



Food Safety Audit

Ranch v06.11 *

Auditor: _____

Date Sent: _____

Audit Start: Time/Date:: _____

Foreman/Contact: _____

★ Date Received: _____

Audit End: Time/Date:: _____

City/Location: _____

State: _____

Country: _____

Costco Audit Number: _____

G.P.S.: _____

Commodities: _____

Buyer: _____

Customer: _____

Facility: _____

Attention Auditee:

Please see http://www.caleafygreens.ca.gov/pdf/metrics_070418.pdf and <http://www.wga.com/Default.aspx?tabid=250> (Support Documents) for the latest development in GAP Metrics. This document is currently in draft format. Once the final version has been created, PrimusLabs.com will review and amend audit templates and supporting documentation.

Self Inspection

		Severity / Max. point value		Verified
01.01	Have Good Agricultural Practices (GAP) manuals covering each growing area within the scope of this audit (e.g., growing operation, orchard, vineyard) been developed and are they available for review?	5		
01.02	Have documented Good Agricultural Practices (GAP)self-audits been completed for each growing area that is within the scope of this audit (e.g. growing operation, orchard, vineyard)?	7		

Traceability

		Severity / Max. point value		Verified
02.01	Is the growing area(s) adequately identified or coded to enable trace back and trace forward in the event of a recall?	15		

Ground History

		Severity / Max. point value		Verified
03.01	Were farming area(s) used for growing food crops for human consumption last season? If Yes, go to question 3.04.	0		
03.02	Has the growing area(s) been used for any non-agricultural functions? If No, go to 3.03	7		
03.02a	If the land had been used previously for non-agricultural functions have soil tests been conducted showing soil was negative or within an appropriate regulatory agency's approved limits for contaminants?	15		
03.03	Has the growing area(s) been used for animal husbandry or grazing land for animals?	7		
03.04	Has flooding from uncontrolled causes occurred on the growing area(s) since the previous growing season? If No, go to 3.05	0		

03.04a	If the growing area(s) and product was affected from the flood waters, is there documented evidence that corrective measures were taken to affected land and product?	15		
03.04b	Have soil tests been conducted on the flooded area(s) showing soil was negative or within an appropriate regulatory agency's approved limits for contaminants?	20		
03.05	Is the growing operation operating under organic principals? If No , go to 3.06	0		
03.05a	Is current certification by an accredited organic certification organization on file and available for review?	0		
03.06	If the growing area(s) is a new purchase or lease, has a documented risk assessment been undertaken?	0		

Adjacent Land Use

		Severity / Max. point value		Verified
04.01	Is the adjacent land to the growing area a possible source of contamination from intensive livestock production (e.g. feed lots, dairy operations, poultry houses, meat rendering operation)? If No, go to 4.02	7		
04.01a	Have appropriate measures been taken to mitigate this possible contamination source onto the growing area (e.g. physical barriers, fences, ditches, etc.)?	10		
04.02	Are there temporary situations of livestock present in adjacent land to the growing area? If No, go to 4.03	5		
04.02a	Have appropriate measures been taken to mitigate this possible contamination source onto the growing area (e.g. physical barriers, fences).	7		
04.03	Are domestic animals in proximity to growing operation? If No, go to 4.04.	5		

04.03a	Have physical measures been put in place to restrain domestic animals and their waste from entering the growing area?	10		
04.04	Is untreated animal manure, compost, or biosolids (treated sewage sludge) stored or applied on adjacent land? If No, go to 4.05	10		
04.04a	Have physical measures been taken to secure animal manure, sewage sludge, biosolids, or compost applied on adjacent land?	15		
04.04b	If biosolids are stored or applied on adjacent land, has the adjacent landowner supplied paperwork confirming the bio-solids meet prevailing guidelines, governmental, or local standards?	15		
04.05	Is the growing area situated in a higher risk location where contamination could occur from nearby operations (e.g. runoff or potential flooding from sewers, toilet systems, industrial facilities, labor camps, etc.)? If No, go to 5.01	7		
04.05a	Have appropriate measures been taken to mitigate risks related to nearby operations?	10		

Fertilizer Usage

		Severity / Max. point value		Verified
05.01	Is untreated human sewage sludge used in the growing cycle? If this question is answered Yes, automatic failure of this audit will result.	20		
05.02	Is compost used? If No, go to 5.03	0		
05.02a	Are compost applications incorporated into the soil and not applied during the growing season?	10		
05.02b	Are there compost use records available for each growing area?	15		

05.02c	Is there a letter of assurance and analysis from the compost supplier stating compostable raw materials and certifying compliance with prevailing national/ local standards and guidelines?	20		
05.03	Are bio-solids used? If No, go to 5.04.	0		
05.03a	Are bio-solids applications incorporated into the soil and not applied during the growing season?	15		
05.03b	Are the grower's bio-solids use records available for each growing area?	15		
05.03c	Is there a letter of assurance and analysis from the biosolid supplier certifying compliance with prevailing national/ local standards and guidelines? If this question is answered No, automatic failure of this audit will result.	20		
05.04	Is untreated animal manure used? If No, go to 5.05.	15		
05.04a	Is untreated animal manure incorporated into the soil prior to planting and not applied during the growing season?	20		
05.04b	Are there untreated animal manure application records available for each growing area?	15		
05.04c	Is there a letter of assurance, specification or some other document available for review provided by the animal manure supplier stating the components of the material?	20		
05.05	Are other organic fertilizers and/or soil amendments used? If No, go to 5.06.	0		
05.05a	Are organic fertilizer and/or soil amendment records available for each growing area?	15		

05.05b	Is there a letter of assurance and analysis available from the organic fertilizer and/or soil amendment supplier?	20		
05.06	Are inorganic fertilizers used? If No, go to 5.06c	0		
05.06a	Are the grower's inorganic fertilizer records available for review?	10		
05.06b	Does the grower have a letter of assurance from the inorganic fertilizer supplier that specifies the source of inert ingredients?	7		
05.06c	If fertilizer and/or fertilizer containers are stored on the property, are they stored in a manner to prevent contamination to the growing area(s) or any of water sources?	3		

Water Usage

		Severity / Max. point value		Verified
06.01	Does the growing operation practice dryland farming? If No, go to 6.02.	0		
06.01a	If the growing operation practices dryland farming, are there water systems used in the growing operation to supply for crop needs such as crop protection/fertilizer applications, and frost or freeze prevention program? If No, go to 6.02	0		
06.01b	Are microbiological tests conducted on water used for crop protection/fertilizer applications, and frost or freeze prevention program? If No, go to 6.01d.	20		
06.01c	Are the microbiological tests current and conducted at the required and/or expected frequencies?	15		
06.01d	Do written procedures (SOPs) exist covering proper sampling protocols?	10		

06.01e	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	10		
06.01f	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	20		
06.02	Is the water used for the growing operation sourced from Municipal or District water pipeline systems? If No, go to 6.03	0		
06.02a	Are microbiological tests conducted on water used for irrigation, crop protection/fertilizer applications, and frost or freeze prevention program? If No, go to 6.02c.	20		
06.02b	Are the microbiological tests current and conducted at the required and/or expected frequencies?	15		
06.02c	Do written procedures (SOPs) exist covering proper sampling protocols?	10		
06.02d	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	10		
06.02e	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	20		
06.02f	Are the crops irrigated by a micro irrigation or drip system?	0		
06.02g	Is overhead irrigation used to irrigate the crop or as part of a frost or freeze prevention program? NOTE: "Irrigating the crop" refers to irrigation during the mature growing cycle. This does not include pre-planting or just after planting to create a stand.	0		
06.02h	Are the crops irrigated by flood irrigation or a furrow system?	0		

06.02i	Are the crops sub irrigated (also known as seepage irrigation)?	0		
06.03	Is the water used in the growing operation sourced from wells? If No, go to 6.04	0		
06.03a	Is the well designed to prevent contamination?	10		
06.03b	Is it evident the well(s) is free from contamination issues and are measures taken to minimize contamination of wells?	10		
06.03c	Are records kept for the periodic inspection and/or treatment of wells and available for review?	7		
06.03d	Are microbiological tests conducted on water used for irrigation, crop protection/fertilizer applications, and frost or freeze prevention program? If No, go to 6.03f.	20		
06.03e	Are the microbiological tests current and conducted at the required and/or expected frequencies?	15		
06.03f	Do written procedures (SOPs) exist covering proper sampling protocols?	10		
06.03g	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	10		
06.03h	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	20		
06.03i	Are the crops irrigated by a micro irrigation or drip system?	0		

06.03j	Is overhead irrigation used to irrigate the crop or as part of a frost or freeze prevention program? NOTE: "Irrigating the crop" refers to irrigation during the mature growing cycle. This does not include pre-planting or just after planting to create a stand.	0		
06.03k	Are the crops irrigated by flood irrigation or a furrow system?	0		
06.03l	Are the crops sub irrigated (also known as seepage irrigation)?	0		
06.04	Is the water used in the growing operation sourced from ponds, reservoirs, watersheds or other surface water sources? If No, go to 6.05	0		
06.04a	Do livestock or grazing animals have access to the open water systems (e.g. ponds, reservoirs, watersheds or other surface water sources)?	7		
06.04b	Is it evident the water sources are free from contamination issues and are measures taken to minimize stagnation and contamination?	10		
06.04c	Are records kept for the periodic visual inspection and/or disinfection and available for review?	7		
06.04d	Are microbiological tests conducted on water used for irrigation, crop protection/fertilizer applications, and frost or freeze prevention program? If No, go to 6.04f.	20		
06.04e	Are the microbiological tests current and conducted at the required and/or expected frequencies?	15		
06.04f	Do written procedures (SOPs) exist covering proper sampling protocols?	10		
06.04g	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	10		

06.04h	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	20		
06.04i	Are the crops irrigated by a micro irrigation or drip system?	0		
06.04j	Is overhead irrigation used to irrigate the crop or as part of a frost or freeze prevention program? NOTE: "Irrigating the crop" refers to irrigation during the mature growing cycle. This does not include pre-planting or just after planting to create a stand.	0		
06.04k	Are the crops irrigated by flood irrigation or a furrow system?	0		
06.04l	Are the crops sub irrigated (also known as seepage irrigation)?	0		
06.05	Is the water used in the growing operation sourced from canals, rivers, ditches, or other open flowing water systems? If No, go to 6.06	0		
06.05a	Is the water source under the direction of a water authority or district?	5		
06.05b	Do livestock or grazing animals have access to the water source?	7		
06.05c	Is it evident the water source is free of contamination issues and are measures taken to minimize contamination of canals, ditches, or rivers?	10		
06.05d	Are records kept for periodic visual inspection or disinfection of the water source and available for review?	7		
06.05e	Are microbial tests conducted on water used for irrigation, crop protection/fertilizer applications, and frost or freeze prevention program? If No, go to 6.05g	20		

06.05f	Are the microbiological tests current and conducted at the required and/or expected frequencies?	15		
06.05g	Do written procedures (SOPs) exist covering proper sampling protocols?	10		
06.05h	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	10		
06.05i	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	20		
06.05j	Are the crops irrigated by a micro irrigation or drip system?	0		
06.05k	Is overhead irrigation used to irrigate the crop or as part of a frost or freeze prevention program? NOTE: "Irrigating the crop" refers to irrigation during the mature growing cycle. This does not include pre-planting or just after planting to create a stand.	0		
06.05l	Are the crops irrigated by flood irrigation or furrow system?	0		
06.05m	Are the crops sub irrigated (also known as seepage irrigation)?	0		
06.06	Is recycled or reclaimed water used in the growing operation? NOTE: This refers to wastewater that has gone through a treatment process. If No, go to 6.07.	0		
06.06a	Is the recycling process under the direction of a water reclamation management or authority?	10		
06.06b	Are microbial control measures for recycled water utilized?	15		

06.06c	Are microbial tests conducted on water used for irrigation, crop protection/fertilizer applications, and frost or freeze prevention program? If No, go to 6.06e	20		
06.06d	Are the microbiological tests current and conducted at the required and/or expected frequencies?	15		
06.06e	Do written procedures (SOPs) exist covering proper sampling protocols?	10		
06.06f	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	10		
06.06g	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	20		
06.06h	Are the crops irrigated by a micro irrigation or drip system?	0		
06.06i	Is overhead irrigation used to irrigate the crop or as part of a frost or freeze prevention program? NOTE: "Irrigating the crop" refers to irrigation during the mature growing cycle. This does not include pre-planting or just after planting to create a stand.	0		
06.06j	Are the crops irrigated by flood irrigation or a furrow system?	0		
06.06k	Are the crops sub irrigated (also known as seepage irrigation)?	0		
06.07	Are tail water (run off water) systems used in the growing operation? If No, go to 6.08.	0		
06.07a	Do livestock or grazing animals have access to the tail water systems?	7		

06.07b	Is it evident the water source is free of contamination issues and are measures taken to minimize contamination of the tail water system?	10		
06.07c	Are records kept for periodic visual inspection or disinfection of the water source and available for review?	7		
06.07d	Are microbial tests conducted on water used for irrigation, crop protection/fertilizer applications, and frost or freeze prevention program? If No, go to 6.07f	20		
06.07e	Are the microbiological tests current and conducted at the required and/or expected frequencies?	15		
06.07f	Do written procedures (SOPs) exist covering proper sampling protocols?	10		
06.07g	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	10		
06.07h	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	20		
06.07i	Are the crops irrigated by a micro irrigation or drip system?	0		
06.07j	Is overhead irrigation used to irrigate the crop or as part of a frost or freeze prevention program? NOTE: "Irrigating the crop" refers to irrigation during the mature growing cycle. This does not include pre-planting or just after planting to create a stand.	0		
06.07k	Are the crops irrigated by flood irrigation or furrow system?	0		
06.07l	Are the crops sub irrigated (also known as seepage irrigation)?	0		

06.08	Are check valves, anti-siphon devices, or other back flow prevention systems in use when and where necessary?	10		
06.09	If the water used for crop protection applications is sourced off-site, is there documentation available detailing where the water has been sourced from and that microbiological testing has been conducted?	20		

Crop Protection

		Severity / Max. point value		Verified
07.01	Is there a documented policy and/or procedures for the mixing/loading of crop protection materials?	5		
07.01a	Is mixing, loading, or the dilution of crop protection materials performed safely and within a distance where the growing area and water sources are not affected?	7		
07.02	Is there a documented policy and/or procedures for the rinsing and cleaning of crop protection equipment?	5		
07.02a	Is rinsing and cleaning of crop protection equipment performed safely and within a distance where land and water sources are not affected?	7		
07.03	Is there documentation that shows the individual(s) making decisions for crop protection are qualified?	10		
07.04	Is there documentation that shows employees who handle crop protection materials are trained or are under the supervision of a trained individual?	10		
07.05	Does the growing operation follow a pesticide application recording program? If No, go to 7.06	20		
07.05a	Are crop protection application records up to date and available for review?	10		

07.06	Are crop protection materials registered in the country of use for the target crop where official registration is in place? If this question is answered Yes, skip to question 7.07. If no official registration system is utilized answer this question N/A and go to 7.06a. Where a system exists, but a crop protection chemical being used is not registered for the target crop the response to this question is No. If this question is answered No, automatic failure of this audit will result.	20		
07.06a	Does the country of production allow the use of crop protection materials that are registered for the target crop in another country, as long as the use of this material does not contravene any prevailing national and local laws in the destination country (e.g. maximum residue limit, banned lists, etc.)? If this question is answered No, automatic failure of this audit will result.	20		
07.07	Are crop protection applications restricted by the guidelines established by the product label, manufacturer recommendation, or by prevailing national/ local standards and guidelines? If this question is answered No, automatic failure of this audit will result.	20		
07.08	Where harvesting is restricted by pre-harvest intervals (as required on the crop protection chemical product labels, manufacturer recommendations and/or by prevailing national/ local standards) is the grower adhering to these pre-harvest interval time periods? If this question is answered No, automatic failure of this audit will result.	20		
07.09	Are employee reentry intervals established as required by the pesticide label, manufacturer recommendation, or by prevailing national/ local standards and guidelines?	10		
07.10	When crop protection applications occur, does posting take place on area of treatment according to prevailing national/ local standards and guidelines?	10		
07.11	To avoid drift, are crop protection applications restricted when gusts are excessive?	10		
07.12	If crop protection containers are stored on the property (even temporarily), are they stored in a manner to prevent contamination and disposed of responsibly?	10		
07.13	Have documented policies and/or procedures been developed for the monitoring of crop protection application equipment (e.g. calibration procedures, inspections, replacement)?	5		
07.13a	Is it evident that the equipment used for crop protection applications is in good working order?	7		

Employee Safety & Hygiene

		Severity / Max. point value		Verified
08.01	Does the growing operation have a documented policy for dealing with employees who appear to be physically ill or become ill while working?	5		
08.02	Does the growing operation have a documented policy regarding employees with open sores and wounds?	5		
08.03	Does the growing operation have a documented policy and procedure in place and available for all commodities that come in contact with blood to be destroyed? If this question is answered No, automatic failure of this audit will result.	20		
08.04	Does the growing operation have a documented policy prohibiting eating in the growing area?	5		
08.05	Does the growing operation have documented policy prohibiting the use of tobacco products (this includes chewing and spitting) in the growing area?	5		
08.06	Is there a training program to inform employees of the company's hygiene policies and requirements? If No, go to 8.07.	15		
08.06a	Are training sessions provided to employees on a scheduled basis?	5		
08.06b	Are there outlines available for the hygiene training sessions content and in the appropriate languages?	5		
08.06c	Are there records of attendance to the employees training sessions and are they current?	5		
08.07	Are there toilet facilities provided? If NO, go to 8.08. If this question is answered No, the audit will result in an automatic failure.	20		

08.07a	Are the toilet facilities placed within ¼ mile or 5 minutes walking distance of all employees?	10		
08.07b	Are toilet facilities in a suitable location to prevent contamination to the growing area?	10		
08.07c	Are separate toilet facilities provided for men and women in groups larger than 5 employees?	5		
08.07d	Is a minimum of one toilet facility provided for each group of 20 employees?	10		
08.07e	Do toilet facilities have visuals or signs, written in the appropriate languages, reminding employees to wash their hands before returning to work?	2		
08.07f	Are toilets constructed of materials that are easy to clean?	2		
08.07g	Are the toilet's construction materials of a light color allowing easy evaluation of cleaning performance?	2		
08.07h	Are the toilets maintained in a clean condition?	7		
08.07i	Are there sanitation servicing records for the toilets?	2		
08.07j	Are the catch basins of the toilets designed and maintained to prevent contamination in the field (e.g. free from leaks and cracks)?	5		
08.07k	Are the toilet catch basins emptied properly?	5		

08.07i	Are toilets supplied with toilet paper and is the toilet paper maintained properly (e.g. no toilet paper rolls on the floor or in the urinals).	10		
08.08	Is there evidence of fecal contamination in the growing area? If this question is answered Yes, automatic failure of this audit will result.	20		
08.09	Are there hand washing facilities provided? If No, go to 8.10.	15		
08.09a	Are hand wash stations clearly visible, situated outside the toilet facility, and easily accessible to workers?	0		
08.09b	Is fresh water made available for hand washing at all facilities?	10		
08.09c	Is soap made available at all hand washing facilities? If NO, go to 8.08e.	5		
08.09d	Is the soap scentless and does it have emulsifying capabilities?	5		
08.09e	Are single-use towels available at all hand washing facilities?	10		
08.09f	Are the hand wash stations designed and being maintained to prevent contamination onto the growing area?	5		
08.09g	Does the growing operation have a documented policy and procedure in place requiring employees to wash their hands prior to beginning work, after break periods and after using the toilets?	10		
08.09h	Are the employees washing their hands prior to beginning work?	5		

08.09i	Are the employees washing their hands after break periods?	5		
08.09j	Are the employees washing their hands after using the toilet facilities?	10		
08.09k	Is it evident that corrective action is taken when employees fail to comply with hand washing guidelines?	5		
08.10	Is fresh potable drinking water provided for workers? If No, skip to 8.11.	10		
08.10a	If used, are water containers maintained in a clean condition?	3		
08.10b	Is the water provided to employees so that person to person cross contamination issues are avoided (e.g. Workers do not drink directly from the container and/or do not share the same cup)? NOTE: Paper cups or drinking fountain can be used.	5		
08.11	Are first-aid kits available and is the inventory maintained properly?	5		
08.12	Is it evident that infant or toddler age children are not allowed in the growing area?	5		
08.13	Is it evident that domestic or livestock animals are not allowed in the growing area?	5		

Food Security

		Severity / Max. point value		Verified
09.01	Are measures taken to control vehicle access to the growing area? (specified access roads, furrows, etc)?	0		

09.02	Are postings such as "No Trespassing" and/or "Restricted Entry" used appropriately?	0		
09.03	Are entrances to ranch-level roads restricted by gates, chains, guard stations, etc.?	0		
09.04	Are wells or other water sources secured and designed to prohibit tampering?	0		
09.05	Are grounds and facilities monitored by either in house or contracted personnel?	0		
09.06	Are staff members instructed to note and report suspicious activity?	0		
09.07	Are high risk areas (e.g. spray equipment, equipment shops, sheds) monitored?	0		
09.08	Is equipment examined for tampering prior to use?	0		
09.09	Are company supervisors required to undergo documented security training with attendance records?	0		
09.10	Is education material related to security made available?	0		
09.11	Are inventory records of agricultural chemicals maintained? If No, skip to 10.	0		
09.11a	Are the inventory records periodically reconciled with inventory?	0		

Survey Questions (Perchlorate concerns)

		Severity / Max. point value		Verified
10.01	Is the irrigation water suspected or known to be contaminated with perchlorate? If NO, mark this section N/A.	0		
10.01a	Has perchlorate testing been done on irrigation water?	0		
10.01b	Are measures taken to reduce the presence of perchlorate in the irrigation waters?	0		
10.01c	Has the irrigation system been adapted to remove perchlorate by means of selective resins, etc.?	0		
10.01d	Is the soil suspected or known to be contaminated with perchlorate?	0		
10.01e	Has perchlorate testing been done on the soil?	0		
10.01f	Have measures been taken to reduce the presence of perchlorate in the soil?	0		
10.01g	Have growing practices been utilized that enhance the growth of microbes known to degrade perchlorate?	0		
10.01h	Are attempts made to reduce aeration?	0		
10.01i	Are organic amendments added to the soil?	0		

10.01j	Have any microbes known to degrade perchlorate been added to the soil?	0		
10.01k	Has the grower requested any outside financial assistance (local, state or federal) to help re-mediate perchlorate contamination?	0		

Survey Questions (Microbial concerns)

		Severity / Max. point value		Verified
11.01	Where microbiological guidelines and parameters have been established, do irrigation waters meet governmental regulations and/or local guidelines?	0		
11.02	Does the growing operation have a procedure for addressing possible issues with microbiological contamination of water?	0		
11.02a	In the procedure does the response to elevated levels include reduced contact with edible section of the plant?	0		
11.02b	In the procedure does the response provide for an extended time between the last irrigation and the harvest?	0		
11.02c	In the procedure, does the response provide for an alternative source of irrigation water with the last or last few irrigations prior to harvest?	0		