**POSTHARVEST RISK ASSESSMENT AND INSPECTION LOG**

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| --- | --- | --- | --- | --- |
| **Farm Name:**  **Date of Assessment/Inspection:** | \_/  OK | **Corrective Action (CA)** Maintenance or Repair Required | Date Done | Who did CA? |
| **Interior of Building (Permanent Structures)** | | | | |
| No holes/crevices/leaks in the building (e.g., walls, windows, screens) |  |  |  |  |
| All glass lights in the facility that can contaminate finished products, raw materials, equipment, or packaging are shielded (with glass or plastic, no open mesh) to protect the product from contamination in the event of breakage |  |  |  |  |
| The facility has eliminated or controlled any potential metal, glass or plastic contamination issues. |  |  |  |  |
| No pipes are leaking or show signs of conedenstion |  |  |  |  |
| Floor drainage is good (floor sloped, drain covers clear) |  |  |  |  |
| Floors, walls and ceilings are clean and free from garbage, spills, rodent droppings, etc. |  |  |  |  |
| Floor is free of crevices that could harbour pests or debris |  |  |  |  |
| Ceilings, overhead fixtures above lines, and storage are free from condensation and dust |  |  |  |  |
| **Storage Area and Packing Materials** | | | | |
| All storage areas are clean, well ventilated, protected from condensation, sewage, dust, dirt, toxic chemicals or other contaminants. |  |  |  |  |
| All ingredients, products and packaging are stored off the ground in their designated areas in an enclosed area that is pest proof. |  |  |  |  |
| Supplies are stored an adequate distance from walls to minimize rodent nesting and allow access and inspection. |  |  |  |  |
| Only food, food contact products, and items related to the postharvest process are stored in the facility’s main storage areas. |  |  |  |  |
| All products that are being rejected are stored and labeled in a way that avoids accidental use of these materials in the production process. |  |  |  |  |
| Products, raw materials, ingredients and food contact surfaces are free from spoilage, adulteration and/or gross contamination. |  |  |  |  |
| All materials are marked with receipt dates and/or tracking information (lot numbers, code dating) for traceability/recall and stock rotation purposes. |  |  |  |  |
| All materials are rotated using (First in First Out) policy to ensure items are used in the correct order they are received and within their allocated shelf life. |  |  |  |  |
| **Operational Practices** | | | | |
| Hand washing stations are adequate in number (one hand wash station for every 10 people) appropriate in location, in working order, have warm water and are adequately stocked, e.g., disposable towels, unscented soap, etc. |  |  |  |  |
| Toilet facilities are adequate in number (one toilet for every 15 employees), appropriate in location, and adequately stocked (e.g. toilet paper, unscented soap, disposable towels, trash cans, etc.) |  |  |  |  |
| In-house re-usable containers are be labeled or color-coded so that their designated purpose can be easily identified. If the trash container is the only re-used container on site, it is a specific and unique design so that it cannot be mistaken for another use. |  |  |  |  |
| Employees have a designated area for storing personal items such as coats, shoes, purses, etc. |  |  |  |  |
| **Pest Control** | | | | |
| There is no evidence of animals (wild or domestic), pests (insects, rodents, etc.) and birds or nests on products, ingredients, packaging supplies, and in packing shed and storage areas. |  |  |  |  |
| Pest control devices are located away from exposed food products, maintained in a clean and intact condition, in adequate number and location, identified by a number, and properly installed and secured. |  |  |  |  |
| **Equipment** | | | | |
| All food contact surfaces are non-porous, non-toxic, free of harborage area, and are cleaned / sanitized as appropriate for use. |  |  |  |  |
| Non-food contact surfaces are free of flaking paint, unhygienic materials, are made of appropriate materials, maintained, and are not a source of contamination. |  |  |  |  |
| Thermometers or temperature recorders are present in all coolers and freezers and made of non-glass and non-mercury and their calibration checked at least once a year. |  |  |  |  |
| All coils in coolers and freezers and all fan guards (cooling units and general ventilation) are clean. |  |  |  |  |
| All equipment that is not used on a daily basis are stored clean, with food-contact surfaces protected. |  |  |  |  |
| All utensils, hoses and other items not being used are stored clean and, in a manner, to prevent contamination (off ground, in dedicated areas, etc). |  |  |  |  |
| Tools used for repairing equipment in the production and storage areas are clean, free of corrosion and in good working order. |  |  |  |  |
| **General Cleaning** | | | | |
| Garbage and waste from all areas are frequently removed to assure acceptable levels of sanitation are maintained and prevent the attraction of pests. |  |  |  |  |
| All facility floor drains are clean and free of decayed/old material. Drains are constructed in such a manner that they provide adequate drainage in all areas where floors are subject to flood-type cleaning or normal operations release or discharge water or liquid waste on the floor. |  |  |  |  |
| All facility plastic strip curtains are clean, free of mold/mildew, black discoloration free of off odors, etc., and not touching the floor. |  |  |  |  |
| Cleaning equipment is stored away from the food and operational areas in a designated storage area. Cleaning equipment is “area and task specific”. Coding prevents cross contamination. |  |  |  |  |
| Employee locker and lunchrooms are kept in a sanitary condition (includes inside microwaves, inside and behind refrigerators, tops of lockers). |  |  |  |  |
| Internal transport vehicles (forklifts, bobcats, or similar type vehicle, pallet jacks, trolley, floor cleaners, etc.) used to transport food are in a good state of repair, clean, odor free, free of rodents and insects. |  |  |  |  |
| Trucks and/or trailers used to transport food and packaging are in a good state of repair, clean, odor free, free of rodent and insects. |  |  |  |  |
| **Exterior of Building (Permanent Structures)** | | | | |
| No holes/crevices/leaks in the building (e.g., walls, windows, screens). Pipes on exterior walls have caps, mesh screen to prevent rodents and pests from entering. |  |  |  |  |
| All windows can be closed or have close-fitting screens that are in good condition |  |  |  |  |
| 1.5’ wide perimeter strip of stone or crushed gravel or short grass around building |  |  |  |  |
| No junk piled within 10’ of building (e.g., old or unused machinery, garbage) |  |  |  |  |
| Weeds are controlled |  |  |  |  |
| Land drainage around building is good |  |  |  |  |
| Dumpsters are emptied as needed to prevent pest infestation, and surroundings are free of debris |  |  |  |  |
| Doors are designed and properly fit to prevent rodents and insects from entering. |  |  |  |  |
| **Exterior of Building (Non-Permanent Structures)** | | | | |
| Roof or cover (i.e., tarp) |  |  |  |  |
| Land drainage around structure is good |  |  |  |  |
| No areas where pests can live/feed/hide within 10’ of structure (e.g., old or unused machinery, garbage) |  |  |  |  |
| Weeds are controlled |  |  |  |  |
| **Facility Grounds** | | | | |
| Outdoor storage of pallets and equipment is stored in a manner that will prevent the harborage of pests |  |  |  |  |
| The area around the dumpster/cull truck/trash area is maintained in a clean condition. |  |  |  |  |
| All dumpsters and garbage receptacles have a cover and are kept covered to prevent the attraction of insects, rodents and other pests. |  |  |  |  |
| Main water lines entering the facility are fitted with back-flow protection for the incoming water (no matter what source). Individual water lines within the facility are fitted with backflow protection where needed, e.g. on hose pipes, inlets to tanks, etc.) |  |  |  |  |

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Frequency of Inspection