

PrimusLabs.com Version 07.04 Harvest Crew Audit Guidelines

Attention Auditee: Please see <http://www.caleafygreens.ca.gov/members/resources.asp> for the latest development in GAP Metrics.

July 2007 Revision 1

Used in conjunction with v07.04 harvest crew audit

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Please be aware that there is additional information on the PrimusLabs.com website including the actual audit templates, web based audit entry system and other useful documents on: <http://www.primuslabs.com/rs/documents.aspx>

This document is designed to be used by all interested parties especially:

1st Party Auditors, e.g. used by a QA Manager to audit his/her own operation.

2nd Party Auditors, e.g. a QA Manager who is auditing his/her supplier(s).

3rd Party Auditors, PrimusLabs.com employed auditors, PrimusLabs.com subcontracted auditors and any affiliated auditors who are using the PrimusLabs.com templates.

Useful websites that help further investigate food safety requirements include:

<http://www.caleafygreens.ca.gov/docs/resources.html>

<http://www.cfsan.fda.gov/~dms/prodgui3.html>

http://www.usda.gov/documents/PreHarvestSecurity_final.pdf

<https://wifss.ucdavis.edu/about.html>

<http://vric.ucdavis.edu/veginfo/foodsafety/foodsafety.htm>

<http://www.oznet.k-state.edu/foodsafety/fsp.htm>

<http://www.wga.com/>

<http://www.unitedfresh.org/>

Audit Template Definitions, Audit Structures and Scoring Systems

You will note that some questions and/or audit guidelines have an asterisk* placed within the text. The asterisk instructs that where laws, commodity specific guidelines and/or best practice recommendations exist and are derived from a reputable source, then these practices and parameters should be used. Audit users should allow a degree of risk association if laws, guidelines, best practices, etc., have not been documented.

The audit format is updated as needed. Each question is weighted differently depending on the severity. Some questions are asked for survey purposes only meaning that they are not weighted and do not carry a point value however, it is important to note that for future revisions such questions could be converted into questions holding point value. There are three available answers in the PrimusLabs.com field audits: Yes, No, and N/A.

Point System			
Possible Question Points	Yes	No	N/A
20 Point Question	20	-20 points	0
15 Point Question	15	-15 points	0
10 Point Question	10	-10 points	0
7 Point Question	7	-7 points	0
5 Point Question	5	-5 points	0
3 Point Question	3	-3 points	0
2Point Question	2	-2 points	0
0Point Question	0	0 points	0

Compliance Categories	
Full compliance	To meet the question and/or compliance criteria in full.
Non-compliance	The question or compliance criteria has not been fully met (100% compliance).

Automatic Failure

There are certain questions located in various sections of the audit that are automatic failure questions. If the desired response is not met to any one of these specific questions, the audit will result in score of 0%. However, the audit report will include a breakdown of the scores for each section (summary chart).

2.8	Are there operational toilet facilities provided? If this question is answered No, the audit will result in an automatic failure. If No, go to 2.9
2.9	Is there evidence of human fecal contamination in the growing area? If this Yes, an automatic failure of the audit will occur.

2.10	Are operational hand washing facilities provided? If No, go to 2.11, If this question is answered No, an automatic failure of the audit will occur.
2.13	If observed, are all commodities that come in contact with blood destroyed?
3.1	Is the crop free of any evidence of systematic animal fecal (e.g. flocking geese, escaped cattle) contamination? If this question is answered NO, this question results in an automatic failure.
3.3b	Is packing material free from evidence of pest activity, foreign materials and other signs of hazardous materials? If this question is answered No, an automatic failure of the audit will occur.
3.3c	Is packed product free from evidence of pest activity, foreign materials, hazardous materials and any adulteration issues? If this question is answered No, an automatic failure of the audit will occur.

Once an audit has been started it cannot be converted into an educational, pre-assessment or consultancy style service. This includes when an automatic failure question as been scored down as noted in the above paragraph. Vice versa, an educational, pre-assessment audit or consultancy service cannot be converted into a standard audit, once the service has begun.

Field Audit Agenda

A harvest crew audit can vary, depending on the complexity of the operation, equipment involved, crops, season of harvest, picking schedules, weather, etc. In many cases the audit will be an “unscheduled” situation. However, if it is scheduled and completed in combination with a ranch audit, the normal pattern of events is as follows:

Opening Meeting. Confirm the appointment details, introduce the auditor(s) and auditee contacts, and confirm scope.

- **Tour of harvest sites under review (e.g., ranch, farm, vineyard, orchard, grove)**
- **File Requirements** (paperwork section)
- **Food Security Section.** The auditor will have made notes about physical security aspects when carrying out the tour of the operation. ~~These questions are scored.~~

- **Auditor "Quiet" Time.** Time required for the auditor to collate notes before delivering the closing meeting.
- **Closing Meeting.** Discuss findings with the auditee team. Auditors are not able to provide either a final score or pass/fail commentary at the end of the audit due to the number of questions that are asked in the template. Auditors however do expedite audit reports very quickly and auditees should contact PrimusLabs.com if reports have not been received electronically two weeks after the audit has occurred (at the latest). **Once the audit has concluded, the audit is considered to be "closed" therefore the auditor shall not accept any outstanding documentation.**

Visual versus Verbal Confirmation

Visual confirmation is the default method of auditing, whether during the harvest inspection or the paperwork section. Scores and comments are assumed to have been visually confirmed unless otherwise stated. Verbal confirmations should be the exception to the rule and if auditing properly, these should be rarely used. If a verbal confirmation is accepted, then the auditor should write this in the comments on the question. Auditors should score NA if a discipline such as employee hand washing is not observed at the time of the audit.

Tools and Supplies

Correct Audit template
 Audit Guidelines Manual
 Maps
 Paper
 Pens
 Flashlight
 Digital Camera (recommended)
 Global Positioning Satellite (GPS device)
 Appropriate clothing for conditions

Glossary

Aerosolized The dispersion or discharge of a substance under pressure that generates a suspension of fine particles in air or other gas.

Colony forming units (CFU) Viable micro-organisms (bacteria, yeasts & mold) capable of growth under prescribed conditions (medium, atmosphere, time and temperature) develop into visible colonies (colony forming units) which are counted.

Coliforms Gram-negative, non-spore forming, rod-shaped bacteria that ferment lactose to gas. They are frequently used as indicators of process control, but exist broadly in nature.

Cross contamination The transfer of microorganisms, such as bacteria and viruses, from one place to another.

E. coli *Escherichia coli* is a common bacteria that lives in the lower intestines of animals (including humans) and is generally not harmful. It is frequently used as an indicator of fecal contamination, but can be found in nature from non-fecal sources.

Fecal coliforms Coliform bacteria that grow at elevated temperatures and may or may not be of fecal origin. Useful to monitor effectiveness of composting processes. Also called "thermotolerant coliforms."

Food safety assessment A systematic procedure that identifies hazards and risks from chemical, microbial and physical sources that may be harmful from a food safety perspective.

Food safety professional Person entrusted with management level responsibility for conducting food safety assessments before food reaches consumers; requires formal training in scientific principles and a solid understanding of the principles of food safety as applied to agricultural production.

Indicator microorganisms An organism used to indicate the potential presence of other (usually pathogenic) organisms. Indicator organisms are usually associated with the other organisms, but are usually more easily sampled and measured.

Most probable number (MPN) Estimated values that are statistically derived. A method for enumeration of microbes in a sample when present in small numbers.

Oxidation reduction potential (ORP) The ability of water to oxidize or reduce. Measured in millivolts (mv) with an electrode and an electronic meter it gives an indication of ability of oxidizing agents in the water to control contaminants.

Parts per million (ppm) A way of expressing very dilute concentrations of substances, usually in water or soil. Parts per million means “out of a million” just as per cent (%) means “out of a hundred”.

Pathogen A disease causing agent such as a virus, parasite, or bacteria.

Risk mitigation actions to reduce the severity/impact of a risk

Ultraviolet index (UV index) A measure of the solar ultraviolet intensity at the Earth's surface; indicates the day's exposure to ultraviolet rays. The UV index is measured around noon for a one-hour period and rated on a scale of 0-15.

Acronyms and Abbreviations

CFU: Colony forming units

DL: Detection Limit

GAPS: Good agricultural practices

INS

MPN: Most probable number

ORP: Oxidation reduction potential

PPM: Parts per million

RTE: Ready-to-eat

UV: Ultraviolet

WHO: World Health Organization

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#	Question	Guideline	Auditor Notes
1	Inspection		
1.1	Have self-audits been completed for each harvest crew?	Frequent self-audits should be done to identify problems and/or situations which need improvement. More frequent inspections may be necessary depending on the type of harvesting activity associated risk pressures. Surveys are designed to identify problems and/or situations which need improvement in advance (maintenance of documentation etc.). Records should show where corrective actions have been made.	A No response must be justified in comments section. Frequent inspections should be done to identify problems and/or situations which need improvement. More frequent inspections may be necessary depending on the type of harvesting activity associated risk pressures. Surveys are designed to identify problems and/or situations which need improvement in advance (maintenance of documentation etc.). Records should show where corrective actions have been made. Visual confirmation (documentation) required. 5 Points No N/A.
1.2	Was a pre-harvest inspection performed on the block being harvested and was the block cleared for harvest? If No, go to 1.3.	A pre-harvest block inspection should have been performed and if harvesting is occurring, it should show if there are any harvesting restrictions etc. The harvest crew might not have a copy of the actual inspection, but they should have a document indicating which blocks have been inspected and cleared for harvest. *	If No, go to 1.3. A No response must be justified in comments section. A pre-harvest block inspection should have been performed and if harvesting is occurring, it should show if there are any harvesting restrictions etc. The harvest crew might not have a copy of the actual inspection, but they should have a document indicating which blocks have been inspected and cleared for harvest. * 5 Points No N/A.
1.2a	Where pre-harvest inspections have discovered issues, have buffer zones been clearly identified and at the time of the audit, are these buffer zones being respected?	Where pre-inspections have discovered issues e.g. flooding, animal intrusion issues, have the buffer zones been implemented e.g. 30ft (9.1m) from flooded areas, 5ft (1.5m) from evidence of pest activity - use larger buffer zones if national and local laws are more stringent. *	A No or N/A response must be justified in comments section. Where pre-inspections have discovered issues e.g. flooding, animal intrusion issues, have the buffer zones been implemented e.g. 30ft (9.1m) from flooded areas, 5ft (1.5m) from evidence of pest activity - use larger buffer zones if national and local laws are more stringent. Visual confirmation (may include documentation if an issue has occurred) required. * 15 Points
1.3	Are there records of daily pre-operation inspections that check key aspects of equipment hygiene, personal hygiene, etc.?	Recorded pre-inspections should be designed to cover the key basic issues attributed to the type of harvesting and particular crop being harvested. Aspects to be considered would include equipment hygiene, tool hygiene, and personnel hygiene. Use of ATP is an optional recommendation, but where used, should be recorded properly along with any required corrective actions.	A No response must be justified in comments section. Recorded pre-inspections should be designed to cover the key basic issues attributed to the type of harvesting and particular crop being harvested. Aspects to be considered would include equipment hygiene, tool hygiene and personnel hygiene. Use of ATP is an optional recommendation, but where used, should be recorded properly along with any required corrective actions. Visual confirmation (documentation) required. 5 Points No N/A.
1.4	Is there a documented and implemented policy that when commodities are dropped on the ground they are discarded? (Non-applicable for commodities such as tubers, root crops, etc.)	There should be a documented policy that if products are dropped on ground the products are discarded. Staff should trained regarding this policy and records of training maintained. Non-applicable for tubers and root crops.	A No response must be justified in comments section. There should be a documented policy that if products are dropped on ground the products are discarded. Staff should trained regarding this policy and records of training maintained. Non-applicable for tubers and root crops. Visual confirmation (documentation) required. 5 Points No N/A.

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1.5	Is there a food safety hygiene training program covering new and existing employees and are records of these training events?	There should be a formal training program to inform employees of the current policies and procedures and requirements of the company regarding hygiene. Frequency should be at the start of the season and then some topics covered at least quarterly, but ideally monthly. Training material covering the content of the company policies/procedures (which includes those items asked in this audit) and requirements regarding hygiene should be available.	A No response must be justified in comments section. There should be a formal training program to inform employees of the current policies and requirements of the company regarding hygiene. Frequency should be at the start of the season and then at some topics covered at least quarterly, but ideally monthly. Training material covering the content of the company policies and requirements regarding hygiene should be available. Visual confirmation (documentation) required. 15 Points No N/A.
1.6	Is there a documented and implemented policy stating what happens when harvesters find evidence of animal intrusion e.g. fecal material?	There should be a documented and implemented policy stating what happens if harvesting staff find evidence of animal intrusion e.g. fecal material. The policy should cover recorded training of staff regarding this policy, potential corrective actions e.g. product disposal, buffer zones, equipment cleaning and recording of the correctives actions.	A No response must be justified in comments section. There should be a documented and implemented policy stating what happens if harvesting staff find evidence of animal intrusion e.g. fecal material. The policy should cover recorded training of staff regarding this policy, potential corrective actions e.g. product disposal, buffer zones, equipment cleaning and recording of the correctives actions. Visual confirmation (documentation) required. 5 Points No N/A.
2	<i>Employee Activities & Sanitary Facilities</i>		
2.1	Are there any employees observed with improperly covered open wounds?	There should be no employees in harvesting with exposed boils, sores, infected wounds, or any other source of abnormal contamination. All bandages must be covered with a Non-porous covering such as latex or plastic gloves.	A Yes response must be justified in comments section. There should be No employees in harvesting with exposed boils, sores, infected wounds, or any other source of abnormal contamination. All bandages must be covered with a non-porous covering such as latex or plastic gloves. Visual confirmation required. 5 Points No N/A.
2.2	Are any employees eating and drinking (other than water) in active harvest areas, areas yet to be harvested, near harvested product or storage areas?	Eating and drinking (other than water), including gum chewing must be restricted to areas away from production to prevent contamination of product, packaging, equipment, and the growing.	A Yes response must be justified in comments section. Eating and drinking (other than water), including gum chewing must be restricted to areas away from production to prevent contamination of product, packaging, equipment, and the growing area. Visual confirmation required.5 Points No N/A.
2.3	Are any employees using tobacco products in active harvest areas, areas yet to be harvested, near harvested product or storage areas?	Smoking or chewing tobacco must be restricted to areas away from production to prevent contamination of product, packaging, equipment, and the growing area. There should be no evidence of spitting. Cigarette butts should be disposed of appropriately.	A Yes response must be justified in comments section. Smoking or chewing tobacco must be restricted to areas away from production to prevent contamination of product, packaging, equipment, and the growing area. There should be no evidence of spitting. Cigarette butts should be disposed of appropriately. Visual confirmation required. 5 Points No N/A.
2.4	Is it evident the clothing harvesters are wearing is not posing a cross contamination risks?	Harvesters clothing should not be a cross contamination issues in terms of cleanliness.	A No response must be justified in comments section. Harvesters clothing should not be a cross contamination issues in terms of cleanliness. Visual confirmation (documentation) required. 5 Points No N/A.
2.5	Is it evident that employees are free of exposed jewelry (that may pose a foreign contamination issue) except for a single plain ring?	There should be no employees wearing loose objects above the waist (e.g., jewelry) except for a single plain ring.	A No response must be justified in comments section. There should be no employees wearing loose objects above the waist (e.g. jewelry, etc.).Visual confirmation required. 5 Points No N/A.

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2.6	Where gloves are required by the auditee, are they appropriate for the type of harvesting (i.e., not using cotton gloves for harvesting a product such as lettuce) and are they in good working order?	If the auditee requires the use of gloves, then the gloves need to be fit for the purpose intended. For example, cotton gloves trap moisture and get dirty easily, therefore are not ideal for an activity such as lettuce harvesting.	A No or N/A response must be justified in comments section. If the auditee requires the use of gloves, then gloves need to be fit for the purpose intended. For example, cotton gloves trap moisture and get dirty easily, therefore are not ideal for example lettuce harvesting. Visual confirmation required. 5 Points No N/A.
2.6a	Where gloves are used, are they latex-free?	Information gathering question. Some people are allergic to latex proteins. Using alternatives to latex gloves (especially powdered latex gloves) should be considered.	A No or N/A response must be justified in comments section. Information gathering question. Some people are allergic to latex proteins. Using alternatives to latex gloves (especially powdered latex gloves) should be considered. Visual confirmation required. 0 Points
2.7	If any protective clothing is required by the auditee (e.g., gloves, aprons, sleeves) are they removed prior to using restrooms, going on breaks, etc?	If outer garments (e.g., gloves, aprons, sleeves) are used, these should be removed prior to using the restrooms, going on break, etc. The use of outer garments is mandated if "in-field processing" is performed. See question 3.9c for further details.	A No or N/A response must be justified in comments section. If outer garments (e.g., gloves, aprons, sleeves) are used, these should be removed prior to using the restrooms, going on break, etc. The use of outer garments is mandated if in field product "processing" is used, see question 3.9c. Visual confirmation required. 5 Points
2.7a	Are secondary hand sanitation stations (e.g., hand dip, gel or spray stations) adequate in number and location? Are the stations maintained properly? <u>NOTE: Secondary hand sanitation does not replace hand washing requirements (lack surfactant qualities).</u>	Secondary hand sanitation stations (non-perfumed) should be located near hand washing and other easily accessible areas. Secondary hand sanitizers are optional for crops with an inedible skin or a commodity that requires cooking prior to eating. Hand gel / spray stations should be well stocked. Hand dips where used should be tested regularly to ensure they are at the required strength - checks should be recorded. Secondary hand sanitizers lack surfactant qualities, therefore <u>does not replace hand washing requirements</u> .	A No or N/A response must be justified in comments section. Secondary hand sanitation stations (non-perfumed) should be located near hand washing and other easily accessible areas. Secondary hand sanitizers are optional for crops with an inedible skin or a commodity that requires cooking prior to eating. Hand gel / spray stations should be well stocked. Hand dips where used should be tested regularly to ensure they are at the required strength - checks should be recorded. Secondary hand sanitizers lack surfactant qualities, therefore does not replace hand washing requirements. Visual confirmation required. 5 Points
2.8	Are there operational toilet facilities provided? If this question is answered No, the audit will result in an automatic failure. If No, go to 2.9	The term operational means that the toilets have water, if they are flushing toilet they flush etc. Toilet facilities should be adequately ventilated, appropriately screened, have self-closing doors that can be closed. Privies (unplumbed outhouses) may be allowed <i>only</i> if they are in suitable condition meeting prevailing national/ local standards and guidelines. http://health.state.ga.us/pdfs/environmental/290-5-27.pdf . http://www.who.int/water_sanitation_health/hygiene/om/linkingchap8.pdf	If No, go to 2.9. A No response must be justified in comments section. The term operational means that the toilets have water, if they are flushing toilet they flush etc. Toilet facilities should be adequately ventilated, appropriately screened, have self-closing doors that can be closed. Privies (unplumbed outhouses) may be allowed only if they are in suitable condition meeting prevailing national/ local standards and guidelines. http://health.state.ga.us/pdfs/environmental/290-5-27.pdf . http://www.who.int/water_sanitation_health/hygiene/om/linkingchap8.pdf If this question is answered No, the audit will result in an automatic failure. Visual confirmation required. 20 Points No N/A.
2.8a	Are toilet facilities located in a suitable area and within ¼ mile or 5 minutes walking distance of all employees?	Placement of toilet facilities should be in a suitable location to prevent contamination to product, packaging, equipment, and growing areas. Toilet facility placement should be within 1/4 mile or 5 minutes walking distance of where harvesting crews are located or if more stringent, as per prevailing national/ local guidelines.	A No or N/A response must be justified in comments section. Placement of toilet facilities should be in a suitable location to prevent contamination to product, packaging, equipment, and growing areas. Toilet facility placement should be within 1/4 mile or 5 minutes walking distance of where harvesting crews are located or if more stringent, as per prevailing national/ local guidelines. 10 Points

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2.8b	Are toilet facilities in a suitable location to prevent contamination to product, packaging, equipment, and growing areas?	Placement of toilet facilities should be in a suitable location to prevent contamination to product, packaging, equipment, and growing areas. Consideration should be given when portable units are used that they are not parked (if on trailers) too close to the edge of the crop.	A No or N/A response must be justified in comments section. The placement of toilet facilities should be in a suitable location to prevent contamination to the growing area. Toilets should not be positioned or parked (if mobile) too close to the growing area. Visual confirmation required. 15 Points
2.8c	Are separate toilet facilities provided for men and women in groups larger than 5 employees?	There should be separate toilet facilities provided for men and women in groups larger than 5 employees or if more stringent, as per prevailing national/ local guidelines.	A No or N/A response must be justified in comments section. There should be separate toilet facilities provided for men and women in groups larger than 5 employees or if more stringent, as per prevailing national/ local guidelines. Visual confirmation required. 5 Points
2.8d	Is a minimum of one toilet facility provided for each group of 20 employees?	At least one toilet per 20 employees should be provided or if more stringent, as per prevailing national/ local guidelines.	A No or N/A response must be justified in comments section. At least one toilet per 20 employees should be provided or if more stringent, as per prevailing national/ local guidelines. Visual confirmation required. 10 Points
2.8e	Do toilet facilities have visuals or signs, written in the appropriate languages, reminding employees to wash their hands before returning to work?	Toilet facilities should have visuals or signs written in the appropriate languages, reminding employees to wash their hands before returning to work. The visuals or signs should be permanent and placed in key areas where employees can easily see them.	A No or N/A response must be justified in comments section. Toilet facilities should have visuals or signs written in the appropriate languages, reminding employees to wash their hands before returning to work. The visuals or signs should be permanent and placed in key areas where employees can easily see them. Visual confirmation required. 5 points
2.8f	Are toilets supplied with toilet paper and is the toilet paper maintained properly (e.g. toilet paper rolls not stored on the floor or in the urinals)?	Toilet paper should be provided in a suitable holder in each toilet facility. Toilet paper should be maintained properly (e.g. toilet paper rolls not stored on the floor or in the urinals).	A No or N/A response must be justified in comments section. Toilet paper should be provided in a suitable holder in each toilet facility. Toilet paper should be maintained properly (e.g. toilet paper rolls not stored on the floor or in the urinals). Visual confirmation required. 5 Points
2.8g	Are the toilets maintained in a clean condition?	Toilet facilities shall be operational and maintained in clean and sanitary condition Soiled tissue should not be placed in trash cans, urinals, or on the floor. Effective odor control should be practiced at all toilet facilities.	A No or N/A response must be justified in comments section. Toilet facilities shall be operational and maintained in clean and sanitary condition. Soiled tissue should not be placed in trash cans, urinals, or on the floor. Effective odor control should be practiced at all toilet facilities. Visual confirmation required. 10 Points
2.8h	Are toilets constructed of materials that are easy to clean?	Toilet facilities should be constructed of non porous materials that are easy to clean and sanitize.	A No or N/A response must be justified in comments section. Toilet facilities should be constructed of non porous materials that are easy to clean and sanitize. Visual confirmation required. 2 Points
2.8i	Are the toilet's construction materials of a light color allowing easy evaluation of cleaning performance?	Toilet's should be constructed of materials light in color allowing easy evaluation of cleaning performance.	A No or N/A response must be justified in comments section. Toilet's should be constructed of materials light in color allowing easy evaluation of cleaning performance. Visual confirmation required. 2 Points

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2.8j	Is there a documented and implemented policy that if portable toilets are used, waste is disposed of properly and the units are cleaned in an appropriate location?	For portable toilets there should be a documented and implemented procedure available covering emptying and cleaning. The concern is that waste might be disposed of inappropriately causing contamination in or near the growing area, equipment and storage areas. If there is an on the farm designated "wash out" and waste disposal site, then the area must be in a suitable condition meeting prevailing national/ local standards and guidelines which pose no threat for contamination.	A No or N/A response must be justified in comments section. For portable toilets there should be a documented and implemented procedure available covering emptying and cleaning. The concern is that waste might be disposed of inappropriately causing contamination in or near the growing area, equipment and storage areas. If there is an on the farm designated "wash out" and waste disposal site, then the area must be in a suitable condition meeting prevailing national/ local standards and guidelines which pose no threat for contamination. Visual confirmation (documentation) required. 5 Points
2.8k	Are there toilet cleaning records and for portable toilets, are there servicing records?	There should be cleaning records available for toilets. Frequency depends on use, but usually the baseline is daily for regular harvest crews. Portable toilets should be emptied and serviced regularly to prevent overflow. Servicing records (either contracted or in-house) should be available for review.	A No or N/A response must be justified in comments section. There should be cleaning records available for toilets. Frequency depends on use, but usually the baseline is daily for regular harvest crews. Portable toilets should be emptied and serviced regularly to prevent overflow. Servicing records (either contracted or in-house) should be available for review. Visual confirmation (documentation) required. 2 Points
2.8l	If used, are catch basins of the toilets designed and maintained to prevent contamination (e.g. free from leaks and cracks)?	Catch basins from toilets must be designed and maintained properly to prevent contamination onto field, product, packaging, and equipment. Catch basins should be free of leaks, cracks and constructed of durable materials that will Not degrade or decompose such as wood.	A No or N/A response must be justified in comments section. Catch basins from toilets must be designed and maintained properly to prevent contamination onto field, product, packaging, and equipment. Catch basins should be free of leaks, cracks and constructed of durable materials that will not degrade or decompose such as wood. Visual confirmation required. 5 Points
2.8m	Are the toilet catch basins emptied properly?	If self contained toilets are used, the toilet basins should be emptied/ pumped in a manner to avoid contamination to product, packaging, equipment, and growing areas. Equipment used in emptying/pumping must be in good working order.	A No or N/A response must be justified in comments section. If self contained toilets are used, the toilet basins should be emptied/ pumped in a manner to avoid contamination to product, packaging, equipment, and growing areas. Equipment used in emptying/pumping must be in good working order. Visual confirmation required. 5 Points
2.9	Is there evidence of human fecal contamination in the growing area? If this Yes, an automatic failure of the audit will occur.	There should be no evidence of human fecal contamination in the growing area, area being harvested, packaging area, equipment area, or in any other area that would cause a contamination issue.	A Yes response must be justified in comments section. There should be no evidence of human fecal contamination in the growing area, area being harvested, packaging area, equipment area, or in any other area that would cause a contamination issue. Visual confirmation required. 20 Points. No N/A
2.1	Are operational hand washing facilities provided? If No, go to 2.11. If this question is answered No, an automatic failure of the audit will occur.	Operational "Hand washing facility" means a facility providing either a basin, container, or outlet with an adequate supply of potable water.	If No, go to 2.11 and mark the following questions N/A. A No response must be justified in comments section. Operational "Hand washing facility" means a facility providing either a basin, container, or outlet with an adequate supply of potable water. If this question is answered No, an automatic failure of the audit will occur. Visual confirmation required. 20 Points. No N/A

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2.10a	Are the hand washing facilities placed within 1/4 mile or 5 minutes walking distance of all employees?	Toilet and hand washing facilities should be accessibly located an in close proximity to each other. Hand washing facilities should be provided and placed within 1/4 mile or 5 minutes walking distance of the harvest crew or if more stringent, as per prevailing national/ local guidelines.	A No or N/A response must be justified in comments section. Toilet and hand washing facilities should be accessibly located an in close proximity to each other. Hand washing facilities should be provided and placed within 1/4 mile or 5 minutes walking distance of the harvest crew or if more stringent, as per prevailing national/ local guidelines. Visual confirmation required. 15 Points.
2.10b	Are hand wash stations clearly visible (e.g. situated outside the toilet facility) and easily accessible to workers?	So employee's hand washing activities can be verified, hand wash stations should be clearly visible (i.e. situated outside the toilet facility) and easily accessible to workers.	A No response must be justified in comments section. So employee's hand washing activities can be verified, hand wash stations should be clearly visible (i.e. situated outside the toilet facility) and easily accessible to workers. Visual confirmation required. 2 Points
2.10c	In the event of running out of toilet materials (e.g., water, soap, toilet tissue, hand paper towels) are there extra supplies readily available so that toilets can be restocked quickly?	There should be readily available an extra stock of fresh water, soap, toilet paper and paper towels, etc. in the event that replenishment is needed while harvesting is occurring.	A No or N/A response must be justified in comments section. There should be readily available an extra stock of fresh water, soap, toilet paper and paper towels, etc. in the event that replenishment is needed while harvesting is occurring. Visual confirmation required. 5 Points
2.10d	Is soap made available at all hand washing facilities? If No, go to 2.10f.	All hand washing facilities must be stocked with soap. Liquid/foam/powder with single use pump dispenser method preferred over communal bar type.	A No or N/A response must be justified in comments section. All hand washing facilities must be stocked with soap. Liquid/foam/powder with single use pump dispenser method preferred over communal bar type. Visual confirmation required. 10 Points
2.10e	Is non-perfumed soap available?	Soap should be non-perfumed and have emulsifying capabilities to aid in the hand washing procedure.	A No or N/A response must be justified in comments section. Soap should be non-perfumed and have emulsifying capabilities to aid in the hand washing procedure. Visual confirmation required. 5 Points
2.10f	Are single-use towels available at all hand washing facilities and trash cans for them?	To reduce the spreading of germs, single-use towels available at all hand washing facilities. Trash cans should be supplied for used towels.	A No or N/A response must be justified in comments section. To reduce the spreading of germs, single-use towels available at all hand washing facilities. Trash cans should be supplied for used towels. Visual confirmation required. 10 Points
2.10g	Are the hand wash stations designed and maintained properly (e.g. ability to capture or control rinse water to prevent contamination onto product, packaging, and growing area, free of clogged drains, etc)?	Hand wash stations should be free of clogged drains, designed and maintained properly to capture or control rinse water that could cause contamination onto product, packaging, equipment, and growing area.	A No or N/A response must be justified in comments section. Hand wash stations should be free of clogged drains, designed and maintained properly to capture or control rinse water that could cause contamination onto product, packaging, equipment, and growing area. Visual confirmation required. 5 Points
2.10h	Are the employees washing their hands prior to beginning work? Score NA if this discipline is not observed at the time of the audit.	To prevent contamination to product, packaging, and equipment, employees should wash their hands prior to beginning work. Also after sneezing, placing there hands in their pockets and at any other point when cross contamination could occur. It also must be evident that employee's fingernails are kept clean and trimmed.	A No or N/A response must be justified in comments section. To prevent contamination to product, packaging, and equipment, employees should wash their hands prior to beginning work. Also after sneezing, placing there hands in their pockets and at any other point when cross contamination could occur. It also must be evident that employee's fingernails are kept clean and trimmed. Auditors should score NA if this discipline is not observed at the time of the audit. Visual confirmation required. 10 Points

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2.10i	Are the employees washing their hands after break periods? Score NA if this discipline is not observed at the time of the audit.	To prevent contamination to product, packaging, and equipment, employees should wash their hands after break periods. It also must be evident that employee's fingernails are kept clean and trimmed. If employees hands some into contact with mucous, hands must be washed.	A No or N/A response must be justified in comments section. To prevent contamination to product, packaging, and equipment, employees should wash their hands after break periods. It also must be evident that employee's fingernails are kept clean and trimmed. If employees hands some into contact with mucous, hands must be washed. Auditors should score NA if this discipline is not observed at the time of the audit. Visual confirmation required. 10 Points
2.10j	Are the employees washing their hands after using the toilet facilities? Score NA if this discipline is not observed at the time of the audit.	To prevent contamination to product, packaging, and equipment, employees should wash their hands after using toilet facilities. It also must be evident that employee's fingernails are kept clean and trimmed.	A No or N/A response must be justified in comments section. To prevent contamination to product, packaging, and equipment, employees should wash their hands after break periods. It also must be evident that employee's fingernails are kept clean and trimmed. If employees hands some into contact with mucous, hands must be washed. Auditors should score NA if this discipline is not observed at the time of the audit. Visual confirmation required. 15 Points
2.10k	Is it evident that corrective action is taken when employees fail to comply with hand washing guidelines?	It should be evident that corrective action is taken by a supervisor in charge when employees fail to comply with hand washing requirements.	A No or N/A response must be justified in comments section. It should be evident that corrective action is taken by a supervisor in charge when employees fail to comply with hand washing requirements. Auditors should score NA if there are no issues to warrant corrective action. Visual confirmation required. 5 Points
2.11	Is fresh potable drinking water readily accessible to employees.? If No, go to 2.12.	Water should be suitably cool and in sufficient amounts, taking into account the air temperature, humidity and the nature of the work performed, to meet the needs of all employees. Potable water should be provided and placed in locations readily accessible to all employees. Potable meaning drinking water quality e.g. the EPA Drinking Water Standard.	If No, go to 2.12. and mark the following question N/A. A No response must be justified in comments section. Water should be suitably cool and in sufficient amounts, taking into account the air temperature, humidity and the nature of the work performed, to meet the needs of all employees. Potable water should be provided and placed in locations readily accessible to all employees. Potable meaning drinking water quality e.g. the EPA Drinking Water Standard. Visual confirmation required. 7 Points No N/A.
2.11a	Are the water containers maintained in a clean condition?	Water containers should be maintained in a clean condition, free from residues and contamination to ensure employees are not adversely affected by contaminated water from unclean containers.	A No or N/A response must be justified in comments section. Water containers should be maintained in a clean condition, free from residues and contamination to ensure employees are not adversely affected by contaminated water from unclean containers. Visual confirmation required. 5 Points
2.11b	Are single use cups provided (unless a drinking fountain is used) made available near the drinking water?	Water should be provided so that cross contamination issues are avoided from person to person. Examples include single-use paper cups, drinking fountains, etc.	A No or N/A response must be justified in comments section. Water should be provided so that cross contamination issues are avoided from person to person. Examples include single-use paper cups, drinking fountains, etc. Visual confirmation required. 7 Points
2.12	Are first-aid kits available and is the inventory maintained properly?	There should be a first-aid kit available that is stocked with inventory (e.g. disposable gloves, bandages) and accessible for employees. All date coded materials are within expiry dates.	A No response must be justified in comments section. There should be a first-aid kit available that is stocked with inventory (e.g. disposable gloves, bandages) and accessible for employees. All date coded materials are within expiry dates. Visual confirmation required. 5 Points. No N/A.

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2.13	If observed, are all commodities that come in contact with blood destroyed? If this question is answered No, an automatic failure of the audit will occur.	Any commodity that comes into contact with blood must be destroyed. If this occurs during the time of inspection, auditor must witness that product is destroyed.	A No or N/A response must be justified in comments section. Any commodity that comes into contact with blood must be destroyed. If this occurs during the time of inspection, auditor must witness that product is destroyed and that the event is recorded in an Unusual Occurrence Log or equivalent type of Log. If this question is answered No, an automatic failure of the audit will occur. Visual confirmation (which may include documentation if an issue has occurred) required. 20 Points
2.13a	Is there a documented and implemented policy and procedure in place and available for all commodities that come in contact with blood to be destroyed?	There should be a documented policy and procedure that is communicated to harvest crew workers detailing that if product has come into contact with blood, all affected product must be destroyed. Special attention should be given to those crops where tools /equipment (e.g., knives, scissors) is used.	A No or N/A response must be justified in comments section. There should be a documented policy and procedure that is communicated to harvest crew workers detailing that if product has come into contact with blood, all affected product must be destroyed. Special attention should be given to those crops where tools /equipment (e.g., knives, scissors) is used. Visual confirmation (documentation) required. 5 Points
2.14	Is garbage disposed of properly in the harvested and non harvested areas?	Waste and garbage must be removed on a frequent basis to prevent contamination from occurring. Receptacles should be kept covered or closed to prevent contamination and attraction of pests.	A No response must be justified in comments section. Waste and garbage must be removed on a frequent basis to prevent contamination from occurring. Receptacles should be kept covered or closed to prevent contamination and attraction of pests. Visual confirmation required. 10 Points. No N/A.
2.15	Are garbage containers provided in the field for the disposal of food and beverage containers, cups, and paper towels? If No, go to 2.16	Garbage containers should be provided in the field for the disposal of food and beverage containers, cups, and paper towels.	If No, go to 2.16 and mark the following questions N/A. A No response must be justified in comments section. Garbage containers should be provided in the field for the disposal of food and beverage containers, cups, and paper towels. Visual confirmation required. 5 Points. No N/A.
2.15a	Are garbage containers constructed and maintained (e.g. bags, lids) to protect against pre harvest or post harvest contamination of the crop?	Garbage containers should be constructed and maintained in such a manner with liners, bags, lids, etc.) that protects against pre harvest or post harvest contamination of the crop. Receptacles should be kept covered or closed to prevent attraction of pests. Liners are important so trash can be removed easily.	A No or N/A response must be justified in comments section. Garbage containers should be constructed and maintained in such a manner with liners, bags, lids, etc. that protects against pre harvest or post harvest contamination of the crop. Receptacles should be kept covered or closed to prevent attraction of pests. Liners are important so that trash can be removed easily. Visual confirmation required. 5 Points
2.16	Have any potential metal, glass, or plastic contamination issues been controlled?	Examples include but are not limited to glass bottles, unprotected lights on equipment, staples on wooden crates, hair pins, using "snappable" blades instead of one piece blades, broken and brittle plastic issues on re-useable totes.	A No response must be justified in comments section. This question is designed to allow the auditor to underline potential foreign material contaminants to the auditee that are not covered by other more specific questions within the audit. Visual confirmation required. 5 Points. No N/A.

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3	Harvesting Practices		
3.1	Is the crop free of any evidence of systematic animal fecal (e.g. flocking geese, escaped cattle) contamination? If this question is answered NO, this question results in an automatic failure.	Systematic animal fecal contamination refers to find evidence of flocks, herds, groups of animals fecal material in an area of the crop. In un-harvested areas, a harvest pre-assessment should have detected this issue. In harvested areas, the affected areas and buffers zones should have been left un-harvested.	A No, response must be justified in comments section. Systematic animal fecal contamination refers to find evidence of flocks, herds, groups of animals fecal material in an area of the crop. In un-harvested areas, a harvest pre-assessment should have detected this issue. In harvested areas, the affected areas and buffers zones should have been left un-harvested. If this question is answered Yes, this question results in an automatic failure. Visual confirmation (which may include documentation) required. 20 Points. No N/A
3.2	Is there evidence of animal activity in the crop that is a potential food safety risk?	Produce that has come into direct contact with fecal material must not be harvested and a 5ft (1.5m) radius no harvest zone implemented unless or until adequate mitigation measures have been considered. If evidence of fecal material is found, a food safety assessment must be conducted by qualified personnel. This question is answered "no" if the grower has already noted this issues and performed adequate correct actions. *	A Yes response must be justified in comments section. Produce that has come into direct contact with fecal material must not be harvested and a 5ft (1.5m) radius no harvest zone implemented unless or until adequate mitigation measures have been considered. If evidence of fecal material is found, a food safety assessment must be conducted by qualified personnel. This question is answered "no" if the grower has already noted this issues and performed adequate correct actions. Visual confirmation (which may include documentation) required. * 20 Points. No N/A
3.3	Is the product packed in the final packing unit in the field ? If No, go to 3.4.	This question refers to product packed in the field that is in the final unit for shipping (i.e. clamshell, wrapped products, etc.), that usually bypasses any selection packing lines in a facility i.e. goes to a cooling process as opposed to a packing line.	If No, go to 3.4 and mark the following questions N/A. This question refers to product packed in the field that is in the final unit for shipping (i.e. clamshell, wrapped products, etc.), that usually bypasses any selection packing lines in a facility i.e. goes to a cooling process as opposed to a packing line. Visual confirmation required. 0 points. No N/A
3.3a	Is packing material (e.g. cartons, bags, clamshells, sacks, RPCs) intended for carrying product used for that purpose only?	All containers intended for product should not be used for any other purpose than product storage.	A No or N/A response must be justified in comments section. All containers intended for product should not be used for any other purpose than product storage. Visual confirmation required. 5 points.
3.3b	Is packing material free from evidence of pest activity, foreign materials and other signs of hazardous materials? If this question is answered No, an automatic failure of the audit will occur.	Packing material should be free from evidence of pest activity, foreign materials and other signs of hazardous materials.	A No or N/A response must be justified in comments section. Packing material should be free from evidence of pest activity, foreign materials and other signs of hazardous materials. If this question is answered No, an automatic failure of the audit will occur. Visual confirmation required. 20 points.
3.3c	Is packed product free from evidence of pest activity, foreign materials, hazardous materials and any adulteration issues? If this question is answered No, an automatic failure of the audit will occur.	Packed product should be free from evidence of pest activity, foreign materials, hazardous materials and any adulteration issues.	A No or N/A response must be justified in comments section. Packed product should be free from evidence of pest activity, foreign materials, hazardous materials and any adulteration issues. If this question is answered No, an automatic failure of the audit will occur. Visual confirmation required. 20 points.

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3.3d	Is product and packing material free from exposure to the ground and or any handling contamination?	Avoid stacking soiled bins on top of each other if the bottom of the bin has had direct contact with soil. Product and packing materials used in the harvesting process should be placed with protection underneath and handled in a manner to eliminate contamination from the ground or from inappropriate human handling.	A No or N/A response must be justified in comments section. Avoid stacking soiled bins on top of each other if the bottom of the bin has had direct contact with soil. Product and packing materials used in the harvesting process should be placed with protection underneath and handled in a manner to eliminate contamination from the ground or from inappropriate human handling. Visual confirmation required. 5 points.
3.3e	Does the operation inspect packaging prior to use and is packed product inspected after packing; where contamination issues are found is corrective action taken and record?	The operation should be actively inspecting packaging materials prior to use and also checking packed product after the packing process. If any contamination issues are found, then corrective actions should be enacted and recorded.	A No or N/A response must be justified in comments section. The operation should be actively inspecting packaging prior to use as well as packed product being inspected after packing; where contamination issues are found corrective action taken and recorded. Visual confirmation (may include documentation) required. 5 points.
3.3f	If packing material is left in the field overnight is it secured and protected?	All containers, cartons, packing material should be stored in a protected area to reduce the risk of contamination and tampering that can occur if cartons are left in field overnight.	A No or N/A response must be justified in comments section. All containers, cartons, packing material should be stored in a protected area to reduce the risk of contamination and tampering that can occur if cartons are left in field overnight. Visual confirmation required. 5 points.
3.4	Are grading and packing tables used? If No, go to 3.5.	This refers to food contact surfaces used to grade, inspect, re-pack, or pack product.	If No, go to 3.5 and mark the following questions N/A. This refers to food contact surfaces used to grade, inspect, re-pack, or pack product. Visual confirmation required. 0 points. No N/A.
3.4a	Does the surface allow for easy sanitation?	Packing surfaces should be made of materials suitable for food contact that can be easily cleaned. Surfaces that are porous, trap debris, badly damaged should be replaced. Wood for example is porous and can trap moisture.	A No or N/A response must be justified in comments section. This refers to food contact surfaces used to grade, inspect, re-pack, or pack product. Visual confirmation required. 5 points.
3.4b	Are grading and packing tables subject to a documented cleaning program including stating the frequency of cleaning and cleaning procedures? If No, go to 3.5.	There should be evidence of a sanitation program in place for packing tables, bins, etc. The program should state the frequency of cleaning and the cleaning procedures.	If No, go to 3.5. and mark the following questions N/A. A No or N/A response must be justified in comments section. There should be evidence of a sanitation program in place for packing tables, bins, etc. The program should state the frequency of cleaning and the cleaning procedures. Visual confirmation (documentation) required. 5 points.
3.4c	Is an anti-microbial solution (e.g. chlorinated or equivalent) used to sanitize the grading and packing tables after cleaning has occurred?	Anti-microbial solutions, if properly managed help ensure that surfaces are sanitized after the cleaning process. The strength of sanitizers (fit for food use) should be checked on a regular basis and recorded.	A No or N/A response must be justified in comments section. Anti-microbial solutions, if properly managed help ensure that surfaces are sanitized after the cleaning process. The strength of sanitizers (fit for food use) should be checked on a regular basis and recorded. Visual confirmation (documentation) required. 5 points.
3.4d	Are records of grading and packing tables equipment cleaning being maintained?	There should cleaning and sanitizing records showing that the sanitation program is being maintained.	A No or N/A response must be justified in comments section. There should cleaning and sanitizing records showing that the sanitation program is being maintained. Visual confirmation (documentation) required. 5 points.
3.5	Are re-useable containers (e.g. buckets, field totes, lugs, bins) used in the harvesting operation? If No, go to 3.6.	This refers to any re-useable containers used in the harvesting operation (e.g., buckets, field totes, lugs, bins, gondolas) used in the harvesting operation.	If No, go to 3.6 and mark the following questions N/A. This refers to any re-useable containers used in the harvesting operation (e.g., buckets, field totes, lugs, bins, gondolas) used in the harvesting operation. Visual confirmation required. 5 points. No N/A

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3.5a	Are re-useable containers made of easy to clean materials?	All re-useable containers (totes, bins, buckets, etc) should be made of easy to clean, smooth seamed materials that do Not flake or oxidize. Efforts should be made to eliminate wooden surfaces because of its porous nature.	A No or N/A response must be justified in comments section. All re-useable containers (totes, bins, buckets, etc) should be made of easy to clean, smooth seamed materials that do not flake or oxidize. Efforts should be made to eliminate wooden surfaces because of its porous nature. Visual confirmation required. 5 points.
3.5b	Are re-useable containers subject to a documented cleaning program including stating the frequency of cleaning and cleaning procedures? If No, go to 3.5e.	There must be evidence that a sanitation program is in place for re-useable containers. The program should state the frequency of cleaning and the cleaning procedures.	If No, go to 3.5e and mark the following questions N/A. A No or N/A response must be justified in comments section. There must be evidence that a sanitation program is in place for re-useable containers. The program should state the frequency of cleaning and the cleaning procedures. Visual confirmation required. 5 points.
3.5c	Is an anti-microbial solution (e.g. chlorinated or equivalent) used to sanitize the re-useable containers after cleaning has occurred?	Antimicrobial solutions, if properly managed ensure that surfaces are sanitized after the cleaning process. The strength of sanitizers (fit for food use) should be checked on a regular basis.	A No or N/A response must be justified in comments section. Antimicrobial solutions, if properly managed ensure that surfaces are sanitized after the cleaning process. The strength of sanitizers (fit for food use) should be checked on a regular basis. Visual confirmation required. 5 points.
3.5d	Are records of re-useable containers cleaning being maintained?	There should cleaning and sanitizing records showing that the sanitation program is being maintained.	A No or N/A response must be justified in comments section. There should cleaning and sanitizing records showing that the sanitation program is being maintained. Visual confirmation required. 5 points.
3.5e	Are re-useable containers free from any handling contamination?	Re-useable containers used in the harvesting process should be managed to eliminate contamination from inappropriate handling practices.	A No or N/A response must be justified in comments section. Re-useable containers used in the harvesting process should be managed to eliminate contamination from inappropriate handling practices. Visual confirmation required. 5 points.
3.6	Are tools (e.g. knives, clippers, scissors, etc.) used in harvesting? If No, go to 3.7.	This refers to harvest tools (e.g. knives, clippers, scissors, etc.) used in harvesting.	If No, go to 3.7 and mark the following questions N/A. This refers to harvest tools (e.g. knives, clippers, scissors, etc.) used in harvesting. Visual confirmation required. 0 points. No N/A.
3.6a	Are harvest tools (e.g. knives, coring rings, holsters) being used, made of non corrosive and easy to clean materials (e.g. no wood or fabric parts)?	To prevent foreign contamination issues, harvest tools (e.g., knives, coring rings, etc.) should be constructed of easy to clean materials. Tools should be shard free, smooth seamed that do Not have ability to flake or oxidize.	A No or N/A response must be justified in comments section. To prevent foreign contamination issues, harvest tools (e.g., knives, coring rings, etc.) should be constructed of easy to clean materials. Tools should be shard free, smooth seamed that do not have ability to flake or oxidize. Visual confirmation required. 5 points.
3.6b	Are harvest tools not being taken into break or toilet areas or used for any other purpose other than product harvesting?	In order to prevent contamination, harvest tools (e.g., knives, coring rings, etc.) should not be taken into break/toilet areas or used for any other purpose other than product harvesting.	A No or N/A response must be justified in comments section. In order to prevent contamination, harvest tools (e.g., knives, coring rings, etc.) should not be taken into break/toilet areas or used for any other purpose other than product harvesting. Visual confirmation required. 5 points.
3.6c	Are harvest tools free from exposure to the ground and or any handling contamination?	Harvest tools (knives, clippers, scissors, etc.) should be free from exposure to the ground and or any handling contamination.	A No or N/A response must be justified in comments section. Harvest tools (knives, clippers, scissors, etc.) should be free from exposure to the ground and or any handling contamination. Visual confirmation required. 5 points.

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3.6d	Is there an equipment and utensil (e.g. knives) storage and control procedures when not in use?	Employees should not be taking tools such as knives from the work area and should be required to use knife scabbards that can easily be cleaned i.e. non-porous. Leather scabbard should not be used.	A No or N/A response must be justified in comments section. Employees should not be taking tools such as knives from the work area and should be required to use knife scabbards that can easily be cleaned i.e. non-porous. Leather scabbard should not be used. Visual confirmation required. 5 points.
3.6e	Are harvest tools subject to a documented cleaning program including stating the frequency of cleaning and cleaning procedures? If No, go to 3.6h.	There must be evidence that a sanitation program is in place for harvesting tools. The program should state the frequency of cleaning and the cleaning procedures. Dipping of harvest tools in anti-microbial solution in the harvesting process, might also be required, please see later question.	If No, go to 3.6h and mark the following questions N/A. A No or N/A response must be justified in comments section. There must be evidence that a sanitation program is in place for harvesting tools. The program should state the frequency of cleaning and the cleaning procedures. Dipping of harvest tools in anti-microbial solution in the harvesting process, might also be required, please see later question. Visual confirmation (documentation) required. 5 points.
3.6f	Is an anti-microbial solution (e.g. chlorinated or equivalent) used to sanitize the harvesting tools after cleaning has occurred?	Antimicrobial solutions, if properly managed ensure that surfaces are sanitized after the cleaning process. The strength of sanitizers (fit for food use) should be checked on a regular basis and recorded. Solutions too weak may be ineffective, while those too strong might cause residue issues.	A No or N/A response must be justified in comments section. Antimicrobial solutions, if properly managed ensure that surfaces are sanitized after the cleaning process. The strength of sanitizers (fit for food use) should be checked on a regular basis and recorded. Solutions too weak may be ineffective, while those too strong might cause residue issues. Visual confirmation (documentation) required. 5 points.
3.6g	Are records of harvesting tools cleaning being maintained?	There should cleaning and sanitizing records showing that the sanitation program is being maintained.	A No or N/A response must be justified in comments section. There should cleaning and sanitizing records showing that the sanitation program is being maintained. Visual confirmation (documentation) required. 5 points.
3.6h	Are harvesting tool dips being maintained properly in terms of anti-microbial solution strength and are records of the solutions checks being maintained? AUDITORS SHOULD REQUIRE A TEST AT THE TIME OF THE AUDIT.	There should be records to show that the knife dip solutions are being maintained on a regular basis. The strength of sanitizers should be checked on a regular basis e.g. hourly and recorded, minimum strength for a chlorinated system is >1ppm free chlorine or >650mV. Total chlorine does not measure the "available chlorine" after the dip has started to be used. * AUDITORS ARE INSTRUCTED TO REQUIRE A TEST AT THE TIME OF THE AUDIT.	A No or N/A response must be justified in comments section. There should be records to show that the knife dip solutions are being maintained on a regular basis. The strength of sanitizers should be checked on a regular basis e.g. hourly and recorded, minimum strength for a chlorinated system is >1ppm free chlorine or >650mV. Total chlorine does not measure the "available chlorine" after the dip has started to be used. * AUDITORS SHOULD REQUIRE A TEST AT THE TIME OF THE AUDIT. Visual confirmation (documentation) required. 5 points.
3.7	Is machinery used in the harvesting process? If No, go to 3.8.	This includes equipment with the potential to affect product (e.g., conveyor belts, mechanical harvesting units, field packing rigs, coring rigs and any "in-field" processing rigs). Please note that there are some more specific questions for coring rigs and any "in-field" processing rigs in a later section.	If No, go to 3.8 and mark the following questions N/A. This includes any conveyor belts that might be part of a field packed situation. Also includes mechanical harvesting unit, any field packing rigs, any coring rigs and any "in-field" processing rigs. Please note that there are some more specific questions for coring rigs and any "in-field" processing rigs in a later section. Visual confirmation required. 0 points. No N/A
3.7a	Are all food contact surfaces on the machinery used in the harvest process constructed of food grade materials or stainless steel?	Food contact surfaces on equipment should be free of flaking paint corrosion, rust, and other materials. Food contact surfaces should be made of Non-toxic, Non-porous materials. Surfaces should be maintained in good condition.	A No or N/A response must be justified in comments section. Food contact surfaces on equipment should be free of flaking paint corrosion, rust, and other materials. Food contact surfaces should be made of Non-toxic, Non-porous materials. Surfaces should be maintained in good condition. Visual confirmation required. 5 points.

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3.7b	Does the packing surface allow for easy sanitation?	Packing surfaces should be made of sanitary, food grade material that can be easily cleaned. Efforts should be made to eliminate wooden surfaces.	A No or N/A response must be justified in comments section. Packing surfaces should be made of sanitary, food grade material that can be easily cleaned. Efforts should be made to eliminate wooden surfaces. Visual confirmation required. 5 points.
3.7c	Is the harvesting equipment subject to a documented cleaning program including stating the cleaning frequency and cleaning procedures? If No, go to 3.7f.	There must be evidence of a sanitation program is in place for specialist harvest equipment, etc. subject to a cleaning program. The program should state the frequency of cleaning and the cleaning procedures. Frequency should reflect the type of machinery, type of harvesting practice and risk associated with the crop involved. For "in-field" processing, clean and core, etc. at least daily cleaning should be performed.	If No, go to 3.7f and mark the following questions N/A. A No or N/A response must be justified in comments section. There must be evidence of a sanitation program is in place for specialized harvest equipment. The program should state the frequency of cleaning and the cleaning procedures. Frequency should reflect the type of machinery, type of harvesting practice and risk associated with the crop involved. For "in-field" processing, clean and core, etc. at least daily cleaning should be performed. Visual confirmation (documentation) required. 5 points.
3.7d	Is an anti-microbial solution (e.g. chlorinated or equivalent) used to sanitize the harvesting equipment after cleaning has occurred?	Anti-microbial solutions, if properly managed help ensure that surfaces are sanitized after the cleaning process. The strength of sanitizers (fit for food use) should be checked on a regular basis and recorded.	A No or N/A response must be justified in comments section. Anti-microbial solutions, if properly managed help ensure that surfaces are sanitized after the cleaning process. The strength of sanitizers (fit for food use) should be checked on a regular basis and recorded. Visual confirmation (documentation) required. 5 points.
3.7e	Are records of harvesting equipment cleaning being maintained?	There should cleaning and sanitizing records showing that the sanitation program is being maintained.	A No or N/A response must be justified in comments section. There should cleaning and sanitizing records showing that the sanitation program is being maintained. Visual confirmation (documentation) required. 5 points.
3.7f	Is equipment designed and used properly to minimize product contamination (e.g. drip pans utilized, lights protected)?	Overhead contamination from materials such as hydraulic fluid can result in product, packaging, contamination, therefore equipment should be fitted with catch pans.	A No or N/A response must be justified in comments section. Overhead contamination from materials such as hydraulic fluid can result in product, packaging, contamination, therefore equipment should be fitted with catch pans. Where not feasible to install drip pans, but the equipment has been checked and records maintained in a pre-operational, this should be acceptable. Visual confirmation (may include documentation) required. 5 points.
3.7g	Are only food grade lubricants used on the critical parts of the harvesting machinery that have the potential to contaminate product?	In order to prevent or reduce contamination to product/packaging, food grade lubricants (i.e. incidental food contact compounds or H1 materials) should be used on critical areas equipment where product exposure exists. Proof must be available that food grade lubricants are being used.	A No or N/A response must be justified in comments section. In order to prevent or reduce contamination to product/packaging, food grade lubricants (i.e. incidental food contact compounds or H1 materials) should be used on critical areas equipment where product exposure exists. Proof must be available that food grade lubricants are being used (e.g., container, label information). Visual confirmation (may include documentation) required. 3 points.
3.7h	Are all glass issues on harvesting machines, in-field trucks, and tractors protected in some manner?	Glass located on the harvesting machinery (e.g. lights), night lights) that may pose a threat of contamination onto product, packaging, and re-useable containers should be protected. Machinery includes tractors and other equipment that may come into contact with product. There should be no evidence of cracked lenses.	A No or N/A response must be justified in comments section. Glass located on the harvesting machinery (e.g. lights) that may pose a threat of contamination onto product, packaging, and re-useable containers should be protected. Machinery includes tractors and other equipment that may come into contact with product. Visual confirmation required. 3 points.

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3.7i	Are all platforms above product, packaging, or food contact surfaces (e.g. belts) on the harvest machinery, in-field trucks fitted with protection to prevent product contamination?	Measures should be taken to eliminate or reduce potential contamination by placing protection on areas of equipment above product, food contact surfaces, and belts.	A No or N/A response must be justified in comments section. Measures should be taken to eliminate or reduce potential contamination by placing protection on areas of equipment above product, food contact surfaces, and belts. Visual confirmation required. 3 points.
3.8	Is water used directly on product contact(e.g. re-hydration, core in field)? If No, go to 3.9.	This refers to water that is used directly on product contact. Examples may includes but are not limited to re-hydration, core in field.	If No, go to 3.9 and mark the following questions N/A.This refers to water that is used directly on product contact. Examples may includes but are not limited to re-hydration, core in field. Visual confirmation required. 0 points. No N/A
3.8a	Are microbial tests conducted including Generic E.coli on water used for washing, hydrating, etc. harvested crops (e.g. re-hydration, core in field) ? If No, go to 3.8c.	Water that directly contacts edible portions of harvested crop should meet microbial standards set forth in U.S. EPA National Drinking Water Regulations, and/or contain an approved disinfectant at sufficient concentration to prevent cross contamination.	If No, go to 3.8c and mark the following questions N/A. A No or N/A response must be justified in comments section. Water that directly contacts edible portions of harvested crop should meet microbial standards set forth in U.S. EPA National Drinking Water Regulations, and/or contain an approved disinfectant at sufficient concentration to prevent cross contamination. Visual confirmation (documentation) required. 10 points.
3.8b	Are the microbiological tests current and conducted at the required and/or expected frequencies?	One sample per water source should be collected and tested prior to use and then ideally monthly, or at frequency relative to the associated risks. Sample sources as close to the point -of-use as possible.	A No or N/A response must be justified in comments section. One sample per water source should be collected and tested prior to use and then ideally monthly, or at frequency relative to the associated risks. Sample sources as close to the point -of-use as possible. Visual confirmation (documentation) required. 10 points.
3.8c	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	Written procedures (SOPs) should exist covering corrective measures not only for the discovery of unsuitable or abnormal water results but also as a preparation on how to handle such findings.	A No or N/A response must be justified in comments section. Written procedures (SOPs) should exist covering corrective measures not only for the discovery of unsuitable or abnormal water results but also as a preparation on how to handle such findings. Visual confirmation (documentation) required. 10 points.
3.8d	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	For Generic E.coli there should be negative or < detection limit (MPN or CFU/100mL). Where thresholds have been exceeded there should be recorded corrective actions including investigations, water retests and crop testing (E.coli O157:H7 and Salmonella < detection limits or Negative- zero tolerance). *	A No or N/A response must be justified in comments section. For Generic E.coli there should be negative or < detection limit (MPN or CFU/100mL). Where thresholds have been exceeded there should be recorded corrective actions including investigations, water retests and crop testing (E.coli O157:H7 and Salmonella < detection limits or Negative- zero tolerance). Visual confirmation (documentation) required. 15 points.
3.8e	Are the anti-microbial parameters clearly documented and correct for the type anti-microbial being used?	Anti-microbial standards should be indicated in an SOP and/or on the recording documentation. For chlorine, the criteria should be >1ppm free chlorine or ORP >650 mV for recycled water systems. Total chlorine records are not viewed as acceptable for recycled water systems. Single pass systems must have stated anti-microbial level. Other anti-microbials include ozone, peracetic acid, etc. *	A No or N/A response must be justified in comments section. Anti-microbial standards should be indicated in an SOP and/or on the recording documentation. For chlorine, the criteria should be >1ppm free chlorine or ORP >650 mV for recycled water systems. Total chlorine records are not viewed as acceptable for recycled water systems. Single pass systems must have stated anti-microbial level. Other anti-microbials include ozone, peracetic acid, etc. Visual confirmation (documentation) required. 10 points.

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3.8f	Are anti-microbial checks being performed on a routine basis?	Anti-microbial checks should be performed on a routine basis. For manual microbial additions, for "single pass" systems, this should be every batch of anti-microbial solution that is mixed, for recycled systems the minimum testing frequency is hourly. If direct continuous injection (pumping) of the anti-microbial is used, then minimum of hourly verification checks should occur.	A No or N/A response must be justified in comments section. Anti-microbial checks should be performed on a routine basis. For manual microbial additions, for "single pass" systems, this should be every batch of anti-microbial solution that is mixed, for recycled systems the minimum testing frequency is hourly. If direct continuous injection (pumping) of the anti-microbial is used, then minimum of hourly verification checks should occur. Visual confirmation (documentation) required. 10 points.
3.8g	Are corrective actions recorded where anti-microbial results are less than the stated minimum criteria?	Documented corrective actions are required when anti-microbial results are less than the stated minimum. These corrective actions should indicate what happens to the products as well as how changes to the process e.g. adding more chemical.	A No or N/A response must be justified in comments section. Documented corrective actions are required when anti-microbial results are less than the stated minimum. These corrective actions should indicate what happens to the products as well as how changes to the process e.g. adding more chemical. Visual confirmation (documentation) required. 10 points.
3.9	Is the harvested product "in-field processed" or "In-field semi-processed" (e.g. core in field, top & tail, florets)? If No, go to 4.1.	"In field processed" products are subject to the all the questions in this audit and these extra requirements below. "In field processed" usually refers to product who having multiple cuts surfaces created in the field e.g. coring in field, topping & tailing, florets.	If No, go to 4.1 and mark the following questions N/A. "In field processed" products are subject to the all the questions in this audit and these extra requirements below. "In field processed" usually refers to product who having multiple cuts surfaces created in the field e.g. coring in field, topping & tailing, florets. Visual confirmation required. 0 points. No N/A.
3.9a	Does the process flow, machine layout, employee control, utensil control, etc. ensure that processed products are not contaminated by unprocessed products?	The design, personnel management, utensil management and general practice should avoid contact between processed and unprocessed product, contact surfaces and tools.	A No or N/A response must be justified in comments section. The design, personnel management, utensil management and general practice should avoid contact between processed and unprocessed product, contact surfaces and tools. Visual confirmation required. 5 points.
3.9b	Do all employees that come in contact with the product being harvested wear clean protective outer garments (e.g. hairnets, plastic gloves, sleeves and aprons)?	An outer garment policy considering potential cross contamination and foreign material risks should be established.	A No or N/A response must be justified in comments section. An outer garment policy considering potential cross contamination and foreign material risks should be established. Visual confirmation required. 5 points.
3.9c	Do all employees that wear protective outer garments remove and keep them in a clean and secure area during breaks or when using the toilet facilities?	Protective outer garments should be removed and kept clean and in a secure area during breaks or when using the toilet facilities.	A No or N/A response must be justified in comments section. Protective outer garments should be removed and kept clean and in a secure area during breaks or when using the toilet facilities. Visual confirmation required. 5 points.
3.9d	Are all plastic bin liners closed immediately after harvest to avoid contamination of the harvested product?	All plastic bin liners should be closed immediately and appropriately secured after harvest to avoid product contamination.	A No or N/A response must be justified in comments section. All plastic bin liners should be closed immediately and appropriately secured after harvest to avoid product contamination. Visual confirmation required. 3 points.
4	Transportation and Tracking		

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4.1	Are the vehicles transporting fresh produce from field to facility limited to this function only and maintained in proper condition?	Vehicles transporting product should be limited to this function only. Vehicles should be in a good state of repair, clean, odor free, free from personal items, and free from chemical and microbiological contamination. If loads are tied down, tarps, belts, ropes, etc, should also be in good working order, without contamination risk to product.	A No response must be justified in comments section. Vehicles transporting product should be limited to this function only. Vehicles should be in a good state of repair, clean, odor free, free from personal items, and free from chemical and microbiological contamination. If loads are tied down, tarps, belts, ropes, etc, should also be in good working order, without contamination risk to product. Visual confirmation required. 5 points.
4.2	Is there a system in place to track product from the farm? If No, go to 5.1.	There should be a tracking system in place to ensure product can be traced back to each exact growing location (e.g. grower identification, farm identification, block, etc.).	If No, go to 5.1 and mark the following questions N/A. A No response must be justified in comments section. There should be a tracking system in place to ensure product can be traced back to each exact growing location (e.g. grower identification, farm identification, block, etc.). Visual confirmation required. 20 points. No N/A.
4.2a	Is harvested product (each individual unit) coded to identify date of harvest? NOTE: This question is targeting finished goods packed in the field. N/A for raw material/bulk product destined for further handling in a packinghouse or processor facility.	For finished goods packed in the field there should be date coding on each individual unit. This question is Non-applicable for raw material/bulk product destined for further handling in a packinghouse or processor facility. However, if there are no coding details indicated on pallet tags, bins, trip ticket, or other accompanying load documentation then the response would be no.	A No or N/A response must be justified in comments section. For finished goods packed in the field there should be date coding on each individual unit. This question is Non-applicable for raw material/bulk product destined for further handling in a packinghouse or processor facility. However, if there are no coding details indicated on pallet tags, bins, trip ticket, or other accompanying load documentation then the response would be no. Coding (painting, engraving, etc.) on a harvest container detailing the farm name is not sufficient, there must be accompanying field documentation for each load. Visual confirmation required. 10 points.
4.2b	Is harvested product (each individual unit) coded to identify production area where grown (e.g. field/lot/greenhouse)? NOTE: This question is targeting finished goods packed in the field. N/A for raw material/bulk product destined for further handling in a packinghouse or processor facility.	For finished goods packed in the field there should be either a code on the pack, or a system to trace back from a date code to a product area(s). This question is Non-applicable for raw material/bulk product destined for further handling in a packinghouse or processor facility. However, if there are no coding details indicated on pallet tags, bins, trip ticket, or other accompanying load documentation then the response would be no.	A No or N/A response must be justified in comments section. For finished goods packed in the field there should be coding to trace back to the harvested field/lot/greenhouse code on each individual unit. For finished goods packed in the field there should be date coding on each individual unit. This question is Non-applicable for raw material/bulk product destined for further handling in a packinghouse or processor facility. However, if there are no coding details indicated on pallet tags, bins, trip ticket, or other accompanying load documentation then the response would be no. Coding (painting, engraving, etc.) on a harvest container detailing the farm name is not sufficient, there must be accompanying field documentation for each load. Visual confirmation required. 10 points.

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5	On Site Storage		
5.1	Is there an on site storage for items and/or equipment used in the harvest process (e.g., packing material, cartons, clamshells, re-usable containers, disinfectants, grading/packing tables, RPCs)? If No, go to 6.1.	On-site carton/container storage areas must be secure, clean, and maintained properly to reduce pest and foreign material contamination.	If No, go to 6.1 and mark the following questions N/A. On-site carton/container storage areas must be secure, clean, and maintained properly to reduce pest and foreign material contamination. Visual confirmation required. 0 points. No N/A.
5.1a	Are packaging, containers, and harvesting equipment stored to prevent cross contamination (this includes RPCs, cartons, clamshells, bins, and other harvesting type of containers that are single use or reusable, etc.)?	Packaging, containers, etc., should be stored away from farm chemicals, sanitizers, fertilizers, etc. All packaging materials should be stored off the ground (i.e. on racks, pallets, shelves, etc). Cartons and other packing materials should be properly protected during storage to prevent contamination.	A No or N/A response must be justified in comments section. Packaging, containers, and harvesting equipment should be stored to prevent cross contamination (this includes RPCs, cartons, clamshells, bins, and other harvesting type of containers that are single use or reusable, etc. Visual confirmation required. 5 points.
5.1b	Is the storage area under a sanitation program?	All storage areas should have a sanitation program in place.	A No or N/A response must be justified in comments section. Storage areas must be kept in clean and sanitary conditions proving that a sanitation program in place. Visual confirmation required. 5 points.
5.1c	Is the storage area under a pest control program?	All storage areas should have a pest control program in place (which may include vertebrates, bird, etc.). Poisonous bait must not be placed inside the storage areas (risk of cross contamination). Snap traps are not allowed unless the placement is for emergency situations. Avoid using allergen containing baits/attractants e.g. peanut butter.	A No or N/A response must be justified in comments section. All storage areas should have a pest control program in place (which may include vertebrates, bird, etc.). Poisonous bait must not be placed inside the storage areas (risk of cross contamination). Snap traps are not allowed unless the placement is for emergency situations. Avoid using allergen containing baits/attractants e.g. peanut butter. Visual confirmation required. 5 points.
6	Food Security		
6.1	Is access to the harvest area and related equipment controlled (unauthorized individuals Not allowed near the equipment)?	To reduce risk of tampering to equipment and harvest area (or areas still in production), access to should be limited.	A No response must be justified in comments section. To reduce risk of tampering to equipment and harvest area (or areas still in production), access to should be limited. Visual confirmation required. 5 points. No N/A.
6.2	Are Harvest Crew Forman and members directed to report entry of unauthorized individuals?	If entry of unauthorized individuals is recognized, harvest crew members/supervisors should report sightings.	A No response must be justified in comments section. If entry of unauthorized individuals is recognized, harvest crew members/supervisors should report sightings. Visual confirmation required. 5 points. No N/A.
6.3	Does the company have documented food security policies?	Documented food security policies should be in place (e.g. a document that summarizes the "rules" pertaining to personnel, site, and incoming material security.	A No response must be justified in comments section. Documented food security policies should be in place (e.g. a document that summarizes the "rules" pertaining to personnel, site, and incoming material security. Visual confirmation (documentation) required. 3 points. No N/A.
6.4	Are materials such as sanitizers or packaging (cartons, film, wraps, etc.) stored in secured areas overnight?	Critical materials used in the harvesting process must be stored in secured areas with controlled access to reduce potential tampering.	A No response must be justified in comments section. Critical materials used in the harvesting process must be stored in secured areas with controlled access to reduce potential tampering. Visual confirmation required. 5 points. No N/A.
6.5	Are materials (e.g. cartons, clamshells, re-usable containers, disinfectants, grading/packing tables, RPCs) when used in the field while harvesting, controlled in a manner that prevents unauthorized tampering (e.g. on a truck near point of harvest)?	Packaging material (cartons, wrap film, fruit cups, etc.) should be stored in secured areas with controlled access to reduce potential tampering.	A No response must be justified in comments section. Packaging material (cartons, wrap film, fruit cups, etc.) should be stored in secured areas with controlled access to reduce potential tampering. Visual confirmation required. 5 points. No N/A.

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6.6	Are background checks conducted on critical personnel?	Background checks (e.g. social security numbers, INS details, previous job references) should be conducted on harvest crew personnel.	A No response must be justified in comments section. Background checks (e.g. social security numbers, INS details, previous job references) should be conducted on harvest crew personnel. Visual confirmation (documentation) required. 5 points. No N/A.
6.7	Are all personal materials kept away from the harvest and packaging of the harvesting operation?	Personal materials (with special attention to foodstuffs, glass items etc.) should be kept away from the operations and storage areas.	A No response must be justified in comments section. Personal materials (with special attention to foodstuffs, glass items etc.) should be kept away from the operations and storage areas. Visual confirmation required. 5 points. No N/A.
6.8	Are all personnel required to undergo training on food security issues and are records kept?	Records should be kept for attendance of either external or in-house training on the food security issues.	A No response must be justified in comments section. Records should be kept for attendance of either external or in-house training on the food security issues. Visual confirmation (documentation) required. 5 points. No N/A.
6.9	Are off premises transportation vehicles (trucks, trailers, rail cars, etc) equipped with cell phones, two way radio, GPS or other positioning systems?	Transportation vehicles should be equipped with means of communication.	A No response must be justified in comments section. Transportation vehicles should be equipped with means of communication. Visual confirmation required. 5 points. No N/A.