

Records & Documentation Requirements

GAP AUDITS: General Questions

Procedures	Records	Documents
<p>G-4. Policies specifying company sanitation and hygiene practices.</p> <p>G-4. Policy requiring staff and visitors to follow sanitation & hygiene practices.</p> <p>G-11. Procedure/policy confining smoking & eating to designated areas away from product areas.</p> <p>G-12. Procedure/policy prohibiting workers with diarrheal disease or other infectious symptoms from handling produce.</p> <p>G-13. Written plan for handling/disposition of produce or food contact surfaces in contact with blood or bodily fluids.</p> <p>G-14. Procedure/policy instructing workers to seek prompt first aid for cuts and other injuries.</p>	<p>G-2. Records of an effective mock recall.</p> <p>G-3. Water test results showing potable water source for worker's drinking and handwashing use.</p> <p>G-10. Cleaning and service records for toilet facilities; cleaning schedule is in food safety plan.</p> <p>G-15. Pesticide Applicator's License for all personnel applying regulated chemicals.</p> <p>G-15. Training records showing personnel applying non-regulated chemicals were trained in their use.</p>	<p>P-1. Documented food safety program incorporating GAPs or GHPs.</p> <p>P-2. Designated person to implement and oversee the food safety program.</p> <p>G-1. Documented traceability program.</p> <p>G-5. Documentation of staff training in good hygiene & sanitation practices; includes policies, documents, & training records.</p>

