



<b>Paperwork Listing</b>	<b>Cold Storage &amp; Distribution</b>	<b>Cooler and Cold Storage</b>	<b>Packing House without HACCP</b>	<b>Packing House with HACCP</b>	<b>Processing without HACCP</b>	<b>Processing with HACCP</b>
Hand dip logs (not required if hand gels or hand sprays are used instead)	N	N	Y <sup>1</sup>	Y <sup>1</sup>	Y	Y
Foot dip logs	N	N	N	N	Y	Y
Daily start up inspection logs	Y	Y	Y	Y	Y	Y
Equipment calibration records	Y	Y	Y	Y	Y	Y
Internal GMP self inspection records	Y	Y	Y	Y	Y	Y
Incoming goods (product and packaging) inspection records	Y if buying goods	Y if buying goods	Y	Y	Y	Y
Incoming goods specifications (product and packaging)	Y if buying goods	Y if buying goods	Y	Y	Y	Y
Incoming goods letters of guarantee and/or supplier certifications	Y if buying goods	Y if buying goods	Y	Y	Y	Y
Incoming truck temperature records	Y	Y	Y	Y	Y	Y
Incoming truck sanitation check records	Y	Y	Y	Y	Y	Y
Daily incident log and/or non usual occurrence corrective action (NUOCA) log	N	N	Y	Y	Y	Y
Finished good temperature checks	N	N	N	N	Y	Y
Preventative maintenance schedules	Y	Y	Y	Y	Y	Y
Preventative maintenance completion records	Y	Y	Y	Y	Y	Y
Maintenance work logs	Y	Y	Y	Y	Y	Y
Post maintenance sanitation records/procedures	N	N	Y	Y	Y	Y
Cleaning schedules (master sanitation)	Y	Y	Y	Y	Y	Y
Cleaning procedures	Y	Y	Y	Y	Y	Y
Records of cleaning operations (sanitation logs)	Y	Y	Y	Y	Y	Y
Records of drain cleaning operations	Y	Y	Y	Y	Y	Y
Records of cooling unit servicing	Y	Y	Y	Y	Y	Y
Records of cooling unit cleaning	Y	Y	Y	Y	Y	Y
Food safety committee listing	N	N	Y	Y	Y	Y
Records of food safety meetings	N	N	Y	Y	Y	Y
Records of new hire food safety training	Y	Y	Y	Y	Y	Y

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Records of existing ongoing employee food safety training	Y	Y	Y	Y	Y	Y
Employee disciplinary procedures	Y	Y	Y	Y	Y	Y
Equipment microbiological testing records	N	Y <sup>2</sup>	Y <sup>2</sup>	Y <sup>2</sup>	Y	Y
Equipment microbiological testing corrective action records where necessary	N	Y <sup>2</sup>	Y <sup>2</sup>	Y <sup>2</sup>	Y	Y
Environmental microbiological testing records	Y <sup>3</sup>	Y <sup>3</sup>	Y <sup>3</sup>	Y <sup>3</sup>	Y	Y
Facility microbiological testing corrective action records where necessary	Y <sup>3</sup>	Y <sup>3</sup>	Y <sup>3</sup>	Y <sup>3</sup>	Y	Y
Water microbiological testing records (on site sample)	Y	Y	Y	Y	Y	Y
Water microbiological corrective action records where necessary	Y	Y	Y	Y	Y	Y
Ice microbiological test result records and/or letter of guarantee	N	Y	Y	Y	Y	Y
Ice microbiological corrective action records where necessary	N	Y	Y	Y	Y	Y
Packing/processing room temperature logs (if refrigerated)	N	N	Y	Y	Y	Y
Storage room temperature logs (probe(s) independent of thermostat)	Y	Y	Y	Y	Y	Y
Shipping truck temperature logs	Y	Y	Y	Y	Y	Y
Shipping truck sanitation logs	Y	Y	Y	Y	Y	Y
HACCP training records and certificates	N	N	N	Y	N	Y
HACCP self audit records	N	N	N	Y	N	Y
Product descriptions	N	N	N	Y	N	Y
Process flow charts	N	N	N	Y	N	Y
Hazard analysis (charts and/or narratives) and CCP decisions	N	N	N	Y	N	Y
HACCP chart showing CCPs, testing, frequencies, corrective actions, verification plans	N	N	N	Y	N	Y
CCP monitoring records	N	N	N	Y	N	Y
CCP deviation, non compliance records	N	N	N	Y	N	Y

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Evidence of HACCP discussions at the management level	N	N	N	Y	N	Y
Action plans after verifications have shown issues with the HACCP plan	N	N	N	Y	N	Y
Visitor and contractor signing In and out logs	Y	Y	Y	Y	Y	Y
Inbound and outbound truck seal number records	Y	Y	Y	Y	Y	Y
Food security policies (manuals))	Y	Y	Y	Y	Y	Y
Food security training records	Y	Y	Y	Y	Y	Y
Log showing who has access to sensitive areas e.g. chemical stores	Y	Y	Y	Y	Y	Y
Documented system for protecting the security of food safety documentation and computer systems	Y	Y	Y	Y	Y	Y
Chemicals inventories and/or usage logs	Y	Y	Y	Y	Y	Y
Records of "minors" work hours and types of work done (if minors were employed)	Y	Y	Y	Y	Y	Y
Allergen sanitation procedures and records (if allergens are used on site)	Y	Y	Y	Y	Y	Y
Allergen training records (if allergens are used on site)	Y	Y	Y	Y	Y	Y
Written Standard Operating Procedures (SOP's) for food safety systems	Y	Y	Y	Y	Y	Y
An index of the food safety SOP's	Y	Y	Y	Y	Y	Y
SOP covering water changing (if used) and anti-microbial testing of the water (if used)	N	Y <sup>4</sup>	Y <sup>4</sup>	Y <sup>4</sup>	Y <sup>4</sup>	Y <sup>4</sup>
Records for anti-microbial (free chlorine, ORP, ozone etc.) strength testing at start up and throughout the process	N	Y <sup>5</sup>	Y <sup>5</sup>	Y <sup>5</sup>	Y <sup>5</sup>	Y <sup>5</sup>

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Internal food safety paperwork self inspection records	Y	Y	Y	Y	Y	Y
Training records for sanitation staff	Y	Y	Y	Y	Y	Y
SOP's for identified CCP monitoring processes	N	N	N	Y	N	Y

<b>Notes</b>
<p>1) Hand Dip Logs are required for packing houses that have products that are washed or unwashed, but are viewed as ready to eat. This includes berries, peppers, apples, stone fruit etc. Exempt products are those that need cooking or have an inedible peel.</p> <p>2) Equipment microbiological testing records are required in packing houses that wash the produce in some form except for produce that has to be cooked prior to consumption or has an inedible peel. Coolers that use ice and/HVACS are also expected to have these records.</p> <p>3) Enviromental microbiological testing records are required in packing houses that wash the produce in some form except for produce that has to be cooked prior to consumption or has an inedible peel. Coolers and storage units that store wet product and/or store product at higher humidities are expected to have these records.</p> <p>4) SOP for water changing product is being washed. SOP for anti-microbial testing of the water is required where the water is being recycled and an antimicrobial is being used.</p> <p>5) Records of anti-microbial testing of the water is required where the water is being recycled and antimicrobial is being used.</p>