

This document is subject to changes. The current information and status of this operation is posted in the Certification Program website at PrimusGFS.com


FINAL AUDIT REPORT

CB Registration No.PA-PGFS-1381-1
PrimusGFS ID #332730 - Cert:13
Audited by Primus Auditing Operations

PrimusGFS Version 3.2

Operation Type:Packinghouse
Audit Report Summary

[Ver en Español](#)

Organization:	Sun Glo of Idaho, Inc. Contact(s): Melissa Coles Address: 755 W 3rd S PO Box 300 83448 Location: Sugar City, Idaho, United States Phone Number: 208-356-7346				
Operation:	Sun Glo of Idaho, Inc. Contact(s): Melissa Coles Location: 378 S 7th W Sugar City, Idaho 83448, United States				
Shipper:	Sun Glo of Idaho, Inc.				
Operation Type:	Packinghouse				
Audit Type:	Announced Audit				
Audit Executive Summary:	Sun Glo of Idaho is potato packinghouse with approximately 110,000 Sq. Ft. that runs year round with an average of 80 workers (one shift), only conventional product is received at this facility. Product is received mostly in bulk trucks, store in bays (5), offloaded, flume system (recirculated water with no anti-microbial), single pass of PAA 100 ppm - 390 ppm, sprout inhibitor, sized with "Smart Vision" system, storage in holding bins, depending of the size are distributed to the different lines (10), packed in carton boxes or bags, storage in cold room and shipped to customers. Well water is used for cleaning activities, hand washing stations and product wash systems. Pest control is performed by Sprague Pest Control. Documentation for this audit was conducted via electronic desktop review.				
Date Documentation Review Started:	08 Jul 2024 16:00				
Date Documentation Review Finished:	10 Jul 2024 11:15				
Total Amount of Time on the Documentation Review:	6.75 Hours				
Date Visual Inspection Started:	10 Jul 2024 08:00				
Date Visual Inspection Finished:	10 Jul 2024 09:30				
Total Amount of Time on Visual Inspection:	1.50 Hours				
Addendum(s) included in the audit:	Not Applicable				
Product(s) observed during audit:	Potatoes				
Similar product(s)/process(es) not observed:	None				
Product(s) applied for but not observed:	None				
Auditor:	Hilda Melo (Primus Auditing Operations)				
Preliminary Audit Score:	96%				
Final Audit Score:	99%				
Certificate Valid From:	01 Aug 2024 To 31 Jul 2025				
GPS Coordinates:	<table border="1"> <thead> <tr> <th>Latitude</th> <th>Longitude</th> </tr> </thead> <tbody> <tr> <td>43° 52' 6"</td> <td>111° 45' 32"</td> </tr> </tbody> </table>  Click here to see map	Latitude	Longitude	43° 52' 6"	111° 45' 32"
Latitude	Longitude				
43° 52' 6"	111° 45' 32"				

Information related to the audited operation

Total number of workers for the operation:	80	Maximum worker number during peak season:	90
Number of lines in normal production:	10	Number of lines running during the audit:	10
Facility Size:	110000 Square feet	Facility Environment Conditions:	Wet- Single Pass Water Use with Product contact, Wet- Recycled Water Use with Product Contact
Allergens:	No		
Temperature Controlled Storage:	Yes	Was an anti-microbial used in the water/ice?	Yes
Water Source:	Well	Antimicrobial Used:	Peroxyacetic acid
Is cooling equipment used?	Yes	Cooling Equipment:	Evaporator/Condensing Unit
Are production areas completely enclosed?	Yes	Production Area:	
Are storage areas completely enclosed?	Yes	Storage Areas:	

Product information for each product

Product Group/Product Name	Observed Product	Seasonality	Country of destination for product
Potatoes	Observed on the day of audit	Year round	United States

AUDIT SCORING SUMMARY	Pre-Corrective Action Review		Post-Corrective Action Review	
Food Safety Management System Requirements	Score:	248	Score:	251
	Possible Points:	253	Possible Points:	253
	Percent Score:	98%	Percent Score:	99%
Module 5 - Good Manufacturing Practices Requirements	Score:	1017	Score:	1042
	Possible Points:	1050	Possible Points:	1050
	Percent Score:	96%	Percent Score:	99%
Module 6 - HACCP System Requirements	Score:	85	Score:	95
	Possible Points:	95	Possible Points:	95
	Percent Score:	89%	Percent Score:	100%
TOTAL	Score:	1350	Score:	1388
	Possible Points:	1398	Possible Points:	1398
	Percent Score:	96%	Percent Score:	99%

Non-Conformance Summary By Count	Pre-Corrective Action Non-Conformances	Post-Corrective Action Non-Conformances
Food Safety Management System Requirements	2	1
Module 5 - Good Manufacturing Practices Requirements	6	3
Module 6 - HACCP System Requirements	1	0
TOTAL	9	4

SECTIONS:

Food Safety Management System Requirements	Module 5 - Good Manufacturing Practices Requirements	Module 6 - HACCP System Requirements
Management System	General GMP	Preliminary Steps
Control of Documents and Records	Pest Control	Development of the HACCP Plan
Procedures and Corrective Actions	Storage Areas & Packaging Materials	Execution of the HACCP Plan on the Plant Floor
Internal and External Inspections	Operational Practices	
Release of Items/Product	Worker Practices	
Supplier Monitoring/Control	Equipment	
Traceability and Recall	Equipment Cleaning	
Food Defense	General Cleaning	
	Buildings and Grounds	
	Site	
	Chemical Files	
	Pest Control Documentation	
	Operation Monitoring Records	
	Maintenance & Sanitation Files	
	Worker Documentation	
	Testing	
	Temperature Controlled Storage & Distribution Logs	
	Allergen Control	

FSMS	Management System	
1.01.01	<p>Question: Is there a documented food safety policy detailing the company's commitment to food safety?</p> <p>Auditor Comments: Yes "Food Safety Policy" was dated on 5/22/24 by Cade Crapo (Owner) and Melissa Coles (Food safety manager). Policy was posted in English at the main board of the facility and break area, visible for all visitors and workers.</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>

1.01.02	Question: Is there an organizational chart showing all management and workers who are involved in food safety related activities and documentation (job descriptions) detailing their food safety responsibilities?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. "Organizational Chart & Food Safety Personnel" was reviewed on 5/22/24 by Melissa Coles. Documents included all personnel involved with food safety showing job descriptions, responsibilities and alternates.	
1.01.03	Question: Is there a food safety committee and are there logs of food safety meetings with topics covered and attendees?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The food safety team consisted of 13 members, meetings are performed quarterly year round. Records were detailed in "Food Safety Committee Meeting" - examples: 6/25/24, 3/28/24, 12/29/23 and 9/29/23. Records detailed topics, names and signature of attendances.	
1.01.04	Question: Is there a training management system in place that shows what types of training are required for various job roles of specific workers, including who has been trained, when they were trained, which trainings they still need to take, and a training schedule?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. "Training Matrix" detailed worker's name, department, training scheduled and training that workers took. There are monthly training for workers and annually for HACCP and sanitation.	
1.01.05	Question: Is there documented management verification review of the entire food safety management system at least every 12 months, including an evaluation of resources, and are there records of changes made?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Annual management review and evaluation of resources were detailed in "Management Systems - Management Verification of all Food Safety Programs" dated on 5/31/24 by Melissa Coles, Cade Crapo and Luis Gordo. Assessment included internal & external audits, customers complaints, supplier verification, maintenance, HACCP, among others.	
1.01.06	Question: Where specific industry guidelines or best practices exist for the crop and/or product, does the operation have a current copy of the document?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. "US Standards for Grades of Potatoes" were available for review.	

FSMS	Control of Documents and Records
-------------	---

1.02.01	Question: Is there a written document control procedure (including document control register/record) describing how documents will be maintained, updated and replaced?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. "Document Control Procedure - Maintenance, Updates, and Replacements" & "Creation, Editing, and Secure Handling of Food Safety Documentation" described how SOP's and electronic documents will be maintained, updated and replaced. "Document Control Register" 7/2/24.	
1.02.02	Question: Is there a documented and implemented procedure that requires all records to be stored for a minimum period of 24 months (or greater if legally required) or for at least the shelf life of the product if it is greater than 24 months?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. The procedure "Records Retention" established that records will be maintained for 2 years.	
1.02.03	Question: Are both paper and electronic food safety related documents and records created, edited, stored and handled in a secure manner?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Records were created, edited and stored in a secure manner. All documents and records are in an electronic system - Highland Hub, only food safety manager has access to modify records.	
1.02.04	Question: Are records maintained in an organized and retrievable manner?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. The documentation was organized electronically in Highland Hub; readily accessible during the inspection, legible and traceable.	

1.02.05	<p>Question: Are all records and test results that can have an impact on the food safety program verified by a qualified person independent of the individual(s) completing the records?</p>	<p>Possible Points: 5 Points Scored: 1 Score: Major Deficiency</p>						
	<p>Auditor Comments: Major. Some records were reviewed by the same person that performed the activity. Melissa Coles is the person responsible to review all food safety documentation.</p>							
<div style="border: 1px solid black; padding: 5px;"> <p>Auditee Comments: Some logs were reviewed and approved by the same person that completed the log - Now Jared Davis another supervisor has to approve two logs I complete The Glass & Brittle Plastics Register & the Monthly Warehouse Inspection & Corrective Action Log are attached as examples with my completion of log and Jared's review and approval</p> <div style="text-align: right; border: 1px solid black; padding: 2px; display: inline-block;">View Files</div> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">CA Accepted?</th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td> <p>CB/Auditor Review Comments: Corrective action accepted. Minor Deficiency. "Corrective Actions Procedures" and examples of records are accepted. 3 months of records are required for full compliance. This question will be evaluated next audit.</p> </td> <td style="text-align: center; vertical-align: middle;">Yes</td> <td> <p>Possible Points: 5 Points Scored: 3 New Score: Minor Deficiency</p> </td> </tr> </tbody> </table> </div>				CA Accepted?		<p>CB/Auditor Review Comments: Corrective action accepted. Minor Deficiency. "Corrective Actions Procedures" and examples of records are accepted. 3 months of records are required for full compliance. This question will be evaluated next audit.</p>	Yes	<p>Possible Points: 5 Points Scored: 3 New Score: Minor Deficiency</p>
	CA Accepted?							
<p>CB/Auditor Review Comments: Corrective action accepted. Minor Deficiency. "Corrective Actions Procedures" and examples of records are accepted. 3 months of records are required for full compliance. This question will be evaluated next audit.</p>	Yes	<p>Possible Points: 5 Points Scored: 3 New Score: Minor Deficiency</p>						

FSMS	Procedures and Corrective Actions
-------------	--

1.03.01	<p>Question: Is there a written and standardized procedure for creating Standard Operating Procedures (SOPs) and their content?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. The documented instructions were part of "Creating (SOPs) Standard Operating Procedures". Considering procedure, frequency, scope and responsible for creating a SOP.</p>	

1.03.02	<p>Question: Are the written procedures available to relevant users and is a master copy maintained in a central file?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Original format was maintained in an electronic manual. Copies of procedures were available for the company's workers in training sessions and per department.</p>	

1.03.03	<p>Question: Is there a documented corrective action procedure that describes the basic requirements for handling all non-conformances affecting food safety?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Procedure detailed in "Corrective Action Procedure", identification of the issue, corrective actions, implementation and follow up validation were included.</p>	

1.03.04	<p>Question: Is there an incident reporting system, also known as a Notice(s) of Unusual Occurrence and Corrective Actions Log (NUOCA) ?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. "Notice of Unusual Occurrences & Corrective Actions Log (NUOCA)" was available for review, no incidents have been recorded in the last 12 months.</p>	

FSMS	Internal and External Inspections
-------------	--

1.04.01	<p>Question: Is there a documented procedure for how internal audits are to be performed at the operations, including frequency and covering all processes impacting food safety and the related documents and records?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. "Procedure For Performing Internal Audits", Primus GFS checklist is perform quarterly and there is an internal checklist on a monthly basis.</p>	

1.04.02	<p>Question: Are there written procedures for handling regulatory inspections?</p>	<p>Possible Points: 3 Points Scored: 2 Score: Minor Deficiency</p>						
	<p>Auditor Comments: Minor. "Procedures for Handling Regulatory Inspections" did not include corrective actions requirements and/or follow up after an audit; procedure protocol for photography, sampling and shadowing of inspectors.</p>							
<p>Auditee Comments: SOP for External Audits was expanded upon to include Corrective Action Requirements. View Files</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">CA Accepted?</th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td> <p>CB/Auditor Review Comments: Corrective action accepted. "Corrective Actions Procedures" and "Procedures for Handling Regulatory Inspections" 7/22/24 are accepted.</p> </td> <td style="text-align: center; vertical-align: middle;">Yes</td> <td> <p>Possible Points: 3 Points Scored: 3 New Score: Total Compliance</p> </td> </tr> </tbody> </table>				CA Accepted?		<p>CB/Auditor Review Comments: Corrective action accepted. "Corrective Actions Procedures" and "Procedures for Handling Regulatory Inspections" 7/22/24 are accepted.</p>	Yes	<p>Possible Points: 3 Points Scored: 3 New Score: Total Compliance</p>
	CA Accepted?							
<p>CB/Auditor Review Comments: Corrective action accepted. "Corrective Actions Procedures" and "Procedures for Handling Regulatory Inspections" 7/22/24 are accepted.</p>	Yes	<p>Possible Points: 3 Points Scored: 3 New Score: Total Compliance</p>						
1.04.03	<p>Question: Are there records of regulatory inspections and/or contracted inspections, company responses and corrective actions, if any?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>						
	<p>Auditor Comments: Yes. The records of a contracted PAO audit dated on 6/6/23 were available for review, corrective actions in place. No other inspections have been occur.</p>							
1.04.04	<p>Question: Are there documented calibration and/or accuracy verification procedures for measuring and monitoring devices used in the operations that are related to the safety of the product?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>						
	<p>Auditor Comments: Yes. Procedure detailed in "Calibration Procedures", there are daily verification for scales. Calibration procedure for sprout inhibitor and PAA system by Agri-Stor were available for review at their main binder - monthly calibrations.</p>							
1.04.05	<p>Question: Are calibration and/or accuracy verification records maintained and are they consistent with the requirements outlined in the SOP(s) for instruments and measuring devices requiring calibration?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>						
	<p>Auditor Comments: Yes. Records were detailed in "Daily 50 lb. Scale Calibration Log" by Luis Gordo. "Chemical Operation / Calibration Checklist" by Agri-Stor.</p>							
<p>FSMS Release of Items/Product</p>								
1.05.01	<p>Question: Is there a documented product release procedure available?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>						
	<p>Auditor Comments: Yes. "Product Release and Sampling Procedures", BOL and USDA inspections are required to release the product from the facility.</p>							
1.05.02	<p>Question: Are there records of product releases kept on file?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>						
	<p>Auditor Comments: Yes. BOL and USDA inspections reports were available for review during this audit.</p>							
1.05.03	<p>Question: Is there a documented procedure for handling on hold and rejected items?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>						
	<p>Auditor Comments: Yes. Document named "Handling On Hold or Rejected Product", detailing the steps and person responsible to place product and packing material on hold/rejected.</p>							

1.05.04	Question: Are there records of the handling of on hold and rejected items kept on file?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. "Rework/Hold and Release Form" was available for review. No incidents have been recorded in the last 12 months.	
1.05.05	Question: Is there a documented procedure for dealing with customer and buyer food safety complaints/feedback along with records and company responses, including corrective actions?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Document named "Customer or Food Safety Complaints / Feedback" and records detailed in "Customer or Food Safety Complaint and/or Feedback Form". No food safety incidents have been recorded.	

FSMS	Supplier Monitoring/Control
-------------	------------------------------------

1.06.01	Question: Is there a written procedure detailing how suppliers and service providers are evaluated, approved, and include the ongoing verification activities including monitoring? Note that supply chain preventive controls and supply-chain-applied controls are also mentioned in Module 7.	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Procedure for annual evaluation, monitoring, trial period, approval and emergency suppliers were detailed in "Procedure for Approval, Verification, and Evaluation of Suppliers, Service Providers, & Growers" reviewed on 5/22/24.	
1.06.02	Question: Is there a list of approved suppliers and service providers including justification for use of any emergency (temporary) suppliers or providers?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. "List of Approved Suppliers, Service Providers, & Growers" 7/3/24 - Examples: Agri-Stor, Sprague Pest Solutions, Idaho Packaging Company, Volm Companies. Growers: Crapo Brothers Norvue Farms and Riverside Farms.	
1.06.03	Question: Are there current written food safety related specifications for all incoming products, ingredients, materials (including primary packaging), services provided on-site, and outsourced services?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Specifications were detailed in "Food Safety Specifications For Incoming Raw Products, Packaging Materials, And Service Providers"; letter guarantee, business license, 3 party certificate & inspection report (growers) and permits are requested depending of the suppliers/services providers.	
1.06.04	Question: Does the organization have documented evidence to ensure that all incoming products, ingredients, materials, services provided on-site and outsourced service suppliers comply with the approval requirements and that all supplier verification activities (including monitoring) are being followed, as defined in the supplier approval procedure?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Examples of documentation: Crapo Farms - USDA Good Agricultural Practices Audit ID:47969 11/7/23, Idaho Packaging Company AID 960/1000 Dated on 9/7/23 and Sprague Pest Control Liability of Insurance Exp: 1/1/25.	
1.06.05	Question: Where food safety related testing is being performed by laboratory service providers, are these licensed and/or accredited laboratories (e.g., ISO 17025 or equivalent, national and local regulations, etc.)?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Water analysis are performed by I.A.S EnviroChem Laboratory EPA ID00952 Exp: 9/30/24 and Teton Microbiology Laboratory EPA ID00969 Exp: 9/30/24, both certified under the State of Idaho Certificate for the Microbiological Analysis.	

FSMS	Traceability and Recall
-------------	--------------------------------

1.07.01	Question: Is there a document that indicates how the company product tracking system works, thereby enabling trace back and trace forward to occur in the event of a potential recall issue?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Procedure outlined in "Product Tracking System & Traceability Procedure", there is a 5 digit unique lot number created when product is received at this facility and product is trace base on this number.	

1.07.02	Question: Does the organization have a documented recall program including procedures, recall team roles and contact details, external contact listings, requirement for recall effectiveness checks, explanation of different recall classes and handling of recalled product?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Program described in "Product Recall Procedure", document includes procedures, recall classification, recall team roles, responsibility and contact details.	
1.07.03	Question: Is testing of recall procedures (including traceback) performed and documented at least every six months, and the company can demonstrate the ability to trace materials (one step forward, one step back) effectively?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Mock recall is performed every 6 months. Last dated on 3/15/24 - Incorrect bar code printed Codes:066 & 072 Grower Lot: 24091 & 24106 Invoices: 161488 & 161489 Class: III Total: 1687. 100% of the product was located in less than 2 hrs. Supporting documentation available for review. Previously dated on 10/30/23.	

FSMS	Food Defense
-------------	---------------------

1.08.01	Question: Is there a written food fraud vulnerability assessment (FFVA) and protection plan for all types of fraud, including all incoming and outgoing products?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. "Food Fraud Vulnerability Assessment & Protection Plan" and "Food Fraud Vulnerability Assessment Form" were dated on 6/20/24 by Melissa Coles.	
1.08.02	Question: Is there a written food defense vulnerability assessment and food defense plan based on the risks associated with the operation?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Food defense plan and assessment were detailed in "Food Defense Vulnerability Assessment and Food Defense Plan" dated on 5/22/24 by Melissa Coles. Assessment included physical security, trailers inspections, water source, chemicals, among others.	
1.08.03	Question: Are records associated with the food defense plan and its procedures being maintained, including monitoring, corrective action and verification records (where appropriate)?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Visitor log must be signed when a visitor/contractor arrives at the operation, records were available for review.	
1.08.04	Question: Is there a current list of emergency contact phone numbers for management, law enforcement and appropriate regulatory agencies?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. "Emergency Contact List" was reviewed on 5/22/24 detailed phone numbers for management, law enforcement and appropriate regulatory agencies.	
1.08.05	Question: Are visitors and contractors to the company operations required to adhere to food defense procedures?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. Policies must be read and "Contractor Outside Service Provider Booklet" should be signed, stating all visitors will follow the company policies. This was requested by the auditee.	

GMP	General GMP
------------	--------------------

5.01.01	Question: Are all cleaning and maintenance chemicals (pesticides, sanitizers, detergents, lubricants, etc.) stored securely, safely and are they labeled correctly?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Sanitizer and cleaning products product was storage in designated area that remains locked (cage). Products were observed stored securely and labeled correctly.	

5.01.02	Question: Are "food grade" and "non-food grade" chemicals used appropriately, according to the label and not commingled?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Food grade and non-food grade chemicals were storage in designated cabinets at the main maintenance shop. Cabinets remained locked and only authorized personnel have access.	
5.01.03	Question: Are signs supporting GMPs posted appropriately?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. GMP signs were properly posted in hand wash stations, break area and around facility.	
5.01.04	Question: Are the necessary food defense controls implemented in the operation?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Controls were implemented. Examples: locked and restricted areas, security cameras and visitor/contractors are required to sign-in at the main office.	
GMP		
Pest Control		
5.02.01	Question: Are products or ingredients free of pests (e.g. insects, rodents, birds, reptiles, mammals) or any evidence of them? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. At the time of the inspection, there was no evidence of insects, rodents, birds, reptiles or mammals on products.	
5.02.02	Question: Are packaging supplies free of pests (e.g., insects, rodents,birds,reptiles,mammals) or any evidence of them? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. At the time of the inspection, there was no evidence of insects, rodents, birds, reptiles or mammals on packaging supplies.	
5.02.03	Question: Are plant and storage areas free of pests (e.g., insects, rodents, birds, reptiles, mammals) or any evidence of them?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. No issues observe during visual tour.	
5.02.04	Question: Is the area outside the facility free of evidence of pest activity?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Area around facility was free of pest activity at the moment of the visual tour.	
5.02.05	Question: Is there an effective pest control program in place? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Pest control is performed by Sprague Pest Control, monthly for bait stations and weekly for tin-cats.	
5.02.06	Question: Are pest control devices located away from exposed raw materials, work-in-progress, ingredients (including water and ice), finished goods and packaging, and poisonous bait stations are not used within the facility?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Pest control devices were located away from the exposed product or finished products. Bait devices are only located outside the facility.	

5.02.07	Question: Are pest control devices maintained in a clean and intact condition and marked as monitored (or bar code scanned) on a regular basis?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Bait stations and tin-cats have a barcode inside each device.	
5.02.08	Question: Are interior and exterior building perimeter pest control devices adequate in number and location?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Devices were observed adequate in number and location.	
5.02.09	Question: Are all pest control devices identified by a number or other code (e.g. barcode) ?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Devices have a wall sign that match with the station/device number.	
5.02.10	Question: Are all pest control devices effective and bait stations secured?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Tin-cats devices were correctly oriented with opening parallel to the interior wall and bait stations have a weight on it.	

GMP	Storage Areas & Packaging Materials
------------	--

5.03.01	Question: Does the facility layout ensure separation of ingredients (including ice), products, and packaging stored to prevent cross contamination (this includes iced product pallets stored above pallets of product without adequate protection as well as any allergen cross contamination issues)?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. No issues were observed.	
5.03.02	Question: Is the facility's use restricted to the storage of food products?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Only food products were stored in facility's storage areas.	
5.03.03	Question: Are rejected or on hold materials clearly identified and separated from other materials?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Rejected or hold materials were not observed during this audit. The score is not affected.	
5.03.04	Question: Are raw products, work in progress, ingredients (including water and ice), finished goods and food contact packaging within accepted tolerances for spoilage and free from adulteration? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. No issues were observed during the inspection.	
5.03.05	Question: Are all storage areas clean, especially the racking structures, lights, ceilings, floor areas by the walls and other hard to reach areas?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Storage areas were observed clean during this audit.	
5.03.06	Question: Are materials (commodities, packaging, ingredients, processing aids, work in progress, etc.) properly marked with rotation codes (receipt dates, manufacture dates, etc.)?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Receiving date was observed in packaging material.	

5.03.07	Question: Are materials (commodities, packaging, ingredients, processing aids, work in progress, etc.) rotated using FIFO policy?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. FIFO policy in place.	
5.03.08	Question: Are storage areas at the appropriate temperatures for the specific products being stored?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Main cooler was maintained 45F-50F.	
5.03.09	Question: Is any packaging being stored outside, being stored protected?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. All packaging material is storage inside. The score is not affected.	
GMP Operational Practices		
5.04.01	Question: Does the process flow, facility layout, worker control, utensil control, internal vehicle use, etc. ensure that finished (processed) products are not contaminated by raw (unprocessed) products?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. No issues were observed.	
5.04.02	Question: Are all exposed materials (product, packaging, etc.) protected from overhead contamination (e.g. ladders, motors, condensation, lubricants, walkways, loose panels, degrading insulation, etc.)?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. No overhead contamination was observe during this audit. Refer to question 5.09.05 for more information.	
5.04.03	Question: Are production areas clean and well maintained; especially lights, ducts, fans, floor areas by the walls and equipment, and other hard to reach areas?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Production areas were observed clean and well maintained during this audit.	
5.04.04	Question: Where facilities are not completely enclosed, are there measures in place to mitigate potential hazards?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Facility is completely enclosed. The score is not affected.	
5.04.05	Question: Is all re-work / re-packaging handled correctly?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Repack was not observed during this audit. The score is not affected.	
5.04.06	Question: Are raw ingredients examined before use?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. There is a visual inspection when product is received.	
5.04.07	Question: Are finished products coded (carton and unit packaging) for the day of production?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Carton boxes and individual plastic bags have the Julian Date.	

5.04.08	Question: Are foreign material control methods (e.g. metal detectors, metal traps, magnets, visual inspection, x-ray machines, etc.) in place and regularly tested (where relevant) to ensure proper operation?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Visual inspection in place for carton / bagger line.	
5.04.09	Question: Does the facility use the appropriate test strips, test kits or test probes for verifying the concentrations of anti-microbial chemicals (product contact water, terminal sanitizers, dip stations, etc.) being used, are they in operational condition and are they being used correctly?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Test strips for PAA were observed in operational condition and used properly by person responsible.	
5.04.10	Question: Are hand washing stations adequate in number and appropriately located for worker access and monitoring usage?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. There were 2 hand washing stations located before entering production areas and 10 located inside the restrooms.	
5.04.11	Question: Are hand washing stations in working order, have water of suitable temperature and pressure, adequately stocked (e.g. disposable towels, unscented soap, etc.) and restricted to hand washing purposes only?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Hand washing stations were adequately stocked with warm water, hand sanitizer, single use towels, unscented soap and restricted to hand washing purposes only.	
5.04.12	Question: Are toilet facilities adequate in number and location and are they adequately stocked (e.g. toilet paper, disposable towels, unscented soap, etc.)?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. There were 11 toilets and 5 urinals available for workers, facilities were properly stocked during this audit.	
5.04.13	Question: Are secondary hand sanitation stations adequate in number and location, and are the stations maintained properly?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Hand sanitizer was available next to hand washing stations and around the facility.	
5.04.14	Question: Are foot baths, foamers or dry powdered sanitizing stations adequate in number and location, and are the stations maintained properly?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. No foot baths, foamers or dry powdered sanitizing stations in place. The score is not affected.	
5.04.15	Question: Are single service containers used for their intended purpose only so that potential cross contamination is prevented?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. There was no misuse of use of cartons or bags observed during this audit.	
5.04.16	Question: Are re-usable containers cleanable and clearly designated for the specific purpose (trash, raw product, finished product, re-work, ice, etc.) such that cross contamination is prevented?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. No issues were observed with trash cans. There were plastic bins/totes - White: rerun product and Blue: trash.	
5.04.17	Question: Are devices used to measure, regulate or control temperature, pH, acidity, water activity, and other conditions that affect food safety, working properly and adequately maintained?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. Thermometer located at the cooler was observed working properly and adequately maintained.	

GMP		Worker Practices
5.05.01	<p>Question: Are workers washing and sanitizing their hands before starting work each day, after using the restroom, after breaks, before putting on gloves and whenever hands may be contaminated?</p>	<p>Possible Points: 0 Points Scored: 0 Score: N/A</p>
	<p>Auditor Comments: N/A. This activity was not observed by the auditor. The score is not affected.</p>	
5.05.02	<p>Question: Are workers' fingernails clean, short and free of nail polish?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. No issues were observed.</p>	
5.05.03	<p>Question: Are workers who are working directly or indirectly with food, free from signs of boils, sores, open wounds and are not exhibiting signs of foodborne illness?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. There were no signs of any worker with boils, sores, open wounds or exhibiting signs of food borne illness.</p>	
5.05.04	<p>Question: Are workers wearing effective hair restraints that contain all hair?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Workers were using hair nets properly.</p>	
5.05.05	<p>Question: Is jewelry confined to a plain wedding band and watches, studs, false eyelashes, etc., are not worn?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Jewelry was not observed in workers.</p>	
5.05.06	<p>Question: Are all workers wearing protective outer garments suitable for the operation (e.g., appropriate clean clothes, smocks, aprons, sleeves, non-latex gloves)?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Appropriated clean clothes and nitrile gloves were observed in workers.</p>	
5.05.07	<p>Question: Do workers remove protective outer garments (e.g., smocks, aprons, sleeves, and gloves) when on break, before using the toilets and when going home at the end of their shift?</p>	<p>Possible Points: 0 Points Scored: 0 Score: N/A</p>
	<p>Auditor Comments: N/A. This activity was not observed by auditor. The score is not affected.</p>	
5.05.08	<p>Question: Is there a designated area for workers to leave protective outer garments (e.g., smocks, aprons, sleeves, and gloves) when on break and before using the toilets?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. There is a designated area to place nitrile gloves.</p>	
5.05.09	<p>Question: Are worker personal items being stored appropriately (i.e. not in the production or material storage area)?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Personal items were not observed in the production areas, worker's items were observed at the break area and lockers were available for them.</p>	
5.05.10	<p>Question: Is smoking, eating, chewing and drinking confined to designated areas, and spitting is prohibited in all areas?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>
	<p>Auditor Comments: Yes. Eating, chewing and drinking is confined to designated areas and spitting is prohibited in all areas. There is a smoking are located outside the facility.</p>	

5.05.11	Question: Is fresh potable drinking water readily accessible to workers?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Fresh potable drinking water was available for workers.	

5.05.12	Question: Are all items removed from garment (shirt, blouse, etc.) top pockets, and unsecured items are not worn (e.g., pens, glasses on top of the head, Bluetooth devices, etc.)?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. No issues were observed.	

5.05.13	Question: Are first aid kits adequately stocked and readily available in the facility, and are blue band aids used?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. First aid kit was properly stocked and readily available for workers near the production area and a second one at the main office. Blue bandages were available.	

GMP	Equipment
------------	------------------

5.06.01	Question: Are food contact equipment surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g., tape, string, cardboard, etc.)?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Food contact equipment surfaces free of flaking paint, corrosion, rust and other unhygienic materials.	

5.06.02	Question: Are non-food contact equipment surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g., tape, string, cardboard, etc.)?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Non-food contact equipment surfaces free of flaking paint, corrosion, rust and other unhygienic materials.	

5.06.03	Question: Does food contact equipment design, placement, and condition (e.g., smooth surfaces, smooth weld seams, non-toxic materials, corrosion-resistant, no wood or other absorbent materials) facilitate effective cleaning and maintenance?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. No issues were observed.	

5.06.04	Question: Are thermometers (independent of thermostat probes) present in all coolers and freezers?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Thermometer was observed at the main cooler.	

5.06.05	Question: Are all thermometers non-glass and non-mercury?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Thermometer was non-glass and non-mercury.	

GMP	Equipment Cleaning
------------	---------------------------

5.07.01	Question: Are food contact equipment surfaces clean?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Food contact surfaces were observed clean during this audit.	

5.07.02	Question: Are non-food contact equipment surfaces clean?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Non-food contact surfaces were observed clean during this audit.	
5.07.03	Question: Are items (totes, bins, etc.) that are used to hold or store product clean?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. No totes/bins are used at this facility. The score is not affected.	
5.07.04	Question: During cleaning, are food products and packaging materials protected from contamination?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. This activity was not observed during this audit. The score is not affected.	
5.07.05	Question: Are cooling units, including coils in coolers and freezers, clean and free of aged, dirty ice?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Cooler unit was observed clean and free of aged and/or dirty ice.	
5.07.06	Question: Are all fan guards dust-free and the ceiling in front of the fans free of excessive black deposits?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. No issues observed with fan guards.	
5.07.07	Question: Is stored equipment that is not used on a daily basis stored in a clean condition with food-contact surfaces protected and/or are they retained on cleaning schedules in some manner, even though they are not in use?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. There was no equipment that is not used on a daily basis. The score is not affected.	
5.07.08	Question: Are all utensils, hoses, and other items not being used, stored clean and in a manner to prevent contamination?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Hoses were observed storage off the floor.	
5.07.09	Question: Are maintenance tools that are used in the production and storage areas of the facility clean, sanitary and corrosion free?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. Maintenance tools were observed at the production area and during this audit were observed clean and corrosion free.	
5.07.10	Question: Are excess lubricants and grease removed from the equipment and are lubricant catch pans fitted where needed?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. No issues were observed with equipment.	
GMP General Cleaning		
5.08.01	Question: Are spills cleaned up immediately?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. No spills were observed. The score is not affected.	

5.08.02	Question: Are waste and garbage frequently removed from production and storage areas?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Excessive trash was not observed. Trash is remove every day from production areas.	
5.08.03	Question: Are floor drains covered, do they appear clean, free from odors, in good repair, and flow in a manner that prevents contamination (e.g., from high to low risk areas, from high risk directly to drain system)?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Drains are located at the receiving / washing area.	
5.08.04	Question: Do high level areas, including overhead pipes, ducts, fans, etc., appear clean?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Lights and overhead pipes were observed clean during this audit.	
5.08.05	Question: Are plastic strip curtains maintained in good condition, kept clean and mounted so that the tips are not touching the floor?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. There are no plastic strip curtains in place. The score is not affected.	
5.08.06	Question: Is personal protection equipment (PPE) for the sanitation crew in good condition and stored to prevent cross contamination to raw products, work in progress, ingredients, finished goods or packaging?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. PPE was not observed by auditor during this audit. The score is not affected.	
5.08.07	Question: Is cleaning equipment maintained clean and stored properly?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Cleaning equipment was properly storage in designated areas - "Head Down".	
5.08.08	Question: Is cleaning equipment identified in order to prevent potential cross contamination issues (e.g., production, maintenance, outside, restroom equipment)?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Color code in place.	
5.08.09	Question: Are all items used for sanitation appropriate for their designated purpose (e.g., no steel wool, metal bristles, etc.)?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. No issues were observed.	
5.08.10	Question: Are toilet facilities and hand washing stations clean?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Restrooms are service on a daily basis by in-house workers. Records were available at the restroom's door.	
5.08.11	Question: Are worker break facilities clean, including microwaves and refrigerators, and no rotting or out of date foodstuffs?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Break area, fridge and microwaves were observed clean. There are 2 break areas in place.	

5.08.12	Question: Is the maintenance shop organized, with equipment and spares stored in a neat and tidy fashion?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Maintenance shop was observed properly organized during this audit.	
5.08.13	Question: Are internal transport vehicles (e.g., forklifts, bobcats, pallet jacks, carts, floor cleaners, etc.), clean, do not emit toxic fumes and are being used in a sanitary manner?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Forklifts were observed clean and being used in a sanitary manner.	
5.08.14	Question: Are shipping trucks clean and in good condition?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Shipping trucks were not observed during this audit. The score is not affected.	

GMP Buildings and Grounds

5.09.01	Question: Are all lights in the facility that could potentially contaminate raw materials, work in progress, ingredients (including ice), finished goods, equipment or packaging shielded, coated or otherwise shatter resistant to protect product from contamination in the event of breakage?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Lights were observed covered with a plastic cover and/or LED.	
5.09.02	Question: Has the operation eliminated or adequately controlled any potential metal, glass or brittle plastic contamination issues?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. No issues were observed.	
5.09.03	Question: Has the facility eliminated the use of wooden items or surfaces?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Wooden surfaces were not observed in production areas.	
5.09.04	Question: Is there adequate lighting in the production and storage areas?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Adequate light was observed in production areas.	
5.09.05	Question: Is ventilation adequate to control dust, condensation, odors and vapors?	Possible Points: 10 Points Scored: 3 Score: Major Deficiency
	Auditor Comments: Major. Condensation was observed at the main cooler (closest to the shipping doors), during this audit product was not observed been contaminated.	

Auditee Comments: On the "Daily Preventative Maintenance Schedule" log, we added two new tasks. One task for Checking the Coolers for Condensation during the months of April to November. Another task for Checking the Heaters for Proper Ventilation during the months of December to March. [View Files](#)

	CA Accepted?	
CB/Auditor Review Comments: Corrective action accepted. Minor Deficiency. "Corrective Actions Procedures" and "Daily Preventative Maintenance Schedule" (new log) are accepted. 3 months of records are required for full compliance. This question will be evaluated next audit.	Yes	Possible Points: 10 Points Scored: 7 New Score: Minor Deficiency

5.09.06	<p>Question: Are floor surfaces in good condition, with no standing water, no debris trapping cracks and are they easy to clean?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>									
	<p>Auditor Comments: Yes. Floor surfaces were observed in good condition.</p>										
5.09.07	<p>Question: Are the floor drains where they are needed for drainage and cleanup?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>									
	<p>Auditor Comments: Yes. Floor drains were observed around the facility and at the receiving/wash area.</p>										
5.09.08	<p>Question: Are closed doors and windows to the outside pest-proof?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>									
	<p>Auditor Comments: Yes. No issues were observed.</p>										
5.09.09	<p>Question: In temperature controlled environments, are docks enclosed and dock doors fitted with buffers/shelters to seal against trucks?</p>	<p>Possible Points: 0 Points Scored: 0 Score: N/A</p>									
	<p>Auditor Comments: N/A. Product is not temperature controlled. The score is not affected.</p>										
5.09.10	<p>Question: Are dock load levelers and buffers/shelters maintained in good condition, pest proof and debris free?</p>	<p>Possible Points: 3 Points Scored: 3 Score: Total Compliance</p>									
	<p>Auditor Comments: Yes. Dock load levelers and buffers were observed in good condition, there are 6 shipping doors in place.</p>										
5.09.11	<p>Question: Are exterior walls free of holes to exclude pests, and are pipes, vents, and air ducts designed and protected in order to prevent pest entry (e.g., by using fine mesh)?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>									
	<p>Auditor Comments: Yes. No issues were observed in exterior walls.</p>										
5.09.12	<p>Question: Are interior walls and ceilings free of cracks and crevices to prevent pest harborage and allow proper sanitation?</p>	<p>Possible Points: 5 Points Scored: 1 Score: Major Deficiency</p>									
	<p>Auditor Comments: Major. Foam ceiling was observed at the main production area, surface does not allow proper cleaning and/or sanitation. There was no risk assessment in place.</p>										
<table border="1" style="width: 100%;"> <tr> <td colspan="2">Auditee Comments: A risk assessment was conducted on the foam ceiling in the production area.</td> <td style="text-align: right;">View Files</td> </tr> <tr> <td style="width: 60%;"></td> <td style="text-align: center; width: 10%;">CA Accepted?</td> <td style="width: 30%;"></td> </tr> <tr> <td>CB/Auditor Review Comments: Corrective action accepted. "Corrective Actions Procedures" and "Risk Assessment" 7/23/24 are accepted.</td> <td style="text-align: center; vertical-align: middle;">Yes</td> <td> <p>Possible Points: 5 Points Scored: 5 New Score: Total Compliance</p> </td> </tr> </table>			Auditee Comments: A risk assessment was conducted on the foam ceiling in the production area.		View Files		CA Accepted?		CB/Auditor Review Comments: Corrective action accepted. "Corrective Actions Procedures" and "Risk Assessment" 7/23/24 are accepted.	Yes	<p>Possible Points: 5 Points Scored: 5 New Score: Total Compliance</p>
Auditee Comments: A risk assessment was conducted on the foam ceiling in the production area.		View Files									
	CA Accepted?										
CB/Auditor Review Comments: Corrective action accepted. "Corrective Actions Procedures" and "Risk Assessment" 7/23/24 are accepted.	Yes	<p>Possible Points: 5 Points Scored: 5 New Score: Total Compliance</p>									
5.09.13	<p>Question: Is an 18" (46 cm) internal wall perimeter being maintained within the facility, with adequate access to these wall perimeters, thereby allowing inspection and cleaning?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>									
	<p>Auditor Comments: Yes. 18" (46 cm) internal wall perimeter being maintained in storage areas.</p>										
5.09.14	<p>Question: Is the exterior area immediately outside the facility, including roads, yards and parking areas, free of litter, weeds and standing water?</p>	<p>Possible Points: 5 Points Scored: 5 Score: Total Compliance</p>									
	<p>Auditor Comments: Yes. Exterior area was free of litter, weeds or standing water.</p>										

5.09.15	Question: Are control measures being implemented for the outside storage of equipment, pallets, tires, etc. (i.e. out of the mud, pipe ends capped, stacked to prevent pest harborage, away from the building perimeter)?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. There was no equipment storage outside. The score is not affected.	
5.09.16	Question: Are pallets inspected to separate and replace dirty or broken pallets, and broken or dirty pallets are not in use?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. There is a designated area located outside for pallets.	
5.09.17	Question: Is the area around the dumpster/cull truck/trash area clean?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. Area around exterior dumpster was observed clean.	
5.09.18	Question: Are outside garbage receptacles and dumpsters kept covered or closed?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Main dumpster located outside and trash cans were observed covered.	
5.09.19	Question: Are all water lines protected against back siphonage?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Water lines were protected against back siphonage. Well water in place.	
5.09.20	Question: Where there is an on-site laboratory, is it completely enclosed and separated from production and storage areas?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. No on-site laboratory in place. The score is not affected.	
GMP		
Site		
5.10.01	Question: Is there a site plan showing the facility location, adjacent sites, roads, water sources, storm water, wastewater and other relevant features?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. There was one google map picture detailing adjacent land, ponds, railroad tracks, water source, propane tanks and parking area.	
5.10.02	Question: Is there a facility floor plan showing the layout of the building, production areas, storage areas, water sources and fixtures, layout of equipment and traffic flow patterns?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. "Floor Plan 2024" detailed: production areas, production lines, employee/water/product flow, cooler, common areas, offices, maintenance shop, among others.	
5.10.03	Question: Has a documented risk assessment been performed to ensure that any food safety hazards relevant to facility location and adjacent land use are identified and controlled?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. "Site" was dated on 6/20/24 by Melissa Coles; facility is surrounded with rail roads tracks and agricultural land.	
5.10.04	Question: Is there a current certificate of inspection (or similar record) for backflow prevention assemblies on water lines into the facility?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. Annual inspection was detailed in "Backflow Assembly Testing and Supply LLC" dated on 10/14/23 by Allen Wilder Lic:14789 Serial: 1726 Size 4" "Pass".	

5.10.05	Question: Is there a designated person responsible for the operation's food safety program?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Melissa Coles is the person responsible of the food safety program, she has a valid HACCP training.	

GMP	Chemical Files
------------	-----------------------

5.11.01	Question: Are there copies of specimen labels for chemicals used, where the full label is not immediately accessible (e.g., rodent chemicals, product sanitizers)?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Chemicals SDS were available in yellow and Agri-Stor binder. Examples: FreshPack 50, Shield EC and Jet-Ag 15.	

5.11.02	Question: Are there chemical inventory logs for chemicals, including pesticides, fertilizers and cleaning and sanitizing chemicals?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. Chemical inventory is performed on a monthly basis by Agri-Stor - "Chemical Delivery / Lot Number".	

5.11.03	Question: Are there specific Standard Operating Procedures (SOPs) for the monitoring of anti-microbial parameters in single pass and/or recirculated/batch water systems, changing of recirculated/batch water systems (e.g., dump tanks, flumes, hydro vacuums, hydro coolers, etc.) and for monitoring pH and water temperature (if applicable)?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Procedure detailed in "Changing Flume Water", first step is recirculated water with no anti-microbial. "Chemical Strength Testing", after first step there is a single pass of Jet-Ag 15 100 ppm - 390 ppm (PAA). Refer to question 5.13.04 for more information.	

GMP	Pest Control Documentation
------------	-----------------------------------

5.12.01	Question: Is the pest control program properly documented, detailing the scope of the program, target pests and frequency of checks, including a copy of the contract with the extermination company (if used), Pest Control Operator license(s)/training (if baits are used), and insurance documents?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Service is performed by Sprague Pest Control, Technician: Dustin Wilding Lic:59957 Exp: 12/31/24, Liability of Insurance Exp: 1/1/25 and "Pest Program Review - Annual" was dated on 1/19/24.	

5.12.02	Question: Is there a schematic drawing/plan of the facility showing numbered locations of all pest monitoring devices (e.g., rodent traps, bait stations, insect light traps, etc.) both inside and outside the facility?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. There was a facility map detailing internal and external devices for different areas, map was verified during the visual tour - reviewed on 1/18/24.	

5.12.03	Question: Are service reports created for pest control checks detailing inspection records, application records, and corrective actions of issues noted (in-house and/or contract)?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Records are detailed in "Service Record" dated on 7/1/24, 6/27/24, 6/19/24, 6/12/24 and 6/5/24.	

GMP	Operation Monitoring Records
------------	-------------------------------------

5.13.01	Question: Are there inspection records for incoming goods (e.g., raw materials, ingredients and packing materials)?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Records were detailed in "Dockside Inspection" (product) and "Inspector Report Form for all Incoming Shipments" (packaging materials and supplies).	

5.13.02	<p>Question: Are there inspection logs on incoming trailers (and other forms of transport) for rodents and insects, cleanliness, holes and temperature control of the trailer (for food requiring temperature control for safety and/or as required per buyer specifications)?</p> <p>Auditor Comments: Yes. Transportation inspection is included in "Inspector Report Form for all Incoming Shipments".</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>						
5.13.03	<p>Question: Are there records for the necessary process monitoring activities (e.g., pH, water temperature vs. product temperature, metal detection, X-ray, labeling, heating processes, reduction/kill step processes, postharvest pesticides (e.g. fungicides), control of water activity, drying, etc.), showing, for example, monitoring frequencies, results and where necessary the corrective actions?</p> <p>Auditor Comments: Yes. Sprout inhibitor is applied automatically, applications records were detailed in "Chemical / Calibration Log" and "Audit Export" (electronic verification per hour) by Agri-Stor. FreshPAck 50 and/or Shield EC could be used at this facility.</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>						
5.13.04	<p>Question: Are there records (with corrective actions) that show anti-microbial (e.g., free chlorine, peroxyacetic acid) strength testing of product contact water and ice solutions prior to start up and throughout the production runs?</p> <p>Auditor Comments: Major. There was not a manual verification of single pass (only visual verification of electronic machine). Recirculated water system does not have any antimicrobial and water is change once - "Pre-Op Flume / Wash System Checklist & Changing of Water".</p> <div data-bbox="253 688 1520 1003" style="border: 1px solid black; padding: 5px;"> <p>Auditee Comments: On the "Pre-Op Flume/Wash System Checklist & Changing of Water" log, a question was added stating "Was a test strip used to verify chemical concentration in spray bars?" A dropdown list answer of YES or NO was also added. View Files</p> <table border="1" data-bbox="253 785 1520 1003"> <thead> <tr> <th data-bbox="253 785 1071 835"></th> <th data-bbox="1071 785 1177 835">CA Accepted?</th> <th data-bbox="1177 785 1520 835"></th> </tr> </thead> <tbody> <tr> <td data-bbox="253 835 1071 1003"> <p>CB/Auditor Review Comments: Corrective action accepted. Minor Deficiency. New log "Pre-Op Flume/Wash System Checklist & Changing of Water"(new log) included the question for the spray bar. However, did not detailed the the readings (ppm). This question will be evaluated next audit.</p> </td> <td data-bbox="1071 835 1177 1003" style="text-align: center; vertical-align: middle;">Yes</td> <td data-bbox="1177 835 1520 1003"> <p>Possible Points: 10 Points Scored: 7 New Score: Minor Deficiency</p> </td> </tr> </tbody> </table> </div>		CA Accepted?		<p>CB/Auditor Review Comments: Corrective action accepted. Minor Deficiency. New log "Pre-Op Flume/Wash System Checklist & Changing of Water"(new log) included the question for the spray bar. However, did not detailed the the readings (ppm). This question will be evaluated next audit.</p>	Yes	<p>Possible Points: 10 Points Scored: 7 New Score: Minor Deficiency</p>	<p>Possible Points: 10 Points Scored: 3 Score: Major Deficiency</p>
	CA Accepted?							
<p>CB/Auditor Review Comments: Corrective action accepted. Minor Deficiency. New log "Pre-Op Flume/Wash System Checklist & Changing of Water"(new log) included the question for the spray bar. However, did not detailed the the readings (ppm). This question will be evaluated next audit.</p>	Yes	<p>Possible Points: 10 Points Scored: 7 New Score: Minor Deficiency</p>						
5.13.05	<p>Question: Are there records of monitoring for build-up of organic material (turbidity) and changing of recirculated and batch water systems (e.g., dump tanks, flumes, hydro vacuums, hydro coolers, etc.)?</p> <p>Auditor Comments: N/A. Turbidity is not monitored for recirculated system (potatoes). The score is not affected.</p>	<p>Possible Points: 0 Points Scored: 0 Score: N/A</p>						
5.13.06	<p>Question: Are there records (with corrective actions) that show anti-microbial strength testing of hand/foot/tool dip stations, and are there stock check and replenishment records for gel and spray stations?</p> <p>Auditor Comments: Yes. Hand sanitizer inspections are performed daily - "Daily Cleaning Restroom & Lunchroom Areas".</p>	<p>Possible Points: 3 Points Scored: 3 Score: Total Compliance</p>						
5.13.07	<p>Question: Is there a tool accountability program for knives and similar cutting hand tools used in the production area?</p> <p>Auditor Comments: N/A. No tools are used in place. The score is not affected.</p>	<p>Possible Points: 0 Points Scored: 0 Score: N/A</p>						
5.13.08	<p>Question: Is there a pre-operation inspection log?</p> <p>Auditor Comments: Yes. "Pre-Op Checklist For GMP Compliance", "Pre-Op Bagger Checklist", "Pre-Op Exeter Startup Checklist" and "Pre-Op Plant Startup Checklist" included: employee GMP requirements, restrooms, breakroom, packing area, packaging material storage, sorting area, maintenance room, parking lot, receiving area, among others.</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>						

5.13.09	Question: Is there documented evidence of the internal audits performed, detailing findings and corrective actions?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Primus GFS checklist is performed quarterly (Module #1, #5 and #6), last dated on 6/26/24 by Melissa Coles. Comments, findings and justifications were included in records. There is a monthly internal checklist - "Monthly Warehouse Inspection & Corrective Actions" - Examples: 6/28/24, 5/31/24, 4/30/24, 3/29/24 and 2/29/24 by Melissa Coles.	

GMP	Maintenance & Sanitation Files
------------	---

5.14.01	Question: Does the facility have a preventative maintenance program that includes a schedule and completion records?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Program and records were detailed in "Weekly Preventative Maintenance Schedule", "Quarterly Preventative Maintenance Schedule", "Daily Preventative Maintenance Schedule" and "Monthly Preventative Maintenance Schedule".	

5.14.02	Question: Are there a logs of maintenance work and repairs and are they signed off when work is completed?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Records detailed in "Maintenance Work Request" - Example: 6/27/24 Replace Belt - conveyor 268 by Jared David.	

5.14.03	Question: Are there logs showing that equipment is properly cleaned and sanitized after maintenance and repair work has been completed?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Cleaning and sanitizing records are included in "Maintenance Work Request", record detailed who was the person responsible for the sanitation.	

5.14.04	Question: Is there a written cleaning schedule (Master Sanitation Schedule) that shows what and where is to be cleaned and how often?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. "Daily Cleaning Maintenance Area", "Weekly Cleaning for Forklift/Shipping Area", "Monthly Maintenance Master Cleaning Schedule", "Monthly Plant Master Cleaning Schedule", "Daily Cleaning Warehouse Area" and "Monthly Forklift/ Loading Master Cleaning Schedule".	

5.14.05	Question: Are there written cleaning and sanitation procedures (Sanitation Standard Operating Procedures) for the facility and all equipment?	Possible Points: 10 Points Scored: 7 Score: Minor Deficiency
	Auditor Comments: Minor. "Cleaning & Sanitation Procedures for Equipment" mentioned there is a steam clean, however there was no specific steps (water temperature, procedures, responsibilities) for this activity. Food contact surfaces are clean on daily basis using Dawn Dish Soap and then Fight Bac.	

Auditee Comments: A scrub brush and water hose will be used instead of a steam cleaner throughout all areas of the warehouse. "Steam clean" was removed from the Monthly Plant Master Cleaning Schedule from the Equipment Cleaning Procedures SOP. After discussing the steam cleaning of a few things in the warehouse with the plant manager and the maintenance manager, it was decided that we do away with the steam cleaning duties and instead use a scrub brush and water hose for cleaning purposes.

[View Files](#)

	CA Accepted?	
CB/Auditor Review Comments: Corrective action accepted. "Corrective Actions Procedures" and "Equipment Cleaning Procedures" are accepted.	Yes	Possible Points: 10 Points Scored: 10 New Score: Total Compliance

5.14.06	Question: Are cleaning and sanitation logs on file that show what was done, when and by who?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Records are detailed in "Daily Cleaning Maintenance Area", "Weekly Cleaning for Forklift/Shipping Area", "Monthly Maintenance Master Cleaning Schedule", "Monthly Plant Master Cleaning Schedule", "Daily Cleaning Warehouse Area", "Monthly Forklift/ Loading Master Cleaning Schedule" and "Daily Cleaning Restroom & Lunchroom Areas".	
5.14.07	Question: Are there records showing verification of cleaning and sanitizing chemical concentrations?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Product is ready to use. The score is not affected.	
5.14.08	Question: Are there documented procedures and completion records for clean-in-place (CIP) activities (e.g., cleaning re-circulating water systems such as washing flumes, ice injectors, hydrocoolers, chilled water systems, ice makers, etc.), where applicable?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. No CIP in place. The score is not affected.	
5.14.09	Question: Are there sanitation logs on file indicating that floor drains are cleaned on a regular basis (minimum daily in wet and fresh-cut production areas)?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes Cleaning records for drains are included in "Daily Cleaning Warehouse Area" (daily).	
5.14.10	Question: Are there records showing filters in air conditioning, evaporative coolers, ventilation and air filtration units are regularly cleaned and replaced?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. No ventilation units in place. The score is not affected.	
5.14.11	Question: Are there records showing cooling units are maintenance serviced and cleaned at least every 12 months or more frequently as required?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Annual maintenance for cooling unit is performed by IVI, last dated on 3/19/24.	
5.14.12	Question: Is there a routine program and written procedure to verify sanitation effectiveness using rapid post sanitation checks (e.g., ATP measurements, allergen specific proteins)?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. ATP is not required for potatoes since product required to be cook prior to consumption. The score is not affected.	
5.14.13	Question: Is there a documented glass and brittle plastic management procedure (including company glass and brittle plastic policy, glass breakage procedure and where necessary a glass register)?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Procedure detailed in "Control of Glass and Plastics" and "Glass & Brittle Plastics Management Procedure" and "Glass & Brittle Plastics Register" - examples: 6/28/24, 5/31/24, 4/30/24, 3/29/24 and 2/29/24 by Melissa Coles.	
GMP Worker Documentation		
5.15.01	Question: Are there records of new worker food safety (GMP) orientation training (with topics covered and attendees) and are all workers required to sign the company's food safety hygiene and health policy?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. "Food Security Policy (GMP's)" is signed by all new workers. Examples were available for review.	

5.15.02	Question: Are there logs of ongoing worker food safety education training, including topics covered, attendees, etc.?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Monthly training are detailed in "Minutes of Meeting" - Examples: 7/9/24, 6/2/24, 5/14/24, 4/17/24, 3/20/24 and 2/21/24. Records detailed: workers name, signatures, trainer, topics and material given.	
5.15.03	Question: Are there training logs for the sanitation workers, including best practices and chemical use details?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Annual training for workers was dated on 5/14/24.	
5.15.04	Question: Are there written and communicated procedures in place that require food handlers to report any cuts or grazes and/or if they are suffering any illnesses that might be a contamination risk to the products being produced, and include return to work requirements? (In countries with health privacy/confidentiality laws, e.g. USA, auditors should check procedure/policy but not the actual records).	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Policy detailed in "Reporting A Cross Contamination Risk - Cuts/Illnesses", doctor's release is required to return to work.	
5.15.05	Question: Are there worker food safety non-conformance records and associated corrective actions (including retraining records)?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. Food safety non-conformance are detailed in "Warnings" and procedure was detailed in "Worker Nonconformance Records And Corrective Actions".	
5.15.06	Question: Are visitors and contractors required to sign a log stating that they will comply with the operations' personal hygiene and health requirements?	Possible Points: 3 Points Scored: 3 Score: Total Compliance
	Auditor Comments: Yes. Policies must be read and visitor log should be signed, stating all visitors will follow the company policies. This was requested by the auditee.	

GMP	Testing
------------	----------------

5.16.01	Question: Is there a written risk-based, scientifically valid microbiological testing program that may include pathogen testing, and details program design (zonal approach, food contact/non-food contact surfaces, spent sprout irrigation water, test & hold, water, ice, etc.), rationale for organisms tested for, procedures for sampling and testing (surfaces, water, product, ingredients, etc.), timing and frequency of testing, the testing methodology, the lab that performs the tests, and acceptable results/threshold levels for each organism?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. "Microbiological Testing On Water", there are quarterly water analysis for well- Total Coliforms and E. Coli. There is no environmental program for zones #1 - #4, since product required to be cook prior consumption.	

5.16.02	Question: Are there written risk-based corrective action procedures for when unacceptable test results are received, that describe the steps to be taken, assign responsibility for taking those steps, and steps to ensure the cause is identified (e.g., root cause analysis) and corrected to minimize the potential for product contamination?	Possible Points: 10 Points Scored: 3 Score: Major Deficiency
	Auditor Comments: Major. "Microbiological Testing On Water" did not detailed specific steps and procedures in case of abnormal results in water.	

Auditee Comments: Sun Glo's SOP on Microbiological Testing On Water was expanded to include Mountain West Environmental LLC SOP. Sun Glo would work directly with Dustin at Mountain West Environmental LLC in identifying and addressing any abnormal / positive test result.

[View Files](#)

	CA Accepted?	
CB/Auditor Review Comments: Corrective action accepted. "Corrective Actions Procedures" and "Microbiological Testing On Water" are accepted.	Yes	Possible Points: 10 Points Scored: 10 New Score: Total Compliance

5.16.03	Question: Are there records of environmental microbiological test results and does testing meet the program requirements?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Refer to question 5.16.01. The score is not affected.	
5.16.04	Question: Are there records of microbiological tests on water used in the facility (sampled from within the facility) and does the testing meet the program requirements?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Water analysis were dated on 9/26/23, 11/15/23, 1/10/24 and 4/30/24 Total Coliforms and E. Coli "Absent" Method: SM9223B.	
5.16.05	Question: Are there records of microbiological tests on ice used in the facility (either produced in-house or purchased) and does testing meet the program requirements?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. No ice in place. The score is not affected.	
5.16.06	Question: Are there records of tests performed on compressed air or other mechanically introduced gases that are used directly on food and food contact surfaces and does testing meet the program requirements?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. No compressed air in place. The score is not affected.	
5.16.07	Question: Are there records of other tests (e.g., spent sprout irrigation water, product, raw ingredients, etc.) that are performed for any reason (e.g., customer requirements, best practice, regulatory requirements) and does testing meet program requirements?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. No other analysis in place. The score is not affected.	
5.16.08	Question: Are there records of corrective actions taken after unsuitable testing results that describe the steps taken, responsibility for taking those steps, and actions taken to ensure that the cause of contamination has been identified and corrected?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. No abnormal analysis have been detected. The score is not affected.	
5.16.09	Question: Is there a documented training program with training records for the sampling personnel, including aseptic sampling collection techniques, sampling protocols and sample handling?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Samples are taken by laboratory. The score is not affected.	
5.16.10	Question: Where food safety related testing is being done in-house, is there a laboratory quality assurance manual with protocols and validated testing methods, evidence of training on testing protocols and methods, and relevant supporting documentation?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. No in-house testing in place. The score is not affected.	

GMP	Temperature Controlled Storage & Distribution Logs
------------	---

5.17.01	Question: Are there records of final product temperature checks for temperature sensitive product?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. There is no sensitive product at this facility. The score is not affected.	
5.17.02	Question: Are there temperature logs for the production area (if refrigerated)?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments: N/A. Production area is not refrigerated. The score is not affected.	

5.17.03	Question: Are there temperature logs for storage rooms?	Possible Points: 5 Points Scored: 0 Score: Non-Compliance						
	Auditor Comments: Non-compliance. There was no temperature records for cooler.							
<div style="border: 1px solid black; padding: 5px;"> <p>Auditee Comments: On the "Daily Preventative Maintenance Schedule" log, we added a new task. A check box was added for "Temperature in Cold Room." A box called "Degrees" was added below the Temperature in Cold Room Task. The cold room temperature will now be documented daily.</p> <div style="text-align: right;">View Files</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">CA Accepted?</th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td> CB/Auditor Review Comments: Corrective action accepted. Minor Deficiency. "Corrective Actions Procedures" and "Daily Preventative Maintenance Schedule" (new log) are accepted. 3 months of records are required for full compliance. This question will be evaluated next audit. </td> <td style="text-align: center; vertical-align: middle;">Yes</td> <td> Possible Points: 5 Points Scored: 3 New Score: Minor Deficiency </td> </tr> </tbody> </table> </div>				CA Accepted?		CB/Auditor Review Comments: Corrective action accepted. Minor Deficiency. "Corrective Actions Procedures" and "Daily Preventative Maintenance Schedule" (new log) are accepted. 3 months of records are required for full compliance. This question will be evaluated next audit.	Yes	Possible Points: 5 Points Scored: 3 New Score: Minor Deficiency
	CA Accepted?							
CB/Auditor Review Comments: Corrective action accepted. Minor Deficiency. "Corrective Actions Procedures" and "Daily Preventative Maintenance Schedule" (new log) are accepted. 3 months of records are required for full compliance. This question will be evaluated next audit.	Yes	Possible Points: 5 Points Scored: 3 New Score: Minor Deficiency						

5.17.04	Question: Is there a documented procedure for checking truck trailer temperature and reviewing sanitary condition of truck trailers prior to loading?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Procedure for trailers are included in "Procedure for Checking Truck Trailer Temperature Prior to Shipping".	

5.17.05	Question: Are there records of shipping truck trailer (or other transportation systems) temperature checks, indicating the truck trailer temperature settings and that the truck trailer was pre-cooled prior to loading?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Trailer temperature is detailed in "Inspector Report Form for all Outbound Shipments".	

5.17.06	Question: Are there sanitary condition logs for shipping truck trailers (or other transportation systems)?	Possible Points: 5 Points Scored: 5 Score: Total Compliance
	Auditor Comments: Yes. Sanitary condition for trucks are included in "Inspector Report Form for all Outbound Shipments".	

GMP	Allergen Control
------------	-------------------------

5.18.01	Question: Are production and storage areas free of allergen risks (i.e. allergens are not stored or handled)?	Possible Points: 0 Points Scored: 0 Score: Yes
	Auditor Comments: Yes. Allergens are not handle at this facility - "Allergen Control Program".	

5.18.02	Question: Has a documented allergen management plan been developed?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	

5.18.03	Question: Are there adequate storage controls (e.g., separation, identification, etc.) that ensure that allergens are not contaminating other materials?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	

5.18.04	Question: Is there a dedicated allergen production line or adequate clean down and production procedures that prevent allergen cross contamination?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	

5.18.05	Question: Are utensils and work in progress storage containers identified in order to prevent allergen cross contamination?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	
5.18.06	Question: Does re-work handling take into account the issues associated with allergen containing products?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	
5.18.07	Question: Are workers trained with respect to allergen risks and the facility allergen cross contamination controls (including hand washing between production runs) and are there records of this allergen training?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	
5.18.08	Question: Are worker practices adequate and being followed to protect against allergen cross-contact and against contamination of food?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	
5.18.09	Question: Are all products manufactured on site labeled correctly with respect to allergens?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	
HACCP Preliminary Steps		
6.01.01	Question: Is there a team responsible for the HACCP program at the operation, with an assigned leader for the development, implementation and on-going maintenance of the HACCP system?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. HACCP Team is the same as the food safety team, meetings are performed quarterly. Melissa Coles is the HACCP leader. Refer to question 1.01.03 for meeting records.	
6.01.02	Question: Is there documented evidence that the HACCP team members have been trained on HACCP principles?	Possible Points: 15 Points Scored: 15 Score: Total Compliance
	Auditor Comments: Yes. Melissa Coles has a training by the HACCP Alliance dated on 8/27/2020 and there was an internal training for the rest of the team dated on 6/24/24.	
6.01.03	Question: Does a product description exist for the products produced?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. "Product Description" was available for potatoes: shelf life, labeling intrusions, market intended, distributions, product/ingredients, among others.	
6.01.04	Question: Has the process(es) been flow charted in sufficient detail to completely describe the process or product handling/processing steps?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. "Fresh Potato Flow Chart 2024"- receiving, flume area, rock trap, Wyma (single pass), conveyor belts, smart vision, holding bins, packing, storage and shipped to customers.	
6.01.05	Question: Is there documented evidence that the flow chart(s) has been verified on-site?	Possible Points: 10 Points Scored: 10 Score: Total Compliance
	Auditor Comments: Yes. Flow chart was reviewed on 7/1/24 by Melissa Coles.	

HACCP		Development of the HACCP Plan							
6.02.01	<p>Question: Has a documented hazard analysis for the processes been conducted, showing the various types of hazards, their likelihood of occurrence, their associated severity and their control measures? A ZERO POINT (NON-COMPLIANCE) DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THIS AUDIT.</p>	<p>Possible Points: 15 Points Scored: 5 Score: Major Deficiency</p>							
	<p>Auditor Comments: Major. Severity was not properly evaluated in "Hazard-Analysis Worksheet".</p>								
<table border="1" style="width: 100%;"> <tr> <td colspan="2"> <p>Auditee Comments: On the Hazard Analysis Worksheet, a column was added to address the "Severity" of potential food safety hazards. The "Severity" levels used were: Insignificant, Low, Medium, and High.</p> </td> <td style="text-align: right;"> <p>View Files</p> </td> </tr> <tr> <td style="width: 60%; vertical-align: top;"> <p>CB/Auditor Review Comments: Corrective action accepted. "Corrective Actions Procedures" and "Hazard Analysis Worksheet" are accepted.</p> </td> <td style="width: 10%; text-align: center; vertical-align: middle;"> <p>CA Accepted?</p> <p>Yes</p> </td> <td style="width: 30%; vertical-align: top;"> <p>Possible Points: 15 Points Scored: 15 New Score: Total Compliance</p> </td> </tr> </table>				<p>Auditee Comments: On the Hazard Analysis Worksheet, a column was added to address the "Severity" of potential food safety hazards. The "Severity" levels used were: Insignificant, Low, Medium, and High.</p>		<p>View Files</p>	<p>CB/Auditor Review Comments: Corrective action accepted. "Corrective Actions Procedures" and "Hazard Analysis Worksheet" are accepted.</p>	<p>CA Accepted?</p> <p>Yes</p>	<p>Possible Points: 15 Points Scored: 15 New Score: Total Compliance</p>
<p>Auditee Comments: On the Hazard Analysis Worksheet, a column was added to address the "Severity" of potential food safety hazards. The "Severity" levels used were: Insignificant, Low, Medium, and High.</p>		<p>View Files</p>							
<p>CB/Auditor Review Comments: Corrective action accepted. "Corrective Actions Procedures" and "Hazard Analysis Worksheet" are accepted.</p>	<p>CA Accepted?</p> <p>Yes</p>	<p>Possible Points: 15 Points Scored: 15 New Score: Total Compliance</p>							
6.02.02	<p>Question: Have CCP decisions been made with logical, documented justification and where CCPs are implemented in a specific processing step, have they been developed to control the identified hazard(s)?</p>	<p>Possible Points: 15 Points Scored: 15 Score: Total Compliance</p>							
	<p>Auditor Comments: Yes. Decision and justifications were included in "Justification Using Decision Tree".</p>								
6.02.03	<p>Question: Is the HACCP system reviewed when significant changes are made and at least once every 12 months?</p>	<p>Possible Points: 10 Points Scored: 10 Score: Total Compliance</p>							
	<p>Auditor Comments: Yes. HACCP review was included in "Annual HACCP Program Review" dated on 7/3/24 by Melissa Coles.</p>								
6.02.04	<p>Question: Have critical control point (CCP) processing steps been identified that eliminate or reduce food safety hazards to an acceptable level? Informational gathering. If answer is YES, continue with next question. If answer is NO, the rest of "Module 6 HACCP" is not applicable.</p>	<p>Possible Points: 0 Points Scored: 0 Score: No</p>							
	<p>Auditor Comments: No. No CCPs have been identified.</p>								
6.02.05	<p>Question: Have CCP critical control limits been established and are they supported by relevant validation documentation?</p>	<p>Possible Points: 0 Points Scored: 0 Score: N/A</p>							
	<p>Auditor Comments:</p>								
6.02.06	<p>Question: Have monitoring requirements and frequencies been determined and documented for the CCPs?</p>	<p>Possible Points: 0 Points Scored: 0 Score: N/A</p>							
	<p>Auditor Comments:</p>								
6.02.07	<p>Question: Have specific responsibilities been assigned for the monitoring, recording and corrective action implementation of each CCP?</p>	<p>Possible Points: 0 Points Scored: 0 Score: N/A</p>							
	<p>Auditor Comments:</p>								
6.02.08	<p>Question: Have standard operating procedures (SOPs) been created for the monitoring process(es) of the CCPs, which would include how to carry out the monitoring activities?</p>	<p>Possible Points: 0 Points Scored: 0 Score: N/A</p>							
	<p>Auditor Comments:</p>								

6.02.09	Question: Have corrective action procedures been established for the CCPs, including a detailed action plan for operators to follow if the critical control limits are not met (loss of control/deviation) and plans to adjust the process back into control?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	
6.02.10	Question: Have recording forms been developed for monitoring the CCPs?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	
6.02.11	Question: Have verification plans and schedules been developed for each CCP?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	
HACCP Execution of the HACCP Plan on the Plant Floor		
6.03.01	Question: Is there documented evidence that all plant workers have attended a HACCP training, including specific training for CCP operators?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	
6.03.02	Question: Do CCP operators understand basic HACCP principles and their role in monitoring CCPs?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	
6.03.03	Question: Are the CCP monitoring activities and frequencies in compliance with the HACCP Plan and CCP SOPs?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	
6.03.04	Question: Are CCP monitoring records signed off (or initialed) by the operator(s) who are carrying out and recording the CCP check?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	
6.03.05	Question: Are the CCP records reviewed and signed off by the quality control supervisor and/or management (second signatory)?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	
6.03.06	Question: Is there a deviation record detailing documented corrective actions when a deviation/loss of control of a CCP occurs (a critical control limit is exceeded)?	Possible Points: 0 Points Scored: 0 Score: N/A
	Auditor Comments:	