



# PrimusGFS v4.0

## Module 4 – Harvest Crew

### Checklist

### 2025

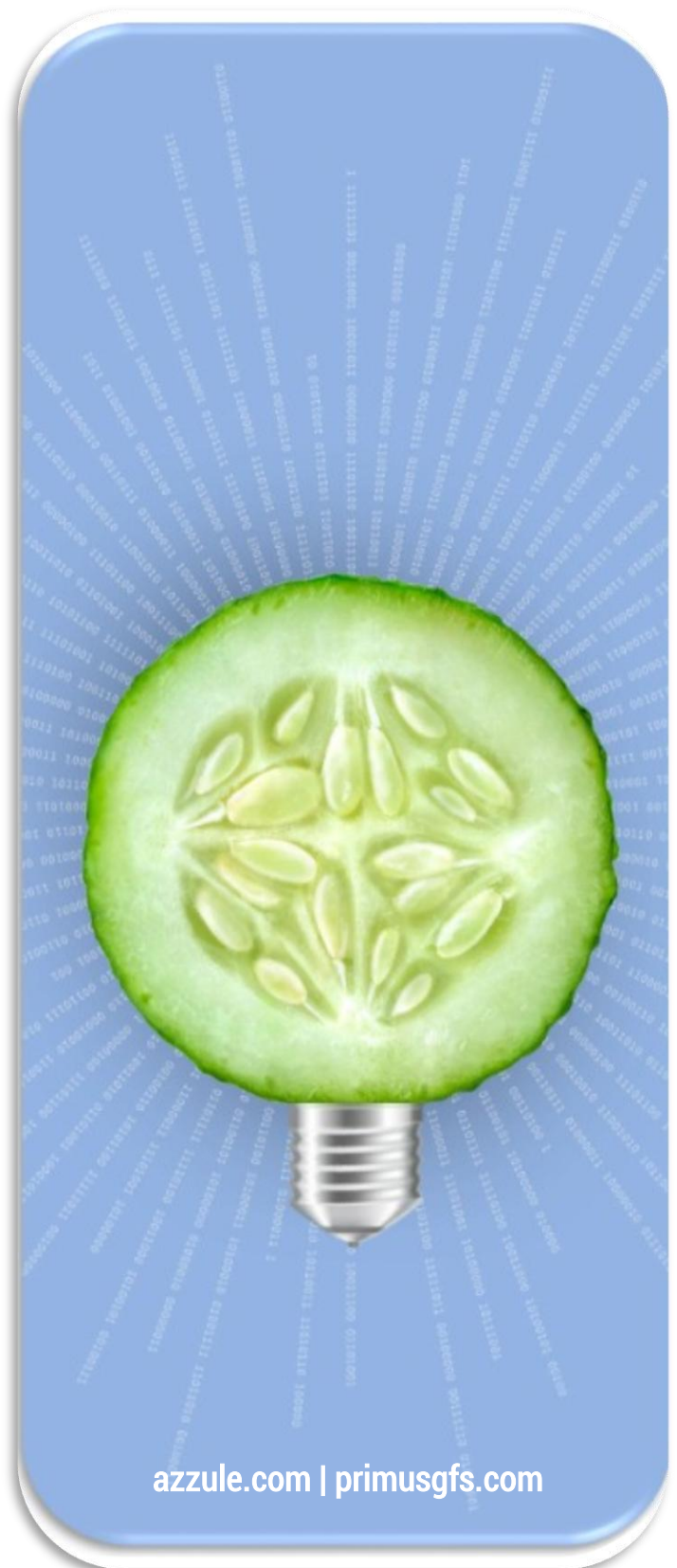
A Normative Document in the context of PrimusGFS refers to the official set of criteria that defines what requirements must be met, and how compliance is evaluated during an audit. These documents serve as the foundation for PrimusGFS audits and are essential for ensuring consistency, objectivity, and transparency across all certified operations.

The PrimusGFS Checklist document is A blank audit checklist that includes all the questions from the applicable audit modules. This version does not include guidance or scoring detail and is intended to be used as a practical tool to:

- Perform internal audits or self-assessments by the auditee.
- Conduct official audits by certified auditors.
- Serve as a tracking tool to monitor ongoing compliance or improvements.

The document is designed to be a tools that provide a structured and standardized way to evaluate food safety practices during audits. They help ensure consistency in the auditing process.

PrimusGFS v4.0 updates are shown in **red**.



# Introduction

## PrimusGFS v4.0

### Acknowledgements

PrimusGFS v4.0 reflects Azzule Systems' ongoing commitment to strengthening food safety systems by aligning with the Global Food Safety Initiative (GFSI) 2024 Benchmarking Requirements, evolving regulatory frameworks (including the FDA FSMA), and global industry best practices.

*PrimusGFS will undergo the GFSI benchmarking process during 2025.*

This version incorporates updates resulting from:

- Feedback gathered through the public stakeholder consultation process (concluded June 14, 2024).
- Regulatory developments and scientific advancements.
- Revisions to improve clarity, organization, and audit efficiency.
- Addition of new requirements and questions, particularly for GFSI BMR 2024, CEA (Controlled Environment Agriculture), FSMA Pre-Harvest Agricultural Water, Harvest Crew Equipment Sanitation and traceability.
- Alignment with terminology from Codex Alimentarius and FSPCA Preventive Controls.

Key structural improvements include the introduction of new sections and questions, the removal or consolidation of preexisting questions, and rewording for greater clarity and simplification of requirements.

As with previous versions, PrimusGFS v4.0 has been shaped by the generous contributions of stakeholders across the food safety community, including Certification Bodies, Training Centers, industry experts, and end users. Azzule Systems is deeply grateful for their time, experience, and dedication to advancing safe and sustainable food production worldwide.

We extend our sincere appreciation to all individuals and organizations who submitted suggestions, participated in consultations, and offered expert insight during the development process of version 4.0.

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

Question No.	Question	Total Points	Auditor Comments
General			
4.01.01	Is there a <b>trained on-site</b> person(s) responsible for the operation's food safety program?	10	
4.01.02	Does the operation have a written food safety hygiene and health <b>rules</b> 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			
<b>4.02.01</b>	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 4.02.02.	5	
<b>4.02.01a</b>	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	
<b>4.02.02</b>	Is there a pre-operation inspection log?	10	

Question No.	Question	Total Points	Auditor Comments
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	
4.03.02	Is there a documented training program with training logs for the sanitation workers, including best practices and chemical use details?	5	
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	
4.03.04	Are there worker food safety non-conformance records and associated corrective actions (including retraining records)?	3	

Question No.	Question	Total Points	Auditor Comments
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	
4.04.01a	Are toilet facilities located where they are not a risk of contamination to product, packaging, equipment, water sources and growing areas?	15	
4.04.01b	Are toilet facilities designed and maintained to prevent contamination (e.g., free from leaks and cracks)?	5	
4.04.01c	Are toilet facilities constructed of materials that are easy to clean?	3	
4.04.01d	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	
4.04.01e	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	

Question No.	Question	Total Points	Auditor Comments
4.04.01f	Are the toilet facilities and hand washing stations clean and are there records showing cleaning, servicing and stocking is occurring regularly?	10	
4.04.02	Is hand washing signage posted appropriately?	5	
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	
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	
4.04.03b	Are hand wash stations clearly visible (e.g., situated outside the toilet facility) and easily accessible to workers?	5	
4.04.03c	Are hand wash stations adequately stocked with unscented soap and paper towels?	5	
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	

Question No.	Question	Total Points	Auditor Comments
4.04.04	Are <b>there results for</b> 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	
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	
4.04.04b	Do written procedures (SOPs) exist covering corrective <b>action</b> measures for unsuitable or abnormal water testing results?	10	
4.04.04c	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	15	
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	
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	

Question No.	Question	Total Points	Auditor Comments
4.04.07	Are workers who are working directly or indirectly with food, <b>without</b> evidence of boils, sores, open wounds and are not exhibiting signs of foodborne illness?	10	
4.04.08	<b>Are workers not observed wearing</b> watches, <b>jewelry (plain band permitted)</b> , studs, false eyelashes, <b>false fingernails</b> , etc.?	5	
4.04.09	Are worker personal items being stored <b>in such a way that they are not a potential food safety risk to product, growing area, equipment or materials?</b>	5	
4.04.10	Is smoking, eating, chewing and drinking confined to designated areas, and spitting is prohibited in all areas?	5	
4.04.11	<b>Where required</b> , are workers wearing effective hair <b>restraints</b> that contain all hair?	5	
4.04.12	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	
4.04.13	Are all workers wearing protective outer garments suitable for the operation (e.g., appropriate clean clothes, smocks, aprons, sleeves and non-latex gloves)?	5	



Question No.	Question	Total Points	Auditor Comments
4.04.14	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	
4.04.14a	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	
4.04.15	Is fresh potable drinking water in clean containers readily accessible to workers?	10	
4.04.15a	Are single use cups provided (unless a drinking fountain is used) and made available near the drinking water?	5	
4.04.16	Are first aid kits adequately stocked and readily available to workers?	5	
4.04.17	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	
4.04.18	Are trash receptacles adequate and placed in suitable locations?	5	

Question No.	Question	Total Points	Auditor Comments
4.04.19	Are any potential foreign material issues (e.g., metal, glass, plastic) controlled?	5	
Harvest Practices			
4.05.01	Is <b>there no</b> evidence of animal presence and/or animal activity (wild or domestic) <b>in the harvest area</b> ? If Total Compliance, go to 4.05.02.	15	
4.05.01a	Is <b>there no</b> evidence of animal fecal matter <b>in the harvest area</b> ? <b>A ZERO POINT (NON-COMPLIANCE) DOWNSCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THIS AUDIT.</b>	15	
4.05.02	Is <b>there no</b> evidence of human fecal contamination <b>in the harvest area</b> ? <b>ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.</b>	15	
4.05.03	Is <b>there no</b> evidence of infants or toddlers <b>in the harvest area</b> ?	10	
4.05.04	Are all chemicals (pesticides, <b>fertilizers</b> , sanitizers, detergents, lubricants, etc.) stored securely, safely and are they labeled correctly?	15	

Question No.	Question	Total Points	Auditor Comments
4.05.05	Are copies of all Safety Data Sheets on file and fully accessible at all times with clear indexes?	3	
4.05.06	Are "food grade" and "non-food grade" chemicals used appropriately, according to the label and <b>not commingled</b> ?	10	
4.05.07	Does the operation have a preventative maintenance program that includes a schedule and completion records?	10	
4.05.08	Are there logs of maintenance work and repairs and are they signed off when work is completed?	10	
4.05.09	Is there a written cleaning schedule (Master Sanitation Schedule) that shows what and where is to be cleaned and how often?	10	
4.05.10	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 <b>or</b> packing tables and harvest tools) showing that there <b>are</b> no detectable total coliforms and generic <i>E. coli</i> in the water?	15	

Question No.	Question	Total Points	Auditor Comments
4.05.10a	Do written procedures (SOPs) exist covering corrective <b>action</b> measures for unsuitable or abnormal water testing results?	10	
4.05.10b	If unsuitable or abnormal results have been detected, have documented corrective measures been performed?	15	
4.05.11	Is the product harvested and transported to a facility for additional handling and/or final packing?	0	
4.05.12	Is the product packed in the final packing unit in the growing area? If No, go to <b>4.05.13. Information gathering question</b>	0	
4.05.12a	Is packing material (e.g., cartons, bags, clamshells, sacks, RPCs) intended for carrying product used for that purpose only?	5	
4.05.12b	Is packing material inspected prior to use and is product and packing material free from handling contamination and exposure to the ground?	10	
4.05.12c	If packing material is left in the growing area unattended, is it stored secured and protected?	5	

Question No.	Question	Total Points	Auditor Comments
4.05.13	Is the crop, harvested product, ingredients (including water), food contact packaging and food contact surfaces within accepted tolerances for spoilage and <b>without evidence of</b> adulteration? <b>ANY DOWN SCORE IN THIS QUESTION RESULTS IN AN AUTOMATIC FAILURE OF THE AUDIT.</b>	15	
4.05.14	Are grading and packing surfaces, carts, ladders and other harvest aids used? If No, go to <b>4.05.15.</b> <b>Information gathering question</b>	0	
4.05.14a	Does the design and condition of the grading and packing surfaces (e.g., smooth surfaces, smooth weld seams, non-toxic materials, no wood) facilitate effective cleaning and maintenance?	10	
4.05.14b	Are there <b>readily available</b> written cleaning and sanitation procedures (Sanitation Standard Operating Procedures) for the grading and packing surfaces that include the frequency of cleaning and sanitizing, and the procedures used, <b>and</b> chemical use details?	5	
4.05.14c	Are cleaning and sanitation logs on file for grading and packing surfaces that show what was done, when, where, by <b>who, who verified, water source used,</b> and detailing <b>concentration</b> testing of anti-microbial solution used to sanitize surfaces?	10	

Question No.	Question	Total Points	Auditor Comments
4.05.15	Are re-useable containers (e.g., buckets, totes, lugs, RPCs, bins) used in the harvesting operation? If No, go to 4.05.16. <b>Information gathering question</b>	0	
4.05.15a	Does the design and condition of re-usable containers (e.g., smooth surfaces, smooth weld seams, nontoxic materials, non-porous, non-absorbent, no fabric) facilitate effective cleaning and maintenance?	10	
4.05.15b	Are re-useable containers free from any handling contamination?	10	
4.05.15c	Are there readily available 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 and chemical use details?	5	
4.05.15d	Are cleaning and sanitation logs on file for reusable containers that show what was done, when, where, by who, who verified, water source used, and detailing concentration testing of anti-microbial solution used to sanitize surfaces?	10	
4.05.16	Are tools (e.g., knives, clippers, scissors, etc.) used in harvesting? If No, go to 4.05.17. <b>Information gathering question</b>	0	

Question No.	Question	Total Points	Auditor Comments
4.05.16a	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	
4.05.16b	Are harvest tools free from exposure to the ground and/or any handling contamination?	5	
4.05.16c	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	
4.05.16d	Are there <b>readily available</b> written cleaning and sanitation procedures (Sanitation Standard Operating Procedures) for harvest tools that includes the frequency of cleaning and sanitizing, and the procedures used <b>and</b> chemical use details?	5	
4.05.16e	Are cleaning and sanitation logs on file for harvest tools that show what was done, when, <b>where</b> , by who, <b>who verified, water source used</b> , and detail concentration testing of anti-microbial solution used to sanitize surfaces?	10	
4.05.16f	Are harvesting tool dips being maintained properly in terms of anti-microbial solution strength and are records of the solution checks being maintained? <b>AUDITORS SHOULD REQUIRE A TEST AT THE TIME OF THE AUDIT.</b>	5	

Question No.	Question	Total Points	Auditor Comments
4.05.17	Is machinery used in the harvesting process? If No, go to 4.05.18. <b>Information gathering question</b>	0	
4.05.17a	Are food contact machinery surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g., tape, string, cardboard, etc.)?	15	
4.05.17b	Are food contact machinery surfaces clean?	15	
4.05.17c	Are non-food contact machinery surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g., tape, string, cardboard, etc.)?	10	
4.05.17d	Are non-food contact machinery surfaces clean?	10	
4.05.17e	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	
4.05.17f	Is machinery designed and used properly to minimize product contamination (e.g., drip pans utilized, dedicated tractor pathways)?	5	
4.05.17g	Are all glass issues on harvesting machines, in-field trucks, and tractors protected in some manner?	3	



Question No.	Question	Total Points	Auditor Comments
4.05.17h	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	
4.05.17i	Are there <b>readily available</b> written cleaning and sanitation procedures (Sanitation Standard Operating Procedures) for the harvest machinery that includes the frequency of cleaning and sanitizing, the procedures used <b>and</b> chemical use details?	5	
4.05.17j	Are cleaning and sanitation logs on file for harvest machinery that show what was done, when, <b>where</b> , by who, <b>who verified</b> , <b>water source used</b> , and detailing <b>concentration</b> testing of anti-microbial solution used to sanitize surfaces?	10	
4.05.17k	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	
4.05.18	Is water used directly on product contact (e.g., re-hydration, core in field)? If No, go to <b>4.05.19</b> .	0	
4.05.18a	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	

Question No.	Question	Total Points	Auditor Comments
4.05.18b	Are there records (with corrective actions) that show anti-microbial (e.g., free chlorine, peroxyacetic acid) <b>concentration</b> testing of <b>product contact</b> water and <b>ice solutions</b> prior to start up and throughout the run?	10	
4.05.18c	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	
4.05.19	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	
4.05.20	Is the harvested product "in-field processed" or "in-field semi-processed" (e.g., core in field, top & tail, florets)? If No, go to <b>4.06.01</b> .	0	
4.05.20a	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	
4.05.20b	Are all plastic bin liners closed immediately after harvest to avoid contamination of the harvested product?	3	
Post-harvest Treatments			

Question No.	Question	Total Points	Auditor Comments
4.06.01	Is there any post-harvest treatment performed to the product in the growing area? If No, go to 4.07.01. <b>Information gathering question</b>	0	
4.06.01a	Are there up to date records of all pesticides applied to the harvested product? <b>A ZERO POINT (NON-COMPLIANCE) DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THIS AUDIT.</b>	15	
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	
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	
4.06.01d	Is there <b>documentation</b> of post-harvest pesticide Maximum Residue Limits (MRLs) compliance considering, country of destination, target crop(s) and active ingredients applied?	15	

Question No.	Question	Total Points	Auditor Comments
4.06.01e	Where the Maximum Residue Levels (MRLs) of the destination countries are lower (stricter) than the country of production or where required by buyer, do test results show that the MRLs of the intended markets are met?	15	
4.06.01f	Is there a documented procedure that is followed for the post-harvest pesticide applications, considering mixing and loading, transporting, applying, surplus mix/tank rinsate disposal and equipment cleaning?	15	
4.06.01g	Is there documentation that shows the individual(s) making decisions for post-harvest pesticide applications is competent?	15	
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	
4.07.02	During loading and transporting are harvested products protected from potential contamination?	5	

Question No.	Question	Total Points	Auditor Comments
4.07.03	Are cleaning and sanitation logs on file for transport vehicles that show what was done, when, where, by who, water source used, and who verified?	10	
4.07.04	Is there a system in place to track product from the growing area?	10	
4.07.04a	If product is being packed in the growing area, are the cartons, boxes, RPCs or any other packaging material used, identified with the harvesting date and growing location information? packinghouse or processing facility.	10	
4.07.04b	If product is being packed in the growing area 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?	0	
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, reusable containers, disinfectants, grading/packing tables, RPCs, harvesting equipment, etc.)? <b>Information gathering question</b>	0	

Question No.	Question	Total Points	Auditor Comments
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	
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	
4.08.03	Are there cleaning logs for the storage area(s)?	5	
4.08.04	Is there a documented and effective pest control program in place for fixed location storage areas?	15	
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 stations are not used inside the storage areas?	5	
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	

Question No.	Question	Total Points	Auditor Comments
4.08.04c	Are pest control devices adequate in number and location?	5	
4.08.04d	If storage areas are fully enclosed, are measures taken to prevent pest entry?	5	
4.08.04e	Are all pest control devices identified by a number or other code (e.g., barcode)?	5	
4.08.04f	Are all pest control devices effective and bait traps secured?	5	
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	
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.

Document Revision History		
Date	Rev.#	Description
31/07/2025	0	Initial