

## Records & Documentation Requirements

### **GAP AUDITS: Part 3: House Packing Facility**

Procedures	Records	Documents
<p>3-13. Written policy if there is a policy for hair/beard restraints.</p> <p>3-14. Written policy if there is a policy for wearing jewelry in production areas.</p> <p>3-26. Specific policy for handling/disposition of product that is opened, spilled, or contacts the floor.</p>	<p>3-3. Water test results showing potability for water used in packing operations.</p> <p>3-10. Water test results showing potability for water used for hydrocooling or making ice.</p> <p>3-11. Records indicating a regular sanitation schedule for ice production and storage facilities, and transportation.</p> <p>3-15. Receipts for approved food grade lubricants that are used in packing equipment/machinery; or labels on containers reading food grade.</p> <p>3-32. Service reports or inspection logs for pest control program.</p>	<p>3-4. Documentation that temperature of processing water is monitored and controlled to prevent pathogen infiltration in susceptible commodities.</p> <p>3-5. Documentation that process water is treated sufficiently to reduce microbial contamination.</p> <p>3-6. Records of regular cleaning and/or sanitizing of water-contact surfaces; cleaning schedule is in food safety plan.</p> <p>3-7. Documentation that water treatments and exposure times are monitored &amp; appropriate for the product.</p> <p>3-8. Records of cleaning and/or sanitation of food contact surfaces before use; cleaning schedule is in food safety plan.</p> <p>3-27. Documentation that only new or sanitized containers are used for ranch or field packing; written sanitation logs and procedures for sanitizing any reused container.</p>



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		<p>3-30. Documented pest control program that proactively works to exclude animals or pests from packing and storage areas; SOPs must include corrective measures.</p> <p>3-31. Pest control log maintained with inspection dates, inspection reports, and procedures used to eliminate any problems; may include map of pest control stations.</p> <p>3-34. Records are kept of sources of incoming product and destinations of outgoing products that are uniquely identified to enable traceability.</p>

