



Costco Produce Addendum for Packinghouse, Cooler, Cold Storage and Processing Facility Audits

	Question	Full	Minor	Major	Non-Compliance	N/A	Auto Re-Audit	Explanation
1	Is the processing, packinghouse, cooler or cold storage facility operating under a HACCP program?	10	7	3	0	Not allowed	N	All processing facilities, packinghouses, coolers and cold storage facilities that supply Costco are required to operate under a HACCP program. Facilities that do not have a current HACCP program will be required to develop a HACCP program within 120 days after their audit is posted and submit it to their audit company, for posting on the Azzule website.
2	Has a Food Safety Plan been established? Is this a written program?	10	X	X	0	Not allowed	Y	A written Food Safety Plan has been established and indicates potential hazards that could affect the safety of the product. The Plan must detail steps the facility is taking to address those hazards.
3	Is there a copy of the Costco product specification on-site?	10	7	3	0	Not allowed	N	A copy of the Costco product specification must be on-hand and available for auditor review.
4	Is there a written food safety training program for all personnel, that includes new, temporary and existing employees? Are records kept?	10	7	3	0	Not allowed	N	All employees receive training in the food safety plan and policies, food safety procedures, sanitation and personal hygiene, appropriate to their job responsibilities. Employees receive training at hire and refresher training at prescribed frequencies. Documentation of training is available.
5	Is there an adequate number of toilets, a minimum of 1 for each group of 15 workers?	10	7	3	0	Not allowed	N	A minimum of 1 toilet is provided for each group of 15 workers.
6	Are hand sinks available inside restroom facilities, for use after using the restroom and also near the workers facility entrance, for use prior to starting work, after a break or at any other time hands become contaminated? Larger facilities may require additional hand sinks.	10	7	3	0	Not allowed	N	It is important that workers wash their hands after using the restroom, at the hand sink located in the restroom. Once they have left the restroom, workers should wash their hands again at a hand sink near the entrance to the facility, in full view of a supervisor. Auditors must make an effort to observe workers washing their hands, during the audit.

7	Is hand washing required before starting work, after breaks, after using restrooms and at any time hands become contaminated?	10	7	3	0	Not allowed	N	Employees are required to wash their hands before starting work, after each visit to the toilet, using a handkerchief or tissue, handling contaminated material, smoking, eating, drinking, breaks and prior to returning to work when their hands may have become a source of contamination. The auditor must verify the written procedures for hand washing and observe a sampling of employees washing their hands, to verify it is being done correctly, per the operation's written procedures.
8	Are employees' nails clean, short and free of nail polish and false nails? Is this a written policy?	10	7	3	0	Not allowed	N	The operation has a written policy stating that employees nails must be clean, short and that nail polish and false nails may not be worn. Employees are observed to be in compliance with the policy.
9	Are employees prohibited from wearing jewelry or any type of clothing that could be a source of product contamination, including, but not limited to bobby pins, studs and sequins?	10	7	3	0	Not allowed	N	The operation has a policy prohibiting items such as jewelry, watches, bobby pins and clothing with sequins or studs from being worn or brought into processing areas.
10	In facilities that handle exposed product, are all employees wearing hair nets? If workers have facial hair, are beard nets and moustache covers worn? Is this a written policy?	10	7	3	0	Allowed	N	In facilities that handle exposed product, all employees must wear a hair net. If workers have facial hair, beard nets and moustache covers are required. This includes packinghouses, coolers and cold storage facilities, if they handle exposed product. Costco does not view a ball cap as a hair cover or hair restraint. If no exposed product is handled, hair restraints are not necessary.
11	If a facility is supplying Costco a RTE (ready-to-eat) product, is there a written policy indicating that gloves are to be worn? If employees are wearing gloves, are they non-Latex? Cotton gloves may be worn under non-Latex gloves.	10	7	3	0	Allowed	N	Costco requires that all employees who work for RTE (ready-to-eat) processors wear gloves. Costco prohibits the use of Latex and powder-free Latex gloves. Cotton gloves may be worn under non-Latex gloves. RTE facilities that having a written and verified hand washing program may be exempt from glove usage. This will be evaluated on a case by case basis.

12	Are employees with obvious sores, infected wounds or infectious illnesses prohibited from having direct contact with exposed food products or food contact packaging? Is this a written policy?	10	X	X	0	Not allowed	Y	There is a written policy stating that employees with exposed boils, sores, infected wounds or any source of abnormal contamination are prohibited from contact with product and food contact packaging. Bandages must be covered with a non-porous covering such as a plastic glove.
13	Is there a raw material supplier (product and primary packaging) approval and monitoring program in place which includes a requirement for annual third-party audits? A letter of guarantee may be accepted for packaging suppliers.	10	7	3	0	Not allowed	N	Copies of the raw material supplier supporting documents are available for review and filed in an easy to retrieve manner.
14	Does the operation have a written pest control program to cover storage areas for product and packaging?	10	X	X	0	Not allowed	Y	A written pest control program that covers storage areas for product and packaging areas is in place. Pest control devices are located away from exposed food products, packaging and raw materials. Bait stations and other pesticides are limited to outside use. Records are kept.
15	Are packaging and product free of insects, rodents, birds, reptiles and mammals or any evidence of them? Are records kept?	10	X	X	0	Not allowed	Y	All product and packaging is free of insects, rodents, birds, reptiles and mammals and any evidence of them. Inspection records are kept.
16	Is all packaging stored and maintained in a clean and sanitary manner, including off the floor?	10	7	3	0	Not allowed	N	Packaging storage must be designed to maintain packaging in a dry and clean manner, free from direct contamination or residues, so it remains fit for use.
17	Are finished product sell units marked with a use-by, sell-by or packed-on code that can be used for traceability / recall purposes? Julian dates are not acceptable. Auditors must review the item specifications, provided by Costco buyers, which are to be available on-site, to determine compliance.	10	7	3	0	Allowed	N	Costco requires finished product sell units to be marked with a use-by, sell-by or packed-on code that can be used for traceability / recall purposes. Julian dates are not acceptable. Auditors must review the item specifications, provided by Costco buyers, which are to be available on-site, to determine compliance.

18	Do facilities adequately perform product trace back/trace forward (mock recall) exercises at a minimum of twice a year, within a two-hour time frame? Operations with less than six consecutive months of operation must have at least one trace back/trace forward (mock recall) per season. Are records kept?	10	7	3	0	Not allowed	N	A written traceability/mock recall program is established that enables reconciliation of product one step forward and one step back. Contents and retention of records must be consistent with applicable regulations. Operations with less than six consecutive months of operation must have at least one trace back/trace forward (mock recall) per season. Records are kept.
18A	Does a trace back/trace forward exercise conducted during the third-party food safety audit account for all product within a two-hour time frame?	10	7	3	0	Not allowed	N	During their food safety audit, facilities must perform a trace back/trace forward exercise on a Costco item. These exercises will be initiated by the auditor, on an item of his or her choosing. The auditor must make note of the time it takes for each of the trace back/trace forward exercises. All product must be accounted for within 2 hours.
19	If reusable containers are used in the operation, are they made of food grade materials?	10	7	3	0	Allowed	N	The operation has the product specifications from the manufacturer of all reusable containers stating that they are manufactured from food grade materials.
20	If reusable containers are used in the operation, are they on a written cleaning program? Are records kept?	10	7	3	0	Allowed	N	Reusable containers must be on a written cleaning program stating frequency and procedures for cleaning. Records are kept.
21	If possible, efforts must be made to reduce the use of wood bins. For commodities where using wood bins is the industry standard, are written cleaning and repair programs in place?	10	7	3	0	Allowed	N	If wooden bins are used in an operation, written cleaning and repair programs must be in place. Records are kept
22	Is product free from contamination / adulteration?	10	X	X	0	Not allowed	Y	Procedures include measures to inspect for and remove physical hazards.
23	Is product free from mishandling by workers, such as, but not limited to, using cloths or towels to remove dirt and/or debris?	10	X	X	0	Not allowed	Y	Cloths, towels and other cleaning materials that pose a risk of contamination and/or adulteration are not used to remove dirt and debris from product. Workers are not observed handling product in any way that might cause contamination and/or adulteration.

24	Is a foreign material control program written and implemented? For processing facilities only, is the site using metal detection or X-Ray? Is the system tested at least once per hour, to insure proper operation? Is there a rejection device to divert objectionable product? Are records kept?	10	7	3	0	Allowed	N	All processing facilities supplying product to Costco are required to control physical hazards with metal detection or X-ray technology. Documentation detailing calibration, hourly checks, control of rejected product and employee training is available for review. Records are kept. Costco would like the auditor to challenge all operational foreign material control devices on site, to verify they are working properly.
25	If allergens are present on site, is there an effective and written allergen control program in place? Are records kept?	10	X	X	0	Allowed	Y	If allergens are present on site, adequate storage controls must be in place. Procedures must be in place to prevent cross contamination. Employees are trained in proper handling of allergens. Training is written. Records are kept.
26	Are all surfaces that produce comes in contact with accessible and cleanable? Effective January 1, 2013, a loss of points on this question will result in an automatic failure and a reaudit will be required to verify that the situation has been corrected.	10	7	3	0	Allowed	N	With the exception of commodities where using wooden bins is the industry standard, produce must not come in contact with surfaces which are not food grade, not accessible and/or cannot be cleaned, including but not limited to the following: foam rubber, any type of carpet, non food grade plastic, etc. Effective January 1, 2013, a loss of points on this question will result in a major non-conformance. Effective January 1, 2014, a loss of points on this question will result in an automatic failure and a reaudit will be required to verify that the situation has been corrected.
27	Are there written microbial testing programs, detailing routine equipment and facility testing procedures, which include applicable risk assessments? Effective January 1, 2013, a loss of points on this question will result in an automatic failure and a reaudit will be required to verify that the situation has been corrected.	10	7	3	0	Allowed	N	The written program must outline where the facility is at risk and which pieces of equipment pose a risk (food contact surfaces). Corrective actions are to be recorded when thresholds are exceeded. Frequencies and choosing where to swab is to be based on the risk assessment of the product and facility involved. Effective January 1, 2013, a loss of points on this question will result in an automatic failure and a reaudit will be required to verify that the situation has been corrected.

28	Are there records of routine environmental equipment and facility testing, to verify that the sanitation process is adequate? Effective January 1, 2013, a loss of points on this question will result in an automatic failure and a reaudit will be required to verify that the situation has been corrected.	10	7	3	0	Allowed	N	There must be records of routine equipment and facility microbiological testing (non food contact surfaces), for production and storage facilities that have a washing step or involve high humidity storage, This includes facilities located where the weather is hot, which tend to have condensation in their coolers during warmer weather. Some coolers and cold storage facilities may be exempt and should be scored NA.. Frequency and choosing where to swab is to be based on the risk assessment of the product and facility involved. If out of spec results occur, then full details of corrective actions, including re-testing, must be available. The program and applicable records must be reviewed by the auditor. Effective January 1, 2014, a loss of points on this question will result in an automatic failure and a reaudit will be required to verify that the situation has been corrected.
29	U.S. only - If supplying a ready-to-eat produce item to Costco, is finished product testing being conducted for each lot of product to be sent to Costco? Is this a written policy? Are records kept?	10	X	X	0	Allowed	Y	Costco has a test and hold policy in place for each lot of ready-to-eat produce. This includes items such as, but not limited to cut salad mixes, baby leaf salads, cut fruit and prepared vegetable trays. With the exception of cantaloupe, Costco does not consider whole fruit ready-to-eat produce. Contact Robin Forgey at Costco, rforgey@costco.com, for further information.
<p><u>Product Testing Requirements</u></p> <p>TPC Target <100,000 cfu/gram Maximum 1,000,000 cfu/gram</p> <p>Generic E.coli Target <10 cfu/gram Maximum 50 cfu/gram</p> <p>EHEC EHEC Negative (test method must detect for Stx1 or Stx2, and EAE genes at a minimum)</p> <p>Salmonella Negative</p> <p><u>Cantaloupe Specific Testing Requirements</u></p> <p>TPC Target <1,000,000 cfu/gram Maximum 10,000,000 cfu/gram</p> <p>Generic E.coli Target <10 cfu/gram Maximum 100 cfu/gram</p> <p>EHEC EHEC Negative (test method must detect for Stx1 or Stx2, and EAE genes at a minimum)</p> <p>Salmonella Negative</p>								