

PENNS^TATE



College of Agricultural Sciences
Cooperative Extension

Good Handling Practices (GHP) Food Safety Checklist

Post-Harvest Operations

Based on USDA Harmonized GAP/GHP Audit

PENN STATE EXTENSION

Completed by: _____

Date Completed _____

Q#	Requirement	Written document needed?	NA	Yes	Needs work	Action taken to correct problems
1	General Questions					
1.1	Management Responsibility					
1.1.1.	A food safety policy shall be in place.	Policy in GHP plan				
1.1.2.	Management has designated individual(s) with roles, responsibilities, and resources for food safety functions.	Policy in GHP plan				
1.1.3.	There is a disciplinary policy for food safety violations.	Policy in GHP plan				
1.2	Food Safety Plan					
1.2.1.	There shall be a written food safety plan that covers the operation.	Policy in GHP plan				
1.2.2.	The food safety plan shall be reviewed at least annually.	Record or log				
1.3	Raw Material Sourcing					
1.3.1.	Operation has an Approved Supplier program for all incoming materials, including packaging.	Policy and Record				

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1.3.2.	The Operation has a policy and takes affirmative steps to ensure that all fresh produce that are packed or stored in the facility are grown following requirements in Field Operations and Harvesting harmonized standard.	Policy in GHP plan				
1.4	Documentation and Recordkeeping					
1.3.1	Documentation shall be kept that demonstrates the food safety plan is being followed.	Record or log				
1.3.2.	Documentation shall be readily available for inspection.	None				
1.3.3.	Documentation shall be retained for a minimum period of two years, or as required by prevailing regulation.	None				
1.5	Worker Education and Training					
1.5.1.	All personnel shall receive food safety training.	Record or log				
1.5.2.	Personnel with food safety responsibilities shall receive training sufficient to their responsibilities.	Policy in GHP plan				

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1.6	Traceability					
1.6.1.	A documented traceability program shall be established.	Policy in GHP plan				
1.6.2.	A trace back and trace forward exercise shall be performed at least annually.	Policy and Record				
1.7	Recall Program					
1.7.1.	A documented recall program, including written procedures, shall be established.	Policy and Record				
1.8	Corrective Actions					
1.8.1..	The operation shall have documented corrective action procedures.	Policy and Record				
1.9	Self Audits					
1.9.1..	The operation shall have documented self-audit procedures.	Record or log				

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1.10	Water/Ice					
1.10.1.	Water use SOPs address the microbial quality of water or ice that directly contacts the harvested crop or is used on food-contact surfaces.	Policy in GHP plan				
1.10.2.	A water system description shall be prepared.					
1.10.3.	Documented scheduled assessment of water system including delivery equipment shall be performed.	Record or log				
1.10.4.	The sewage disposal system is adequate for the process and maintained to prevent direct or indirect product contamination.					
1.10.5.	Water-change schedules shall be developed for all uses of water where water is re-used.	Record or log				
1.10.6.	Re-circulated water that contacts product or food contact surfaces shall be treated using an approved antimicrobial process or chemical treatment.					
1.10.7.	If used, water antimicrobial treatments shall be monitored sufficiently to assure continuous control.	Record or log				

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1.10.8.	If applicable to the specific commodity, water use SOPs address control of immersion water temperature.	Record or log				
1.10.9.	Iced produce is handled so as not to serve as a source of contamination.					
1.11	Containers, Bins					
1.11.1.	Operation has written policy regarding storage and post-storage handling of product-contact containers.	Policy in GHP plan				
1.11.2.	Operation has written policy regarding whether product-contact containers are permitted in direct contact with the ground.	Policy in GHP plan				
1.11.3.	Operation has written policy regarding inspection of food contact containers and bins prior to use.	Policy in GHP plan				
1.11.4.	Operation has written policy regarding acceptable product-contact containers.	Policy in GHP plan				
1.11.5.	Operation has written policy prohibiting used of product-contact containers for non-product purposes unless clearly marked or labeled for that purpose.	Policy in GHP plan				
1.11.6.	Pallets shall be kept clean and in good condition as appropriate for their intended use.					

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1.12	Facility, Equipment, Tools					
1.12.1.	Facility shall be designed, constructed and maintained in a manner that prevents contamination of produce during staging and cooling.	Policy in GHP plan				
1.12.2.	A Preventive Maintenance and/or Master Cleaning Schedule, with related SOPs, shall be established.	Record or log				
1.12.3.	All cleaning agents shall be approved for their intended use on food contact surfaces.	Record or log				
1.12.4.	Cleaning equipment and tools are clean, in working order and stored properly away from product handling areas.					
1.12.5.	Food contact surfaces shall be cleaned, sanitized and maintained according to the Food Safety Plan	Record or log				
1.12.6.	Adequate lighting shall be provided in all areas.					
1.12.7.	Where temperature control is required for food safety, cooling facilities shall be fitted with temperature monitoring equipment or suitable temperature monitoring device.					

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1.12.8.	Cooling equipment shall be maintained so as not to be a source of product contamination.					
1.12.9.	Transporting equipment shall be maintained to prevent contamination of products being transported.					
1.12.10.	Outside garbage receptacles/dumpsters are closed and located away from facility entrances and the area around such sites is reasonably clean.					
1.12.11.	The plant grounds are reasonably free of litter, vegetation, debris and standing water.					
1.13	Non-Product Materials Storage					
1.13.1.	Storage areas shall be maintained so as not to be a source of product contamination.	Policy in GHP plan				
1.13.2.	Materials and packaging materials shall be protected from contaminants.					
1.13.3.	Adequate space shall be maintained between rows of stored materials to allow cleaning and inspection.					
1.13.4.	All chemicals shall be stored in a secure separate area. All chemicals shall be properly labeled.					

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1.14	Waste Material					
1.14.1.	Waste materials and their removal are managed to avoid contamination.	Policy in GHP plan				
1.15	Outside Grounds					
1.15.1.	Operation has procedures to prevent pest harborage in any equipment stored near the building.	Policy in GHP plan				
1.16	Glass Control					
1.16.1.	Only essential glass and brittle plastic shall be present in the facility.	Policy in GHP plan				
1.17	Leaks/Lubrication					
1.17.1.	Equipment lubrication is managed so as not to contaminate food products.	Policy in GHP plan				
1.18	Equipment and Utensil Construction					
1.18.1.	All food contact equipment, tools and utensils are designed and made of materials that are easily cleaned and maintained.	Policy in GHP plan				

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1.18.2.	Equipment is installed in a way that provides access for cleaning.					
1.18.3.	Catwalks above product zones are protected to prevent produce or packaging contamination.					
1.19	Temporary Repairs					
1.19.1.	Any temporary repairs on food contact surfaces are constructed of food-grade material. Operation has a procedure to ensure that permanent repairs are implemented in a timely manner.	Policy in GHP plan				
1.20	Worker Health/Hygiene and Toilet/Handwashing Facilities					
1.20.1.	Restrooms shall be designed, constructed, and located in a manner that minimizes the potential risk for product contamination.	Policy in GHP plan				
1.20.2.	Toilet facilities shall be of adequate number, easily accessible to employees and in compliance with applicable regulation.					
1.20.3.	The practice of disposing of used toilet tissue on the floor, in trash receptacles, or in boxes is prohibited.					

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1.20.4.	Toilet and hand wash stations shall be maintained in a clean and sanitary condition.					
1.20.5.	Signage requiring handwashing is posted.					
1.20.6.	When appropriate, racks and/or storage containers or designated storage area for protective clothing and tools used by employees shall be provided.					
1.20.7.	Employees and visitors shall follow all personal hygiene practices as designated by the Operation.					
1.20.8.	Workers and visitors who show signs of illness shall be restricted from direct contact with produce or food-contact surfaces.					
1.20.9.	Personnel with exposed cuts, sores or lesions shall not be engaged in handling product.					
1.20.10.	First aid kits shall be accessible to all personnel.					
1.20.11.	Smoking, chewing, eating, drinking (other than water), chewing gum and using tobacco shall be prohibited except in clearly designated areas.					

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1.20.12.	Personnel shall be required to wash their hands before beginning or returning to work, after each visit to the toilet and whenever their hands may have become a source of contamination.	Policy in GHP plan				
1.20.13.	If gloves are used, the Operation shall have a glove use policy.	Policy in GHP plan				
1.20.14.	Clothing, including footwear, shall be effectively maintained, stored, laundered and worn so as to protect product from risk of contamination.					
1.20.15.	If protective clothing is required by the Operation in product handling areas, it shall be handled in a manner to protect against contamination.					
1.20.16.	The use of hair coverings shall be in compliance to company policy and applicable regulation.					
1.20.17.	The wearing of jewelry, body piercings and other loose objects (e.g. false nails) shall be in compliance to company policy and applicable regulation.	Policy in GHP plan				
1.20.18.	Employees' personal belongings shall be stored in designated areas.					
1.20.19.	Break areas shall be designated and located away from food contact/handling zones.					

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1.21	Temperature Control					
1.21.1.	When produce is cooled, it is cooled to temperatures appropriate to the commodity according to current established regulatory or industry standards.	Policy in GHP plan				
1.22	Packing and Handling					
1.22.1.	If applicable, Operation has a written Allergen Control Program	Policy in GHP plan				
1.22.2.	Specifications for all packaging materials that impact on finished product safety and quality shall be provided and comply with prevailing regulations.					
1.23	Pest and Animal Control					
1.23.1.	Operation has procedures to manage pests to the extent appropriate to the facility.	Policy in GHP plan				
1.23.2.	Operation restricts animals from food handling facilities.					
1.23.3.	If used, pest control devices including rodent traps and electrical flying insect devices, are located so as to not contaminate produce or food handling surfaces.					

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1.24	Microbiological Sampling and Testing					
1.24.1.	Where microbiological analysis is required in the food safety plan, testing shall be performed by a GLP laboratory using validated methods.	Policy in GHP plan				
1.24.2.	Where microbiological analysis is required in the food safety plan, samples shall be in accordance with an established sampling procedure.					
1.24.3.	Tests, their results and actions taken must be documented.	Record or log				
1.24.4.	All required testing shall include test procedures and actions to be taken based on the results.					
2	Packinghouse					
2.1.	Operation Food Safety Plan includes produce washing process, if used.	Policy in GHP plan				
2.2.	Debris and damaged produce shall be removed from wash areas/dump tanks to the extent possible.					
2.3.	Operation has documentation demonstrating regulatory approval of the wash water antimicrobials in use.	Record or log				

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2.4.	If wash water antimicrobial is used, it shall be used in accordance with established operational procedure and manufacturer instructions.					
2.5.	All instruments used to measure temperature, pH, and antimicrobial levels and or other important devices used to monitor requirements in this section shall be calibrated at a frequency sufficient to assure continuous accuracy.	Record or log				
2.6.	Foreign material control devices are inspected and maintained					
3	Transportation (Packinghouse to Customer)					
3.1.	Temperature Control (when refrigerated transport is required for food safety)					
3.1.1.	There is a written policy for transporters and conveyances to maintain a specified temperature(s) during transit.	Policy in GHP plan				
3.1.2.	Prior to loading, the vehicle shall be pre-cooled.					
3.1.3.	The refrigerated transport vehicles shall have properly maintained and fully functional refrigeration equipment.					

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3.1.4.	Where required, temperatures of product are taken and recorded prior to or upon loading.					
3.2.	Equipment Sanitation and Maintenance					
3.2.1.	The Operation shall have a policy, written procedures, and a checklist to verify cleanliness and functionality of shipping units (e.g., trailer).	Policy in GHP plan				
3.2.2.	Loading/unloading procedures and equipment shall minimize damage to and prevent contamination of produce.					
3.2.3.	Trash shall not come in contact with produce.					