

**USDA Food Safety Audit – California Cantaloupe Advisory Board Audit Verification Checklist-
Packinghouse/Cooler**



This program is intended to assess a California Cantaloupe Advisory Board member compliance with “The audit checklist” for food safety and the U. S. Food and Drug Administration’s *“Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables.”*, and “Guidance for Industry: Guide to Minimize Microbial Food Safety Hazards of Melons”.

Handler Name:		Date of Audit:	
Main Address:			
Telephone Number:		Fax Number:	
Contact Person:		Contact Number:	
Email Address:			
Grower:		Ranch:	
Cooler Facility or Packinghouse:			
Harvest Company(s):			
Sanitation Company(s):			
Auditor(s): (list all auditors with the lead listed first) Audit Location:			

AUDIT CHECKLIST

FOR THE

CALIFORNIA

*Commodity Specific Food Safety Guidelines for
the Production, Harvest, Cooling, Packing, Storage, and Transporting
of Cantaloupes and Other Netted Melons*

Version 3.0

April 17, 2014

Audit Item Number	Guidance Reference Number	Required Elements of Food Safety Program	Document (D), Record (R), Observation (O)	YES/NO/NA	Comments
I.		Common Elements			
1.0		Food Safety Policies and Plans			
1	1.1	A written food safety policy signed by senior management that outlines the company's commitment to food safety, how it is implemented, and how it is communicated to employees.	D		
2	1.1	A systematic risk-based hazard analysis of the company's operations from ground selection through shipment.	D		
3	1.1	A comprehensive food safety plan based upon hazard analysis	D		
4	1.1	Food safety plan reviews	R		
5	1.1	An identified person responsible for the company's food safety program and 24-hour contact information for both a primary and secondary contact.	D		
6	1.1	A corrective actions policy with verification for effectiveness	D		
7	1.1	Log of corrective actions	R		
8	1.1	A self-audit procedure	D		
9	1.1	A record of self-audit exercise at least annually	R		
10	1.1	A list of current growers and buyers with contact information	R		
2.2		Product traceability program must include:			
11	2.2.1	Records of the immediate source of their	R		

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		cantaloupes			
12	2.2.1	Records of the immediate buyer of their cantaloupes	R		
13	2.2.1	Records of any independent third-party carriers that are transporting the cantaloupes from their facility to a buyer	R		
14	2.2.1	A trace back and trace forward exercise performed at least annually at each of the company's facilities	R		
15	2.2.1 2.2.1	Finished product labeled appropriately for traceability purposes	O		
	3.0	<i>Training, Hygiene, and Worker Health</i>			
16	3.1 3.1	A written program of operations-specific practices for workers, visitors, vendors and 3 rd party contractors is available.	D		
	3.2	<i>Training program must include:</i>			
17	3.2	Documentation of food safety training, personal hygiene training, and worker health training for all staff.	R		
18	3.2	Documentation of visitors, vendors and 3 rd party contractors' awareness of the company's health and hygiene requirements.	R		
	3.3	<i>Hygiene program must require that:</i>			
19	3.3	Employees wash their hands before beginning or returning to work, after eating, smoking, using toilet facilities, or any other clear source that may cause hands to become contaminated with pathogens.	O		
20	3.3	If gloves are used, a written procedure must be documented.	D		
21	3.3	If gloves are used, they must be provided by the employer and not removed from the work place by employees.	O		

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22	3.3	If gloves are reused, they must be cleaned and sanitized daily.	R		
23	3.3	If gloves are used, they must be changed as necessary after any event that may cause gloves to become contaminated.	O		
24	3.3	Gloves must not be worn when using the toilet facilities, eating or handling unsafe or non-food grade materials.	O		
25	3.3	Hand-held tools and protective garments must not be taken into the toilet facilities or placed on the ground, facility floor or other insanitary location.	O		
26	3.3	Personal items must be stored outside of the packing, cooling and/or storage area.	O		
27	3.3	Smoking, eating and drinking (except water) shall be confined to designated areas.	O		
28	3.3	Spitting, chewing gum or tobacco, urinating, or defecating shall be confined to designated areas.	O		
	3.4	<i>Worker health program must require that:</i>			
29	3.4	Workers, visitors, vendors and 3 rd party contractors with symptoms of illness or infectious disease are prohibited from handling cantaloupe.	O		
30	3.4	Workers, visitors, vendors or 3 rd party contractors with open cuts or lesions are prohibited from handling cantaloupe.	O		
31	3.4	Procedures are in place for food contact surfaces or cantaloupe that comes in contact with blood or other bodily fluids.	D		
32	3.4	First aid kits are available and materials are unexpired and maintained in sanitary and	O		

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		usable condition.			
	3.5	<i>Toilet facilities and hand washing stations must:</i>			
33	3.5	Meet applicable state and/or federal regulations.	D		
34	3.5	Be supplied with potable running water or treated with sufficient levels of disinfectant to ensure that water meets local, state, or US EPA microbial standards for drinking water (e.g., no detectable generic <i>E. coli</i>).	R		
35	3.5	Be serviced on a scheduled basis at a location that minimizes the potential risk of product contamination.	R		
36	3.5	Be properly stocked with soap, toilet paper and disposable towels.	O		
37	3.5	Constructed of materials that can be cleaned and sanitized.	O		
38	3.5	Establish a response plan in the event of a major spill or leak.	D		
	4.0	<i>Sanitation</i>			
39	4.1	A master sanitation schedule must be documented and clearly identify all equipment and/or equipment numbers, SSOPs, and cleaning frequency.	D		
	4.2	<i>Food contact surfaces, facilities and equipment</i>			
40	4.2	Food contact surfaces are constructed of material that is easily cleanable and able to be sanitized.	O		
41	4.2	Food contact surfaces are cleaned and sanitized daily, after maintenance, or if potential	R		

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		contamination occurs.			
42	4.2	A pre-operative inspection of equipment and facilities must be conducted daily to ensure that sanitation has been satisfactorily completed.	R		
43	4.2	The efficacy of cleaning and sanitation methods must be verified.	R		
44	4.2	If environmental monitoring is conducted, the program must be documented and testing data must be on file.	R		
45	4.2	If hand-held tools are used, receptacles must be available with proper sanitizing solution.	O		
	4.3	The SSOP for toilet facilities and hand washing stations must include:			
46	4.3	The frequency and specific protocols of toilet and hand washing facility sanitation.	D		
47	4.3	Equipment and supplies storage and control procedures for portable facilities when not in use.	D		
48	4.3	Procedures for trash disposal.	D		
	4.4	<i>Personnel with cleaning and sanitation duties must be trained:</i>			
49	4.4	To understand the methods required for effective cleaning and sanitation.	R		
50	4.4	In proper cleaning and sanitizing techniques outlined in the SSOP.	D		
51	4.4	About the potential for cross-contamination when using water to clean.	D		

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52	4.4	To use, handle and store cleaning and sanitizing chemicals safely.	D		
53	4.4	In the proper use of cleaning equipment.	D		
	4.5	<i>Cleaning and sanitizing chemicals must be:</i>			
54	4.5	Be stored in a secure, vented area.	O		
55	4.5	Be away from the food handling area and any storage areas for raw or finished product packaging materials.	O		
56	4.5	Be labeled in accordance with applicable manufacturer's instructions and a MSDS kept on file.	O		
	5.0	<i>Equipment Construction and Maintenance</i>			
57	5.1	A master maintenance schedule must be documented and clearly identify all equipment and/or equipment numbers and maintenance frequency.	D		
58	5.1	A pre-operative inspection of equipment and facilities must be conducted daily to ensure that maintenance deficiencies or requirements are completed.	R		
59	5.1	Glass and brittle plastic on equipment are shatter-proof or covered.	O		
60	5.1	Food grade lubricants are used on equipment where food contact may occur.	D		
61	5.1	Food contact surfaces must be constructed of materials that can be easily cleaned and sanitized and will not harbor pathogens.	O		
	IV.	Facilities			
	18.0	Facility Construction, Design and Maintenance			
62	18.1	Facility grounds, roads and parking areas must	O		

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		be maintained in a condition that will control, reduce, or eliminate the risk of contamination including the following:			
63	18.1	Adjacent land use does not pose a risk of cross-contamination.	O		
64	18.1	Grounds are free of standing water, litter, waste, tall grass and weeds.	O		
65	18.1	Waste treatment and disposal does not pose a risk of cross contamination.	O		
66	18.2	Facility and equipment used in packing and/or cooling cantaloupe shall be designed, constructed and maintained to facilitate cleaning and sanitation.	O		
67	18.2	Facility has a written risk assessment addressing areas of potential risk.	D		
68	18.2	Water on the floor drains appropriately.	O		
69	18.2	Air intakes are not located near potential sources of contamination.	O		
70	18.2	Food contact surfaces are appropriate for their intended use.	O		
71	18.2	Food contact surfaces are constructed of appropriate materials.	O		
72	18.2	Facility water systems are equipped with back-flow prevention devices where appropriate and tested to ensure the devices are functioning properly.	O		

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73	18.2	Lights are equipped with shatter-proof light bulbs or have protective coverings to prevent foreign material contamination.	O		
74	18.2	There is no evidence of overhead condensation that could pose a risk of contamination to the product or food contact surfaces.	O		
75	18.2	Waste water collection areas are designed to prevent cross-contamination.	O		
76	18.2	There is a designated area away from food handling areas for workers, visitors, vendors and 3 rd parties to store their personal items.	O		
77	18.3	The facility has a written pest control program.	D		
78	18.3	All materials must be acceptable for use in and around a food facility.	O		
79	18.3	Records include: detailed maps showing the location of each rodent trap and bait station, a copy of the applicator's license, a list of chemicals, MSDS sheets, and a schedule of the applicator's activities and corrective actions.	D		
80	18.3	An inspection buffer must be maintained on both the inside and outside of the facility.	O		
	19.0	Facility Sanitary Operations			
81	19.1	The facility has a flow diagram of their operations.	D		
82	19.1	The facility a written hazard analysis in accordance with Section I-1.1.	D		
83	19.1	Cantaloupes do not contact the floor or any other non-food contact surface.	O		
84	19.1	Cantaloupes that fall on the floor must be discarded.	O		

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85	19.1	Condensation that forms in the facility (e.g. after defrost) does not pose a risk of contamination to cantaloupes and food contact surfaces.	O		
86	19.1	Waste is placed in appropriate receptacles with serviceable lids.	O		
87	19.1	Old or unused equipment does not pose a risk of contamination.	O		
	19.2	<i>Cooling and Cold Storage</i>			
88	19.2	Packing materials and product containers (e.g. bins) are stacked to allow uniform air flow and distribution.	O		
89	19.2	Equipment used to control environmental conditions (e.g. temperature and humidity) is maintained and calibrated on a routine basis.	O, R		
	20.0	<i>Receiving</i>			
90	20.1	Documentation accompanying incoming cantaloupe loads is available, maintained, and sufficient to facilitate product traceability.	D		
91	20.1	Incoming cantaloupe loads are inspected for potential risks of contamination	O		
	21.0	<i>Unloading Operations</i>			
92	21.1	Unloading operations are conducted in a manner that minimizes, reduces, or eliminates the potential for cross-contamination.	O		
	22.0	<i>Cooling Field Cantaloupes</i>			
93	22.1	If water is used to cool cantaloupes, it must have no detectable total coliforms and have sufficient levels of disinfectant to reduce the risk of cross-contamination (e.g. Chlorine based disinfectants greater than 10 ppm free chlorine	O		

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		after application and pH 6.5-7.0, ORP greater than 725mV, or other approved and validated treatment per product US EPA label for human pathogen reduction in water).			
94	22.1	Disinfectant levels must be monitored and measured and instrumentation must be maintained and calibrated routinely.	O,R		
95	22.1	All cooling equipment, including dumps, spray nozzles, filters, contact surfaces, fans, coils and condensers must be cleaned and sanitized on a regular basis to assure the potential for cross-contamination is minimized.	R		
96	22.1	Procedures for when and how often recirculated water is to be refreshed are documented and followed.	O		
	23.0	Facility Water			
97	23.1	Water management plan must include preventive controls, monitoring and verification procedures, and corrective actions.	D		
98	23.1	Water used on cantaloupes or food contact surfaces in the facility must meet EPA microbial standards for drinking water of no detectable total coliforms and have sufficient levels of disinfectant to reduce the risk of cross-contamination (e.g. Chlorine based disinfectants greater than 10 ppm free chlorine after application and pH 6.5-7.0, ORP greater than 725mV, or other approved and validated treatment per product US EPA label for human pathogen reduction in water).	R		
99	23.1	Disinfectant levels must be monitored and measured and instrumentation must be maintained and calibrated routinely.	R		
100	23.1	Procedures for when and how often recirculated water is to be refreshed are	O		

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		documented and followed.			
101	23.1	Waste water is disposed appropriately.	O		
	24.0	<i>Post-harvest Product Containers, Packaging Materials, Finished Product Containers and Pallets</i>			
	24.1	Post-harvest product containers:			
102	24.1	Are stored in a manner that protects against pest infestation, dust and debris.	O		
103	24.1	Are distinguishable from field containers and/or finished product containers.	O		
104	24.1	If reusable, are constructed of or covered with materials that are cleaned and sanitized.	O		
105	24.1	If reusable, have an SSOP for cleaning and sanitizing and cleaning logs with dates and time of cleaning, concentrations of sanitizers and cleaning agents.	D,R		
	24.2	Finished product containers, packaging materials and pallets must have:			
106	24.2	A SOP for inspecting incoming packaging materials to ensure that they are in sanitary condition and suitable for use.	D		
107	24.2	A SSOP for reusable containers that addresses cleaning frequency, sanitizer type and concentration, and specific cleaning procedures prior to reuse.	D		
108	24.2	Protection from wind-blown dirt, chemical sprays, birds, rodents and other pests.	O		

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109	24.2	Labels for traceability per the requirements of Section I-2.2.1.	O		
110	24.2	A storage area or yard that is clean and included in facility pest control program.	O		
	25.0	Cold Storage and Warehousing			
111	25.1	Product is stored and warehoused under conditions that will protect them against physical, chemical and microbial contaminations and in a manner that does not facilitate cross-contamination.	O		
112	25.1	Product is stored and warehoused at appropriate temperatures and temperature monitoring devices are calibrated on a regular basis.	O,R		
113	25.1	Refrigeration temperature logs are available.	R		
114	25.1	Storage and warehouse facilities and equipment are cleaned, sanitized and maintained and appropriate in accordance with Sections I-3.5, I-4.1-4.4, and I-5.1.	R		
115	25.1	Workers, visitors, vendors and 3 rd parties have met the requirements of Section I-3.1-3.4.	O		
	V.	Transportation			
	26.0	Transportation			
116	26.1	SOP for loading and unloading procedures, including transportation vehicle inspection for cleanliness and odors.	D		
117	26.1	Documentation that refrigeration equipment in refrigerated vehicles is working.	D		

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118	26.1	Documentation that operator maintains a temperature that is appropriate for the particular cantaloupe being transported.	D		