

What to Expect on the day of a GAP & GHP Audit

Step 1 – Audit Overview

There is an initial sit down between the auditor and the participant to review the Good Agricultural Practices and Good Handling Practices Audit Program. *Note: there are no points awarded in the section.*

- Review the GAPs & GHPs Audit process
- Explanation of the GAP Audit Checklist
- Completion of pages 1 & 2 of the audit form, which covers basic farm bio information.
- Participant indicates what parts of the audit process they are requesting to be reviewed. Each section of the audit stands on its own. The audit includes the following parts the participant can choose from:
 - o Part 1 – Farm Review
 - o Part 2 – Field Harvest & Field Packing Activities
 - o Part 3 – Packing House Worker Health & Hygiene
 - o Part 4 – Storage and Transportation
 - o Part 6 – Wholesale Distribution Center/Terminal Warehouse Receiving

Step 2 – General Questions: Implementation of a Food Safety Program

The review of the General Questions also takes place during the sit down session, prior to walking through the facility.

- Completion of General Questions on pages 4 & 5.
- Review and evaluation of the Food Safety Program of the participant.
Note: This includes reviewing documents (D), reports (R), and policies (P)/standard operating procedures (SOPs) required in the participants Food Safety Program
- Farm must pass General Questions before moving onto the Farm Review.

Step 3 – Farm Review and Facility Walkthrough

The auditor and participant walk through the farm and facility together, reviewing each part of the audit and compare it with the participants Food Safety Program.

Step 4 – Conclusion and Follow-up

At the end of the farm review and facility walkthrough, the participant will receive a copy of the completed audit form with comments. The auditor will notify the participant if an ‘Unannounced Follow-up Site Visit’ is required. Upon successful completion of the GAPs/GHPs audit, the participating business will be listed on the USDA website. A form will also be provided that the participant can provide to buyers for proof of certification.

