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Good Manufacturing Practices Audit Checklist
Pre-Processing Operations

Audited Facility Name	Cooseman's LA
Audited Facility Address (include full address)	2820 E 44th St Vernon CA
Contact Person	Daniella De Blasis
Phone Number	323 588-1127
Email Address	rkp@coosemans.com
Final Score	**98.34%**
Audit Date	**3/27/2024**
Time Started	7:00 AM
Time Completed	12:00 PM
Off site document review performed	No onsite
Auditor Name	Maria M Gamboa
Auditor's email address	mgamboa87@gmail.com
SCS Contact Person	Allison Owen
SCS Contact Phone #	(510) 452-8000
SCS Contact Email	certs@scsglobalservices.com
Has the Facility Inspected by Government Authority? (e.g., Local County, State, FDA)	yes, USDA has visited
Channels of Trade (Retail, Wholesale, International, etc.)	
Hours of Operation	6am-3pm
Months of Operation (e.g., January - December)	January to December
Number of Employees	35
Size of Facility	20,000 sq ft
Property Size	
Neighboring Land Use	warehouse
Facility Personnel present during audit	35 employees
Product(s) Handled	Fresh produce, decorative flowers, sprouts, tree nuts.
Brief Description of the Process	One HACCP plan, three flow chart, CCP 1: sprouts temp: need to be kept at less then 40. Repack fruits and vegetable, no washing of product, repack from big box to small box. Tree nuts are only stored at the facility, no packing or repacking of allegiance.

Conditions for an Automatic Failure

Water supply	Water used in contact with product, ice creation, handwashing, and cleaning is not potable. It does not meet local regulatory requirements.
Facility Construction and Design	Conditions in the facility that, on the basis of objective evidence or observation, result in product or raw material contamination and adulteration.
Allergens	Allergen control policy shall be documented and implemented that includes a list of allergens (the eight major FDA recognized allergens) in the facility per regulatory requirements and controls, including identification, used to prevent allergen cross-contamination. Evidence of a cross contact between non-allergenic material and allergenic material that results in a threat to healht and required a Class I or a Class II recall.
Allergens	If in-house labeling occurs, the facility must document and implement methods to control the accuracy of finished product labels (or consumer information where applicable) and assure work-in progress and finished product are true to label with regard to allergens. Objective evidence of mislabeled product that contains allergens that are not declared on the label present.
Pest Control Program	Pests, pest excrea, or infestion in or on ingredients, packaging, work in process, or finished goods observed.

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Audit Results Scoring & Summary

Audited Facility Name	Cooseman's LA
Audited Facility Address	2820 E 44th St Vernon CA
Audit Date	3/27/2024

Explanation of Scoring

Question level scores	
Major	6 points
Minor	4 points

Percentage	Assessment Rating
95% +	Excellent
90 – 94.99%	Good
85 – 89.99%	Fair
70 – 84.99%	Requires corrective actions
Less than 70% or Auto-Fail	Failure, requires re-audit

SUMMARY OF DEFICIENCIES

Question #	Section	Audit Question	Level	Answer	Evidence	Corrective Action
PL1	Plumbing	Are the water lines for product handling and/or employee use protected against back-flow or cross-connections from the wastewater and sewage plumbing system? (e.g., there is a main water back-flow device as well as devices at points where there is potential for back-flow into potable water lines)	Major	No	No backflow verification completed.	

Question #	Section	Audit Question	Level	Answer	Evidence
MC&R		**Management Commitment & Responsibility: 21 CFR 112 & 21 CFR 117.4**			
MC&R1	Management Commitment & Responsibility	Is there a documented Food Safety Policy in place that includes the site's commitment to manufacturing safe food, methods used to meet applicable statutory, regulatory, and customer requirements; and the methods used to continually improve the Food Safety System? Is this policy signed by the person responsible for the site, communicated to all staff, and displayed in a prominent location?	Major	Yes	Food Safety Policy in the form of a mission statement, sign and dated by Food Safety Manger Daniella De Blasis on 2/22/24.
MC&R2	Management Commitment & Responsibility	Are members of management responsible for food safety qualified to perform their assigned duties? Please document applicable education, experience, and training for management personnel responsible for the food safety system.	Major	Yes	Daniella De Blasis the Food Safety Manager PCQI Certificate dated 12/16/2022, HACCP Certificate for 02/15/2022.
MC&R3	Management Commitment & Responsibility	Has senior management documented and implemented a management review policy that defines the responsibility and methods used to review the entire Food Safety Management System? The review shall be completed on an annual basis and include record of changes made.	Major	Yes	Responsibilities are documented in the Food Safety HACCP Management Team list and also part of the organizational chart dated 2/22/24
MC&R4	Management Commitment & Responsibility	Are there documented and implemented methods and responsibilities to ensure the organization remains updated and compliant with requirements of all relevant current legislation? This includes the requirement to be registered with all relevant regulatory authorities and where appropriate, authorized to undertake food manufacturing activities.	Major	Yes	Food Safety Responsibilities are noted on the HACCP Management Team list and their updated contact information, dated: 3/19/24
MC&R5	Management Commitment & Responsibility	Is there an up to date organizational chart that includes all personnel who are involved in food safety related activities and their roles? Are alternates listed?	Minor	Yes	Dated 2/22/24
MC&R6	Management Commitment & Responsibility	Is there at least one supervisor or member of management trained on food safety principles involved in day to day operations?	Major	Yes	Daniella De Blasis the Food Safety Manager PCQI Certificate dated 12/16/2022, HACCP Certificate for 02/15/2022.
MC&R7	Management Commitment & Responsibility	Are all employees trained to have responsibility and authority to report food safety problems to senior management?	Minor	Yes	
MC&R8	Management Commitment & Responsibility	Does the facility maintain a file of regulatory actions, visits, reports, or other notifications received from any regulatory agency with written responses and appropriate corrective actions?	Minor	Yes	
T		**Training: 21 CFR 110.10(c)**			
T1	Training	Is there a documented training program for new hires that includes personal hygiene and GMPs, food safety, and sanitation as it applies to their position?	Major	Yes	All employees received the following training Hygiene and GMP policy, Warehouse employees will receive forklift training and receiving and shipping of product, repack employees will be trained on repack policy and sanitation procedures.
T2	Training	Is there a documented annual refresher training program that includes personal hygiene and GMPs, food safety, and sanitation as it applies to each position?	Major	Yes	Refresher training is conducted two times per year, last training was conducted on 3/5/24, topics: GMP, HACCP, Personnel Practices, Food Defense and Biosecurity, Food Fraud, and emergency Preparedness. Attended by 4 employees.
T3	Training	Are training records available for all training activities and employees with date of training, topics, and employee signatures?	Major	Yes	Refresher training is conducted two times per year, last training was conducted on 3/5/24, topics: GMP, HACCP, Personnel Practices, Food Defense and Biosecurity, Food Fraud, and emergency Preparedness. Attended by 4 employees.
T4	Training	Is the training provided in the language and presentation format that can be easily and clearly understood by the trainees?	Major	Yes	Employees are trained in both English and Spanish
T5	Training	Do employees appear to have received and understood training and are they practicing proper product handling procedures?	Major	Yes	No issues were found.

Question #	Section	Audit Question	Level	Answer	Evidence
T6	Training	Is there specific sanitation training for employees involved in sanitation including new and contract sanitation employees? Training shall include master Sanitation Schedule, Standard Sanitation Operating Procedures (SSOPs), food handling sanitation, and sanitation chemical safety.	Major	Yes	Training was on file for review, last training was conducted on 3/20/24 for 21 employees
IA		**Internal Audit: 21 CFR 110.80**			
IA1	Internal Audit	Are there routine facility inspections performed monthly to assure management that GMP policies have been effectively implemented and that facilities and equipment are maintained to meet sanitary and operational needs?	Major	Yes	Last internal audit was conducted on 3/25/24
IA2	Internal Audit	Are inspections documented to show non-conformances identified and corrective actions taken?	Major	N/A	N/A No NCs were found
IA3	Internal Audit	Are regulatory inspection procedures documented and are inspection records available for review?	Major	Yes	Documents for 2024 were on file, No regulatory inspection have been conducted for 2024
D&R		**Document & Record Control: 21 CFR 117.305**			
D&R1	Document & Record Control	Is there shall be a document control procedure describing how documents will be maintained, updated, and replaced? Does the document control system protect physical and electronic documents against loss and unauthorized access?	Minor	Yes	
D&R2	Document & Record Control	Is there an authorized person to issue food safety documents?	Minor	Yes	
D&R3	Document & Record Control	Does the facility have procedures for the retention and storage of food safety related records? Are records kept for 2 years or longer?	Minor	Yes	
D&R4	Document & Record Control	Are documents safely stored and readily accessible and contain update dates?	Minor	Yes	
D&R5	Document & Record Control	Are all records legible, indelible, and contain the date of the activity and the signature or initials of employees that completed them?	Minor	Yes	
CM		**Complaint Management**			
CM1	Complaint Management	Is there a written procedure for handling and documenting customer, consumer, and employee food safety complaints?	Major	Yes	SOP 107, The sale department will document the customer complaint, the following information is documented: date, time, complaint made by and address, lot number, product and the reason for the complaint.
CM2	Complaint Management	Are records of complaints received and actions taken available?	Major	Yes	Log was on file but no complaints for 2024
CM3	Complaint Management	Are there documented finished product specifications that define acceptable product attributes?	Minor	Yes	
TR		**Traceability & Recall: 21 CFR 117.139**			
TR1	Traceability & Recall	Is there a recall program that includes a description of how the product tracking system works in order to be able to trace product back and forward? The program must also include the explanation of different recall classes and disposition of recalled product.	Major	Yes	SOP 101 Recall program was review on 3/1/24, includes the following information: Action taken after notification, assess recall classification, recall procedures, inform clients about replacement, recall team members contact information.
TR2	Traceability & Recall	Does the program include a Recall Team with names and contact information, roles and responsibilities, an outlined recall process, including the investigation, analysis, corrective action, preventive action, and product disposition?	Major	Yes	Recall team member contact information stated on page 3 of the recall program. Example: Daniella De Blasis Food Safety and business development manager, mobile phone number.
TR3	Traceability & Recall	Does the program include external contact details to include the CB and regulatory contacts?	Minor	Yes	
TR4	Traceability & Recall	If bulk ingredients are used, do they maintain the same ability to be traced as other ingredients? If absolute traceability is not possible because of commingling, validated procedures shall be documented to ensure that full traceability of bulk ingredients is possible.	Major	N/A	No bulk ingredients received

Question #	Section	Audit Question	Level	Answer	Evidence
TR5	Traceability & Recall	Has the facility conducted at least one mock recall/traceability exercise in the past year where 100% of product was accounted for and completed in under 2 hours? If not, were corrective actions taken and documented?	Major	Yes	Last mock recall conduct on 2/22/24 , start time: 9:45 am and end time: 11:10 am, total hour of 1 hrs and 25min. total of 2 cases. 100 % of product was recalled.
TR6	Traceability & Recall	If an actual recall has occurred since the last audit, is the associated documentation available for review?	Major	Yes	N/A No recall for this year.
H&R		**Hold & Release: 21 CFR 110.80**			
H&R1	Hold & Release	Is there a documented Hold and Release Program that includes who is responsible for putting items on hold and releasing them, including labeling, segregating, and controlling against inadvertent shipment?	Major	Yes	SOP 016 Hold and release program, review on 3/1/24, include responsibility, hold tag, labels and segregating from other products.
H&R2	Hold & Release	Are procedures are being followed and records are available for any currently on-hold products/materials?	Major	Yes	No issues were found.
H&R3	Hold & Release	Are records of investigation, corrective action, disposition, and disposal (if required) of all holds documented and maintained?	Major	N/A	N/A No product were put on hold for 2024
EP		**Emergency Preparedness**			
EP1	Emergency Preparedness	Is there an emergency preparedness plan, based on the understanding of known potential food safety risks (i.e. natural disasters, environmental accidents, bioterrorism, workplace accidents, public health emergencies and other accidents, e.g. interruption of essential services such as water, electricity or refrigeration supply) that defines the methods and responsibilities for handling emergency situations?	Major	Yes	SOP 026, Emergency Preparedness and Crisis Management, dated 3/1/23, included the following: evacuation map, reporting emergencies, medical. Fire, active shooter, bomb threats, natural disaster, earthquake, flood, extended power loss.
FD&FF		**Food Defense & Food Fraud: 21 CFR 121.140**			
FD&FF1	Food Defense & Food Fraud	Is a Food Defense Plan that includes a Vulnerability Risk Assessment with mitigation strategies and monitoring procedures for all identified risks documented and implemented? Is the plan reviewed annually or whenever operational changes that impact Food Defense are made?	Major	Yes	Food Defense plan SOP 024, Food Fraud SOP 025, plan was review on 3/1/24
FD&FF2	Food Defense & Food Fraud	Are all employees are trained on the Food Defense Program to include that they are encouraged to report any signs of tampering or suspicious activity?	Minor	Yes	
FD&FF3	Food Defense & Food Fraud	Is facility access limited to authorized personnel, including restriction of drivers?	Minor	Yes	
AS		**Approved Supplier Program: 21 CFR 117.420**			
AS1	Approved Supplier Program	Is there a documented approved supplier program that defines the responsibility, methods, and criteria for approving the suppliers of raw materials, packaging, and contracted services that may impact food safety?	Major	Yes	SOP 028 Approved Supplier Program, includes monitoring, verification, Corrective action, compliance status and documents.
AS2	Approved Supplier Program	Is a list of suppliers available for review to include all current suppliers such as ingredient/raw material suppliers, packaging material suppliers, and chemical suppliers?	Major	Yes	List for 2023 was on file for reviewed.
AS3	Approved Supplier Program	Does the program contain criteria on how suppliers are approved, monitored, and disqualified? Are supporting documents for approval available for review?	Major	Yes	SOP 105 Approved Supplier Program, includes monitoring, verification, Corrective action, compliance status and documents.
FMC		**Foreign Material Control: 21 CFR Subpart G 110.110**			
FMC1	Foreign Material Control	Has the facility developed a foreign materials program to eliminate or control foreign material?	Major	Yes	SSOP 015, Foreign Material Control Policy, 3/1/24
FMC2	Foreign Material Control	Are knives and cutting instruments used in processing and packaging operations controlled and kept clean and well maintained?	Major	N/A	N/A No knives or cutting instruments are used
FMC3	Foreign Material Control	Are any loose objects or temporary repairs on equipment, equipment covers, and overhead structures controlled to avoid contamination hazards?	Major	Yes	No issues were found.
FMC4	Foreign Material Control	Is there a procedure for the control of glass, brittle or hard plastic, including actions required in the case of broken glass or brittle plastic in the handling areas?	Major	Yes	SSOP 015, Foreign Material Control Policy, 3/1/24. Under section B Glass and Brittle Plastic
FMC5	Foreign Material Control	Is exposed glass and/or brittle plastic prohibited, and is a highly audited "glass free zone" maintained in the product handling and storage areas? This shall include shatterproof light bulbs and/or covered light bulbs, no glass thermometers and no storage or use of food and drinks in glass containers in product handling areas.	Major	Yes	Glass is not allowed in the production area.

Question #	Section	Audit Question	Level	Answer	Evidence
FMC6	Foreign Material Control	Is the packaging material made of glass? If so, are proper control measures in place to prevent breakage, and is there a written policy for handling glass packaging in product storage and handling areas?	Major	Yes	N/A No packaging material made of glass
FMC4	Foreign Material Control	Are food grade lubricants approved for use in appropriate areas and is excess grease or lubricants removed from the equipment located over or close to product contact surfaces?	Major	Yes	N/A No food grade lubricates are used.
FMC5	Foreign Material Control	Is compressed air used to clean product contact surfaces or equipment, handled in such a way as not to contaminate the products with unlawful indirect product additives?	Major	N/A	N/A no compressed air used in the facility
FMC6	Foreign Material Control	Are wooden pallets and other wooden utensils used in food handling/contact zones clean and maintained in good order and inspected regularly?	Major	Yes	No issues were found.
	Foreign Material Control	**Are any physical contaminant detection technologies such as metal detectors used in the facility?** **If not, move on to the next section.**		No	
FMC8	Foreign Material Control	Are metal detectors or other physical contaminant detection technologies (if used) routinely monitored, validated and verified for operational effectiveness? The equipment shall be designed to isolate defective product and indicate when it is rejected.	N/A		
FMC9	Foreign Material Control	If magnets are used, are they of an appropriate design for the process to reduce the risk of ferrous metal? Plate magnets must include steps to trap metal and be monitored for pull strength to ensure minimal magnet degradation at least every two years. They must be positioned to enable easy inspection and must be inspected on a documented frequency.	N/A		
FMC10	Foreign Material Control	Are records maintained of the inspection of foreign object detection devices and of any products rejected or removed by them. Records shall include any corrective actions resulting from the inspections.	N/A		
HACCP		**HACCP 21 CFR 117.7(a)** **N/A for facilities that solely engage in the storage of unexposed packaged food.**			
HACCP1	HACCP	Is there a documented HACCP or HARPC Plan that is reviewed and confirmed annually?	Major	Yes	Reviewed on 2/22/24
HACCP2	HACCP	Has a food safety management team (HACCP) been assembled and documented and have all members been trained in HACCP or Preventive Controls in the past five years (can be an internal training by HACCP trained or PC Qualified Individual)?	Major	Yes	Daniella De Blasis the Food Safety Manager.
HACCP3	HACCP	Is the individual(s) responsible for the HACCP plan preparation formally HACCP trained or a Preventive Control Qualified Individual?	Major	Yes	Daniella De Blasis the Food Safety Manager PCQI Certificate dated 12/16/2022, HACCP Certificate for 02/15/2022.
HACCP4	HACCP	Are employees who are monitoring CCPs trained on critical limits, monitoring requirements, corrective actions, and other HACCP-related activities in their immediate work areas?	Major	Yes	Training for Jose Vargas for 3/5/24 was on file for review.
HACCP5	HACCP	Has a process flow diagram been documented showing all steps of each process from receiving to shipping? The same flow diagram may be used for a number of products that are processed the same way.	Major	Yes	Three proceed flow diagrams were on file for reviewed.
HACCP6	HACCP	Does the Process Flow Diagram include Critical Control Points (CCPs) and/or Preventive Controls (PCs) and current steps of the process(es) including any re-work and identify all inputs?	Major	Yes	One CCP for Sprouts, Temp < 40F
HACCP7	HACCP	Is an accurate description of the product(s) documented, including descriptions, distribution, intended uses, and target customers?	Minor	Yes	
HACCP8	HACCP	Has a Hazard analysis been performed that includes biological, chemical, and physical hazards and includes all products, processes (from receiving to shipping) and areas of the operation and identifies the severity and likeness of each hazard? Are all hazards listed?	Major	Yes	Hazard analysis under distribution, Biological: none, CCP Temp<40 F, SSOP #003, 006.
HACCP9	HACCP	Is validation of the food safety plan available through documentation or supporting data that confirms the plan is sound, that all hazards have been identified, that CCP's/PC's are effective, and that the hazards have been controlled?	Major	Yes	Stated per SSOP # 012. Targeted Sampling and testing.
HACCP10	HACCP	Are there records of periodic HACCP team meetings with topics and attendees listed available for review?	Minor	Yes	
HACCP12	HACCP	Is the each HACCP plan signed and dated by responsible person upon initial completion and annually upon review? Document most recent review date.	Minor	Yes	
	HACCP	**Have any Critical Control Points been identified? If not, please move on to the next section.**		Yes	One CCP for Sprouts, Temp < 40F
HACCP14	HACCP	For each CCP, are the critical limits identified, monitored, documented as required in the HACCP plan?	Major	Yes	Per shipment of sprouts before receiving
HACCP14	HACCP	Have the control measures that must be applied to prevent, eliminate or reduce all significant hazards to an acceptable level been identified and documented?	Major	Yes	Log was on file for review.

Question #	Section	Audit Question	Level	Answer	Evidence
HACCP16	HACCP	Are corrective action procedures for exceeded limits available, including disposition procedures?	Major	N/A	N/A No issues found this year
HACCP18	HACCP	Are verification procedures (e.g., calibration, testing), which determine the validity of the HACCP plan and food safety management practices, defined in a written document?	Major	Yes	Stated per SSOP # 012. Targeted Sampling and testing.
HACCP20	HACCP	Are record keeping and documentation procedures available?	Major	Yes	Log was on file for review.
HACCP21	HACCP	Were all CCPs verified by the auditor during inspection and were all CCPs in compliance with the HACCP Plan(s)?	Major	Yes	Log was on file for review.
PH		Product Handling: 21 CFR 110.80			
PH1	Product Handling	Are first-in/first-out (FIFO) rotation practices used and documented for all stored products (raw incoming and finished)?	Minor	Yes	
PH2	Product Handling	Are damaged cases or packages segregated immediately and products repacked or properly disposed of?	Minor	Yes	
	Product Handling	**Are any products packed or re-packed in the facility? If not, please move on to the next section.**		Yes	
PH3	Product Handling	Are products inspected for evidence of contamination prior to packing or re-packing?	Major	Yes	Products are visually inspected at the point of receiving.
PH4	Product Handling	If packaging materials are used, are they used only for their intended purpose and not used to store other things?	Minor	Yes	
PH5	Product Handling	Are packaging material storage areas maintained under conditions that prevent or minimize the likelihood of contamination, including from pests?	Major	Yes	No issues were found.
PH6	Product Handling	Are packaging materials inspected (new or reuse) for evidence of contamination prior to use? (e.g., a. packaging materials, which are damaged, dirty, wet, or which have evidence of pest activity, foreign materials, and/or chemicals, must be prohibited from reuse, b. inspected and released into inventory)	Major	Yes	At the point of receiving, product is visually inspected.
PH7	Product Handling	During production, are packaging materials handled in a manner that eliminates contamination from the ground or from inappropriate employee handling?	Major	Yes	No issues were found.
PH8	Product Handling	Does the facility prohibit the reuse of in-house containers for holding products, unless they are adequately sanitized or (if applicable) have protective liners?	Major	Yes	N/A No reuse of in-house containers
PH9	Product Handling	If applicable, do the product rework procedures outline the responsibility and methods outlining the methods applied? Reworking operations shall be supervised by qualified personnel and are identifiable and traceable and included in the allergen program.	Major	Yes	SOP 011 Product handing fand shipping/distribution.
P		Personnel: 21 CFR 110.10(a)			
P1	Personnel	Does the operation have a written policy that addresses applicable worker health and hygiene issues, including a return to work policy after illness?	Major	Yes	SOP 003 Personnel Practices, includes disease control, restricted items, personal hygiene, proper product handling, specific areas for no-work related activities, enforcement/supervision.
P2	Personnel	Are readily understandable written signs and/or pictures in appropriate language(s) profiling safe food handling practices strategically located around the product handling areas (e.g., reminding employees to wash and sanitize their hands, when necessary, cGMPs policy)?	Major	Yes	No issues were found.
P3	Personnel	Is there a policy that handwashing is required before starting work, following each break, after using the restroom, after touching unsanitary surfaces, after coughing, sneezing, or touching body parts, or any other time hands/gloves become soiled or contaminated? Is using hand sanitizer and glove changes instead of handwashing prohibited?	Major	Yes	Policy in the restrooms and also in the front of the time clocked.
P4	Personnel	Is the handwashing policy being followed?	Major	Yes	No issues were found.
P5	Personnel	Are contractors and visitors, including drivers, made aware of all procedures for access to premises and the requirements of the areas they are visiting, with special reference to hazards and potential product contamination?	Major	Yes	Drivers and visitor will need to sign in.
P6	Personnel	Are employees with open and/or infected wounds or cuts on their hands or face, or with symptoms of infectious illness (e.g., diarrhea, vomiting) prohibited from having direct contact with exposed product or production and/or storage areas. Are corrective actions taken if a worker is found to be infected? Are no infected workers observed at time of audit?	Major	Yes	Per SOP 003

Question #	Section	Audit Question	Level	Answer	Evidence
P7	Personnel	Are employees maintaining adequate personal cleanliness? Are gloves and/or protective clothing in an intact, clean, and sanitary condition? NOTE: Gloves should be provided by the facility and must be non-Latex/powder-free (Cotton gloves may be worn under non-Latex/powder-free gloves).	Major	Yes	Per SOP 003
P8	Personnel	Do employees and contractors who work in, or enter into, areas where exposed products and/or materials are handled wear work clothing that is fit for purpose, clean, and in good condition? For persons working with exposed food products, are snaps used in lieu of buttons on all clothing and smocks and are no items stored in pockets above the waist?	Major	Yes	Per SOP 003
P9	Personnel	Are employees prohibited from eating food, drinking beverages, spitting, chewing gum, and using tobacco and/or toothpicks in product handling and storage areas?	Major	Yes	Per SOP 003
P10	Personnel	Are employee break and/or locker rooms, and all other employee welfare areas maintained in sanitary conditions?	Minor	Yes	
P11	Personnel	In facilities handling exposed product, are employees wearing hair restraints (e.g., hair nets, caps, headbands) and/or beard covers in an effective manner in product handling areas?	Major	Yes	Per SOP 003
P12	Personnel	Does policy prohibit false fingernails/fingernail polish/false eyelashes, etc. in any area with exposed food products? Are employees in compliance with the fingernail policy?	Major	Yes	Per SOP 003
P13	Personnel	Does policy prohibit jewelry in the any area with exposed product? Exceptions can be made for plain wedding bands, medic alert jewelry, and religious jewelry. Are employees in compliance with the jewelry policy?	Major	Yes	Per SOP 003
P14	Personnel	Are employees storing their clothing, personal belongings and food in appropriate designated areas away from the product handling areas? NOTE: Food storage should be prohibited in lockers. Are locker inspections conducted regularly to verify food and drinks are not stored in the lockers?	Minor	Yes	
P15	Personnel	Are associates prohibited from wearing smocks/aprons in the restrooms and is there a designated place to hang these items for restroom breaks?	Major	Yes	Per SOP 003
P17	Personnel	Are all products, materials, and packaging that come in contact with blood destroyed, and any equipment, tools, and/or product contact surfaces that come in contact with blood cleaned and sanitized before use? Is a documented policy in place? Does policy appear to be followed?	Major	Yes	Per SOP 003
HF		**Handwashing Facilities: 21 CFR 110.37 (e)** **For non-conformances related to the handwash stations for toilet facilities please refer to that section.**			
HF1	Handwashing Facilities	Are hand washing stations provided in the facility where good sanitary practices require employees to wash hands (e.g., at entries to product washing, sorting, and/or packing areas)?	Major	Yes	A total of 35 employees and two restrooms with two hand washing station with warm water, soap, paper towels and trash cans.
HF2	Handwashing Facilities	Do handwashing facilities have instructions posted at all hand wash stations in language understood by all employees?	Major	Yes	Yes hand washing postingswere in both English and Spanish.
HF3	Handwashing Facilities	Are hand washing stations located and/or designed to prevent contamination of the product and equipped with hands-free water fixtures? Is hot water available within 20 seconds?	Major	Yes	A total of 35 employees and two restrooms with two hand washing station with warm water, soap, paper towels and trash cans.
HF4	Handwashing Facilities	Are handwashing facilities adequately stocked with soap, paper towels or air drying device, and covered trash cans for paper towels and are the supplies monitored/stocked throughout the day?	Major	Yes	A total of 35 employees and two restrooms with two hand washing station with warm water, soap, paper towels and trash cans.
HF5	Handwashing Facilities	Are the cleaning procedures described in a document that details how and when to clean handwashing facilities (at least daily)?	Major	Yes	SSOP 007: 3/1/24, Cleaning, sanitizing and Maintenance of sanitary facilities
HF6	Handwashing Facilities	Are hand washing stations maintained in clean condition and cleaned on a scheduled basis and as needed?	Major	Yes	A total of 35 employees and two restrooms with two hand washing station with warm water, soap, paper towels and trash cans.
HF7	Handwashing Facilities	Are hand sanitizing stations (e.g., hand-dips, wall units) in clean condition and monitored and/or stocked throughout the day and if used, is the chemical concentration in hand-dips maintained at appropriate concentration at all times, documented, and available for review?	Major	Yes	A total of 35 employees and two restrooms with two hand washing station with warm water, soap, paper towels and trash cans. Cleaned daily, two times per day
TF		**Toilet Facilities: 21 CFR 110.37 (d)**			

Question #	Section	Audit Question	Level	Answer	Evidence
TF1	Toilet Facilities	Is a minimum of one toilet facility provided for every 20 people within a 5-minute walk or 1/4 mile for all workers, including separate toilet facilities provided if there are 5 or more employees of each gender?	Major	Yes	A total of 35 employees and two restrooms with two hand washing station with warm water, soap, paper towels and trash cans. One toilet facility per restroom.
TF2	Toilet Facilities	Are toilet facilities located and/or designed so as to reduce the possibility of contamination to water sources or product in the event of a malfunction (e.g., adequate drainage) and are doors to toilet facilities self closing and situated so they do not open into areas where product is exposed to air-borne contamination?	Major	Yes	No issues were found.
TF3	Toilet Facilities	Are there adequate handwashing units provided in/at toilet facilities?	Major	Yes	A total of 35 employees and two restrooms with two hand washing station with warm water, soap, paper towels and trash cans. One toilet facility per restroom.
TF4	Toilet Facilities	Are toilet facilities adequately stocked with soap, paper towels or air drying device, toilet paper, and covered trash cans for paper towels and are the supplies monitored/stocked throughout the day?	Major	Yes	A total of 35 employees and two restrooms with two hand washing station with warm water, soap, paper towels and trash cans. One toilet facility per restroom.
TF5	Toilet Facilities	Are toilet facilities maintained in good repair and clean condition?	Major	Yes	No issues were found.
TF6	Toilet Facilities	Are the cleaning procedures described in a document that details how and when to clean (at least daily)?	Major	Yes	SSOP 007 Cleaning, 3/1/24, Sanitizing and maintenance of sanitary facilities.
TF7	Toilet Facilities	Is cleaning documented on legible, regularly completed records?	Major	Yes	Cleaning log on Maintain X program, sample of file for 3/11/24.
TF8	Toilet Facilities	Do toilet facilities have ventilation systems to eliminate odors?	Minor	Yes	
WS		Water Supply: Sanitary Facilities and Controls - 21 CFR 110.37			
WS1	Water supply	AUTO-FAIL: Is water used in contact with product, ice creation, handwashing, and cleaning potable? Does it meet local regulatory requirements?	Auto-Fail	Yes	Water test annually by Merieux NutriSciences: Silliker, Inc, location samples is 4, both restrooms, Warehouse tap, Last testing conducted on 2/25/24, test results lady's restroom: Coliforms <1.1 / 100ml, men restroom: Coliforms < 1.1 / 100 ml, warehouse tap 1: Coliforms < 1.1 /100 ml, warehouse tap 2: Coliforms < 1.1 / 100ml.
WS2	Water supply	Facilities that are on public water/sewer: Is water tested by an ISO 17025 certified laboratory annually at a minimum to test the water supply for potability? Samples should be collected at point of use (i.e. hand wash station, hose drops, on-site ice maker, etc.). Testing should include microorganisms at a minimum.	Major	Yes	ISO/IEC 17025: 2017, Valid to March 31, 2024, Cert # 1105.12
WS3	Water supply	Facilities that are on well water: Is water tested by an ISO 17025 certified laboratory quarterly at a minimum to test the water supply for potability? Samples should be collected at point of use (i.e. hand wash station, hose drops, etc.). Testing should include heavy metals, microorganisms and chemicals at a minimum.	Major	Yes	ISO/IEC 17025: 2017, Valid to March 31, 2024, Cert # 1105.12
WS4	Water supply	Is there an adequate supply of water at a suitable pressure that reaches an appropriate temperature for cleaning?	Major	Yes	No issues were found.
WS5	Water supply	Are drinking water supply delivery points, fountains or containers maintained in a clean and sanitary manner, with single use paper cups provided where appropriate?	Major	Yes	No issues were found.
WS6	Water supply	Is ice in direct contact with product or product contact surfaces periodically checked for adequate microbial quality, and are results available for review? (If ice is purchased from an outside source, is it checked for microbial quality, and are analytical results requested and available for review?)	Major	N/A	N/A No ice is made or purchased.
WS7	Water supply	In the event of adverse analytical findings, are corrective actions documented, legible, and available for review?	Major	N/A	N/A No NCs were found
WS8	Water supply	Is ice handled or stored in a manner that prevents or minimizes the possibility of contamination?	Major	N/A	N/A No ice is made or purchase.
WS9	Water supply	If steam is used and touches product contact surfaces, including food contact packaging materials, is it potable?	Major	N/A	N/A No steam is used
PL		Plumbing: 21 CFR 110.37 (b)			

Question #	Section	Audit Question	Level	Answer	Evidence
PL1	Plumbing	Are the water lines for product handling and/or employee use protected against back-flow or cross-connections from the wastewater and sewage plumbing system? (e.g., there is a main water back-flow device as well as devices at points where there is potential for back-flow into potable water lines)	Major	No	No backflow verification completed.
PL2	Plumbing	Are sewer pipes and water pipes placed to avoid possible contamination of product or equipment in the event of a leak or dripping from condensation, and are preventative measures in place?	Major	Yes	No issues were found.
PL3	Plumbing	If potable and non-potable water is provided at the facility, is the water source and plumbing system identified potable vs. non potable, and are they separate?	Major	Yes	No issues were found.
PL4	Plumbing	Is there adequate floor drainage in areas where floors are subject to flood-type cleaning, or where normal operations release or discharge water or other liquid waste on the floor, and is there a procedure in place to remove discharge?	Major	Yes	No issues were found.
E&U		Equipment & Utensils: 21 CFR 110.35			
E&U1	Equipment & Utensils	Equipment that is in direct contact with food shall be suitable for food contact and meet legal requirements where applicable.	Major	Yes	All cleaning equipment were labeled per room.
E&U2	Equipment & Utensils	All equipment (including utensils, tools, and containers) shall be constructed of appropriate materials. The design and placement of equipment shall ensure it can be effectively cleaned and maintained.	Major	N/A	No issues were found.
E&U3	Equipment & Utensils	Are refrigerated, freezer, and other controlled temperature storage rooms monitored at minimum daily, or through continuous recording and alarming devices, to ensure that appropriate temperatures are maintained for their contents (typically less than or equal to 40°F/4°C for refrigerated and equal to or less than 0°F/-18°C for frozen)? Temperature logs shall be maintained.	Major	Yes	Weekly temperature reports were on file for review, example: 03/04/2024- 03/09/2024 for cooler 2,3, and 4
E&U4	Equipment & Utensils	Are utensils, tools, and containers properly identified for their intended use by labels and/or color coding? Utensils, tools, and containers used to handle edible material shall not be used to handle inedible material and are clearly identified and maintained.	Major	Yes	All cleaning equipment were labeled per room.
E&U5	Equipment & Utensils	Are containers, brushes, and applicators, which are used for cleaning and/or sanitizing, color coded or labeled to properly identify them for their intended use? (e.g., cleaning items used in restrooms should not be used elsewhere). If a color coding system is used, is appropriate signage posted regarding use of the containers and equipment?	Major	Yes	All cleaning equipment were labeled per room.
E&U6	Equipment & Utensils	Forklifts or other equipment used to move raw materials, finished products, and packaging throughout the facility must be clean and maintained in good condition.	Minor	Yes	
E&U7	Equipment & Utensils	Is there a pallet inspection program?	Minor	Yes	
E&U8	Equipment & Utensils	Is storage of wooden pallets in product handling or storage areas prohibited? (e.g., pallets are brought to these areas only as needed)	Minor	Yes	
FC&D		Facility Construction and Design: 21 CFR 110.20 (b)			
FC&D1	Facility Construction and Design	AUTO-FAIL: Was there an absence of conditions in the facility that, on the basis of objective evidence or observation, result in product or raw material contamination and adulteration?	Auto-Fail	Yes	No issues were found.
FC&D2	Facility Construction and Design	Is the facility and its structures, such as ceilings, walls, floors, windows, vents, drains, and overheads (e.g., pipes, air vents, and lights) designed and constructed of materials to be adequately cleaned and maintained in good repair, to protect product from cross-contamination (e.g., using appropriate construction materials)?	Major	Yes	No issues were found.
FC&D3	Facility Construction and Design	Are employee break and/or locker areas separate from the product handling areas?	Minor	Yes	
FC&D4	Facility Construction and Design	Are all areas of the facility and its structures clean and maintained?	Minor	Yes	
FC&D5	Facility Construction and Design	Is the facility constructed and/or arranged so to allow complete separation of incoming, in-process, and finished products, to reduce potential for cross-contamination (e.g., packing and/or repacking areas separate from storage and distribution areas)?	Major	Yes	Yes received product is stored and arranged per product and temp conduction
FC&D6	Facility Construction and Design	Are working spaces provided between equipment and walls, and are they adequately unobstructed and of adequate width (18") to allow employees to perform their duties and to protect against contaminating product or product contact surfaces with clothing or personal contact?	Minor	Yes	

Question #	Section	Audit Question	Level	Answer	Evidence
FC&D7	Facility Construction and Design	Are all openings to outside protected from pest entry? This includes window screens, wall/ceiling holes, drain pipes, door gaps.	Major	Yes	No issues were found.
FC&D8	Facility Construction and Design	Are there any leaks in the roof or ceiling in areas where product, packaging, supplies, or equipment is stored or handled?	Major	Yes	No issues were found.
FC&D9	Facility Construction and Design	Are catwalks above product zones protected to prevent product or packaging contamination? Where workers walk over food contact surfaces, those walkways are solid surface or have catch trays installed, are protected by kick plates, product covers, or other barriers. Walkways over food contact surfaces shall not be made of wood.	Major	N/A	N/A no catwalks
FC&D10	Facility Construction and Design	Is adequate lighting available in all areas where the product is received, examined, or stored, and in all employee areas?	Minor	Yes	
FC&D11	Facility Construction and Design	Is proper ventilation in place to minimize odors? If fans or other blowing equipment are used, are they operated in a manner that minimizes the potential for contaminating product, equipment, or packaging materials?	Major	Yes	No issues were found.
TCS		Temperature Control of Storage: 21 CFR 110.80(b)			
TCS1	Temperature Control of Storage	Are cold storage room temperatures maintained within a defined acceptable range and monitored regularly, and are records and corrective actions available for review? Is there a non-mercury/non-glass thermometer in each cooler?	Major	Yes	Weekly temperature reports were on file for review, example: 03/04/2024- 03/09/2024 for cooler 2,3, and 4
TCS2	Temperature Control of Storage	Are storage room temperatures maintained within a defined acceptable range?	Minor	Yes	
C&S		Cleaning and sanitizing substance use and storage: 21 CFR 110.35			
C&S1	Cleaning and sanitizing substance use and storage	Are only chemicals approved for use in a food handling facility used in the cleaning and sanitizing of equipment?	Major	Yes	All chemicals were label and used per label
C&S2	Cleaning and sanitizing substance use and storage	Are SDS available for all chemicals used onsite?	Major	Yes	SDS were on file for review.
C&S3	Cleaning and sanitizing substance use and storage	Are all chemical containers labeled with the product name at a minimum?	Major	Yes	All chemicals were label and used per label
C&S4	Cleaning and sanitizing substance use and storage	Are chemicals stored in a locked, restricted area and segregated from the storage of ingredients/raw materials, finished goods, and packaging materials? Are the storage areas clean and maintained?	Major	Yes	All chemicals found under lock
C&S5	Cleaning and sanitizing substance use and storage	Are chemical preparations tested by trained personnel for concentration, via test kits or sanitizer strength strips, prior to use or on a periodic basis? Is chemical concentration documented, and are records legible and available for review?	Major	Yes	No issues were found.
C&S6	Cleaning and sanitizing substance use and storage	If used, are disinfectant foot foamers, foot baths, or foot sprayers provided at entries to product handling areas if appropriate? Are sanitizer concentrations of these items monitored regularly, documented, and available for review?	Minor	N/A	N/A no foot foamers or bath used.
S&T		Sampling & Testing: 21 CFR 110.80			
S&T1	Sampling & Testing	Does the operation have a written program for microbiological testing and environmental monitoring? The written program must identify persons responsible, test type (method), frequency, sampling locations, and actions to be taken if thresholds are exceeded. The program must meet prevailing regulations, customer requirements, where applicable, and other commodity specific guidelines.	Major	Yes	SOP 012 Food Contact Surfaces (EMP): Tested one per year, total of 7 samples taken, Test for APC.

Question #	Section	Audit Question	Level	Answer	Evidence
S&T2	Sampling & Testing	Are the tests required by the written program completed at the stated frequency and are the results of the tests available for review?	Major	Yes	SOP 012 Food Contact Surfaces (EMP): Tested one per year, total of 7 samples taken, Test for APC.
S&T3	Sampling & Testing	If any test results have exceeded thresholds, have appropriate corrective actions been taken?	Major	N/A	N/A No NCs were found
S&T4	Sampling & Testing	Have trends or recurring environmental positives been identified through periodic in-house record reviews and are corrective actions taken to eliminate recurring positive results?	Major	N/A	N/A No NCs were found
S&T5	Sampling & Testing	If there is any exposed product in the facility, is there a documented system in place to verify sanitation effectiveness, such as ATP testing? Is the system implemented and maintained, and are testing records available for review?	Major	Yes	SOP 012 Food Contact Surfaces (EMP): Tested one per year, total of 7 samples taken, Test for APC.
S&T6	Sampling & Testing	Is there a risk-based raw materials testing protocol in place (if applicable) that defines: The materials that require testing, methods and frequency of testing, who is responsible, the acceptable limits, and corrective actions required for any out of tolerance results?	Major	Yes	SOP 012 Food Contact Surfaces (EMP): Tested one per year, total of 7 samples taken, Test for APC.
S		**Sanitation: 21 CFR 110.35 (d)**			
S1	Sanitation	Is there a written sanitation program that describes how sanitation in and around the facility is managed, who is responsible for managing it, and policies related to sanitation?	Major	Yes	SSOP 005, 3/1/24 Cleaning, Sanitizing and Maintenance of Food Contact Surfaces, includes food contact surfaces, maintenance done on a monthly or daily basis.
S2	Sanitation	Are the cleaning procedures for product contact and non-product contact equipment surfaces described in a document that details frequency of cleaning, type(s) of cleaning chemicals used (with concentrations), cleaning items used, and how and when to clean?	Major	Yes	SSOP 005, 3/1/24 Cleaning, Sanitizing and Maintenance of Food Contact Surfaces, includes food contact surfaces, maintenance done on a monthly or daily basis.
S3	Sanitation	Are product contact equipment and surfaces throughout the facility cleaned on a scheduled basis, or as needed?	Major	Yes	Cleaning of food contact surfaces are conducted daily. Cleaning records on file for review.
S4	Sanitation	Are non-product contact surfaces and areas throughout the facility, including dry and cold storage areas and packaging storage areas, cleaned on a scheduled basis and as needed?	Major	Yes	No issues were found.
S5	Sanitation	Are raw material, ingredient, packaging, and finished product storage areas clean, orderly, and free from spilled, damaged, or exposed products?	Major	Yes	No issues were found.
S6	Sanitation	Are overhead fixtures, ducts, and pipes located over product contact surfaces, packaging materials, and exposed products, maintained in clean and good condition (e.g., no cracks, rust, breakage, missing parts, or drips)?	Major	Yes	No issues were found.
S7	Sanitation	Are all fans on sanitation schedules and are compressed air lubricants, if used, food grade?	Major	Yes	No issues were found.
S8	Sanitation	Are pre-operative inspections conducted and documented, and are records legible and available for review?	Major	Yes	Pre-operative inspections were on file for review, last conducted on 3/25/24, No NCs found.
S9	Sanitation	Are product and packaging materials protected during cleaning procedures?	Major	Yes	No issues were found.
S10	Sanitation	Are product handling and storage areas maintained in clean condition?	Major	Yes	No issues were found.
S11	Sanitation	Are floors kept free of standing water and/or ice (e.g., floors sloped towards drains)?	Major	Yes	No issues were found.
S12	Sanitation	Are cleaned and sanitized portable equipment and utensils protected from contamination during storage?	Minor	Yes	
S13	Sanitation	Are water hoses stored off the floor (e.g., on wall-mounted hangers)?	Minor	Yes	
S14	Sanitation	Is sufficient aisle space (typically 12-18 inches) maintained along walls to permit cleaning and inspection for pest activity and are materials stored at an adequate height (typically the height of a pallet) above the floor?	Major	Yes	No issues were found.
S15	Sanitation	Is there a written SOP to ensure that equipment is cleaned, sanitized and inspected after having been worked on and/or repaired? This includes equipment that has stopped functioning during production and has been repaired on the line, or equipment that has been moved out of the production area and repaired in another area.	Minor	Yes	

Question #	Section	Audit Question	Level	Answer	Evidence
S16	Sanitation	Are equipment product contact surfaces, which have undergone repairs, maintenance or re-assembly, cleaned and sanitized prior to use? Is this task documented and available for review?	Major	Yes	Per SOP 007, 3/1/24 Cleaning, Sanitizing and Maintenance of Sanitary Facilities, Cleaning records of forklift were on file for reviewed.
S17	Sanitation	Are maintenance tools, gloves, rags, and other miscellaneous materials stored in secured areas away from product handling equipment to prevent contamination?	Major	Yes	No issues were found.
S18	Sanitation	Is safety equipment provided to sanitation crew?	Major	Yes	No issues were found.
S19	Sanitation	Are adequate staffing and time allocated to ensure complete cleaning of all areas?	Major	Yes	All repack tables are cleaned after each use.
S20	Sanitation	Are cleaning records initialed by sanitation person and/or supervisor), reviewed (dated and initialed by reviewer), legible and available for review?	Major	Yes	Cleaning records were on file for review.
A		**Allergens: 21 CFR 117.10**			
	Allergens	**Are there any allergens in the facility? Please list.**		Yes	
A2	Allergens	Are any closed containers of allergens stored labeled, in designated area, and below products free from allergens?	Major	Yes	Allergens stored in allergen section. No issues were found. No repack of allergens are conducted in the facility.
A3	Allergens	Is an allergen control policy shall be documented and implemented that includes a list of allergens (the eight major FDA recognized allergens) in the facility per regulatory requirements and controls, including identification, used to prevent allergen cross-contamination? AUTO-FAIL: EVIDENCE OF CROSS-CONTACT BETWEEN NON-ALLERGENIC MATERIAL AND ALLERGENIC MATERIAL THAT WOULD RESULT IN A THREAT TO HEALTH AND A CLASS I OR CLASS II RECALL.	Auto-Fail	Yes	SOP 021 Allergen Policy and Procedures review and dated 2/27/24.
	Allergens	**Are there any allergens repacked or exposed in the facility? If not, please move on to the next section.**		No	No repack of allergens
A5	Allergens	Does the facility segregate raw materials/ingredients that contain allergens from those that are allergen free during storage? In facilities where full segregation is not possible, the facility must store like-above like only or where materials with the lowest number of allergens present to be stored on top.	N/A		
A6	Allergens	Are containers, equipment, and/or utensils used in handling allergens identified to prevent cross contamination from allergens to non-allergen containing products?	N/A		
A7	Allergens	If required, does the facility have a documented Allergen Changeover Procedure that includes a documented allergen clean-up that includes full sanitation of the area with a pre-op inspection completed by QA, a documented check to ensure that all raw materials, finished product labels and packaging from the previous run has been removed from the processing area prior to start-up of the next production run, and a changeover matrix in place that shows when an allergen changeover is required?	N/A		
A8	Allergens	If in-house labeling occurs, does the facility document and implement methods to control the accuracy of finished product labels (or consumer information where applicable) and assure work-in progress and finished product are true to label with regard to allergens? Measures may include label approvals at receipt, label reconciliations during production, destruction of obsolete labels, verification of labels on finished product as appropriate, and product change over procedures. AUTO-FAIL: OBJECTIVE EVIDENCE OF MISLABELED PRODUCT THAT CONTAIN ALLERGENS AND ARE NOT DECLARED ON THE LABEL.	N/A		
IS		**Inventory Stock Rotation**			
IS1	Inventory Stock Rotation	Is a written procedure for ensuring effective stock rotation principles available and implemented, including chemicals and packaging?	Major	Yes	Facility keeps FIFO
MP		**Maintenance Program**			
MP1	Maintenance Program	Does the facility have a documented and implemented preventative maintenance program that covers all equipment and facilities?	Major	Yes	SOP 019 Preventive Maintenance Program, dated: 3/1/24

Question #	Section	Audit Question	Level	Answer	Evidence
MP2	Maintenance Program	Is there a procedure to ensure that cleaning and sanitation is done following maintenance as needed? This shall include a reconciliation of all tools and spare parts used during the maintenance work to ensure that the work site has been returned to conditions for safe processing.	Major	Yes	Yes under section C: equipment repair and cleaning during breakdown.
MP3	Maintenance Program	Are records of all maintenance activity maintained?	Minor	Yes	
MP4	Maintenance Program	Are non-food grade materials or otherwise inappropriate materials including, but not restricted to, wire, tape, string, plastic or cardboard used for temporary repair in handling areas not observed?	Major	Yes	No issues were found.
C&E		Calibration & Equipment Performance: 21 CFR 117.206, 117.165			
C&EP1	Calibration & Equipment Performance	Are calibration procedures and records available, including calibration date, results, and who completed the calibration?	Major	Yes	SOP 010 Cold Storage Unit Temperature Monitoring Calibration, Records on file for review. Last Calibration is for 3/1/24.
C&EP2	Calibration & Equipment Performance	Are temperature measuring devices (e.g., pulp thermometers, cooler thermometers and units) and other monitoring equipment (e.g., product weighing scales), including foreign material detectors, calibrated on a specified schedule?	Major	Yes	SOP 010 Cold Storage Unit Temperature Monitoring Calibration, Records on file for review. Last Calibration is for 3/1/24.
PC		Pest Control Program: 21 CFR 110.20 (b)(7), 21 CFR 110.35 (c)			
PC1	Pest Control Program	Were no pests, pest excreta, or infestation in or on ingredients, packaging, work in process, or finished goods observed? AUTO-FAIL: OBSERVATION OF ANY OF THESE. Guide or guard dogs limited to areas of the facility where the presence of the animal is unlikely to result in contamination of food, food contact surfaces or food packaging materials.	Auto-Fail	Yes	No issues were found.
PC2	Pest Control Program	Does the inside of the facility appear to be free from insects, rodents, birds, and domestic animals?	Major	Yes	No issues were found.
PC3	Pest Control Program	Is there a written pest control program and is it available for review?	Major	Yes	Per SOP 008 Inside and Outside the facility. Pest control company come bi-weekly
PC4	Pest Control Program	If pest control is subcontracted, are the service agreement, license and certificate of insurance current and available for review?	Major	Yes	EcoLab, Lic# 30033, exp 12/31/24
PC5	Pest Control Program	Are pesticide applications performed by trained and licensed/certified personnel?	Major	Yes	EcoLab, Lic# 30033, exp 12/31/24
PC6	Pest Control Program	Are inspection records from the past twelve months available for review? (e.g., findings, corrective actions, trap observations, pesticide application, equipment used)	Major	Yes	Inspection records on file for review, last record was for 3/24/24
PC7	Pest Control Program	Are locations of all traps (e.g., glue boards, bait stations, light traps, pheromone traps or any other device in use) indicated on a facility map that is signed and dated within last year?	Major	Yes	No issues were found.
PC8	Pest Control Program	Are pest control stations properly coded (e.g. ID #, bar code) to correspond with the master identification map?	Major	Yes	No issues were found.
PC9	Pest Control Program	Are destructive type traps located at least 30 feet from exposed product or packaging and 5 feet away from covered product or packaging?	Major	Yes	No issues were found.
PC10	Pest Control Program	Are electric insect control devices, pheromone or other traps and baits located so as not to present a contamination risk to the product, packaging, containers or processing equipment?	Minor	N/A	No electric insect control devices used.
PC11	Pest Control Program	Is there an adequate number of interior pest control devices, spaced at intervals (typically 25-30 feet) along the interior perimeter of the facility, including on both interior sides of overhead doors?	Major	Yes	No issues were found.
PC12	Pest Control Program	Are live catch devices and glue boards checked at least semi-monthly, insect traps checked at least monthly, and bait stations checked for fresh bait at least monthly?	Major	Yes	Devices are inspected bi-weekly
PC13	Pest Control Program	Are pest control stations set-up or constructed to avoid product, packaging, or equipment contamination?	Major	Yes	No issues were found.
PC14	Pest Control Program	Are all light traps positioned so that they will not attract insects from outside, into the building?	Major	N/A	No light traps
PC15	Pest Control Program	Are all possible pest entrance areas protected by screens, seals, or closed doors/windows? This includes gaps, cracks or crevices of doors, windows, vents, fans, and dock door levelers.	Major	Yes	No issues were found.
PC16	Pest Control Program	Are insect-exclusion devices used appropriately at exterior entrances (e.g., air curtains, light traps) and cleaned and maintained on a scheduled basis?	Major	Yes	No issues were found.
PC17	Pest Control Program	Is there an adequate number of external pest control devices, secured (to the ground, building or some type of block), tamper resistant (lid must be secured and require some type of "key" or other device to open) spaced at intervals (typically 30-50 feet) around the building perimeter?	Major	Yes	No issues were found.

Question #	Section	Audit Question	Level	Answer	Evidence
PC18	Pest Control Program	Is there no evidence of decomposed rodents in the interior or exterior pest control devices?	Major	Yes	No issues were found.
PC19	Pest Control Program	Are birds controlled by netting, screens, traps, or other exclusion methods? (Application of avicides are prohibited in the facility.)	Major	Yes	N/A no netting or traps used for birds
PC20	Pest Control Program	Do pesticides, chemicals, or other pest control measures meet applicable regulations (e.g., USDA, EPA, OSHA) and are SDS and copies of labels for all chemicals and compounds used available for review? Is toxic bait used only in exterior bait stations? Poison shall not be used inside ingredient or animal food storage areas or processing areas.	Major	Yes	SDS were on file for review.
PC21	Pest Control Program	If pesticides are stored onsite, are they clearly labeled, stored, handled and applied by properly trained personnel or under the direct supervision of trained personnel with a thorough understanding of the hazards involved? Are unused pest control chemicals and empty containers are disposed in compliance with regulatory requirements?	Major	N/A	N/A no pesticides are stored onsite
G		**Grounds: 21 CFR.110.20 (a)**			
G1	Grounds	Is there a written policy, which describes the required maintenance of grounds and is it being followed?	Major	Yes	SSOP 004, 3/1/24 Maintenance of Grounds
G2	Grounds	Are roads, yards, and parking lots maintained in a condition so that they do not constitute a source of contamination in areas where product is exposed? (e.g., keeping weeds or grass cut, no pot holes and adequate surface drainage to prevent foot-borne filth and breeding places for pests)	Minor	Yes	
G3	Grounds	Is 16-18 inches of clearance maintained around the outside perimeter of the building?	Minor	Yes	
G4	Grounds	Is equipment and/or materials, which is stored on the grounds, stored in a manner so as to prevent harborage of pests? (e.g., idle equipment and/or material is at least 20 feet away from any buildings and 6 inches off the ground (pallets are acceptable), pipes must have sealed ends)	Minor	Yes	
TD		**Trash Disposal: 21 CFR 110.37 (f)**			
TD1	Trash Disposal	Is litter collected and waste stored and/or disposed of in a manner adequate to minimize the odor, prevent contamination of product and/or become an attractant to vermin?	Major	Yes	No issues were found.
TD2	Trash Disposal	Are internal and external waste collection containers and rooms housing waste facilities properly designed, cleanable, in good repair, and clearly identified?	Minor	Yes	
TD3	Trash Disposal	Do all trash receptacles have closed lids?	Minor	Yes	
TD4	Trash Disposal	Is inedible waste designated for animal feed stored and handled so as to not cause a risk to the animal or to further processing?	Minor	Yes	
ULT		**Unloading, Loading, and Transport Program**			
ULT1	Unloading, Loading, and Transport Program	Does the facility have an implemented Trailer Inspection Program for incoming products that includes inspections for pest activity, damage, excessive dirt/filth, and incorrect temperatures?	Major	Yes	SOP 0018, 3/1/24 Product Receiving and Shipping. Trailers are inspected for pest activity, damage and excessive dirt and for correct temperature.
ULT2	Unloading, Loading, and Transport Program	Are inspection records of all incoming and outgoing trailers available for review and complete?	Major	Yes	SSOP 0018, 3/1/24 Product Receiving and Shipping. Trailers are inspected for pest activity, damage and excessive dirt and for correct temperature.
ULT3	Unloading, Loading, and Transport Program	If refrigerated or frozen raw materials are received, are the product temperatures documented for each load?	Major	Yes	Temperatures are documented in the receiving log for the trucks.
ULT4	Unloading, Loading, and Transport Program	Do the trucks appear to be clean and good condition?	Major	Yes	No issues were found.
ULT5	Unloading, Loading, and Transport Program	Are vehicles pre-cooled prior to loading and shipping of finished product, if temperature control is required?	Major	Yes	No issues were found.