

QA OUTLINE CATEGORY	Visual check?	Written policy?	Log or form needed?
Item			
1.0 GENERAL POLICIES			
QA Self-Inspection program in place and use.	Yes	Yes	Yes
Facility in compliance with applicable local, state and federal licensing and registration requirements.	Yes		Yes
Customer complaint policy established and used.		Yes	Yes
Allergen program established and used.		Yes	Yes
2.0 PERSONNEL			
Documented personnel policy including hiring standards, references, qualifications and organizational chart.		Yes	Yes
Training policies including necessary training for each position including on-going and new employee training in proper food handling and hygiene; training sign-offs and attendance sheets maintained.		Yes	Yes
Designated "person-in-charge," PIC appropriately trained for designated responsibilities, all training documented including copies of training certificates.		Yes	Yes
Policies, procedures and documentation in place for proper personal hygiene as outlined in audit guides. (General)	Yes	Yes	Yes
Bare hand contact with Ready To Eat (RTE) foods eliminated by gloves, etc.	Yes	Yes	
Smocks, aprons, hair and beard restraints clean and in use.	Yes	Yes	
Proper sanitary facilities present, maintained and used.	Yes	Yes	Yes
3.0 PEST CONTROL			
Pest control program contracted to licensed pest control operator who maintains logs, follows NOP and audit guidelines.	Yes	Yes	Yes
No evidence of pest activity in food or food contact material areas.	Yes		
Facility maintained to prevent entrance and harborage of pests.	Yes		
4.0 CLEANING, SANITATION, FACILITY CONSTRUCTION AND MAINTENANCE			
Written Sanitation Standard Operating Procedures including master cleaning schedule in use.		Yes	Yes
Daily pre-op inspection conducted with corrective action		Yes	Yes

noted.			
Footbaths into processing area used and sanitizer strength tested and logged.	Yes	Yes	Yes
Chemical sanitizers at proper concentration.	Yes	Yes	
Walls, floors and ceilings, smooth, impermeable and easily cleanable, lights shielded; no overhanging pipes that could cause dirt or condensate to contaminate food.	Yes		
Facility and process flow designed to minimize possible cross-contamination between processed and unprocessed foods.	Yes		
Food contact equipment and work surfaces proper material and well maintained.	Yes		Yes, if applies
Hand sinks present, maintained	Yes		
Two doors separating processing room from crops and animal areas	Yes		
Incoming air filtered, if possible.			
Potable water in use, test records on file.		Yes	Yes
Plumbing and waste systems properly designed, installed and maintained.	Yes		
Grounds maintained to reduce possible pest harborage and to encourage proper drainage.	Yes		
5.0 STORAGE			
Temperature of storage areas within proper range for food safety.			Yes
Dry and packaging storage areas dry, free of possible pest harborage.	Yes		
Food contact (packaging) materials stored to prevent contamination from dirt, dust and moisture.	Yes		
Pallets and bins used for storage clean and in good condition.	Yes		
6.0 SHIPPING AND RECEIVING			
Delivery trucks and raw product bins inspected for cleanliness and possible sources of contamination.			
All incoming raw material produced and handled under GAP's. Incoming r.m. inspected for freshness, proper temperature, quality and signs of contamination and recorded in receiving log.	Yes	Yes	Yes
Letters of guarantee or documentation for all food contact packaging material and chemicals. Incoming packaging material inspected for contamination and recorded in receiving log.			Yes
Lot tracking and traceability program established and in use; finished product lots on all invoices.	Yes	Yes	Yes

Recall program established, in use and annual test documented.	Yes	Yes	Yes
Shipping vehicles clean and pre-cooled if necessary.	Yes		Yes
7.0 IN PROCESS CONTROL			
Facility maintained at proper temperature	Yes	Yes	Yes
Water at proper temperature	Yes	Yes	Yes
Wash tank/flume sanitizer at proper concentration and buffered as needed. Test kits available, used and logged.	Yes	Yes	Yes
Finished product appropriately dried to minimize microbial growth and maximize shelf life.	Yes		
Glass and hard plastics policy established.	Yes	Yes	
Metal knives and scissors inspected as part of daily SSOP pre-op for damage.	Yes	Yes	Yes
Product and environmental microbiological testing protocols established, if applicable and hold and release policy in use.	Yes	Yes	Yes
Rework/carryover procedures in place.		Yes	Yes
8.0 FOOD AND FACILITY SECURITY			
Access to hazardous chemicals restricted to authorized personnel.	Yes		
MSDS on file and accessible.			Yes
Access to food storage and processing facility restricted to authorized personnel.	Yes	Yes	