

## PrimusGFS - Checklist - v3.2

This Module should be completed for each one of the Harvest Crew operations in the scope of the organization's application.

### **Module 4 - Harvest Crew (Sections 4.01 to 4.08)**

#### **Good Agricultural Practices Requirements**

Section	Q #	Question	Total Points	Auditor Comments
General	4.01.01	Is there a designated person responsible for the operation's food safety program?	10	
General	4.01.02	Does the operation have a written food safety hygiene and health policy covering at least worker and visitor hygiene and health, infants and toddlers, animal presence in growing and storage areas, fecal matter, dropped product, blood and bodily fluids?	15	
Inspection	4.02.01	Is there documented evidence of the internal audits performed, detailing findings and corrective actions?	15	
Inspection	4.02.02	Are there records of pre-harvest inspections and do they show that the current block (or coded area) is cleared for harvest? If there are no pre-harvest inspections got to 4.02.03.	5	
Inspection	4.02.02a	Where pre-harvest inspections have discovered issues, have buffer zones been clearly identified, and at the time of the audit, are those buffer zones being respected?	15	
Inspection	4.02.03	Is there a pre-operation inspection log?	10	
Training	4.03.01	Is there a food safety hygiene training program covering new and existing workers and are there records of these training events?	15	
Training	4.03.02	Is there a documented training program with training logs for the sanitation workers, including best practices and chemical use details?	5	
Training	4.03.03	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 return to work requirements? (In countries with health privacy/confidentiality laws, e.g. USA, auditors can check procedure/policy but not the actual records).	10	
Training	4.03.04	Are there worker food safety non-conformance records and associated corrective actions (including retraining records)?	3	

Harvest Worker Hygiene	4.04.01	Are toilet facilities adequate in number and location? <b>A ZERO POINT (NON-COMPLIANCE) DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THIS AUDIT.</b>	15	
Harvest Worker Hygiene	4.04.01a	Are toilet facilities in a suitable location to prevent contamination to the product, packaging, equipment, and growing areas?	15	
Harvest Worker Hygiene	4.04.01b	Are toilet facilities designed and maintained to prevent contamination (e.g., free from leaks and cracks)?	5	
Harvest Worker Hygiene	4.04.01c	Are toilet facilities constructed of materials that are easy to clean?	3	
Harvest Worker Hygiene	4.04.01d	Are the toilet facility materials constructed of a light color allowing easy evaluation of cleaning performance?	3	
Harvest Worker Hygiene	4.04.01e	Are toilet facilities supplied with toilet paper and is the toilet paper maintained properly (e.g., toilet paper rolls are not stored on the floor or in the urinals)?	5	
Harvest Worker Hygiene	4.04.01f	Where used, is there a documented procedure for emptying the waste holding tanks in a hygienic manner and also in a way that prevents product, packaging, equipment, water systems and growing area contamination?	5	
Harvest Worker Hygiene	4.04.01g	Are the toilet facilities and hand washing stations clean and are there records showing cleaning, servicing and stocking is occurring regularly?	10	
Harvest Worker Hygiene	4.04.02	Is hand washing signage posted appropriately?	5	
Harvest Worker Hygiene	4.04.03	Are hand washing stations adequate in number and appropriately located for worker access and monitoring usage? <b>A ZERO POINT (NON-COMPLIANCE) DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THIS AUDIT.</b>	15	
Harvest Worker Hygiene	4.04.03a	Are the hand wash stations designed and maintained properly (e.g., ability to capture or control rinse water to prevent contamination onto product, packaging, and growing area, free of clogged drains, etc.)?	5	
Harvest Worker Hygiene	4.04.03b	Are hand wash stations clearly visible (e.g., situated outside the toilet facility) and easily accessible to workers?	5	
Harvest Worker Hygiene	4.04.03c	Are hand wash stations adequately stocked with unscented soap and paper towels?	5	

Harvest Worker Hygiene	4.04.03d	In the event of running out of toilet materials (e.g., water, soap, toilet tissue, hand paper towels), are there extra supplies readily available so that toilets can be restocked quickly?	5	
Harvest Worker Hygiene	4.04.04	Are total coliforms (TC) and generic <i>E. coli</i> tests conducted on the water used for hand washing at the required and/or expected frequency?	15	
Harvest Worker Hygiene	4.04.04a	Do written procedures (SOPs) exist covering proper sampling protocols, which include where samples should be taken and how samples should be identified?	10	
Harvest Worker Hygiene	4.04.04b	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	10	
Harvest Worker Hygiene	4.04.04c	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	15	
Harvest Worker Hygiene	4.04.05	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?	15	
Harvest Worker Hygiene	4.04.06	Are secondary hand sanitation stations (e.g., hand dips, gels or spray stations) adequate in number and location, and are the stations maintained properly?	5	
Harvest Worker Hygiene	4.04.07	Is it evident that corrective actions are taken when workers fail to comply with hand washing guidelines?	5	
Harvest Worker Hygiene	4.04.08	Are workers who are working directly or indirectly with food, free from evidence of boils, sores, open wounds and are not exhibiting signs of foodborne illness?	10	
Harvest Worker Hygiene	4.04.09	Is jewelry confined to a plain wedding band and watches, studs, false eyelashes, etc. are not worn?	5	
Harvest Worker Hygiene	4.04.10	Are worker personal items being stored appropriately (i.e. not in the growing areas(s) or material storage areas)?	5	
Harvest Worker Hygiene	4.04.11	Is smoking, eating, chewing and drinking confined to designated areas, and spitting is prohibited in all areas?	5	
Harvest Worker Hygiene	4.04.12	Are workers wearing effective hair nets that contain all hair?	5	

Harvest Worker Hygiene	4.04.13	Are all items removed from garment (shirt, blouse, etc.) top pockets, and unsecured items are not worn (e.g., pens, glasses on top of head, Bluetooth devices, etc.)?	3	
Harvest Worker Hygiene	4.04.14	Are all workers wearing protective outer garments suitable for the operation (e.g. appropriate clean clothes, smocks, aprons, sleeves and non-latex gloves)?	5	
Harvest Worker Hygiene	4.04.15	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?	5	
Harvest Worker Hygiene	4.04.15a	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 toilet?	5	
Harvest Worker Hygiene	4.04.16	Is fresh potable drinking water readily accessible to workers?	10	
Harvest Worker Hygiene	4.04.16a	Are single use cups provided (unless a drinking fountain is used) and made available near the drinking water?	5	
Harvest Worker Hygiene	4.04.17	Are first aid kits adequately stocked and readily available?	5	
Harvest Worker Hygiene	4.04.18	Are all commodities that come in contact with blood and/or other bodily fluids destroyed? <b>ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.</b>	15	
Harvest Worker Hygiene	4.04.19	Are there adequate trash cans placed in suitable locations?	5	
Harvest Worker Hygiene	4.04.20	Are any potential foreign material issues (e.g., metal, glass, plastic) controlled?	5	
Harvest Practices	4.05.01	Is the harvest area free from animal presence and/or animal activity(wild or domestic)? If Total Compliance, go to 4.05.02.	15	
Harvest Practices	4.05.01a	Is the harvest area free from any evidence of animal fecal matter? <b>A ZERO POINT (NON-COMPLIANCE) DOWNSCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THIS AUDIT.</b>	15	

Harvest Practices	4.05.02	Is the harvesting area free from any evidence of human fecal contamination? <b>ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.</b>	15	
Harvest Practices	4.05.03	Is the harvest area free from evidence of infants or toddlers?	10	
Harvest Practices	4.05.04	Are all chemicals (pesticides, sanitizers, detergents, lubricants, etc.) stored securely, safely and are they labeled correctly?	15	
Harvest Practices	4.05.05	Are "food grade" and "non-food grade" chemicals used appropriately, according to the label and <b>not commingled</b> ?	10	
Harvest Practices	4.05.06	Are there records of microbial testing for water used for postharvest product contact (e.g., washing, re-hydrating) and product contact surfaces (e.g., cleaning grading packing tables and harvest tools) showing that there is no detectable total coliforms and generic <i>E. coli</i> in the water?	15	
Harvest Practices	4.05.06a	Do written procedures (SOPs) exist covering corrective measures for unsuitable or abnormal water testing results?	10	
Harvest Practices	4.05.06b	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	15	
Harvest Practices	4.05.07	Is the product harvested and transported to a facility for additional handling and/or final packing?	0	
Harvest Practices	4.05.08	Is the product packed in the final packing unit in the <b>growing area</b> ? <b>If No, go to 4.05.09.</b>	0	
Harvest Practices	4.05.08a	Is packing material (e.g., cartons, bags, clamshells, sacks, RPCs) intended for carrying product used for that purpose only?	5	
Harvest Practices	4.05.08b	Is <b>packing material</b> inspected prior to use and <b>is product and packing material</b> free from handling contamination and exposure to the ground?	10	
Harvest Practices	4.05.08c	If packing material <b>is</b> left in the <b>growing area</b> unattended, <b>is it</b> stored secured and protected?	5	
Harvest Practices	4.05.09	Is the crop, harvested product, ingredients (including water), food contact packaging and food contact surfaces within accepted tolerances for spoilage and free from adulteration? <b>ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.</b>	15	

Harvest Practices	4.05.10	Are grading and packing surfaces, carts, ladders and other harvest aids used? If No, go to 4.05.11.	0	
Harvest Practices	4.05.10a	Does the design and condition of the grading and packing surfaces (e.g., smooth surfaces, smooth weld seams, nontoxic materials, no wood) facilitate effective cleaning and maintenance?	10	
Harvest Practices	4.05.10b	Are there written cleaning and sanitation procedures (Sanitation Standard Operating Procedures) for the grading and packing surfaces that includes the frequency of cleaning and sanitizing, and the procedures used, including chemical use details?	5	
Harvest Practices	4.05.10c	Are cleaning and sanitation logs on file for grading and packing surfaces that show what was done, when, by who and detail strength testing of anti-microbial solution used to sanitize surfaces?	10	
Harvest Practices	4.05.11	Are re-useable containers (e.g. buckets, lugs, RPCs, bins) used in the harvesting operation? If No, go to 4.05.12.	0	
Harvest Practices	4.05.11a	Does the design and condition of re-usable containers (e.g., smooth surfaces, smooth weld seams, nontoxic materials, no wood, no fabric) facilitate effective cleaning and maintenance?	10	
Harvest Practices	4.05.11b	Are re-useable containers free from any handling contamination?	10	
Harvest Practices	4.05.11c	Are there written cleaning and sanitation procedures (Sanitation Standard Operating Procedures) for the reusable containers that includes the frequency of cleaning and sanitizing, and the procedures used including chemical use details?	5	
Harvest Practices	4.05.11d	Are cleaning and sanitation logs on file for reusable containers that show what was done, when, by who and detail strength testing of anti-microbial solution used to sanitize surfaces?	10	
Harvest Practices	4.05.12	Are tools (e.g. knives, clippers, scissors, etc.) used in harvesting? If No, go to 4.05.13.	0	
Harvest Practices	4.05.12a	Does the design and condition of harvest tools (e.g., smooth surfaces, smooth weld seams, nontoxic materials, no wood, no fabric) facilitate effective cleaning and maintenance?	10	
Harvest Practices	4.05.12b	Are harvest tools free from exposure to the ground and/or any handling contamination?	5	

Harvest Practices	4.05.12c	Is there a tool accountability, storage and control program for knives and similar cutting hand tools used in the harvest area when not in use?	5	
Harvest Practices	4.05.12d	Are there written cleaning and sanitation procedures (Sanitation Standard Operating Procedures) for harvest tools that includes the frequency of cleaning and sanitizing, and the procedures used including chemical use details?	5	
Harvest Practices	4.05.12e	Are cleaning and sanitation logs on file for harvest tools that show what was done, when, by who and detail strength testing of anti-microbial solution used to sanitize surfaces?	10	
Harvest Practices	4.05.12f	Are harvesting tool dips being maintained properly in terms of anti-microbial solution strength and are records of the solution checks being maintained? AUDITORS SHOULD REQUIRE A TEST AT THE TIME OF THE AUDIT.	5	
Harvest Practices	4.05.13	Is machinery used in the harvesting process? If No, go to 4.05.14.	0	
Harvest Practices	4.05.13a	Are food contact machinery surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g., tape, string, cardboard, etc.)?	15	
Harvest Practices	4.05.13b	Are food contact machinery surfaces clean?	15	
Harvest Practices	4.05.13c	Are non-food contact machinery surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g., tape, string, cardboard, etc.)?	10	
Harvest Practices	4.05.13d	Are non-food contact machinery surfaces clean?	10	
Harvest Practices	4.05.13e	Does the design and condition of the machinery (e.g., smooth surfaces, smooth weld seams, nontoxic materials, no wood) facilitate effective cleaning, sanitation and maintenance?	10	

Harvest Practices	4.05.13f	Is <b>machinery</b> designed and used properly to minimize product contamination (e.g., drip pans utilized, dedicated tractor pathways)?	5	
Harvest Practices	4.05.13g	Are all glass issues on harvesting machines, in-field trucks, and tractors protected in some manner?	3	
Harvest Practices	4.05.13h	Are all platforms above product, packaging, or food contact surfaces (e.g., belts) on the harvest machinery and in-field trucks fitted with protection to prevent product contamination?	3	
Harvest Practices	4.05.13i	Are there written cleaning and sanitation procedures (Sanitation Standard Operating Procedures) for the harvest machinery that includes the frequency of cleaning and sanitizing, the procedures used including chemical use details?	5	
Harvest Practices	4.05.13j	Are cleaning and sanitation logs on file for harvest machinery that show what was done, when, by who and detail strength testing of anti-microbial solution used to sanitize surfaces?	10	
Harvest Practices	4.05.13k	Is there written documentation showing that only food grade lubricants are used on the critical parts of the harvesting machinery that have the potential to contaminate product?	3	
Harvest Practices	4.05.14	Is water used directly on product contact (e.g. re-hydration, core in field)? If No, go to 4.05.15.	0	
Harvest Practices	4.05.14a	Are there specific Standard Operating Procedures (SOPs) for the monitoring of anti-microbial parameters in single-pass and/or recirculated/batch water systems and changing of recirculated/batch water systems (e.g., dump tanks) and for pH and monitoring water temperature (if applicable)?	10	
Harvest Practices	4.05.14b	Are there records (with corrective actions) that show anti-microbial (e.g. free chlorine, peroxyacetic acid) strength testing of wash water prior to start up and throughout the run?	10	
Harvest Practices	4.05.14c	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.)?	5	
Harvest Practices	4.05.14d	Does the operation use the appropriate test strips, test kits or test probes for verifying the concentrations of anti-microbial chemicals (e.g., postharvest product contact water, dip stations, etc.) being used, are they in operational condition and are they being used correctly?	15	



Harvest Practices	4.05.15	Is the harvested product "in-field processed" or "in-field semi-processed" (e.g., core in field, top & tail, florets)? If No, go to 4.05.16.	0	
Harvest Practices	4.05.15a	Where harvested product is "in-field processed" or "in-field semi-processed," does the process flow, machine layout, worker control, utensil control, etc. ensure that processed products are not contaminated by unprocessed products?	5	
Harvest Practices	4.05.15b	Are all plastic bin liners closed immediately after harvest to avoid contamination of the harvested product?	3	
Post-harvest Treatments	4.06.01	Is there any post-harvest treatment performed to the product in the growing area? If No, go to 4.07.01.	0	
Post-harvest Treatments	4.06.01a	Are there up to date records of all pesticides applied in the growing area to the harvested product? <b>ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.</b>	15	
Post-harvest Treatments	4.06.01b	Are all pesticides applied post-harvest authorized/registered by the authority/government of the country of production? <b>ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.</b>	15	
Post-harvest Treatments	4.06.01c	Are all pesticides applied post-harvest used as recommended/directed in the label? <b>ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.</b>	15	
Post-harvest Treatments	4.06.01d	Where products are destined for export, is there information for post-harvest pesticide Maximum Residue Limits (MRLs) compliance considering, country of destination, target crop(s) and active ingredients applied?	15	
Post-harvest Treatments	4.06.01e	Where products are destined for export, is there evidence that Maximum Residue Levels (MRL's), of the intended markets are met?	15	
Post-harvest Treatments	4.06.01f	Is there a documented procedure for the post-harvest pesticide applications, considering mixing and loading, applying, and equipment cleaning?	15	
Post-harvest Treatments	4.06.01g	Is there documentation that shows the individual(s) making decisions for post-harvest pesticide applications is competent?	15	
Post-harvest Treatments	4.06.01h	Is there documentation that shows that individuals who handle post-harvest pesticide materials are trained and are under the supervision of a trained person?	15	
Transportation and Tracking	4.07.01	Are the vehicles loading and transporting fresh produce from growing area to facility limited to this function only, maintained in proper condition, and adequate for the purpose?	5	

Transportation and Tracking	4.07.02	Is there a system in place to track product from the <b>growing area</b> ?	10	
Transportation and Tracking	4.07.02a	If product is being packed in the <b>growing area</b> are the cartons, boxes, RPCs or any other packaging material used, identified with the harvesting date and growing location information? This question does not apply for raw material/bulk product destined for further handling in a packinghouse or processing facility.	10	
Transportation and Tracking	4.07.02b	If product is being packed in the <b>growing area</b> and individual packing units are used (e.g., clamshells, bags, baskets or others), are these individual units identified with the harvesting date and growing location information? This question does not apply for raw material/bulk product destined for further handling in a packinghouse or processing facility.	10	
On-site storage	4.08.01	Is there an on-site storage for items and/or equipment used in the harvesting process (e.g., packing material, cartons, clamshells, re-usable containers, disinfectants, grading/packing tables, RPCs, harvesting equipment, etc.)?	0	
On-site storage	4.08.01a	Is on-site storage for items and/or equipment used in the harvesting process (e.g., packing material, cartons, clamshells, re-usable containers, disinfectants, grading/packing tables, RPCs, harvesting equipment, etc.) clean and secure?	10	
On-site storage	4.08.02	Are packaging, containers, and harvesting equipment stored to prevent cross contamination (this includes RPCs, cartons, clamshells, bins, and other harvesting type of containers that are single use or reusable, etc.)?	5	
On-site storage	4.08.03	Are there cleaning logs for the storage area(s)?	5	
On-site storage	4.08.04	Is there a <b>documented and</b> effective pest control program in place for fixed location storage areas?	15	
On-site storage	4.08.04a	Are pest control devices located away from items and/or equipment used in the harvesting process (e.g., packing material, cartons, clamshells, re-usable containers, disinfectants, grading/packing tables, RPCs, harvesting equipment, etc.), and poisonous bait <b>stations</b> are not used inside the storage areas?	5	
On-site storage	4.08.04b	Are pest control devices maintained in a clean and intact condition and marked as monitored (or bar code scanned) on a regular basis?	5	
On-site storage	4.08.04c	Are pest control devices adequate in number and location?	5	

On-site storage	4.08.04d	If storage areas are fully enclosed, are measures taken to prevent pest entry?	5	
On-site storage	4.08.04e	Are all pest control devices identified by a number or other code (e.g., barcode) ?	5	
On-site storage	4.08.04f	Are all pest control devices effective and bait traps secured?	5	
On-site storage	4.08.04g	Is there a schematic drawing/plan of the storage area showing numbered locations of all pest monitoring devices, both inside and outside the storage area?	5	
On-site storage	4.08.04h	Are service reports created for pest control checks detailing inspection records, application records, and corrective actions of issues noted (in-house and/or contract)?	5	

Where laws, commodity specific guidelines and/or best practice recommendations exist and are derived from a reputable source, then these practices and parameters should be used. Audit users should allow a degree of risk association if laws, guidelines, best practices, etc., have not been documented.