

AIB Consolidated Standards for **FRESH PRODUCE & FRUIT PACKINGHOUSES**



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Contents

The AIB Standards	1
Confidentiality	3
Using the Standards for Self-Inspection:	
The Inspection Program	3
Types of Self-Inspection	3
Conducting the Self-Inspection	4
Inspection Preparation	5
Inspection Notes	5
Definitions	6
The AIB Food Safety Rating System:	
Using the Scoring Procedures	7
Category Rating Classification	8
Plant Rating Classification	8
Inspection Report and Remediation Plan	9
Public Recognition	9
Section I	
Adequacy of Produce Safe Handling Program	10
Section II	
Pest Control	14
Section III	
Operational Methods and Personnel Practices	18
Section IV	
Maintenance for Produce Safety	24
Section V	
Cleaning Practices	28
Conditions for Unsatisfactory Rating	31

Appendix

Rating Analysis's Recap

Master Sanitation Cleaning Schedule

AIB Incoming Ingredient Examination Record

AIB Refrigerator/Freezer Control Records

Pesticide Usage Log

Restricted Pesticide Purchase Record

Preventive Maintenance Log

Agrochemical Usage Log

The AIB Standards

The *AIB Consolidated Standards for Fresh Produce and Fruit Packinghouses* were published as a tool to permit packinghouse managers to evaluate the food safety risks within their operations and to determine levels of compliance with the criteria in the Standards. These Standards contain the criteria and rating method used to assign a numerical score (rating) to the facility. This criteria is derived from the following good management principles: Good Agricultural Practices, The U.S. Federal Food Drug and Cosmetic Act (1938); Good Manufacturing Practices; Good Manufacturing Practices, CFR Title 21, Part 110 (1986); U.S. Military Sanitary Standards; and the U.S. Federal Insecticide, Fungicide, and Rodenticide Act.

This document and scoring procedure should be used by the packinghouse management team to perform a self-assessment of the facility's compliance to the AIB Standards. The rating protocol should be used to assign a numerical score to the facility's inspection and evaluate the overall effectiveness of the produce safety programs.

Section I Adequacy of Produce Safe Handling Program

This section outlines management's responsibility for formally documented programs necessary to establish and maintain an effective safe handling program for produce. These programs are detailed in sections II through V of this document. Successfully implementing these programs will reduce the potential for product contamination. The effectiveness of the produce safe handling program is evaluated by the self-inspection and corrective action process, which documents the maintenance and continuous improvement of the required programs for safe handling.

Section II

Pest Control

This section describes elements of a formalized, written food adulteration prevention program required to conform to these consolidated standards. It defines several types of programs, lists required records, and gives specific procedures to follow to prevent food adulteration by pests, pest evidence, or pesticides.

Section III

Operational Methods and Personnel Practices

This section lists programs and techniques to reduce the risk of produce adulteration during storage and handling. It addresses receiving, storage, operational practices, and distribution.

Section IV

Maintenance for Produce Safety

This section requires the packinghouse operation to have an established and implemented preventive maintenance program for the building, equipment, and utensils to prevent produce contamination from these sources.

Section V

Cleaning Practices

This section contains requirements for scheduled cleaning of the physical building and grounds, equipment, utensils and maintenance cleaning associated with electrical and mechanical systems.

Confidentiality

All information obtained by AIB International during the establishment/facility inspection will be treated as confidential between AIB International and the client. The inspection report will be provided to the client under an AIB assigned code number. Except as required by law, AIB International will not release any information or report of the inspection to a third party without written authorization from the client.

Using the Standards for Self-inspection: The Inspection Program

The facility management shall develop a program to ensure the facility is inspected at the beginning and end of the each seasonal processing period and a minimum of once a month during operations. A formal documented report shall be made of the inspection observations. It is recommended that the inspections be conducted using a team consisting of key packinghouse personnel, including management and supervisors.

Types of Self-Inspection

There are three types of self-inspections. The first type is the pre and post-seasonal inspection to be conducted by packinghouse management. The building and equipment should be inspected to ensure that food safety hazards are identified and eliminated prior to start up. These inspections should focus on building and equipment conditions requiring corrective action to ensure the safe handling of produce throughout the operation.

The second type of inspection should be conducted daily designated personnel who should inspect the facility for hazards in their areas of responsibility.

The third type of the inspection should be a monthly audit. The periodic inspection should be conducted by the plant

management, during seasonal operations. The inspection time should be short and focused for maximum benefit. It is better to have an inspection that is two hours long that is highly focused on one area rather than a lengthy inspection that interferes with team members' other duties or causes team members to lose focus or interest. As previously noted, the team should include supervisors in their areas of responsibility. The inspection should also be used to train employees in good procedures for food safety. It must be documented and list noted discrepancies. For each discrepancy, provide the course of corrective action required, person(s) responsible, estimated date of correction, and actual completion date.

Conducting the Self-Inspection

The inspection personnel should conduct the packinghouse self-inspection at least once a month. If the facility is small or has one production line or system, then the entire packinghouse should be completed during the inspection. If the facility is large, it may be necessary to divide the packinghouse into two, three, or four inspection zones. One area should be inspected each week, meaning the entire facility will be inspected by the end of a single two- three-, or four-week cycle. If the packinghouse is divided into sections, the packinghouse areas should be defined and inspected together in a logical way. Examples are: bulk storage systems; raw materials warehouse; processing (further divided by product line, e.g. line #1, line #2 etc.); packaging; finished product storage; support areas (maintenance, locker and toilet rooms, etc.); outside grounds and roof; or other divisions as dictated by area of management responsibility. This will help to associate food safety hazards found during the inspection with the inspected area and responsible personnel.

Inspection Preparation

Management and others participating in the inspections should prepare in advance for the inspection by thoroughly reviewing the requirements in these standards and by examining previous inspection reports. This activity should not be interrupted. Participants should focus exclusively on the inspection throughout its duration. If the packinghouse is large, then the inspection should focus on selected areas, and these areas should be thoroughly inspected. It is important that the team be thorough in the inspection, using the criteria in the AIB Standards.

Inspection participants should be properly attired per company requirements with all the proper inspection equipment including flashlight, spatula, tools to disassemble equipment, tape recorder or paper to take notes, and safety equipment. They should follow all applicable plant policies.

Inspection Notes

One person should be assigned to take inspection notes. This person is designated throughout the rest of this document as the *scribe*. The inspection should be systematic, beginning in one area such as receiving, then moving through the facility area or processing line in a logical sequence. The notes should be written so that they relate directly to the area being inspected. This will allow management to use them to focus on those packinghouse areas or practices that pose the greatest food safety risks.

It is important that the scribe write down all observations made during the inspection. The participants should discuss the observations so all members understand the hazard observed, correction needed, and what changes can be made to the management system to prevent recurrence of the problem

or hazard. Each written observation should be coded with the appropriate AIB category as follows:

1. (AP) Adequacy of the Produce Safe Handling Program
2. (PC) Pest Control
3. (OP) Operational Methods and Personnel Practices
4. (MS) Maintenance for Produce Safety
5. (CP) Cleaning Practices
6. (COM) Comment - Not a deficiency, but generally a statement of fact, not requiring any action

The scribe should also code each observation with the word designation “Serious” or “Unsatisfactory,” if the inspection observation fits the definition in the AIB Standards.

Definitions

Unsatisfactory: Imminent food safety hazard, program failure, or departure from the Good Manufacturing Practices (GMP’s).

Serious: Important potential food safety risk or risk of program failure.

Improvement Needed: A potential hazard, partial program omission or food safety finding that is inconsistent with the Good Manufacturing Practices (GMPs). If this hazard, omission or finding is not corrected, it could lead to a program failure.

Shall: A requirement according to the AIB Standards

Should: A recommendation according to the AIB Standards

Product Zone: The area directly above exposed produce after washing, processing equipment, and/or equipment surfaces that contact the produce.

Product Area: The areas within close proximity of a product zone.

The AIB Food Safety Rating System: Using the Scoring Procedures

Upon completion of the inspection, the scribe should number all inspection observations and transcribe them (report item numbers) to the AIB Rating Analysis Recap Form (Appendix I). Item numbers should be entered on the Recap Form in the proper category. Any items with a designation of “Serious” or “Unsatisfactory” should be noted in the classification box under the corresponding designation.

The total number of deficiency items in each category should be placed in the TBC column. This is necessary so the scribe can assign correct scores for each category (do not include any comment items). The scribe and team should re-read the inspection observations in the report to assure that the correct category and classification have been assigned. These steps will enable the scribe and the inspection team to analyze the inspection notes according to the criteria in the AIB standards and to translate them into numerical scores.

The scribe should then assign each category a point value within the range given for the category rating classes noted in the section below. This point value should relate to the **worst** food safety item in each category. For example, the inspection notes may indicate that a hazard should be classed as an “Unsatisfactory” item, a “Serious” item, an “Improvement Needed/Potential Hazard,” or a “Minor Improvement” item. The total number of items and the level of severity of the **worst** item(s) will determine whether the category score is at the upper or lower end of the scoring range in each category. Category scores should be in five point increments. If a category item is coded as “Serious” or “Unsatisfactory,” the points assigned to that category must fall within that range.

Scores for the category “Adequacy of the Produce Safe Handling Program” must be consistent in assessment criteria, results, and point value with the observations and analyses recorded for the other four categories. This is important, since it will enable an objective analysis of the programs or practices that allowed or caused the deficiencies observed during the inspection. The total facility inspection score is the sum of all the category scores.

Category Rating Classification

The following range descriptors will be used to assign category scores:

- Minor improvements needed,
no potential for contamination 180 - 200
- Some improvement needed,
potential hazards noted 160 - 175
- Serious deficiencies (See definition) 140 - 155
- Unsatisfactory deficiencies (See definition) ... < 140

If an unsatisfactory item has been identified, if a management program is unsatisfactory by definition, or if one of the categories has a score below 140 points, the total score classification will be “Unsatisfactory” regardless of the point total.

Plant Rating Classification

The plant shall receive a total score classification based on the numerical ranges below:

- Superior 900 - 1000
- Excellent 800 - 895
- Satisfactory 700 - 795
- Unsatisfactory < 700

Inspection Report and Remediation Plan

After the score has been assigned and the report discussed, a plan for abatement of the food safety risks should be executed. This plan should focus not only on correcting the deficient item(s), but also on improving the management system to prevent recurrence of the deficiency or deficiencies.

Public Recognition

A Certificate of Achievement will be awarded following each inspection that results in a “Superior” or “Excellent” rating according to the criteria and rating system described in the *AIB Consolidated Standards for Packinghouses*.

A Certificate of Participation will be issued to plants achieving a “Satisfactory” rating according to the AIB criteria and rating system.

I. Adequacy of Produce Safe Handling Program

- A. Responsibility and authority for assuring the facility's compliance to all federal, state, or any other appropriate regulatory law or guideline **shall** be clearly assigned to a competent supervisory level person(s). A functional organizational chart **shall** be maintained.
- B. Written standard operating procedures **shall** be developed to ensure safe handling practices are maintained. The procedures should include, at a minimum, receiving instructions, chemical control, equipment and building sanitation/maintenance, and personnel hygiene. Current quality and *USDA* grade standards **shall** be maintained, as applicable. Responsibilities for development, implementation, and execution of these procedures **shall** be assigned to specific individuals.
- C. Each packinghouse operation **shall** establish a self-inspection program. The documented self-inspection program should consist of a combination of the daily preoperational inspection, the in-depth monthly audit, and the pre/post seasonal inspections. The audits should include a detailed inspection of the building and equipment and a review of documentation, including corrective action. Seasonal operations would be expected to conduct in-depth inspections more frequently.
- D. Each packinghouse operation shall establish an appropriate budget and support for the acquisition of appropriate tools, materials, equipment, chemicals, and pesticides.
- E. A Master Cleaning Schedule (MCS) for periodic cleaning assignments and a daily housekeeping schedule **shall** be undertaken as a formalized written plan. The schedule **shall** specify cleaning frequencies, responsibilities, post-cleaning evaluation, and be up to date. The schedule should include the outside grounds, building, drains, utensils,

hydrocoolers and equipment, including the refrigeration equipment.

The cleaning tasks should be divided into three general areas and included on the appropriate schedule:

TYPE OF TASK	APPROPRIATE SCHEDULE
Periodic “deep cleaning” tasks, performed other than daily	Master Cleaning Schedule
Maintenance cleaning	Master Cleaning Schedule
Daily “housekeeping” tasks	Housekeeping Schedule

- F. Detailed equipment cleaning procedures **shall** be developed for personnel training and maintaining the sanitation level of the equipment. Written cleaning procedures **shall** be developed and utilized for cleaning of all equipment used for produce storage, conveying, packaging and for all building areas and outside grounds.
- G. Inspection and documentation of incoming materials:
 - 1. Written procedures **shall** be developed and implemented for the inspection of incoming materials including, but not limited to, produce, packaging material, and processing agents, such as fungicides, waxes, sanitizers, etc.
 - 2. Incoming vehicles **shall** be routinely inspected in accordance with the written receiving procedures to ensure product integrity. The results of these inspections **shall** be documented.
 - 3. Records indicating field identification or lot source **shall** be maintained.
 - 4. The inspections should include checks for the presence of pests and other objectionable materials.
- H. Records of results of examinations and/or copies of growers/suppliers certificates of analysis and certificates of guarantee that verify compliance with federal regulations, or guidelines for raw materials (produce, waxes, fungi-

cides) and packaging supplies (poly bags, net bags, corrugated boxes) **shall** be maintained on file.

- I. A field or supplier certification program is recommended. This program could include a supplier guarantee letter, pesticide and fertilizer usage records, spot checks to monitor supplier employee practices, product handling, and development of a HACCP program as it would apply to an agricultural process.
- J. Each packinghouse should establish a Hazard Analysis Critical Control Point (HACCP) program. The HACCP plan should consist of the following points:
 - 1. Describe products and identify hazards inherent to the products
 - 2. Identify procedures for controlling hazards
 - 3. Identify the critical hazard limit
 - 4. Specify monitoring frequency and designate person(s) responsible for testing
 - 5. Establish and document deviation procedures
 - 6. Establish and document verification procedures
 - 7. Maintain documentation of procedures
- K. The packinghouse **shall** create specific procedures for food safety and safe produce handling practices training for all personnel, including new employees. This training will include the written employee policies that have been established. Training program content and employee training completion should be documented. A policy should be written to ensure that buyers, contractors and other visitors comply with safe handling practices and plant policies. Employees should be trained annually, or at the beginning of each season, as appropriate.
- L. A formalized written program for evaluation of customer complaints, particularly those related to adulteration, **shall** be established. Documentation **shall** be maintained.

- M. A formal recall program **shall** be maintained for all produce being distributed. A written procedure **shall** be on file, and revised as necessary. All produce **shall** be coded and lot number records be maintained. Distribution records **shall** be maintained to identify the initial point of distribution to facilitate segregation and recall of specific lots. The recall program should be tested every six months, or at least once during the seasonal process, with documentation maintained.
- N. A documented hold and release program **shall** be in place.
- O. Each packinghouse operation should establish a procedure for handling regulatory inspectors and other visitors.
- P. A glass and brittle plastics policy should be written and implemented. The policy should state that no glass or brittle plastics are to be used in the facility, except where absolutely necessary, and should also state that no glass should be brought into the facility in employees personal effects. Included in the policy should be a procedure to handle glass that is broken in the facility. In addition, a list of all-essential glass and brittle plastics should be drawn up and the items on the list checked on a routine basis to ensure all accidental breakage is noted.
- Q. All packinghouses **shall** have a potable water supply from an approved source. For underground well water supplies, sampling of the water **shall** be undertaken on a frequency consistent with local health department codes and governmental law. Proper documentation **shall** be readily available.
- R. A formal preventive maintenance program and work order system **shall** be in use to prioritize the elements of identified structural, equipment, or utensil maintenance problems that could cause product adulteration. The company **shall** ensure that the safety and legality of product is not jeopardized during maintenance operations.

II. Pest Control

A. A formalized preventive pest control program **shall** be maintained in the plant. The pest control program may be an in-house pest control program or service from an outside pest control contractor. Written procedures designed to prevent birds, rodents, flies, insects, or other pests **shall** be maintained on file. Specific programs and procedures include, but are not limited to:

1. “Restricted use” pesticide application **shall** be undertaken by a certified pesticide applicator, licensed pest control contractor or under the direct supervision of same in accordance with label directions and local, state, federal or country regulations.
2. “General use” pesticides, in states or countries not requiring certification, may be undertaken by a person who has attended a pesticide seminar or has been trained by a licensed applicator and who has demonstrated knowledge in the correct and safe use of pesticides or is under direct supervision of a certified or licensed applicator.
3. The facility serviced by in-house personnel (licensed or trained pesticide technician or technicians) **shall**:
 - a. Maintain a file of sample labels and chemical safety data information for each pesticide used and **shall** maintain pesticide usage records, as well as records on maintenance of the safety and protective equipment used.
 - b. Maintain and enforce written procedures for the application of all pesticides.
 - c. Maintain accurate records of application of pesticides as outlined in section 4.d. below.
4. Packinghouse operations serviced by a contracted, licensed pest control company **shall** maintain the following:

- a. A contract describing the specific services to be rendered, including materials to be used, methods, precautions and Material Safety Data Sheets (MSDS) or other chemical safety use information required by government regulations **shall** be readily available.
 - b. Sample labels for all pesticides used. Sample labels **shall** be maintained readily available for the time specified by regulatory codes.
 - c. Accurate and complete service records describing the current levels of pest activity and recommendations for additional efforts needed to correct conditions allowing a potential for pest activity.
 - d. Accurate documentation of all pesticide applications, including rodenticides, made in or around the operation. Documentation **shall** be maintained in accordance with government regulations and must include, at a minimum:
 - i. Materials applied
 - ii. Target organism
 - iii. Amount applied
 - iv. Specific area where pesticide was applied
 - v. Method of application
 - vi. Rate of application or dosage
 - vii. Date treated
 - viii. Applicator's signature
 - e. Include a copy of the current liability insurance and certified applicator's license, where a license is required.
- B. All facilities **shall** establish an effective preventive program for the elimination of pest activity. The effectiveness of the programs will be measured by the lack of

observations of pest activity and evidence. Specific procedures include, but are not limited to:

1. Outside bait stations for the control of rats and mice. If utilized, these bait stations **shall** meet tamper-resistance standards and **shall** be properly positioned, anchored in place, locked, and properly labeled in compliance with regulatory requirements. The recommended placement for these devices on the exterior of the facility is at 50-100 foot intervals. Properly maintained mechanical rodent control devices may also be used, where allowed by government regulations.
2. Internal rodent control programs **shall** consist of the use of mechanical traps, glue boards, or extended trigger traps, but should not include feeding stations of any kind. Suggested placement of the devices is within close proximity to exterior doors and along interior perimeters at approximately 20-30 foot intervals. Devices should be inspected and cleaned at least weekly to ensure the prompt removal of trapped pests and prevent the attraction of other pests. Records of these inspections **shall** be maintained.
3. Schematics depicting the locations of the rodent control devices **shall** be maintained and kept current.
4. Rodent burrows, rodent runs, and any condition consistent with the attraction of rodents, both inside and outside the facility, **shall** be eliminated.
5. Birds should be excluded from the facility through the use of netting, screening, mechanical traps, etc. The presence of live and/or roosting birds or associated evidence inside the packinghouse **shall** be considered unacceptable.
6. All pesticide containers and application equipment **shall** be properly identified to correspond with the appropriate pesticide contained therein. Separate and

distinct application equipment **shall** be utilized for herbicides and insecticide applications.

7. Pesticides and pesticide application equipment **shall** be stored in a locked, properly labeled area or room, preferably in an outside building away from the production areas, and the area must be labeled and maintained for minimum access. The room **shall** be of adequate construction, ventilated, and **shall** contain materials necessary to assure safety in case of spills, leakage, or personnel injury.
8. Disposal of pesticides, pesticide containers and pesticide residues **shall** be done in a manner that meets all regulatory guidelines and must be consistent with the instructions included on the pesticide label.

III. Operational Methods and Personnel Practices

- A. The procedures for receipt, storage, and handling of raw materials **shall** be established and comply with the Good Manufacturing Practices. The procedures **shall** include the following criteria:
1. Receipt and Storage of Materials:
 - a. Produce **shall** meet conditions of state and local requirements at receipt.
 - b. Damaged and/or badly soiled or infested packaging and other materials **shall** not be accepted.
 - c. Materials shipped in damaged, dirty, or infested vehicles **shall** be rejected. Proper documentation specifying defects and reasons for rejection **shall** be maintained.
 - d. Storage practices **shall** be appropriate to the item being stored. Produce, packaging and other items **shall** be stored off the floor and at least 18 inches away from the walls. Adequate space for cleaning should be provided between rows of stored product.
 - e. All packaging materials and produce **shall** be stored in such a manner to protect it from dust, condensate, sewage, dirt, and toxic chemicals or other contaminants.
 - f. Proper rotation of raw materials and packaging supplies **shall** be undertaken.
 - g. Pallets, skids, and produce bins **shall** be kept clean and in good repair. When pallets, produce bins, or wooden surfaces are washed, they should be properly dried before use.
 - h. Where possible, it is recommended that plastic bins be used for produce. The bins should be washed and sanitized on a routine frequency.

- i. All toxic chemicals, including cleaning solutions, maintenance compounds, and nonproduct related materials **shall** be completely segregated from all produce and packaging supplies.
 - j. The company **shall** ensure that hold product is not released, unless release procedures have been followed. The company **shall** ensure that produce on hold is released only by authorized personnel.
 - k. Clear and concise procedures **shall** be developed for obtaining quality samples and to ensure compliance to applicable grade standards.
- B. Transfer and Handling of Materials:
1. Personnel should quickly eliminate spillage, leakage, and waste at all times.
 2. Packaging supplies, such as bags and corrugated cartons, **shall** be kept off the floor at all times.
 3. Rubbish, trash, or inedible waste **shall** be stored in properly covered and labeled containers and emptied daily. Rubbish or inedible waste in transport must not come in contact with raw materials, or finished product.
 4. All carry over produce **shall** be properly identified and dated.
- C. Operational Appearance:
1. Production equipment should be installed and supplies should be arranged in an orderly fashion. No portable, infrequently used equipment should be stored in production or produce storage areas.
 2. Adequate space should be provided for the intended operations.
 3. Ongoing housekeeping operations by production and support departments **shall** be conducted routinely throughout the operating hours to maintain the work

areas in a reasonably sanitary environment. Operational debris should be kept at a minimum.

D. Operational Practices:

1. Effective measures **shall** be taken to prevent the inclusion of metal, wood, glass, and other extraneous materials. This can be accomplished through the use of rock traps, air cleaners, magnets, visual inspection, etc. Where staples or other items likely to cause contamination must be used in packaging and/or bins, appropriate precautions **shall** be taken to minimize the risk of produce contamination.
2. Chemicals, such as produce sanitizing agents, waxes, fungicides, etc., **shall** be used in accordance with label directions. Chemical concentration **shall** be routinely monitored and documented to ensure effectiveness for its intended use.
3. Hand washing stations **shall** be provided at appropriate locations with disposable paper towels and an adequate water supply maintained at appropriate temperatures. The use of antimicrobial soap is recommended.
4. Washrooms **shall** be maintained in a sanitary manner and kept free of insects, rodents, and mold. “Wash Hands “ signs **shall** be properly displayed in all rest rooms. The practice of disposing of used toilet tissue on the floor, in trash receptacles or in boxes **shall** be prohibited. When Field Sanitation Units (FSU) are provided, they **shall** be properly supplied with toilet paper, cleaned daily, and maintained in a sanitary condition.
5. Produce packaging material **shall not** be used for anything other than its intended use. Pails and drums that were formerly used to contain nontoxic chemicals **shall** have the label removed prior to downgraded use.

6. Process water that is recycled for a series of processes should only recycle from the end of the process backward toward the beginning of the process. For produce in which microbial hazards have been identified when the temperatures of the produce and wash water differ significantly, the temperatures of the produce in the process, the flume, and wash water **shall** be monitored and documented.
7. Equipment used to convey, process, hold, or store produce **shall** be constructed, handled, and maintained during processing or storage in a manner that prevents contamination of the produce. All containers for produce should only be used for designated purposes.

E. Delivery Practices:

1. Code marks **shall** satisfy regulatory packaging requirements and “lot” definitions, and **shall** be utilized in the produce recall program.
2. Distribution records **shall** be maintained to identify initial distribution as per government regulations. Finished produce **shall** be handled and transported in such a way that prevents its actual or potential adulteration.
3. Shipping vehicles **shall** be inspected prior to loading for cleanliness and structural defects that could jeopardize product integrity. These inspections **shall** be documented. All local delivery trucks **shall** be internally inspected and cleaned, at least weekly, to identify possible sources of contamination from pests and/or foreign materials. Common carriers and customers should be encouraged to maintain their respective delivery vehicles in a sanitary condition and in reasonable repair.
4. Temperatures of precooled vehicles should be recorded prior to loading, per customer requirements or where applicable.

F. Personnel Practices:

1. Employees **shall** be encouraged to practice good hygiene habits at all times.
2. Hand washing **shall** be performed at a frequency that is appropriate and should be done any time the hands become soiled. Hands should be washed before beginning work, after using toilet facilities, eating, drinking, and tobacco use or otherwise soiling hands. The effectiveness of hygiene procedures with regards to hands should be checked periodically.
3. Employees **shall** adhere to the following principles when handling produce:
 - a. Wear clean outer garments or uniforms. Suitable footwear **shall** be worn.
 - b. Gloves, if worn, should be maintained in a sanitary condition to prevent produce contamination. Management should implement adequate control procedures for glove handling, storage, and usage.
 - c. Loose or dangling jewelry that could contribute to contamination of the produce may not be worn outside of the clothing.
4. Eating food, drinking beverages, chewing gum, or use of tobacco products **shall** be restricted to designated areas, located away from operations.
5. Employee lunches and/or personal effects **shall** not be stored or placed in production or produce storage areas. Examples would include sweaters, jackets, shoes, smoking materials, etc. All personal property should be stored in an area defined by management. Suitable break areas should be provided.
6. Glass and ceramic items **shall not** be brought into the operational areas.

7. No person with obvious boils sores, infected wounds, or any other infectious or communicable disease **shall** be permitted to contact produce or packaging materials. The company **shall** have a procedure for the notification by employees, including temporary employees, of any relevant infectious disease or conditions with which they may be suffering, or have been in contact. All employee health cards **shall** be kept current and properly posted if required by local law. Employees with bandaged hands or finger cuts **shall** wear gloves.
8. Personal items such as pens, pencils, or thermometers should be carried in pockets or pouches below the waist when employees are in production areas.
9. Walking, stepping, lying or sitting on produce, packaging materials, or food contact surfaces of equipment is prohibited.
10. Noncompany personnel **shall** be required to conform to company safe handling practices/hygiene policies.

IV. Maintenance for Produce Safety

A. The site **shall** be located and maintained so as to prevent contamination and enable the production of safe and legal products. Consideration **shall** be given to local activities that may have potentially adverse impact and measures **shall** be taken to prevent product contamination. Measures necessary to protect the site from any potential contaminants should be in place and periodically reviewed to ensure they continue to be effective.

B. Building Structure:

1. The grounds surrounding the packinghouse operation **shall** be maintained in a manner that prevents the possibility of produce contamination:
 - a. Equipment **shall** be properly stored. Litter, waste, and weeds or tall grass **shall** be removed from the immediate vicinity of the facility.
 - b. Outside wet and/or dry waste or scrap compactors, modules, and dumpsters **shall** be installed and maintained to minimize leakage or such leakage contained to be easily removed and the area cleaned.
 - c. Maintenance of roads, yards, and parking areas to keep them free from dust, standing water, or other potential contaminants.
 - d. The grounds shall be maintained free of pests and debris.
2. Floors, walls and ceilings of the facility structures **shall** be of such construction as to be adequately cleanable and kept in good repair. Floors should be sloped to minimize standing water.
3. All structural systems that are painted **shall** be maintained in an appropriate condition to preclude or eliminate any chipping, flaking, or peeling paint.

4. Adequate lighting **shall** be provided in all storage areas and light bulbs, fixtures, mirrors, skylights, or other glass suspended over produce and packaging storage areas **shall** be of the safety-type or otherwise protected to prevent breakage. Emergency lighting and the headlights on forklifts should also be protected. Where full protection cannot be provided, the glass management system **shall** take this into account.
5. The physical building **shall** be maintained to provide necessary barriers for effective protection against birds, animals, vermin, and insects. In the case of open-air facilities, effective measures **shall** be taken to identify and eliminate pest issues. The maintenance department should be responsible for the elimination of cracks and crevices, as well as other insect or rodent harborages.
6. Sufficient space should be provided for the proper placement of equipment and storage of materials. Adequate aisles or a workspace **shall** be maintained between equipment and/or structures to allow adequate cleaning.
7. Adequate floor drains with grates **shall** be installed, maintained, and operational in all wet processing or wash areas. All floor drain grates should be easily removable for cleaning and inspection.
8. Fixtures, ducts, and pipes **shall** be installed and maintained in such a manner that drips or condensate does not contaminate produce or food contact surfaces.
9. The maintenance department **shall** be responsible for the prevention of and systematic elimination of leakage and excessive lubrication. Where drive motors are located over the product zone, catch pans **shall** be fabricated and installed to prevent contamination should leakage occur.

10. Catwalks above product zones, located after the final wash, **shall** be protected to prevent produce or packaging material contamination.
11. Dryers and air blowing equipment **shall** be located, cleaned and operated in manner that does not contaminate the produce.

C. Equipment:

1. All plant equipment and utensils **shall** be designed and of such material and workmanship as to be adequately cleanable and **shall** be properly maintained.
2. Temporary materials such as tape, wire, string, cardboard, and plastic **shall not** be used for permanent repairs. If these materials must be used for emergency repairs, they **shall** be dated and replaced with a proper permanent repair as soon as possible.
3. Flaking paint on equipment or excessive rust other than normal mild oxidation on black steel should be eliminated.
4. Only food-grade lubricants **shall** be utilized on produce handling equipment. All such lubricants **shall** be fully segregated and stored in a secured and designated area. Excess lubricant **shall** be removed after equipment is serviced.
5. All produce holding, packaging, conveying equipment, including bulk systems, **shall** be designed and constructed in such a way that they can be adequately cleaned and inspected.
6. Hand jacks, forklifts, and other transporting equipment **shall** be maintained to prevent adulteration of the produce being transported.
7. Only clean repair parts and equipment should be stored in the parts storage area.

D. Services:

1. The quality of water, steam, or ice that comes in contact with produce **shall** be regularly monitored and **shall** present no risk to produce safety.
2. The sewage disposal system **shall** be adequate and appropriate for the process and **shall** be maintained to prevent either direct or indirect contamination of produce.
3. All water installations and equipment **shall** be constructed and maintained to prevent back siphonage.
4. Field Sanitation Units (FSU) **shall** meet all local/state requirements. A plan should be established to contain and remove waste in the event of leakage or spillage. Sewage disposal trucks **shall** have limited and direct access to the FSU for service.

V. Cleaning Practices

- A. Cleaning operations **shall** be performed in a manner and frequency to prevent contamination of the produce and materials.
- B. Only cleaning compounds and sanitizers authorized for food contact surfaces **shall** be used for cleaning.
- C. All cleaning compounds, sanitizers, and detergents **shall** be properly labeled and segregated from the produce and packaging storage areas.
- D. Cleaning equipment and tools **shall** be supplied and be readily available for use. All cleaning equipment **shall** be maintained and stored in such a way as not to contaminate produce or produce equipment.
- E. Cleaning Definitions:
 - 1. “Deep Cleaning”
 - a. “Deep cleaning” **shall** be assigned to the appropriate department(s) and **shall** be accomplished by and consistent with a Master Cleaning Schedule or its equivalent.
 - b. When undertaken safely, and in compliance with local and national safety laws and regulations following the established formal equipment cleaning procedures, all equipment guards, trims, panels, etc., **shall** be removed for inspection and cleaning the interior of such equipment based on the Master Cleaning Schedule.
 - c. Equipment and structural “overheads” such as lights, pipes, beams, fans, vent grids, etc., **shall** be scheduled for deep cleaning based on the Master Cleaning Schedule to prevent the development of insects, mold, or accumulations of foreign matter.
 - 2. Daily “Housekeeping or Cosmetic Cleaning” **shall** be assigned to the appropriate departments and **shall** be

undertaken to ensure work and support areas are maintained during normal working hours. All such operations should be undertaken in a manner to prevent contamination.

3. Maintenance Cleaning:

- a. Non-sealed electrical panels and boxes **shall** be cleaned on an appropriate frequency.
- b. After the completion of maintenance repairs, debris created during the repairs **shall** be removed. This includes the removal of nuts, bolts, metal shavings, etc.
- c. Grease smears and excess lubrication **shall** be promptly removed.
- d. Only clean tools and wipers **shall** be used on the product zones. Maintenance personnel **shall** observe proper hygienic practices when working on product zones or similar equipment.

F. Equipment and Utensil Cleaning:

1. Produce-contact surfaces and utensils **shall** be cleaned on a regular basis and as often as necessary to eliminate produce residues and maintain a good appearance. Produce-contact surfaces and machinery that requires sanitizing **shall** be cleaned, sanitized, and tested for adequate destruction of pathogenic microorganisms, as applicable.
2. Utensils and intermediate containers **shall** be washed as needed.
3. Produce bins and trays **shall** be cleaned on an appropriate frequency and maintained in such a way to prevent produce contamination.
4. Separate and distinct cleaning utensils **shall** be utilized for cleaning produce-contact surfaces and non-produce contact surfaces. At no time **shall** cleaning items used to clean the rest rooms, toilet facilities, or

drains be utilized for any other cleaning purpose. Proper identification and segregation of each classification of cleaning utensils **shall** be maintained.

Conditions for Unsatisfactory Rating

Per AIB Standards, an *Unsatisfactory* rating will be assigned when an item or items during the audit represents a violation of the following types:

- I. If an imminent produce safety hazard exists.
- II. If produce safety programs are nonexistent or deficient such that they do not comply with the GMP's.
- III. If produce is adulterated such that:
 - a. It bears or contains an added poisonous or deleterious substance;
 - b. It consists in whole or in part of any filth, putrid, or decomposed substances, or if it is otherwise unfit for use as food;
 - c. It has been prepared, packed, or held under insanitary conditions, whereby, it may have been contaminated with filth, or whereby, it may have been rendered injurious to health.
- IV. If a violation of the Good Manufacturing Practices (GMPs) is noted that is an imminent produce safety risk.
- V. If a violation of local or national pesticide regulations is noted, that would represent a significant departure from the regulations or would cause an imminent produce safety risk.

Examples of a few conditions most commonly found which will require an unsatisfactory rating assignment have been listed below. **The following only represent examples of conditions for unsatisfactory rating assignments and are by no means inclusive. Similar items not specifically stated will be dealt with by the auditor in view of existing conditions and are always subject to review by AIB International headquarters personnel.**

1. Microbes
 - a. Open sores or boils on employees who have direct contact with product, ingredients, or product zones.
2. Foreign Matter
 - a. Leaking gearboxes in product zone, with no control provided.
 - b. Pesticides used inconsistently with label directions.
 - c. Flaking paint or rust in product zone, where produce contamination is likely.
 - d. Storage of iced produce over uncovered produce.
3. Insects
 - a. Excessive insect activity in packaging equipment, storage areas, or processing equipment indicative of ineffective control measures.
4. Rodents
 - a. Visual presence of live rodents.
 - b. Evidence of rodent excreta or gnawing on packaging materials or produce.
 - c. Decomposed rodent
 - d. Rodent bait stations with rodenticide used for routine monitoring inside the packinghouse.
5. Birds
 - a. Birds residing in processing or storage areas.
 - b. Bird excreta on product zones, packaging material, finished product.

RATING ANALYSIS RECAP

Report #: _____

Review Person: _____

Location: _____

Date: _____

- A.
- B.
- C.
- D.
- E.

Category	Report Deficiencies by Item #	(160-175)**	(140-155) Serious Items	(<140) Unsatisfactory	Reviewer's Score
AP					
PC					
OP					
MS					
CP					
**Potential Hazard/Improvement Needed Items					TOTAL SCORE

AP - Adequacy of Food Safety Program

PC - Pest Control

OP - Operational Methods and Personnel Practices

MS - Maintenance for Food Safety

CP - Cleaning Practices

Agrochemical Usage Log

Year

List all restricted use pesticides purchased according to trade name and EPA registration number on the back

Name of certified applicator		Address		Certification ID No.	
Name of Pesticide Used/EPA Registration No.:		Applicator's Signature			
Quantity Used:	Where Applied:	Method of Application:	Rate of Application:	Date and	
Re-entry Interval:	Water Rate:	Wind Velocity and Direction:	Air Temperature:		
Name of Pesticide Used/EPA Registration No.:		Applicator's Signature			
Quantity Used:	Where Applied:	Method of Application:	Rate of Application:	Date and	
Re-entry Interval:	Water Rate:	Wind Velocity and Direction:	Air Temperature:		
Name of Pesticide Used/EPA Registration No.:		Applicator's Signature			
Quantity Used:	Where Applied:	Method of Application:	Rate of Application:	Date and	
Re-entry Interval:	Water Rate:	Wind Velocity and Direction:	Air Temperature:		

For additional copies of this form, write: AIB International, 1213 Bakers Way, PO Box 3999, Manhattan, KS 66505-3999



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