step in the process of making you business safer. Next, we will come out again and do a ‘mock audit’ when you have these items addressed. Please attend to the following matters as quickly as possible. We will follow-up on _____ to see how we can help you on the items that are marked ☹. More resources can be found on our website: <http://manoa.hawaii.edu/ctahr/farmfoodsafety/>

Business name: _____ Date of visit: _____

Who was in attendance from business: _____

Met with coach: Jim / Lynn / Luisa / Donna

Client to buy	Client to buy/do	Coach’s to do

General Food Safety

- ☺ ☹ n/a Designated person(s) responsible for the food safety program sets the best practices example – always.
- ☺ ☹ n/a All chemicals (pesticides, sanitizers, detergents, lubricants, etc.) are stored securely, safely and are labeled correctly.
- ☺ ☹ n/a Install signs supporting GMP’s in appropriate language for the employees and in visible locations.
- ☺ ☹ n/a Traceback and recall is performed and documented at least once every six months.
- ☺ ☹ n/a There are no allergen risks (wheat, eggs, milk, soybeans, shellfish, peanuts, tree nuts and fish) handled or stored within production and storage areas.

Pest Control

- ☺ ☹ n/a There is no evidence of insects/rodents/birds/reptiles/mammals on products, ingredients, packaging supplies, and in plant and storage areas.
- ☺ ☹ n/a Pest control devices are located away from exposed food products, maintained in a clean and intact condition, in adequate number and location, identified by a number, and properly installed and secured.

Storage Areas and Packaging Materials

- ☺ ☹ n/a All ingredients, products and packaging should be stored off the ground, e.g., on racks, pallets, shelves, etc. in a storage area that is enclosed and pest proof.
- ☺ ☹ n/a Only food, food contact products, and items related to the process are stored in the facility’s main storage areas.

- ☺ ☹ n/a All products that are being rejected or are awaiting final disposition (on hold) should be stored and labeled in a way that avoids accidental use of these materials in the production process.
- ☺ ☹ n/a Products, raw materials, ingredients and food contact surfaces such as packaging should be free from spoilage, adulteration and/or gross contamination.
- ☺ ☹ n/a All storage areas should be clean and well ventilated and protected from condensation, sewage, dust, dirt, toxic chemicals or other contaminants.
- ☺ ☹ n/a All materials should be properly marked with receipt dates and/or tracking information (lot numbers, code dating) for traceability/recall and stock rotation purposes.
- ☺ ☹ n/a All materials are rotated using FIFO (First in First Out) policy to ensure items are used in the correct order they are received and within their allocated shelf life.

Operational Practices

- ☺ ☹ n/a Ceilings and/or any overhead fixtures above lines and storage are free from condensation or dust.
- ☺ ☹ n/a Production/packing areas should all be inside the facility i.e. enclosed (walls and roof) with doors either closed or pest protected e.g. strip curtains, air curtains, speed doors, etc., and maintained in a clean and sanitary state.
- ☺ ☹ n/a Hand washing stations are adequate in number (one hand wash station for every 10 people) appropriate in location, in working order, have warm water and adequately stocked, e.g., disposable towels, unscented soap, etc.
- ☺ ☹ n/a Toilet facilities are adequate in number (one toilet for every 15 employees), appropriate in location, and adequately stocked (e.g. toilet paper, unscented soap, disposable towels, trash cans, etc.)
- ☺ ☹ n/a If this is a fresh-cut operation or an operation producing items that may be “ready-to-eat”, e.g., stone fruit, tomatoes, citrus, etc., a secondary hand sanitation station is required.
- ☺ ☹ n/a Single service containers are used for their intended purpose only (food contact use, not to hold nuts, bolts, trash or other miscellaneous items) and should not be reused.
- ☺ ☹ n/a In-house re-usable containers should be labeled or color-coded so that their designated purpose can be easily identified. If the trash container is the only re-used container on site, have it be a specific and unique design so that it cannot be mistaken for another use.

Employee Practices

- ☺ ☹ n/a Employees are washing and sanitizing their hands before starting work each day, after using the restroom, after breaks and whenever hands may be contaminated.
- ☺ ☹ n/a Employees who have exposed boils, sores, exposed infected wounds, food borne illness or any other source of abnormal microbial contamination should not be allowed to work in contact with food, packaging or food contact surfaces.
- ☺ ☹ n/a Bandages used in food facilities should be waterproof and blue in color for easy visual detection, with a metal strip behind the wound pad for detection on lines with metal detectors. In facilities that handle only whole product, waterproof blue bandages without a metal strip are acceptable.
- ☺ ☹ n/a Employees (includes maintenance employees and visitors) should be wearing hairnets (or similar hair restraints) and beard-nets.
- ☺ ☹ n/a Employees should not be wearing jewelry (earrings, necklaces, bracelets, rings with stones) or watches in the facility; plain wedding bands are the only exception.
- ☺ ☹ n/a Employees' fingernails are clean, short and free of nail polish. Fingernail polish and false nails should not be worn even when gloves are worn.

- ☺ ☹ n/a Suitable protective outer garments are required for employees handling processed products and washed packinghouse products (after the washing step) that are potentially ready to eat.
- ☺ ☹ n/a When worn, protective outer garments, e.g., aprons, smocks, sleeves, gloves, are being removed when employees leave the work area (when they go to the restroom, break room, outside, smoking breaks, etc.) and being left in a designated area – not on floors, work tables, equipment or packaging materials.
- ☺ ☹ n/a Smoking, chewing tobacco, chewing gum and eating is not permitted in the production and storage areas.

Equipment

- ☺ ☹ n/a Processing and packing equipment, auxiliary supporting equipment and non-food contact surfaces are free of flaking paint and other unhygienic materials, e.g., tape, string, cardboard, etc., are made of appropriate materials that can be easily cleaned (non-porous, non-toxic, no dead spots) and maintained in an acceptable condition.
- ☺ ☹ n/a Thermometers or temperature recorders should be present in all coolers and freezers and made of non-glass and non-mercury and their calibration checked at least once a year.
- ☺ ☹ n/a All equipment surfaces that make contact with product, e.g., non-food contact surfaces, bins, boxes, hoppers, barrels, baskets, etc., that are used for the storage of product are in a clean condition to avoid cross contamination.
- ☺ ☹ n/a All coils in coolers and freezers and all fan guards (cooling units and general ventilation) are clean.
- ☺ ☹ n/a All equipment that is not used on a daily basis are stored clean, with food-contact surfaces protected.
- ☺ ☹ n/a All utensils, hoses and other items not being used are stored clean and in a manner to prevent contamination (off ground, in dedicated areas, etc).
- ☺ ☹ n/a Tools that are used for repairing equipment in the production and storage areas should be clean, free of corrosion and in good working order (i.e. fit for their intended use).

General Cleaning

- ☺ ☹ n/a Garbage and waste from all areas are frequently removed to assure that acceptable levels of sanitation are maintained and prevent the attraction of pests.
- ☺ ☹ n/a All facility floor drains, including covers and internal channels are clean, and free of decayed/old material. Drains are constructed in such a manner that they provide adequate drainage in all areas where floors are subject to flood-type cleaning or where normal operations release or discharge water or other liquid waste on the floor.
- ☺ ☹ n/a All facility plastic strip curtains are clean, free of mold/mildew, black discoloration free of off-odors, etc., and not touching the floor.
- ☺ ☹ n/a Cleaning equipment is stored away from the food and operational areas in a designated storage area. Cleaning equipment should be “area specific”. Coding should prevent cross contamination.
- ☺ ☹ n/a Employee locker and lunchrooms are kept in a sanitary condition (includes inside microwaves, inside and behind refrigerators, behind and on top of all vending machines, tops of lockers).
- ☺ ☹ n/a The maintenance shop is organized - i.e. equipment and spares stored in a neat and tidy fashion.
- ☺ ☹ n/a Internal transport vehicles (forklifts, bobcats, or similar type vehicle, pallet jacks, trolley, floor cleaners, etc.) used to transport food are in a good state of repair, clean, odor free, free of rodents and insects. Propane (LPG) powered vehicles are permitted although electric powered are ideal.

- ☺ ☹ n/a Trucks and/or trailers used to transport food and packaging are in a good state of repair, clean, odor free, free of rodent and insects.
- ☺ ☹ n/a All glass lights in the facility that can contaminate finished products, raw materials, equipment, or packaging are shielded (with glass or plastic, no open mesh) to protect the product from contamination in the event of breakage.
- ☺ ☹ n/a The facility has eliminated or controlled any potential metal, glass or plastic contamination issues.
- ☺ ☹ n/a The facility has a good ventilation system that will minimize odors and vapors (including steam and noxious fumes) in areas where they may contaminate (taint) product, ingredients or packaging materials.
- ☺ ☹ n/a The facility has eliminated the use of wooden items or surfaces so that tools, storage containers, ladders, platforms, broom/mop handles, utensil handles, etc. do not have wooden parts.
- ☺ ☹ n/a Interior walls and ceilings, exterior walls, pipes, and all doors to the outside are free of holes and deep cracks that could harbor pests. All pipes on the exterior walls should have caps, mesh screens etc., to prevent rodents and others pests from entering the facility. All doors to the outside should be designed and properly fitted out to prevent rodents and insects from entering the facility.
- ☺ ☹ n/a Employees have a designated area for storing personal items such as coats, shoes, purses, etc. Lockers are desirable.
- ☺ ☹ n/a All storage areas have an 18" (46 cm) distance between the stored items and all walls - i.e. enough room to access and inspect.
- ☺ ☹ n/a Facility grounds are maintained in a clean and orderly condition to prevent attraction of insects, rodents and other pests. Weeds and grass should be maintained in order to help avoid pest harborage.
- ☺ ☹ n/a Outdoor storage of pallets and equipment is stored in a manner that will prevent the harborage of pests.
- ☺ ☹ n/a Pallets should be maintained in a clean, intact condition, free from mold, pests, or any evidence of pests, food residues, harmful odors, chemical spillage, etc.
- ☺ ☹ n/a The area around the dumpster/cull truck/trash area is maintained in a clean condition.
- ☺ ☹ n/a All dumpsters and garbage receptacles have a cover and are kept covered to prevent the attraction of insects, rodents and other pests.
- ☺ ☹ n/a Main water lines entering the facility are fitted with back-flow protection for the incoming water (no matter what source). Individual water lines within the facility are fitted with backflow protection where needed, e.g., on hose pipes, inlets to tanks, etc.)

Facility Security

- ☺ ☹ n/a The facility's external areas and vulnerable points, i.e., those that are not permanently locked, are surrounded by security fencing and the facility has security systems in place to prevent intruders, deter intruders and ideally alert the employees to the presence of intruders.
- ☺ ☹ n/a Food items and packaging items are stored inside a facility or within a secure compound, e.g., a fenced area.
- ☺ ☹ n/a All chemical materials are stored inside or within a secure area with restricted access.

Employee Security

- ☺ ☹ n/a Background checks are conducted on all personnel with special attention to employees who have access to sensitive areas and/or control of sensitive processes.
- ☺ ☹ n/a Employees have personal identifications that link them to the company.
- ☺ ☹ n/a All visitors including contractors should be provided with identification, e.g., badges, that are valid only for the time that these visitors are on site. The identification cards should be collected when the visitors leave the site. Facility should have a logbook that visitors and subcontractors should be required to sign in and out of (including date, time, reason for visit, visitor's host and employer name).

Water Supply Security

- ☺ ☹ n/a Water lines are clearly identified if water is used for any particular process and there is more than one source or type of water on site.
- ☺ ☹ n/a Where appropriate, e.g., incoming water supply, water valves are fitted with tamper evident systems.
- ☺ ☹ n/a A current certificate of inspection of backflow prevention assemblies on water lines entering the facility should be conducted by a trained inspector (e.g. appropriately certified plumber) .

Country of Origin Labeling

- ☺ ☹ n/a Correct country of origin labeling is being indicated on retail product packaging, e.g., bags, bands, twist ties, clamshells, PLU stickers or other labels, individual packages, etc.
- ☺ ☹ n/a Correct country of origin is being indicated on the shipping cartons, i.e., the boxes, cartons, returnable plastic crates, etc., that are used to carry the products (whether bulk product or bagged/prepacked product).
- ☺ ☹ n/a Records, e.g., bill of lading, production records, exist that show the country of origin of the product and help prove that the label of the finished cartons and bags are correct.

Other issues

FDA Food Facility Registration Number _____

Note: The Bioterrorism Act requires domestic and foreign facilities that manufacture, process, pack, or hold food for human or animal consumption in the U.S. to register with the FDA. Login and Create an Account at: www.fda.gov/Food/GuidanceComplianceRegulatoryInformation/RegistrationofFoodFacilities/default.htm

Contacts

Client email: _____ Client phone: _____

Coach email: _____ Coach phone: _____