

CanadaGAP Audit for the Production, Packing, Repacking, Storage, Wholesaling and Brokerage of Fruits and Vegetables and Greenhouse Product

Date of Audit: Aug 16 2017

Start Time: 08:30am End Time: 12:30pm

Unannounced Audit

Legal Operating Name (for use on certificate): Top Tomato Foods Ltd.

Name of Person(s) Responsible for the Operation: Marsha Shelson, Vito DeFilippis

Audit completed by: Jovana Mitich

CERTIFICATION BODY INFORMATION (For CB use only)

Certification Body: NSF Canada Agricultural Certification Company

Certification Option: A1 A2 A3 B C D

Multi-site operation:

Date of previous audit: Aug 31 2016

Certification body conducting previous audit: NSF Canada Ag

Declaration from auditor of the number of times they have consecutively audited this operation: Number of consecutive audits to date at this operation (this number does **NOT** include the current audit): 0
Name of Auditor: Jovana Mitich

Previous CanadaGAP Certificate(s) (include certification option(s) and applicable crops and activities): Option C: Production & Packing of Cabbage, Cauliflower, Broccoli

Date of issue: Oct 7 2016 **Expiry Date:** Oct 15 2017

Other commodities or activities that will be included in this certificate that were not observed during the current audit are: Production & Packing of Broccoli, Cauliflower

Report reviewed by: Stefanie Sonneveld **Date:** 9-Sep-17

Operation Information

Legal Operating Name: Top Tomato Foods Ltd.

Name of Person(s) Responsible for the Operation: Marsha Shelson, Vito DeFilippis

Name of audited location (for multi-site certification):

Food Safety Program Contact(s) (if different from above):

Address: 2931 19th Avenue, Markham ON, L6C 1L7

EAN.UCC Global Location Number (GLN) [if available] :

Phone No.: 905-887-8954 **Fax No.:** 905-887-1166

Email: vito@toptomatofoods.ca

Check type of operation: Production U-Pick Storage Packing: Production Site Packinghouse Repacking Brokerage Wholesale Other (e.g., icing facility)

Which commodities and activities (e.g., harvesting of peaches, packing/repacking of tomatoes, etc.) were observed during the audit? Harvesting and field packing of cabbage

What sites are applicable to this audit (e.g. production sites, storages, packing/repacking lines)? Cabbage production sites
Storages

Do you know of any reason why you should not conduct this audit due to a conflict of interest with the operation being audited (e.g. direct ownership, family relationships, financial interest)?

Yes No



CanadaGAP Audit Checklist ©

Instructions to the Auditor:

The CanadaGAP audit checklist is intended for the production, packing/repacking, storage, wholesaling and brokerage of fresh fruit and vegetables and greenhouse product. The audit checklist is based on the CanadaGAP manuals. The sections, forms and appendices mentioned throughout the audit checklist refer to these documents. Note that CanadaGAP provides these materials as "templates"; alternate/customized/individualized record-keeping forms, etc. are acceptable as long as all the required information is captured.

- For each question below, mark the appropriate response by typing an 'X' in the check box beside Y (yes), N (no), N/A (not applicable), or INC (incomplete). Where there are check boxes within questions, mark in the box if the required element is present - write N/A if it is not applicable.
- Enter detailed comments and observations in the column for (*Auditor's Key*) Comments/Observations. Extra room is provided at the end of each section. If INC is chosen, a comment must be written in the column under (*Auditor's Key*) Comments/Observations.
- Additional guidance for the auditor is included under (*Auditor's Key*) Comments/Observations and is *italicized* and shaded in gray.
- The Comments/Observations box allows for text to be written continuously. To create a list or separate lines, click "alt" + "enter" and a new line will be started within the box.
- To run the spell check function, click on the 'spell check' button on the bottom of the scoring page.
- The Executive Summary can be found in a separate worksheet (tab) located at the bottom of this document.
- If any of the automatic fail items are observed (highlighted in yellow in the checklist), score the audit as an automatic failure. Describe the reason for the failure in the Executive Summary (tab below). You may continue the audit if the auditee wishes you to do so; otherwise, end the audit.
- The checkboxes in the Comments/Observations (right) column are designed to help auditors document observations. These boxes DO NOT correspond directly to the score and, other than where specific guidance on scoring is provided (*Auditor's Key*), these boxes should not be used for determining the number of points given.
- When a record is required, it is indicated in the middle column of the checklist, otherwise the question is scored based on auditor observation and interviews.
- For questions that have record requirements, answering Y (yes) means the records are fully complete and accurate.
- When scoring questions with multiple components or sub questions (in the left column), assign points to each sub question based on the total (e.g., if the question is out of 6 and there are 6 checkboxes or sub questions, then assign 1 point to each; if it is out of 6 and there are three sub questions then assign 2 points to each).
- Fill in the score for each question in the far right column; the scores will be totaled automatically at the bottom of each section.



Scoring

Instructions: Score each question in the audit. If the entire question is N/A, that question gets no score and is not included in the total score for the section. For each section, the auditor tallies the maximum attainable score (for all applicable questions) and fills in the right hand column below. **The auditor then totals the auditee's actual score for each question and fills in the middle column.** For example, for Section B, Commodity Starter Products, if the auditee only grows small fruit and fully meets the requirements, the auditor would score 2 out of a total of 2 for the section (not a total of 4 because the second question becomes N/A). Each subtotal is then multiplied by the applicable factor (see next page, column 3).

Section	Auditee's Actual Score	Maximum Attainable Score
A. Food Safety Program Maintenance and Review	15.0	16
B. Commodity Starter Products	N/A	N/A
C. Premises	33.5	34
D. Equipment	37.0	39
Subtotal 1	85.5	89
E. Agronomic Inputs (Questions 1-12)	51.5	52
Subtotal 2a	51.5	52
E. Agronomic Inputs (Questions 13-14)	N/A	N/A
Subtotal 2b	N/A	N/A
F. Agricultural Water	8.0	8
Subtotal 3	8.0	8
G. Cleaning and Maintenance Materials	N/A	N/A
H. Waste Management	12.0	12
I. Personal Hygiene Facilities	35.0	36
J. Employee Training	24.0	24
K. Visitor Policy	4.0	4
Subtotal 4	75.0	76
L. Water (for Fluming and Cleaning) and Ice	34.0	36
Subtotal 5	34.0	36
M. Pest Program for Buildings	21.0	22
N. Packaging Materials	10.5	16
O. Growing and Harvesting	18.0	18
P. Sorting, Grading, Packing, Repacking, Storing and Brokerage	2.0	2
Subtotal 6	51.5	58
Q. Storage of Product	8.0	8
R. Transportation	9.5	10
S. Identification and Traceability	10.0	10
T. Deviations and Crisis Management	18.0	18
U. Site-specific HACCP Plan	N/A	0
Subtotal 7	45.5	46

For each subtotal in the above table, calculate the auditee's score as a percentage and fill the percentage in in column 2 below (e.g., auditee's actual score divided by the maximum attainable score x 100). Multiply the percentage by the factor in column 3 to get a final score for each subtotal. Add up all the subtotal final scores to get the Auditee's final score out of 100.

Subtotals	Percentage	Conversion Factor	Final Score
Subtotal 1	96.07	Multiply column 1 by 0.15	14.41
Subtotal 2a	99.04	Multiply column 1 by 0.10	9.90
Subtotal 2b	N/A	Multiply column 1 by 0.05	N/A
Subtotal 3	100.00	Multiply column 1 by 0.05	5.00
Subtotal 4	98.68	Multiply column 1 by 0.20	19.74
Subtotal 5	94.44	Multiply column 1 by 0.15	14.17
Subtotal 6	88.79	Multiply column 1 by 0.20	17.76
Subtotal 7	98.91	Multiply column 1 by 0.10	9.89
Final Score (out of 100)			95.65

Auditee's Final Score: 95.65 %

Note: A passing score is 85%.

Autofail? (see next page for details)

Audit Report completed by:

Jovana Mitich

Date: Aug 16 2017

Key Person(s) Present at
Audit and description of role
(e.g., auditee, consultant,
witness auditor, etc.):

Vito DeFillippis, Marsha Shelson



CanadaGAP Audit Checklist

IMPORTANT NOTE

It is understood that all prevailing legislation (e.g., regulations at the federal, provincial, territorial, state, regional, local, municipal, etc. level) will be followed.

Automatic Failure Items: Check (✓) any that apply, and score audit as an auto fail.	Auditor Observation(s)
1. An immediate food safety risk is present (e.g., livestock/poultry slaughter activities) when product is produced, handled, packed, repacked, stored or held under conditions that promote or cause the product to become contaminated. <input type="checkbox"/>	
2. Animal/bird/human feces and/or presence/evidence of rodents is observed on food contact surfaces in use, and/or in/on product , during handling, packing/repacking, and/or storage of market product <input type="checkbox"/>	
3. Agricultural chemical application records are absent OR agricultural chemicals not registered for use on the applicable product in the country where it is grown are applied (see Section E, questions 8 and 11) <input type="checkbox"/>	
4. Manure is applied less than 120 days before harvest of product occurs OR complete and accurate records are not kept of manure application date and harvest intervals (see Section E, question 5) <input type="checkbox"/>	
5. Sewage sludge is applied to fields for the current crop or untreated sewage water is used for cleaning, fluming or as agricultural water, and/or toilet waste contaminates the product (see Sections E, F, H and L) <input type="checkbox"/>	
6. Water (for Fluming and Cleaning) and Ice (Section L) Question L3A) - No water tests (showing potability) are available - <input type="checkbox"/> Question L12) - No ice tests (showing potability) are available and/or letters of assurance <input type="checkbox"/> A score of 0 on any of the following questions - ONLY if the water/ice is used on product or has a food safety impact on product. If water is used for cleaning equipment/buildings/containers the autofail does not apply: - questions L5) & L6) - combined - question L7) - question L10) - question L8) - question L11) - question L9)	
7. Absence of Personal Hygiene Facilities. The auditee must have both : a) washrooms, AND b) properly stocked handwashing facilities (except for processing potatoes). Refer to the manual(s) for what is required for washrooms and properly stocked handwashing facilities. (see questions I1 and I3) <input type="checkbox"/>	
8. Employees NOT using or inappropriately using the personal hygiene facilities (see question J4) <input type="checkbox"/>	

A. Food Safety Program Maintenance and Review (refer to Section 24 in CanadaGAP manual)	Records	(Auditor's Key) Comments/Observations	Score
A1) A CanadaGAP Manual is being used? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Have the manual(s) been updated to the most recent version? (2 points) Y <input checked="" type="checkbox"/> N <input type="checkbox"/> INC <input type="checkbox"/> Have the manual(s) been completed? (2 points) Y <input checked="" type="checkbox"/> N <input type="checkbox"/> INC <input type="checkbox"/>	CanadaGAP OR Other Food Safety Manual(s)	Which CanadaGAP manual(s) or other manual(s) are being implemented? Fresh Fruits and Vegetables What is the version number of the manual(s)? v7.0 2017 is being used. Manual observed to be complete.	4.0 / 4
A2) Was an annual review of the program completed? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>		This will be scored as N/A for those in their first year of certification. Annual review completed June 2 2017	2.0 / 2
A3) An internal audit was conducted (i.e., using the self-assessment checklist, the audit checklist or by using an outside party to perform a pre-audit), findings were reviewed and any necessary changes to policies and procedures were made? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> INC <input type="checkbox"/>	Self-assessment checklist/ Audit checklist/ Third party pre-audit report	v7.0 self assessment checklist was used to conduct the internal audit.	2.0 / 2
A4) Has the food safety program been maintained on an ongoing basis? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/> Re-audit later in the season (see auditor's key) Y <input type="checkbox"/>		Review the manual, forms and documentation to ensure that the program has been maintained since the last audit. Partial points may be given. N/A option only applies to operations during their first audit. If the program has not been maintained an automatic re-audit will occur later in the season. All records available for review. Records are kept for multiple years.	6.0 / 6
A5) Has continuous improvement been demonstrated by addressing previous audit findings? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input checked="" type="checkbox"/>		Auditee will have reviewed previous audit findings for non-compliant items (if applicable) and will present evidence that these have been improved upon. Partial points may be given. N/A option applies only if this is the first audit for this operation. 2016 Executive summary available for review. Half of non-conformances issued have not been addressed.	1.0 / 2
Auditee's Actual Score for Section (Food Safety Program Maintenance and Review):			15.0
Maximum Attainable Score for Section:			16

B. Commodity Starter Products (refer to Section 1 in CanadaGAP Manual)	Records	(Auditor's Key) Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:		x	
POTATOES, TREE & VINE FRUIT, SMALL FRUIT, COMBINED VEGETABLES B1) Commodity starter product varieties that are genetically modified [e.g., Plants with Novel Traits (PNTs)] have been approved for use by the prevailing authority (e.g., federal government) or have been issued a letter of no-objection (e.g., from Health Canada)?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Letter of No-Objection	In Canada, refer to the CFIA website http://active.inspection.gc.ca/eng/plaveg/bio/pntvcne.asp	0
POTATOES B2) Varieties are registered in Canada OR have been tested for total glycoalkaloids?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	Letter of assurance or invoice from breeder/agent showing TGA below 20mg/100g may be obtainable for non-registered varieties	0
Auditee's Actual Score for Section (Commodity Starter Products):			0.0
Maximum Attainable Score for Section:			0
C. Premises (refer to Section 2 in CanadaGAP Manual) Includes Production Sites and Buildings	Records	(Auditor's Key) Comments/Observations	Score
Production Sites (includes greenhouse production sites)			
If there are no production sites, check box and proceed to question C3)			
C1) New production sites have been assessed for the presence of heavy metals and other contaminants?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/>	For new production sites, consider uses for the past 5 years. Review manual and ask questions as required. 1 new site added for cabbage 3 years ago. Soil testing is conducted annually for every production site. Crop advisor is regularly consulted.	2.0 2
C2) Production sites: Have been assessed for potential hazards from adjacent areas and animal/bird activity? (4 points) Are used where sewage sludge has NOT been applied? (4 points)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> INC <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Consider agricultural chemical/excrement drift and industrial activities, wildlife; Review manual, and record visual observations (e.g., evidence of serious animal intrusion into production site) If sewage sludge has been applied in previous years to the production site in use, remove 4 marks (all or nothing). Manual section 2.1 completed. Neighbouring activities include residential, crop land and road.	8.0 8

Buildings [where product is handled and/or stored, where packaging materials, agricultural chemicals, fertilizers, etc., are stored] (includes greenhouse production sites)			
<p>C3) A sketch of the interior of all buildings includes:</p> <p><input type="checkbox"/> No sketch N/A (no buildings) <input type="checkbox"/></p> <p>OR</p> <p><input checked="" type="checkbox"/> Packing/Repacking line(s)</p> <p><input checked="" type="checkbox"/> Pest Control Devices and Pest Control Product Storage</p> <p><input checked="" type="checkbox"/> Harvested and Market Product</p> <p><input checked="" type="checkbox"/> Hand washing Facilities</p> <p><input checked="" type="checkbox"/> Washrooms</p> <p><input checked="" type="checkbox"/> Market ready packaging materials</p> <p><input type="checkbox"/> Agricultural Chemical Storage</p> <p><input type="checkbox"/> Container/Tank/Cistern Storage (i.e., heating oil/fuel, water)</p>	<p>A</p>	<p>Type of building:</p> <p><input checked="" type="checkbox"/> Packinghouse <input checked="" type="checkbox"/> Product Storage</p> <p><input type="checkbox"/> Repacking Facility <input type="checkbox"/> Wholesale Facility</p> <p><input type="checkbox"/> Greenhouse Production Site <input type="checkbox"/> Other:</p> <p>No confirmation signature or date present on map.</p>	<p>3.5</p> <p>4</p>
<p>C4) Exterior of buildings are assessed to ensure there are no potential hazards and maintained to prevent contamination of product?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>N/A <input type="checkbox"/> INC <input type="checkbox"/></p>		<p>Record observations:</p> <p><input type="checkbox"/> Crevices/holes allow pest access</p> <p><input type="checkbox"/> Poor drainage</p> <p><input type="checkbox"/> Doors/window/screens do not fit properly <input type="checkbox"/> Other, describe:</p> <p><input type="checkbox"/> Long grass/ junk/garbage around buildings</p> <p><input type="checkbox"/> Contamination from location (e.g., drifting, airborne pollutants, cross-contamination, livestock/poultry/fish facilities, etc.)</p> <p><input type="checkbox"/> New construction or renovations/modifications do not meet applicable building codes</p> <p>Exterior of building is well maintained. Pavement is present. No grass observed.</p>	<p>4.0</p> <p>4</p>
<p>C5) Interior of buildings are assessed to ensure there are no potential hazards and maintained to prevent contamination of product?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>N/A <input type="checkbox"/> INC <input type="checkbox"/></p>		<p>Record observations:</p> <p><input type="checkbox"/> Leaking pipes/condensation</p> <p><input type="checkbox"/> Poor drainage</p> <p><input type="checkbox"/> Garbage/spills/ debris <input type="checkbox"/> Open catwalks above product</p> <p><input type="checkbox"/> Crevices/holes in building (floors/walls etc.)</p> <p><input type="checkbox"/> Lighting not shatterproof/covered above product/packaging (include lights on equipment such as packing line)</p> <p><input type="checkbox"/> Lighting inadequate for sorting/grading and/or for maintaining cleanliness within buildings (e.g., to see into corners)</p> <p><input type="checkbox"/> Contamination from location (e.g., air, foot, hand, equipment cross-contamination, livestock/poultry/fish facilities, etc.)</p> <p><input type="checkbox"/> Inadequate ventilation/contaminated air is not removed</p> <p><input type="checkbox"/> Other, describe:</p> <p>Multiple buildings on the premises are used for the operation. Lighting is covered or sleeved.</p>	<p>8.0</p> <p>8</p>

C6) Monthly inspection of all buildings recorded when in use? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/>	G	Form G completed Jan-Aug 2017. Separate Form G completed for each of the 4 buildings.	2.0 / 2
C7) Pre-season product storage inspection is complete and recorded? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/>	B	<i>Ensure all items on Form B have been completed for EACH storage</i> 4 coolers observed. First use- Mid July 2017. Form B completed for all 4 coolers and dated March, April and June 2017.	6.0 / 6
Auditee's Actual Score for Section (Premises):			33.5
Maximum Attainable Score for Section:			34
D. Equipment (refer to Section 8 in CanadaGAP Manual)	Records	(Auditor's Key) Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:			
Production Site Equipment (NOTE: Questions D3, D5 and D6 also pertain to building equipment)			
D1) Production site equipment: N/A <input type="checkbox"/> (No production site equipment) <input checked="" type="checkbox"/> is inspected before use (2 points) <input checked="" type="checkbox"/> is cleaned when in use (2 points) <input type="checkbox"/> inc condition does not contribute to contamination of product (4 points)		Production site equipment is free of excessive rust, leaks, broken, corroded or damaged parts, etc. and is clean. Refer to commodity-specific requirements for cleaning frequency. Equipment consists of airplanes and knives for cabbage and cauliflower; and knives for broccoli. Airplane is made of wood and comes into direct contact with product.	6.0 / 8
D2) Records are kept of production site equipment cleaning, inspection and maintenance, when in use and at appropriate frequency? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/>	I SSOP	Appropriate frequency for inspection/cleaning/maintenance/recording: Refer to commodity-specific requirements SSOP available in the manual. Separate form I available for field wagons. Airplanes are attached to wagons and accounted for on the same Form I.	2.0 / 2
D3) Agricultural chemical application equipment (in both the production site and building) is calibrated according to written instructions and records are kept? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/>	I Instructions Detailed Results	Calibration instructions & records available for applications in both the production site and buildings (e.g., sprout inhibitor). Equipment may include sprayers, scales, nozzles, etc. Check that measuring equipment exists if necessary Customized record available for sprayer calibration on May 10 and Aug 10 2017. Instructions available and based off of OMAFRA guidelines. Scale calibration record available. Scale is calibrated using water weight.	6.0 / 6

<p>D4) Agricultural chemical application equipment:</p> <p>N/A <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> is cleaned, used for mixing, rinsed or flushed where production sites and/or water sources may not become contaminated?</p> <p><input checked="" type="checkbox"/> A device or method is used to prevent backflow from application equipment into water sources or production site</p>		<p><i>Backflow prevention could be a one-way valve or leaving a gap between the filling hose and the tank. The device/method must not present a risk of contamination.</i></p> <p>Back flow valve observed on the water tank. Extra spray water is evaluated and spread appropriately.</p>	<p>2.0</p> <p>2</p>
<p>D5) Hand-held cutting and trimming tools (in both the production site and buildings) that are in direct contact with product are :</p> <p>N/A <input type="checkbox"/> (hand held cutting/trimming tools are not used)</p> <p><input checked="" type="checkbox"/> Non-retractable</p> <p><input checked="" type="checkbox"/> Cleaned daily before use</p> <p><input checked="" type="checkbox"/> Cleaning is recorded daily</p>	<p>I</p>	<p><i>Greenhouse manual - retractable knives may be used but an SOP must be in place to control physical hazard</i></p> <p>Separate Form I available for cleaning knives. Daily records available. SSOP available in the manual. Fixed blade kitchen knives are used.</p>	<p>6.0</p> <p>6</p>
<p>D6) Hoses for potable water uses (in both the production site and buildings) are/have:</p> <p>N/A <input type="checkbox"/> (no hoses)</p> <p><input checked="" type="checkbox"/> ends are kept up off the ground</p> <p><input checked="" type="checkbox"/> stored in a way that prevents contamination</p> <p><input checked="" type="checkbox"/> flushed out before EACH use</p>			<p>3.0</p> <p>3</p>
<p>Building Equipment</p>			
<p>D7) Building equipment is:</p> <p>N/A <input type="checkbox"/> (No building equipment)</p> <p><input checked="" type="checkbox"/> inspected before use</p> <p><input checked="" type="checkbox"/> cleaned weekly (minimum) when in use</p> <p><input checked="" type="checkbox"/> easily accessed for cleaning</p> <p><input checked="" type="checkbox"/> condition does not contribute to contamination of product</p>		<p><i>Building equipment does not contribute to contamination of product (e.g., clean, free of excessive rust, chipping paint, leaks, broken, corroded or damaged parts)?</i></p> <p>Bunching line is used for packing cabbage and broccoli over the winter. Plastic belt and metal composition. Fork lifts are used but do not come in contact with product.</p>	<p>8.0</p> <p>8</p>
<p>D8) Records are kept of building equipment cleaning, inspection and maintenance weekly when in use?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>N/A <input type="checkbox"/> INC <input type="checkbox"/></p>	<p>I</p> <p>SSOP</p>	<p>SSOP available in the manual. Records are available for each the equipment was in use. Records reviewed for June 30- Aug 15 2017.</p>	<p>2.0</p> <p>2</p>
<p>D9) Calibration records are available for building equipment such as pH/ORP meter, automatic chlorinator, thermometer, etc.?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>N/A <input checked="" type="checkbox"/> INC <input type="checkbox"/></p>	<p>I</p>	<p><i>This does not include any equipment for agricultural chemical applications - see question D3)</i></p>	<p>0</p>

Production Site Equipment and Building Equipment			
E. Agronomic Inputs (refer to Sections 3,4,5 and 6 in CanadaGAP Manual)	Records	(Auditor's Key) Comments/Observations	Score
D10) All equipment (when not in use) is stored separate from product, water sources, market ready packaging materials, etc.? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>		Is equipment stored to prevent leakage of fuel, oil, gases, etc., on to product/packaging materials? Bunching line is stationary. Knives are stored in the packinghouse building when not in use and in the orange kit during harvest. Sprayer is stored near the packinghouse during the season and in a shed over winter.	2.0 2
Auditee's Actual Score for Section (Equipment):			37.0
Maximum Attainable Score for Section:			39
If entire section is not applicable to the operation check box and go to next section:			
E1) Sewage sludge is used? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/>		This question refers to the use of sewage sludge on the current crop. This differs from C2) which was referring to previous years' use.	If YES, auto fail
E2) A letter of assurance or written procedures are available for compost/compost tea? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> INC <input type="checkbox"/>	Letter of Assurance/Procedures		0
E3) Pulp sludge meets prevailing legislation (e.g., provincial regulations)? (2 points) Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Soil amendments meet prevailing legislation (e.g., provincial regulations)? (2 points) Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	Records as required by legislation	Customized record available for lime applications. Rates, applicator and area accounted for. Cabbage applications were done May-July 2017.	2.0 2
E4) Complete and accurate records are kept of agronomic input applications (fertilizers, soil amendments, pulp sludge, mulch/row covers, compost/compost tea, other by-products)? See question E5 for manure and question E11 for agricultural chemical records Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input checked="" type="checkbox"/>	H2	Records for other by-products include the type. Application records are not required for cover crops/green manure or plastic mulch/row covers. Greenhouse operations need records only of compost/compost tea and other by-product applications. Customized record available for fertilizer application by field. Blend legend available. Confirmation signature missing for Stouffville 2 field, first page. No external applicators have been used in 2017.	9.5 10
E5) Manure is applied at least 120 days before harvest? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Product is not harvested until the 120 days has elapsed? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Complete and accurate records are kept of manure application date and harvest intervals? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	H2 P1/P2 Q	Operations will autofail if manure is applied less than 120 days before harvest OR records are not kept. The 120 days needs to have elapsed before harvest and this needs to be recorded somehow. The scoring for this question is all or nothing. Look at Form H2 to see when manure was applied and cross check this with Forms P1/P2/Q to ensure that the 120 day interval had elapsed before harvest began. A checkmark (or some sort of identifier) must be recorded to show this was done. The scoring for this question is all or nothing.	0

<p>E6) Manure is stored separately to prevent contamination?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>N/A <input checked="" type="checkbox"/></p>		<p>Manure is stored separate from water sources, production sites, buildings, equipment, product, etc.</p>	<p>0</p>
<p>E7) Agronomic inputs (other than agricultural chemicals - see question E12 and manure - see question E5) are stored separate from product, market ready packaging materials or other contaminants?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>		<p>New plastic mulch/row covers can be stored with packaging materials.</p> <p>Fertilizer storage observed on the premises.</p>	<p>2.0</p> <p>2</p>
<p>E8) Agricultural chemicals are purchased from licensed dealers and registered for use on the applicable product in the country where it is grown or permitted in Canada under the Grower Requested Own Use Program or the Own Use Import Program, or permitted under comparable programs in other countries where product is grown? Receipts are signed and kept?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>N/A <input type="checkbox"/> INC <input type="checkbox"/></p>	<p>Receipt/ GROU or OUI certificate</p>	<p>The autofail pertains ONLY to using agricultural chemicals that are NOT registered for use on the applicable product. Points will be deducted for purchasing from unlicensed dealers or not keeping signed receipts.</p> <p>Signed receipts are kept from Bradford supplier. Receipts reviewed Jun-Aug 2017.</p>	<p>8.0</p> <p>8</p>
<p>E9) Agricultural chemical applicator(s) follows prevailing legislation (e.g., provincial regulations) AND has completed formal training (e.g., online course)?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	<p>License/ Certificate/ Formal Training Documents</p>	<p>Need to see proof (e.g., certificate, course outline, license, record of attendance, training materials, etc.) of training/licensing/certification of person doing the application.</p> <p>The scoring for this question is all or nothing - either the applicator(s) is/are formally trained/certified/licensed or they are not.</p> <p>6 employees 3 family members are responsible for spraying. All parties have a valid licensed with expiry dates between 2019-2021.</p>	<p>10.0</p> <p>10</p>
<p>E10) Agricultural chemicals are mixed and applied according to label directions?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>		<p>Label directions are available?</p> <p>Rates were verified for Matador, Bravo and Dual 2 Magnum.</p>	<p>4.0</p> <p>4</p>

<p>E11) Records are kept of agricultural chemical applications?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/></p>	<p>H1 H3 P1</p>	<p><i>Records may include applications in the production site, before/during storage, during packing and to seed potatoes.</i></p> <p>Important Information (worth more points)</p> <p><input checked="" type="checkbox"/> PHI <input checked="" type="checkbox"/> Application Date <input checked="" type="checkbox"/> Area treated <input checked="" type="checkbox"/> Rate Applied and Label Followed <input checked="" type="checkbox"/> Product/Trade name <input checked="" type="checkbox"/> Signature/Name of Applicator</p> <p>Less Important Information (worth fewer points)</p> <p><input checked="" type="checkbox"/> Earliest Allowable Harvest date (EAHD) <input checked="" type="checkbox"/> Application method <input checked="" type="checkbox"/> PCP #</p> <p>Customized written records are given to office staff by applicator and information is then transferred to a computer program. Labels are entered and PCP, EAHD and PHI are entered into the system to automatically generate information.</p>	<p>10.0 10</p>
<p>E12) Agricultural chemicals are stored in an area that is:</p> <p>N/A <input type="checkbox"/> (Producer does not store agricultural chemicals)</p> <p><input checked="" type="checkbox"/> clearly identified and dedicated only to agricultural chemicals & commercial fertilizers</p> <p><input checked="" type="checkbox"/> locked</p> <p><input checked="" type="checkbox"/> maintains integrity of containers</p> <p><input checked="" type="checkbox"/> does not pose a risk of contamination</p> <p><input checked="" type="checkbox"/> labels intact/legible</p> <p><input checked="" type="checkbox"/> covered, dry and clean</p>		<p><i>Risk of contamination: e.g., large chemical storage tanks that do not fit in a building should not be leaking etc.</i></p> <p>Chemicals are stored in a locked building on the premises. Commercial fertilizers share space.</p>	<p>6.0 6</p>
<p>FOR EXPORTS ONLY: (Complete Q. 13-14)</p> <p>E13) Only chemicals approved for use in destination markets are used according to label directions and supporting information is available about acceptable chemicals in destination markets (e.g., registration for the specific crop, product labels, Maximum Residue Limits, banned lists, etc.)?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>	<p>Supporting documents</p>	<p><i>The exporter of the product is the ONLY person responsible unless the agricultural chemical applicator is directly involved in exporting.</i></p> <p>Producer sells product to local retailers only.</p>	<p>0</p>



<p>E14) Where customers require agricultural chemical residue testing:</p> <p>N/A <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> Agricultural chemical residues on product do not exceed the published Maximum Residue Limits (MRL) in the destination market(s)?</p> <p><input type="checkbox"/> Residue test results are available from an accredited lab where analyses are performed to standards equivalent to ISO 17025, or evidence is available demonstrating participation in a third party agricultural chemical residue monitoring system traceable to the farm?</p> <p><input type="checkbox"/> INC</p>	<p>Test Results and/or Supporting Documents</p>		<p>0</p>
<p style="text-align: right;">Auditee's Actual Score for Section (Agronomic Inputs):</p>			<p style="text-align: right;">51.5</p>
<p style="text-align: right;">Maximum Attainable Score for Section:</p>			<p style="text-align: right;">52</p>
<p>F. Agricultural Water (refer to Section 7 in CanadaGAP Manual)</p>	<p>Records</p>	<p>(Auditor's Key) Comments/Observations</p>	<p>Score</p>
<p>If entire section is not applicable to the operation check box and go to next section:</p>			
<p>F1) Untreated sewage water is used? Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p>			<p>If YES, auto fail</p>
<p>F2) Water sources have been assessed? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>N/A <input type="checkbox"/> (only municipal water that is not stored is used) N/A <input type="checkbox"/> INC <input type="checkbox"/></p>		<p><i>Each source is assessed for animal access, upstream contamination, runoff/spills, pipe contamination, wells in proper working condition, leaching etc.?</i></p> <p>Describe source(s): well water, pond</p> <p>Pond observed to be in good condition. Pond premises are assessed daily and used for drip irrigation. Well water is used for spraying.</p>	<p>4.0 4</p>
<p>F3) If risk is identified, corrective actions and/or preventive measures have been taken? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>N/A <input checked="" type="checkbox"/> INC <input type="checkbox"/></p>		<p><i>Corrective Actions and/or Preventive measures (e.g., testing, barriers/buffers, aeration, filtration, alternate source, etc.):</i></p>	<p>0</p>



F4) GREENHOUSE PRODUCT				Water tests	<p>2 annual water tests required for potability. Municipal water needs to be tested ONLY if the water is recycled/recirculated/stored. Samples should be taken from the source (tap, well, cistern/storage container/tank, etc.).</p>	<table border="1"> <thead> <tr> <th colspan="4">SCORING</th> </tr> <tr> <th>Test 1: PRIOR to initial use</th> <th>Test 1: Not Prior to initial use</th> <th>Test 2: anytime during the season</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>NO</td> <td>NO</td> <td>NO</td> <td>0</td> </tr> <tr> <td>NO</td> <td>YES</td> <td>NO</td> <td>0</td> </tr> <tr> <td>YES</td> <td>N/A</td> <td>NO</td> <td>10</td> </tr> <tr> <td>NO</td> <td>YES</td> <td>YES</td> <td>10</td> </tr> <tr> <td>YES</td> <td>N/A</td> <td>YES</td> <td>20</td> </tr> </tbody> </table> <p>The 20 marks for this question are awarded for complete testing of ALL water uses. Therefore, if 2 out of 3 water uses have been tested appropriately, the question will be scored for the one that has not been.</p>	SCORING				Test 1: PRIOR to initial use	Test 1: Not Prior to initial use	Test 2: anytime during the season	Score	NO	NO	NO	0	NO	YES	NO	0	YES	N/A	NO	10	NO	YES	YES	10	YES	N/A	YES	20
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YES	N/A	YES	20																															
N/A	<input checked="" type="checkbox"/>	(no greenhouse product)																																
N/A	<input type="checkbox"/>	(only municipal water that is not recirculated/stored is used)																																
Water tests are available showing microbiological quality is appropriate for intended use?	1st Water Test • Prior to initial use • NOT prior to	2nd Water Test (taken anytime during the season)																																
1) ALL PRODUCTS - use potable water for overhead sprays of agricultural chemicals and for misting <input type="checkbox"/> N/A	Prior to Y <input type="checkbox"/> N <input type="checkbox"/> NOT prior to Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>																																
2) ONLY FOR FLOATING/LIVING LETTUCE/HERBS - use potable water for filling/replenishing ponds <input type="checkbox"/> N/A	Prior to Y <input type="checkbox"/> N <input type="checkbox"/> NOT prior to Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>																																
3) ONLY FOR LEAFY GREENS AND HERBS - use potable water for irrigation/fertigation/chemigation <input type="checkbox"/> N/A	Prior to Y <input type="checkbox"/> N <input type="checkbox"/> NOT prior to Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>																																
0																																		
F5) If agricultural water is stored the cistern/tank/container has been cleaned OR a water test is available? (2 points)	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>		I Written Instructions Water test	<p>The operation has the option to clean the storage cistern/tank/container OR take one water test prior to use of the water to ensure the cistern/tank/container is not contaminated. The scoring for this question is all or nothing.</p> <p>Form I is used to record water tank cleaning April 23-Aug 7 2017. SSOP available for filling as well.</p>																													
The cleaning of the cistern/tank/container has been recorded? (2 points)	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>																																
					4.0																													
					4																													
Auditee's Actual Score for Section (Agricultural Water):					8.0																													
Maximum Attainable Score for Section:					8																													

G. Cleaning and Maintenance Materials (refer to Section 9 in CanadaGAP Manual)	Records	(Auditor's Key) Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:			
G1) Cleaning and maintenance materials are appropriate for intended use and used according to label instructions? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> INC <input type="checkbox"/>		Do sanitizers, oils, fuels, water treatment chemicals, etc., pose a risk of contamination to product? Pressure washer is used for cleaning purposes. Conveyors belts on bunching machine have sealed bolts resulting in no contact between grease and product.	
G2) Cleaning and maintenance materials are stored: N/A <input checked="" type="checkbox"/> materials are not stored <input type="checkbox"/> in a clean/dry location <input type="checkbox"/> with labels intact/legible <input type="checkbox"/> with the container(s) integrity maintained <input type="checkbox"/> separate from product, equipment, waste, agricultural chemicals and market ready packaging materials			
Auditee's Actual Score for Section (Cleaning and Maintenance Materials):			0.0
Maximum Attainable Score for Section:			0
H. Waste Management (refer to Section 10 in CanadaGAP Manual)	Records	(Auditor's Key) Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:			
H1) Garbage, recyclables and compostable waste: <input checked="" type="checkbox"/> are in dedicated containers in appropriate areas <input checked="" type="checkbox"/> culls are stored away from market product (if applicable)		Culls are collected by a belt in the packing house and discarded on a back field. Culls encountered during field packing are left in the field. Cardboard machine observed for crushing and storage. Garbage is picked up by an external company.	
H2) Containers are covered (where pest intrusion is a problem), emptied and cleaned as necessary? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/>		Containers are covered as needed and emptied 1-2x a day. Sign off sheet available.	
H3) Empty agricultural chemical containers are: N/A <input type="checkbox"/> <input checked="" type="checkbox"/> not reused <input checked="" type="checkbox"/> disposed of according to applicable regulations <input checked="" type="checkbox"/> stored separate from product, water sources and market ready packaging materials <input checked="" type="checkbox"/> stored in a designated/labelled area/container		Containers are triple rinsed, punctured, cap removed and returned to supplier.	
H4) Waste from toilets is disposed of away from the production site(s), agronomic inputs, water sources, etc.? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>		Waste from toilets must not contaminate anything that could possibly contaminate the product Septic tank	If NO, auto fail

H5) Waste from hand washing facilities and production wastewater are disposed of properly?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>	Disposal of waste/wastewater does not contaminate product, water sources, packaging materials, agronomic inputs, etc. Septic tank	4.0 / 4												
Auditee's Actual Score for Section (Waste Management):					12.0 / 12												
Maximum Attainable Score for Section:					12												
I. Personal Hygiene Facilities (refer to Section 11 in CanadaGAP Manual)	Records	(Auditor's Key) Comments/Observations			Score												
If the entire section is not applicable to the operation (i.e., no premises), check box and go to next section:																	
I1) Production Site Employee(s) Washroom(s) and Hand washing Facility(ies) : N/A <input type="checkbox"/> (no production site) a) Production site washrooms (see Auditor's Key for requirements)	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	# of toilets <input type="text" value="5"/>	# of production site employees <input type="text" value="40"/>	Stocked with toilet paper	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Production Site Packing, if applicable, is scored here. Appropriate # of toilets: refer to commodity-specific requirements. Washrooms must be on-site or IN the header house/entrance/service room/connecting house/adjacent building (Greenhouse) OR accessible through transportation (FV) Note: Hand washing water stored in permanent tanks within portable washrooms is NOT considered potable UNLESS the water potability is confirmed as per procedures in Section 15. NOTE: Processing Potato operations will NOT autofail if they do not have handwashing facilities; instead they will lose points. Note on scoring: The scoring for this question is all or nothing. For example, if there is a properly stocked hand washing facility but no toilet it will be an autofail; part marks should not be given for the hand washing facility. Partially stocked handwashing facilities are also an AUTOFAIL (no part marks).	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	b) Properly stocked handwashing facilities IN the production site or IN the header house/entrance/ service room/connecting house (Greenhouse)	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Note on scoring: The scoring for this question is all or nothing. For example, if there is a properly stocked hand washing facility but no toilet it will be an autofail; part marks should not be given for the hand washing facility. Partially stocked handwashing facilities are also an AUTOFAIL (no part marks). Bathrooms are accessible using a vehicle at the home farm. Bathrooms observed to have adequate supplies. Option 3 hand hygiene available in the orange kit on the wagons.	10.0 / 10		
N/A <input type="checkbox"/> (Hand washing facility NOT required) Explain why it is NOT required: _____ Choose one of the 3 options below – all items in the option chosen must be present to avoid autofailing These include:	Option 1:		potable water <input type="checkbox"/>	soap <input type="checkbox"/>	paper towel <input type="checkbox"/>	OR	Option 2:		water <input type="checkbox"/>	paper towel <input type="checkbox"/>	hand sanitizer <input type="checkbox"/>	OR	Option 3:		hand wipes <input checked="" type="checkbox"/>	hand sanitizer <input checked="" type="checkbox"/>	

<p>I2) Production site handwashing facilities have:</p> <p>N/A <input type="checkbox"/> (no production site)</p> <p>N/A <input type="checkbox"/> (hand washing facility NOT required)</p> <p><input checked="" type="checkbox"/> garbage can</p> <p><input type="checkbox"/> inc hand washing signs</p>		<p>Sign not present in the production site.</p>	<p>1.0</p> <hr style="border: 1px solid black;"/> <p>2</p>																																																																																																																																						
<p>I3) Packing/Repacking and Product Storage Employee(s) Washroom(s) and Hand washing Facility(ies) :</p> <p>N/A <input type="checkbox"/> (no packinghouse/MRPHB/product storage)</p> <p>*Note: MRPHB indicates Market Ready Packaging Handling Building</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:5%;"></th> <th style="width:10%; text-align: center;">Packinghouse</th> <th style="width:10%; text-align: center;">MRPHB*</th> <th style="width:10%; text-align: center;">Product storage</th> </tr> </thead> <tbody> <tr> <td>a) Washrooms (see Auditor's Key for requirements)</td> <td>N/A</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Y</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td>N</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;"># of toilets</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;"># of employees</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">Stocked with toilet paper</td> <td>Y</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td>N</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">IN</td> <td style="text-align: center;">FOR</td> <td style="text-align: center;">FOR</td> </tr> <tr> <td>b) Properly stocked handwashing facilities (i.e IN the packinghouse, FOR the product storage, and FOR the MRPHB)</td> <td>N/A</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Y</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td>N</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Choose one of the 3 options below – all items in the option chosen must be present to avoid autofailing</p> <table border="1" style="width:100%; 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Washrooms must be IN or in the immediate vicinity of the packinghouse/market ready packaging material handling building/product storage.</p> <p>Note: Hand washing water stored in permanent tanks within portable washrooms is NOT considered potable UNLESS the water potability is confirmed as per procedures in Section 15.</p> <p>NOTE: Processing Potato operations will NOT autofail if they do not have handwashing facilities; instead they will lose points.</p> <p>Note on scoring: The scoring for this question is all or nothing. For example, if there is a properly stocked hand washing facility but no toilet it will be an autofail; part marks should not be given for the hand washing facility. Partially stocked handwashing facilities are also an AUTOFAIL (no part marks). If there is both packing/repacking and product storage it is all or nothing. This means the packing/repacking activities and the product storage need to have ALL of the requirements. No part marks are to be given for just the packing/repacking activities or the product storage(s). If there is only packing/repacking activities or only product storage the total score will still be out of 10.</p> <p>Option 1 supplies observed in the washrooms located outside of the product storage building in the immediate vicinity of the packing house. Supplies additionally available in the sink located adjacent the office within the packing house.</p>	<p>10.0</p> <hr style="border: 1px solid black;"/> <p>10</p>
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# of toilets		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																					
# of employees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																					
Stocked with toilet paper	Y	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																					
	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																					
		IN	FOR	FOR																																																																																																																																					
b) Properly stocked handwashing facilities (i.e IN the packinghouse, FOR the product storage, and FOR the MRPHB)	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																																																																																																																					
	Y	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																					
	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																					
		Packinghouse	MRPHB*	Product storage																																																																																																																																					
These include:																																																																																																																																									
Option 1:																																																																																																																																									
potable water		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																					
soap		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																					
paper towel		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																					
OR																																																																																																																																									
Option 2:																																																																																																																																									
water		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																					
paper towel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																					
hand sanitizer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																					
OR																																																																																																																																									
Option 3:																																																																																																																																									
hand wipes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																					
hand sanitizer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																					

<p>I4) Packing/repacking/product storage handwashing facilities have:</p> <p>N/A <input type="checkbox"/> (no packing/repacking)</p> <p>N/A <input type="checkbox"/> (no product storages)</p> <p><input checked="" type="checkbox"/> garbage can</p> <p><input checked="" type="checkbox"/> hand washing signs</p>			<p>2.0</p> <hr/> <p>2</p>
<p>I5) Personal hygiene facilities (washrooms and handwashing facilities) are inspected and maintained when in use and records are available?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>INC <input type="checkbox"/></p>	<p>J</p>	<p><i>Check for frequency - daily during peak season and weekly while in use. Cleaning company contract and invoice is acceptable. Ask Auditee about inventory of supplies.</i></p> <p>Separate Form J observed for men's, women's washrooms and orange kit in the field. Peak season defined as Aug- end of year by producer. Daily records observed Jan-Aug.</p>	<p>6.0</p> <hr/> <p>6</p>
<p>I6) Are there:</p> <p><input checked="" type="checkbox"/> waterproof coverings for wounds (e.g., gloves)</p> <p><input checked="" type="checkbox"/> fully stocked first aid kits (with bandages)</p> <p><input checked="" type="checkbox"/> dedicated lunch/break areas</p> <p><input checked="" type="checkbox"/> dedicated areas to store personal effects</p> <p><input checked="" type="checkbox"/> employees remove working effects before breaks/entering washrooms</p> <p><input checked="" type="checkbox"/> proper storage of working effects</p>		<p><i>Personal effects are away from product and washrooms; lunchrooms are separate from product handling areas; working effects are stored separate from food contact surfaces, break areas or other sources of contamination? Working effects include gloves, aprons, smocks, etc.</i></p> <p>First aid supplies are kept in the orange kits on the wagons and in the packinghouse in a central location. Aprons are worn by packers and kept in the orange kit and washed daily.</p>	<p>6.0</p> <hr/> <p>6</p>
<p>Auditee's Actual Score for Section (Personal Hygiene Facilities):</p>			<p>35.0</p>
<p>Maximum Attainable Score for Section:</p>			<p>36</p>

J. Employee Training (refer to Section 12 in CanadaGAP Manual)	Record	(Auditor's Key) Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:			
J1) Personal hygiene and food handling practices training is provided: to all employees? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> INC <input type="checkbox"/> as refresher to returning employees? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/> to reinforce new practices? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/> in appropriate language(s)? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> INC <input type="checkbox"/>		Employees speak English, Cantonese and Spanish. Employees have been returning for 20+ years. First group arrived March 21 2017.	4.0 4
J2) Complete and accurate training on personal hygiene and food handling practices is given and records are available? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> INC <input type="checkbox"/>	C D K	Training session/records cover: <input checked="" type="checkbox"/> hand washing <input checked="" type="checkbox"/> production practices <input checked="" type="checkbox"/> glove and apron use <input checked="" type="checkbox"/> employee biosecurity <input checked="" type="checkbox"/> major and minor deviations <input checked="" type="checkbox"/> cleanliness, jewellery (packinghouse/product storage only) <input checked="" type="checkbox"/> employee injury and illness Form K entries observed; May, June 2017. Forms C and D reviewed April 2017.	8.0 8
J3) A designated person is responsible for training and compliance? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		Marsha conducts training with the employees. Owner speaks Spanish and translates as needed.	2.0 2
J4) Employee(s) are adhering to safe food handling practices? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Employee(s) NOT using or inappropriately using the personal hygiene facilities. Y <input type="checkbox"/> <input type="checkbox"/> N/A (no employee(s) at time of audit)		If there is a single infraction, score 0. The autofail is for all commodities EXCEPT for processing potatoes. These operations will lose points. Employees were observed harvesting and field packing cabbage.	4.0 4
J5) Policy is in place for handling employee illness? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> INC <input type="checkbox"/>		Interview with employees confirmed sickness policy is as performs C, D and customized policy.	6.0 6
Auditee's Actual Score for Section (Employee Training):			24.0
Maximum Attainable Score for Section:			24

K. Visitor Policy (refer to Section 13 in CanadaGAP Manual)	Record	(Auditor's Key) Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:			
K1) Controlled-access areas are determined within buildings? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/>		Designated controlled access for: <input checked="" type="checkbox"/> packing/ repacking area <input checked="" type="checkbox"/> market ready packaging material storage <input checked="" type="checkbox"/> product storages <input type="checkbox"/> other _____ End of day shut down includes closing all doors. Doors Video surveillance and motion lights observed.	2.0 / 2
K2) Visitors are informed of and understand visitor policy? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Visitor sign-in records are available? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/>	L	Auditor is informed of visitor policy or policy is visible and auditor is asked to sign in Form L is being used. Auditor was asked to sign in.	2.0 / 2
K3) U-pick customers are provided with washrooms, hand washing facility(ies), a hygiene policy and a set of instructions? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> INC <input type="checkbox"/>		Customers are instructed (visual, written or verbal) to use washrooms, to use garbages, to wash hands, to harvest into clean containers, etc.	0
Auditee's Actual Score for Section (Visitor Policy): Maximum Attainable Score for Section:			4.0 / 4
L. Water (for Fluming and Cleaning) and Ice (refer to Sections 15 and 16 in CanadaGAP Manual)	Record	(Auditor's Key) Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:			
L1) Is untreated sewage water used? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>			If YES, auto fail
L2) Written assessment of each water source includes: intended use, method of application, potential hazards, corrective actions (if any)? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/>	F	Form F May 15 2017. Product is not washed.	8.0 / 8



L3A) Describe how and what ALL water used on product and for handwashing is for (e.g., treated well water for handwashing, municipal water for final rinse of carrots, well water to fill flumes for tomatoes, etc.).

well water for hand washing

well water for ice production

ONLY Municipal water is used? Y

Is ANY water treated? Y N

If yes, how is the water treated and what is the treated water used for?

Is ANY water stored (cistern/tank/container)? Y N

If yes, what is stored water used for?

1 # of individual equipment (packinglines, tanks, etc.)

1 # of individual water sources (e.g., well, municipal, surface, cistern/tank/container, etc.)

Water tests are available showing microbiological quality is appropriate for intended use?	1st Water Test • Prior to initial use • NOT prior to initial use	2nd Water Test (taken anytime during the season)
--	--	---

THE BELOW ARE AUTOFAIL ITEMS IF NO WATER TESTS HAVE BEEN COMPLETED

N/A (only municipal water is used and it is not stored, treated, recycled or used for the final rinse)

Water used to fill/replenish flumes, wash/drench tanks, hydro-coolers, etc. <input checked="" type="checkbox"/> N/A	Prior to	Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	<input type="checkbox"/>
	NOT prior to	Y <input type="checkbox"/>	N <input type="checkbox"/>	N <input type="checkbox"/>	<input type="checkbox"/>
Water used to wash melons <input checked="" type="checkbox"/> N/A	Prior to	Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	<input type="checkbox"/>
	NOT prior to	Y <input type="checkbox"/>	N <input type="checkbox"/>	N <input type="checkbox"/>	<input type="checkbox"/>
Water used to wash leafy greens <input checked="" type="checkbox"/> N/A	Prior to	Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	<input type="checkbox"/>
	NOT prior to	Y <input type="checkbox"/>	N <input type="checkbox"/>	N <input type="checkbox"/>	<input type="checkbox"/>
Water used for flume/wash/drench/cooling/ hydro-cooling/slush is kept potable <input checked="" type="checkbox"/> N/A	Prior to	Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	<input type="checkbox"/>
	NOT prior to	Y <input type="checkbox"/>	N <input type="checkbox"/>	N <input type="checkbox"/>	<input type="checkbox"/>

Water tests
Letter of assurance

Samples should be taken from the source (e.g., tap, well, cistern, storage container/tank etc.) OR from the equipment (e.g., nozzles, tank, hose, wetting equipment, humidity/misting equipment, etc.). Each equipment (e.g., line, tank, hose, etc.) needs to be tested to be in compliance.

Municipal water ONLY needs to be tested in certain circumstances (e.g., water is used for final rinse, is treated, is stored, is recycled, etc.). Review Section 15.1 to ensure the sample is taken when necessary and from the appropriate location.

Hand washing water stored in permanent tanks within portable washrooms is not considered potable UNLESS the water potability is confirmed as per procedures in Section 15.

Potable water is NOT required for handwashing if sanitizer is used.

Cranberries - if proof is shown that a final rinse occurs at processing (i.e., a letter of assurance) full marks are given.

NOTE: The autofail does not apply to potatoes and vegetables for PROCESSING, instead they will lose points. Potatoes for processing need potable water only for handwashing. Cucumbers and peppers sent for pickling are NOT required to have potable water for final rinsing.

Comments:

SCORING: AUTOFAIL ITEMS

Test 1: PRIOR to initial use	Test 1: NOT Prior to initial use	Test 2: anytime during the season	Score
NO	NO	NO	AUTO-FAIL
NO	YES	NO	0
YES	N/A	NO	5
NO	YES	YES	5
YES	N/A	YES	10

The 10 marks for this question are awarded for complete testing of ALL water uses. Therefore, if 4 out of 5 water uses have been tested appropriately, the question will be scored for the one that has not been.

10.0

10



Final Rinse water <input checked="" type="checkbox"/> N/A	Prior to	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
	N	<input type="checkbox"/>	<input type="checkbox"/>		
	NOT	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
	prior to	N	<input type="checkbox"/>		<input type="checkbox"/>
CRANBERRIES ONLY	Prior to	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
Final Rinse water after wet harvesting	N	<input type="checkbox"/>	<input type="checkbox"/>		
	NOT	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
OR	prior to	N	<input type="checkbox"/>		<input type="checkbox"/>
Processor provides a final rinse confirmed with a letter of assurance (FOR CRANBERRIES FOR PROCESSING ONLY) <input checked="" type="checkbox"/> N/A (no wet harvesting of cranberries)			<input type="checkbox"/>	Y	<input type="checkbox"/>
			<input type="checkbox"/>	N	<input type="checkbox"/>
Chemical application (during packing) water <input checked="" type="checkbox"/> N/A	Prior to	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
	N	<input type="checkbox"/>	<input type="checkbox"/>		
	NOT	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
	prior to	N	<input type="checkbox"/>		<input type="checkbox"/>
Water used for packaging accessories (e.g., to wet pads/liners) <input checked="" type="checkbox"/> N/A	Prior to	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
	N	<input type="checkbox"/>	<input type="checkbox"/>		
	NOT	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
	prior to	N	<input type="checkbox"/>		<input type="checkbox"/>
Water for humidity/misting (except for potatoes) <input checked="" type="checkbox"/> N/A	Prior to	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>
	N	<input type="checkbox"/>	<input type="checkbox"/>		
	NOT	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
	prior to	N	<input type="checkbox"/>		<input type="checkbox"/>
Water for handwashing <input type="checkbox"/> N/A	Prior to	Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>
	N	<input type="checkbox"/>	<input type="checkbox"/>		
	NOT	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
	prior to	N	<input type="checkbox"/>		<input type="checkbox"/>

Comments:

Well water tested Feb 28 2017 and May 15 2017. Results indicate 0 E.coli and 0 total coliforms.



L3B) Describe the sources (e.g., well, municipal, surface, cistern/tank/container, etc.) used to clean equipment, containers and buildings (e.g., well #1 to clean potato packingline, well #2 treated to wash building floor, stored municipal water in tank to clean apple containers, etc.):

well water for cleaning buildings and equipment

THE BELOW IS NOT AN AUTOFAIL ITEM IF NO WATER TESTS HAVE BEEN COMPLETED

N/A (only municipal water is used and it is not stored, treated or recycled)

Water for cleaning equipment, containers or buildings	Prior to	Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	Water tests
		N	<input type="checkbox"/>			
<input type="checkbox"/> N/A	NOT prior to	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	
		N	<input type="checkbox"/>			<input type="checkbox"/>

NOTE: Cucumbers and peppers sent for pickling are NOT required to have potable water for cleaning of production site equipment.

SCORING: NON-AUTOFAIL ITEM

Test 1: PRIOR to initial use	Test 1: Not Prior to initial use	Test 2: anytime during the season	Score
NO	NO	NO	0
NO	YES	NO	0
YES	N/A	NO	4
NO	YES	YES	4
YES	N/A	YES	8

The 8 marks for this question are awarded for complete testing of ALL water uses. Therefore, if 4 out of 5 water uses have been tested appropriately, the question will be scored for the one that has not been.

See above

8.0

8

L4) CANTALOUPE/MUSK MELONS

N/A (These commodities are not produced or washed/flumed/cooled)
Cantaloupes/musk melons that are washed/flumed/cooled, are NOT fully submerged in the water? Y N

Measures are taken such as controlling product throughput, minimizing the depth of the water, etc. to prevent full submersion

0

L5) Treated water is treated properly and treatment is monitored? Y N
N/A INC

Instructions/Labels

This includes slush/ice slurry. Look at the instructions/labels for the treatment method and ensure that these are being followed.

0

L6) Records are kept of water treatment monitoring? Y N
N/A INC

N1

0

<p>L7) TOMATOES/APPLES</p> <p>N/A <input checked="" type="checkbox"/> (These commodities are not produced or washed)</p> <p>N/A <input type="checkbox"/> (These commodities are washed BUT water is kept potable [see question L3A) for water tests]</p> <p>Water is not kept potable therefore product and water temperature is monitored/controlled? Y <input type="checkbox"/> N <input type="checkbox"/></p>	<p>N2</p>	<p>Are control measures in place to ensure that contaminated water is not internalized by tomatoes/apples? If water has been kept potable choose N/A and move to the next question. If water has not been kept potable the water temperature must be kept at least 10 deg F (5.5 deg C) warmer than product (i.e., internal core temperature of product is at least 10 deg F [5.5 deg C] colder than the water). The scoring for this question is all or nothing. Check Form N2 for accuracy and completion.</p>	<p>0</p>
<p>L8) The cistern/tank/container (used to store water):</p> <p>N/A <input checked="" type="checkbox"/> (Water is not stored)</p> <p>N/A <input type="checkbox"/> (Water is treated)</p> <p>Is cleaned annually prior to use and monthly during use according to SSOP? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Cleaning is recorded? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Filling procedure is followed (each time it is filled)? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Filling mechanism, employees and outside sources are not a source of contamination? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Part where the water is emptied from (e.g., spigot, tap, opening, etc.) is kept free from contamination? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	<p>I SOP SSOP</p>	<p>Each cistern/tank/container must have its own SSOP for cleaning.</p> <p>For the filling of cisterns/tanks/containers there must be a different SOP for each water source, type of tank/container/cistern or filling mechanism.</p> <p>Note: annual cleaning of the cistern/tank/container must be completed prior to use of the water. The first water test must be taken after this cleaning (see L3A for water tests).</p> <p>Scoring for this question is all or nothing.</p>	<p>0</p>
<p>If ice is not used in the operation, check box and proceed to Section M:</p>			
<p>L9) Ice is stored in clean, covered, designated containers/areas and in a manner that protects it from contamination?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>		<p>Plastic macro bins are used to store ice. Bins are kept in a designated area within product storage 3.</p>	<p>2.0 2</p>
<p>L10) Ice is handled to prevent contamination including using clean, designated tools/equipment?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>		<p>Metal shovels are used to transfer ice to macro bins holding broccoli. Cabbage was the focus of the 2017 audit. Spot Check was done on ice production records.</p>	<p>2.0 2</p>
<p>L11) Ice is not recycled or recovered?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>		<p>Note: This does not include slush/ice slurry. Slush is covered under Water (for fluming and cleaning).</p> <p>New ice is produced for each use.</p>	<p>2.0 2</p>



<p>L12) Ice is purchased? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p> <p>A letter of assurance is available (if ice is purchased)? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p> <p>Ice is produced on-site? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Ice tests (two per year) are available (if ice is produced on-site)? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Ice tests or Letter of Assurance</p>	<p><i>Check N/A if the audit occurs too early for ice test (e.g., no ice on site because it will not be used for 2 months). Ice sample is taken from the point closest to the product. If ice is purchased, a letter of assurance is required and the scoring is all or nothing.</i></p> <p>Only 1 prior to test available indicating 0 E.coli and 0 Total Coliforms. Test dated Jul 4 2017.</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="4">SCORING</th> </tr> <tr> <th>Test 1: PRIOR to initial use</th> <th>Test 1: NOT Prior to initial use</th> <th>Test 2: anytime during the season</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>NO</td> <td>NO</td> <td>NO</td> <td>AUTO-FAIL</td> </tr> <tr> <td>NO</td> <td>YES</td> <td>NO</td> <td>0</td> </tr> <tr> <td>YES</td> <td>N/A</td> <td>NO</td> <td>2</td> </tr> <tr> <td>NO</td> <td>YES</td> <td>YES</td> <td>2</td> </tr> <tr> <td>YES</td> <td>N/A</td> <td>YES</td> <td>4</td> </tr> </tbody> </table> <p><i>The 4 marks for this question are awarded for complete testing of all ice being produced.</i></p>	SCORING				Test 1: PRIOR to initial use	Test 1: NOT Prior to initial use	Test 2: anytime during the season	Score	NO	NO	NO	AUTO-FAIL	NO	YES	NO	0	YES	N/A	NO	2	NO	YES	YES	2	YES	N/A	YES	4
SCORING																														
Test 1: PRIOR to initial use	Test 1: NOT Prior to initial use	Test 2: anytime during the season	Score																											
NO	NO	NO	AUTO-FAIL																											
NO	YES	NO	0																											
YES	N/A	NO	2																											
NO	YES	YES	2																											
YES	N/A	YES	4																											
		2.0																												
		4																												
Auditee's Actual Score for Section (Water (for Fluming and Cleaning) and Ice):		34.0																												
Maximum Attainable Score for Section:		36																												
M. Pest Program for Buildings (refer to Section 14 in CanadaGAP Manual)	Record	(Auditor's Key) Comments/Observations																												
Includes Greenhouse Production Sites																														
If entire section is not applicable to the operation check box and go to next section:																														
<p>M1) Visual assessment of interior of buildings in use:</p> <p><input type="checkbox"/> N/A (no buildings)</p> <p><input checked="" type="checkbox"/> no chewed walls/boxes</p> <p><input checked="" type="checkbox"/> no birds nesting</p> <p><input checked="" type="checkbox"/> no animals (including pets)/animal tracks and/or pests</p> <p><input checked="" type="checkbox"/> no feces</p>	<p><i>Is the pest program effective?</i></p> <p>No evidence of pest activity observed. Traps 12-14 were verified.</p>	8.0																												
		8																												

<p>M2) Type of pest control program:</p> <p><input type="checkbox"/> N/A (no buildings) <input checked="" type="checkbox"/> third party <input type="checkbox"/> self-managed <input type="checkbox"/> none</p> <p>Records are kept of control, monitoring and use of pest control devices and products? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/></p>	<p>E M</p>	<p><i>Points are only for the records. Forms E and M give information pertaining to how pests are controlled and if monthly monitoring (at a minimum) is occurring.</i></p> <p>Form E completed Aug 15 2017. Third party service reports available for review May-Aug. Applicator licenses available for review.</p>	<p>6.0 6</p>
<p>M3) Traps are:</p> <p><input type="checkbox"/> N/A (no buildings) <input checked="" type="checkbox"/> flush against the walls <input type="checkbox"/> inc set on the inside of each entrance, both sides (i.e., 2 traps per doorway) <input type="checkbox"/> na if baited, rodents cannot escape from interior traps</p>		<p><i>Are traps effective and appropriate for use?</i></p> <p>Traps missing from loading doors outside of product storages. Third party letter available indicating why no trap is placed on the left hand side of storage door 3.</p>	<p>7.0 8</p>
<p>M4) Pest Control Products are stored properly (separate from product/packaging materials; in a clean, covered, dry location; with labels intact and legible, etc.)</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> INC <input type="checkbox"/></p>			<p>0</p>
<p style="text-align: right;">Auditee's Actual Score for Section (Pest Program for Buildings): 21.0</p> <p style="text-align: right;">Maximum Attainable Score for Section: 22</p>			
<p>N. Packaging Materials (refer to Section 17 in CanadaGAP Manual)</p>	<p>Record</p>	<p>(Auditor's Key) Comments/Observations</p>	<p>Score</p>
<p>If entire section is not applicable to the operation check box and go to next section: <input type="checkbox"/></p> <p><i>NOTE: This section does not apply to wholesaling operations</i></p>			
<p>N1) Harvested product packaging materials are inspected, cleaned, used and stored appropriately:</p> <p>N/A <input checked="" type="checkbox"/> (Auditee does not have harvested product packaging materials)</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> INC <input type="checkbox"/></p>	<p>I SSOP Letter of assurance</p>	<p><i>Harvested product packaging materials are:</i></p> <p><input type="checkbox"/> cleaned according to a written procedure OR by a third party and a letter of assurance is received <input type="checkbox"/> complete and accurate records are kept of cleaning <input type="checkbox"/> free of loose objects/debris <input type="checkbox"/> not removed from the premises by employees or taken home <input type="checkbox"/> inspected before each use <input type="checkbox"/> clearly marked if used for other purposes so they are not subsequently used for product <input type="checkbox"/> stored separate from sources of contamination and damage</p> <p>Cabbage is field packed into RPCs. Macro bins are used for broccoli and Cleaning is recorded on Form I.</p>	<p>0</p>

<p>N2) Market ready packaging materials and packaging accessories are inspected, cleaned and used appropriately:</p> <p>N/A <input type="checkbox"/> (Auditee does not use market ready packaging materials)</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>INC <input checked="" type="checkbox"/></p>	<p>I Q SSOP Letter of assurance</p>	<p><i>Market ready packaging materials are:</i></p> <p><input checked="" type="checkbox"/> primary materials are new, OR reusable materials are cleaned according to a written procedure/cleaned by a third party and a letter of assurance is received, OR a new impermeable liner is used</p> <p><input type="checkbox"/> reused without a liner for pumpkins, squash, sweet corn and smooth-skinned melons</p> <p><input type="checkbox"/> packaging materials with a minimum of two 3.0 mm (approximately 1/8 inch) holes for REPACKING of MUSHROOMS</p> <p><input type="checkbox"/> clearly marked if used for other purposes so they are not subsequently used for product</p> <p><input checked="" type="checkbox"/> clean and free of debris</p> <p><input checked="" type="checkbox"/> packaging accessories (including liners) are new</p> <p><input checked="" type="checkbox"/> reused materials are in good repair</p> <p><input checked="" type="checkbox"/> complete and accurate records are kept of inspection of market ready primary packaging materials</p> <p>Cabbage is packed into RPCs or waxed cardboard boxes. No SSOP or letter of assurance available for RPCs.</p>	<p>4.5 / 6</p>
<p>N3) Market ready packaging materials are labelled correctly?</p> <p>Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>		<p><i>Market ready packaging materials are labelled with correct identifying information AND Pack ID. Transparent secondary packaging does not need to be labelled if you can see the primary packaging material. This question is scored as 4 if fully compliant or 0 if anything is missing.</i></p> <p><i>Pack ID must be on secondary packaging. For product with no secondary packaging, Pack ID must be on primary packaging. If no primary or secondary packaging, Pack ID must be on the pallet/skid.</i></p> <p><i>If someone else (another operation) is labelling the market product then pallet/bin tags or some other form of identification is required to keep track of the market product.</i></p> <p>NOTE: Refer to Section 22: Identification and Traceability for more information on labelling requirements</p> <p>4 stickers with Pack ID are placed per pallet and not per box. Every RPCs has a sticker outlining barcode system information.</p>	<p>0.0 / 4</p>
<p>N4) Market ready primary and secondary packaging materials and packaging accessories are stored:</p> <p>N/A <input type="checkbox"/> (Auditee does not use market ready packaging materials)</p> <p><input checked="" type="checkbox"/> in a clean, covered, dry location</p> <p><input checked="" type="checkbox"/> off the ground</p> <p><input checked="" type="checkbox"/> at least 8 cm away from the wall</p> <p><input checked="" type="checkbox"/> separate from sources of contamination and damage</p>		<p>Market ready packaging is stored in a separate building.</p>	<p>6.0 / 6</p>

O. Growing and Harvesting (refer to Section 18 in CanadaGAP Manual)			Record	(Auditor's Key) Comments/Observations	Score	
If entire section is not applicable to the operation check box and go to next section:						
<p>O1) Agricultural chemical PHI's are checked before harvest and this is recorded?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/></p>					<p>P1/P2 Q</p> <p>Look at Form H1 to see when agricultural chemicals were applied and the PHI. Cross check this with Forms P1/P2/Q to ensure that the PHI had elapsed before harvest began. A checkmark (or some sort of identifier) must be recorded to show that PHI was checked before harvest. The scoring for this question is all or nothing. Each PHI needs to have elapsed before harvest and this needs to be recorded somehow. Since completion of Form H1 was already checked in Section E; do not deduct more points for that here.</p> <p>Computer program is used to pick labels daily. Labels cannot be printed if PHI information does not match. Spray dates May 15, June 2, July and Aug for cabbage fields were verified during the audit.</p>	<p>10.5 / 16</p> <p>10.0 / 10</p>
<p>O2) Before harvest the production site is surveyed for sources of contamination?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/></p>					<p>P1/P2 Q</p> <p>Sources of contamination include oil or chemical spills, portable toilets leaking, flooding, animal intrusion, toxic weeds/trap crops, etc. Check that the survey of the production site is recorded on the appropriate forms.</p> <p>Record available on the harvest sheet.</p>	<p>4.0 / 4</p>
<p>O3) When harvesting, packaging materials are not a source of contamination?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/></p>					<p>FOR Combined Vegetable, Leafy Vegetables and Cruciferae, Small Fruit and Tree and Vine Fruit ONLY - looking for muddy containers NOT to be stacked on top of each other, etc.</p> <p>Cabbage is field packed. Market ready packaging is kept on a wagon during harvest.</p>	<p>2.0 / 2</p>
<p>O4) A visual inspection of product is conducted before and during harvest for any sources of contamination?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/></p>					<p>FOR Combined vegetables, Leafy Vegetables and Cruciferae, Small Fruit and Tree and Vine Fruit ONLY - looking for evidence of unusual animal or bird activity (i.e., excrement) and other possible contaminants (e.g., biological controls, etc.).</p> <p>Employees were observed harvesting cabbage. Discarded product remains on the ground.</p>	<p>2.0 / 2</p>
<p>O5) Product that has fallen/touched the ground is not harvested?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>					<p>FOR Small Fruit (except for cranberries) and Tree and Vine Fruit ONLY</p>	<p>0 / 0</p>



<p>GREENHOUSE PRODUCT</p> <p>O6) At harvest employees visually inspect product and surrounding area for glass, and complete, accurate records are kept?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> INC <input type="checkbox"/></p>	<p>Q R</p>		<p>0</p>
<p>GREENHOUSE PRODUCT</p> <p>O7) During harvest the product is protected from contamination [e.g., water dripping when harvesting or transferring product (e.g., trays, rafts, roots)].</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>			<p>0</p>
<p>Auditee's Actual Score for Section (Growing and Harvesting):</p>			<p>18.0</p>
<p>Maximum Attainable Score for Section:</p>			<p>18</p>
<p>P. Sorting, Grading, Packing, Repacking, Storing and Brokerage (refer to Section 19 in CanadaGAP Manual)</p>	<p>Record</p>	<p>(Auditor's Key) Comments/Observations</p>	<p>Score</p>
<p>If entire section is not applicable to the operation check box and go to next section:</p>			
<p>P1) When selecting/purchasing harvested/market product from another source, product is from CanadaGAP-certified operations or from operations that have successfully completed another industry recognized third party food safety audit/certification?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> INC <input type="checkbox"/></p>	<p>Current/ Valid Certificate</p>	<p>If ANY certificate is missing the most the operation can score is 5/10. <i>For brokerage operations, if any certificates are missing, scoring is not automatically 5/10. Points can be assigned between 1 and 9.</i></p>	<p>0</p>
<p>P2) When selecting/purchasing services from an outside service provider to perform activities on behalf of the operation (e.g., packing, icing, washing, storing in a standalone storage operation), services are from CanadaGAP-certified providers or from providers that have successfully completed another industry recognized third party food safety audit/certification?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> INC <input type="checkbox"/></p>	<p>Current/ Valid Certificate</p>	<p>If ANY certificate is missing the most the operation can score is 5/10.</p>	<p>0</p>
<p>P3) Sorting and/or grading is done to remove foreign objects, damaged or rotten product, crop debris?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/></p>		<p>Sorting is done by employees on the wagon prior to packing.</p>	<p>2.0 2</p>
<p>P4) Wax is used with knowledge of origin, applied according to label instructions, and complete, accurate application records are kept?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> INC <input type="checkbox"/></p>	<p>Q Letter of No- Objection or of Assurance</p>		<p>0</p>
<p>Auditee's Actual Score for Section (Sorting, Grading, Packing, Repacking, Storing and Brokerage):</p>			<p>2.0</p>
<p>Maximum Attainable Score for Section:</p>			<p>2</p>

Q. Storage of Product (refer to Section 20 in CanadaGAP Manual)	Record	(Auditor's Key) Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:			
Q1) All product is stored in a manner that prevents contamination of product? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/>		Is harvested product stored separate from market product? Is all product (including seed potatoes) stored separate from fuels, chemicals, market ready packaging materials, etc.? Is product in an environment where contamination can not occur (clean/well-maintained area)? Is product stored in a manner that prevents cross-contamination from non-produce items? 3 product storages observed. Sleeved lighting is present in all storages. Harvested and market ready product share cooler space.	8.0 / 8
Auditee's Actual Score for Section (Storage of Product):			8.0
Maximum Attainable Score for Section:			8
R. Transportation (refer to Section 21 in CanadaGAP Manual)	Record	(Auditor's Key) Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:			
R1) Harvested product is loaded into clean, inspected vehicles? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>		Transportation does not contribute to the contamination of product? If unable to observe vehicles, score is 0 out of 0. Cleaning of wagons is recorded on Form I. 3 Flat deck wagons were observed.	2.0 / 2
R2) Market product is loaded into clean, inspected vehicles? (2 points) Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Market product is covered during transportation? (2 points) Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>		Transportation does not contribute to the contamination of product? If unable to observe vehicles, score is 0 out of 0. 2 trucks available for observation during the audit.	4.0 / 4
R3) Records are kept of vehicle inspection and product information for product being transported to someone else's premises? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input checked="" type="checkbox"/>	O	Confirmation signature missing from Form O.	3.5 / 4
Auditee's Actual Score for Section (Transportation):			9.5
Maximum Attainable Score for Section:			10

S. Identification and Traceability (refer to Section 22 in CanadaGAP Manual)	Record	(Auditor's Key) Comments/Observations	Score
<p>S1) Traceability can be established through the records?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/> INC <input type="checkbox"/></p>	<p>P1/P2 Q Written Confirmation</p>	<p>Can product be traced one step up and one step down? Use Forms H1/H2/O to ensure that a link can be made to Forms P1/P2 and Q (e.g., the same information should be followed through). Ensure Forms P1/P2 and Q are complete. From all of the records the product and what happened to it (e.g., agronomic inputs, harvesting, packing, repacking, storing, etc) should be traceable. Completion of Forms H1/H2/O was already checked in previous sections of the audit; do not deduct more points here. Incoming/outgoing product information must be recorded.</p> <p>If someone else (another operation) is labelling market product look for written confirmation from the operation completing the labelling that market product is labelled immediately upon receipt and in accordance with labelling requirements for market product in Section N.</p> <p>Traceability can be established back to fields using labels, form O and field maps. Labeling system is centrally managed and is used to print labels daily for product.</p>	<p>10.0</p> <p>10</p>
Auditee's Actual Score for Section (Identification and Traceability):			10.0
Maximum Attainable Score for Section:			10
T. Deviations and Crisis Management (refer to Section 23 in CanadaGAP Manual)	Record	(Auditor's Key) Comments/Observations	Score
<p>T1) Records are kept of major deviations and complaints?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/> INC <input type="checkbox"/></p>	R	<p>April-Aug 2017 entries observed for food handling related issues.</p>	<p>2</p> <p>2</p>
<p>T2) Food defense risks are addressed and a system is in place to reduce or eliminate the identified risks?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/> INC <input type="checkbox"/></p>	T	<p>Potential threats to food security must be identified and assessed in all areas of the operation. Form T must be completed.</p> <p>Form T completed May 24 2017</p>	<p>2.0</p> <p>2</p>
<p>T3) An allergen program is in place to ensure that cross contamination does not occur?</p> <p>Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/></p> <p>If undeclared allergens are handled, equipment is cleaned before use on market product, and if necessary, precautionary labeling is used.</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> INC <input type="checkbox"/></p>	S	<p>Form S must be completed. Sulphites are not used on market product (EXCEPT table grapes)</p> <p>Form S completed May 24 2017.</p>	<p>2.0</p> <p>2</p>

T4) An up to date recall program is in place and a mock recall is performed annually? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> INC <input type="checkbox"/>	Contact lists Mock Recall Documentation	Appendix R: How to Conduct a Mock Recall - An Example, list of all suppliers and customers with contact information, recall team, Appendix S: Recall Program or other relevant documents Mock recall based on quality error. Supporting documentation available. Conducted July 14 2017. 100% of product was recalled.	10.0 / 10
T5) Food fraud vulnerabilities have been assessed and mitigation measures implemented (if applicable)? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> INC <input type="checkbox"/>	U	Form U must be completed. Form U completed May 15 2017	2.0 / 2
Auditee's Actual Score for Section (Deviations and Crisis Management):			18.0
Maximum Attainable Score for Section:			18
FOR REPACKING AND WHOLESALING OPERATIONS ONLY			
U. Site-specific HACCP Plan (refer to Section 24.1 in CanadaGAP Manual)	Record	(Auditor's Key) Comments/Observations	Score
If entire section is not applicable to the operation check box:		<input checked="" type="checkbox"/>	
U1) A site-specific HACCP plan has been documented and implemented. Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/>	HACCP Plan	The site-specific HACCP Plan is complete. All Forms have been filled in properly. All hazards have been assessed and carried through the Forms appropriately. Assign the 20 marks according to how complete and correct the HACCP Plan is (e.g., 25% of the marks if 25% of the hazards have been addressed, etc.). Auditor should collect a copy of the operation's Form 1 for their records.	0
U2) The site-specific HACCP plan is reviewed and updated annually Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	HACCP Plan		0
Auditee's Actual Score for Section (HACCP Plan):			0.0
Maximum Attainable Score for Section:			0
Additional comments			

Executive Summary

Auditee's Name: Top Tomato Foods Ltd.
 Which commodities and activities (e.g., harvesting of peaches, packing of tomatoes, etc.) were observed during the audit? Harvesting and field packing of cabbage

A) General Notes/Observations:

100+ acres of cabbage. Cabbage is field packed into RPCs or cardboard boxes. Cabbage was the focus of the 2017 visit. Records for broccoli and cauliflower were spot checked. All product is sold in Canada.

B) List things the auditee has implemented well:

Documentation and records are well organized
 Employees have been well trained
 Traceability program has been well developed

C) Summary of Audit Findings:

<u>Autofails:</u>	<u>Target Timeframe for Completion:</u>
None	IMMEDIATE
<input type="checkbox"/> Triggered audit at Question A4	
<u>Other findings (Below is a summary ONLY and may not be an inclusive list. Refer to the full audit report once you receive it, to review all items where points were deducted.)</u>	<u>Approximate Timeframe for Completion:</u>
In season water test not available for ice production Confirmation signature missing from a few forms Mock recall based on non food safety issue Traps missing from cooler loading door	End of season

Auditor has reviewed the executive summary with the auditee:
 Signature of Auditor: see signed copy Signature of Auditee: ^x see signed copy

Date signed: Aug 16 2017

Auditor has left a copy of this page with the auditee: Y N
 [if no, record date and action (e.g., faxed/emailed)]