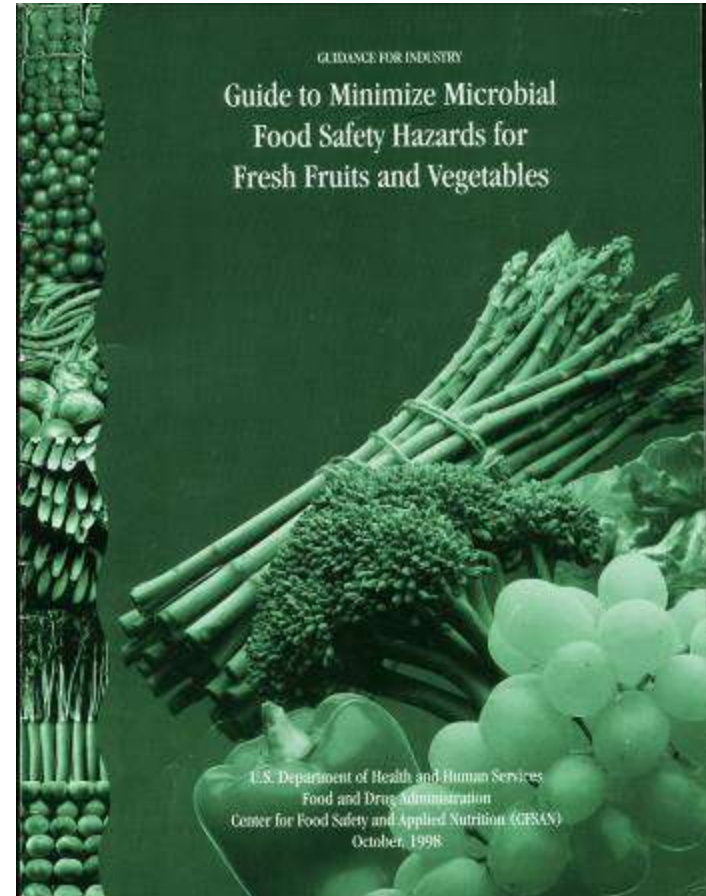


What Happens In An Audit

General Information

- The USDA Good Agricultural Practices and Good Handling Practices Audit Verification Program (GAP & GHP)
- Established for the Fresh Produce Industry
- Audit Based
- Developed From “Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits & Vegetables”



General Audit Policies

- Physical Visit Required
- During Operation

Auditor Criteria

- Agricultural Commodity Grader
- Good Agricultural Practices & Good Handling Practices Course
- Supervised Audits
- Continuing Education
- Annual Refresher Classes
- More Supervised Audits

Impartiality of Auditors

- No Advice For Specific Questions
- Direct Questioners To Experts

Audit Types

- Food Safety
 1. General Questions
 2. Farm Review
 3. Field Harvest & Field Packing Activities
 4. House Packing Facility
 5. Storage & Transportation
 6. Wholesale Distribution Center/Terminal Warehouse
- Food Defense

Audit Phases

- Planning & Preparation
- Initial Audit
- Opening Meeting
- Audit
- Audit Team Caucus
- Exit Meeting
- Follow-Up Audit (If Necessary)
- Unannounced Surveillance Review

Planning & Preparation

- Review Earlier Audit Results
- Review Food Safety Plan
- Assign Tasks

Initial Audit

- New Vendor Form
- Sign Contract
- Establish Audit Scope(s)

Opening Meeting

- Identify
- Purpose
- Scope(s)
- Introductions
- Documents/Records
- Escort
- Office (Telephone & Copier)
- Responsible Person(s)

Audit

- Desk Audit
- Walk Around

Desk Audit

- Documents
- Records

Walk Around

- Document Observations
- Confirm Non-Conformity
- Verify Processes (Ask Questions)

Flow Diagram (Grower)

Plant

Harvest

Pack

Store

Ship



Verify Processes (Ask Questions)

- What Do You Do?
- How Do You Do It?
- How Do I Know You Have Done It?
- What If?

Audit Caucus

- Discuss Audit Finding
- Determine Severity Of Non-Conformities
- Identify Necessary Documentation
- Make Phone Calls
- Write Audit Report (Checklist, Score Sheet & Corrective Actions)
- Make Copies

Exit Meeting

- Present Findings
- Issue Audit Report
- Answer Questions
- Initiate Corrective Action Report (If Necessary)
- Prepare For Follow-Up Or Unannounced

Unannounced Surveillance Review

- Quick
- Surprise

Non-Conformity & Corrective Action Policy

- “Automatic Unsatisfactory”
 1. Immediate Food Safety Risk
 2. Presence Or Evidence Of Rodents, Insects Or Other Pests
 3. Employee Practices
 4. Falsification Of Records
 5. No Food Safety Manager Or Food Safety Plan
- Fails To Meet Minimum Passing Score (Less Than 80%)

Observation An Automatic Unsatisfactory

- Documentation
 1. Time
 2. Location
 3. Witness
 4. Relevant Checklist Question(s)
- Report
 1. Orally
 2. Written

Evaluating Corrective Actions

- Short Term Corrective Actions
 1. Solution
 2. Responsible Party
 3. Reasonable
 4. Conformance (Food Safety Plan)
- Root Cause Analysis
 1. Long Term
 2. Change Food Safety Plan
- Notification

Charging Audit Fees

- \$92 Per Hour
- Covers All Travel Preparation Time & Audit Time
- \$138 Overtime
- \$50 Administrative Fee
 1. One Time
 2. Annually
- C.O.D.

Summary

- Call & Schedule Audit
- Specify Audit Scope(s)
- Send Food Safety Plan
- Complete New Vendor Form
- Sign Contract
- Make Office Available
- Escorts
- Receive Audit Report
- Pay Bill
- Receive Certificate

Contact Information

- Chicago, IL Phone # 1-800-213-7812
 1. John Atsaves Auditor
 2. Philip Allard Auditor
 3. Nancy Maurer Auditor
- Washington, DC Phone # 1-202-720-4560
 1. Kenneth Petersen Audit Program Coordinator
 2. Jennifer Daugherty Assistant Audit Program Coordinator

Questions

- ??????????????