

ENVIRONMENTAL ASSESSMENT

E1 Establishment Location and Construction

(5 - full compliance → 1 - non-compliance) n/a - not applicable

5 4 3 2 1 n/a

E1.1 Property and Surroundings	Rating	Comments
¹ Grounds, roads and parking lots have adequate drainage to prevent standing water, which can provide a feeding and/or breeding area for pests, become a source of traffic-borne contamination and seep into the facility.		
² To discourage pest breeding and harbourage, supplies and equipment are neatly stored on plant grounds at least 7 metres from the buildings and at least 15 centimetres above the ground. Pipes within 7 metres of the building are capped.		
³ Grounds, roads and parking lots are free of garbage and litter, and vegetation is cut at least 7 m from the building to minimize harbourage areas for pests. There is a 1-m wide trash-free, vegetation-free gravel or concrete strip around the perimeter of the building to discourage pest travel.		
⁴ Litter and waste are stored in enclosed containers. Waste is removed from the premises at appropriate intervals and in a manner that prevents spillage and litter. The dumpster area is cleaned regularly and is clear of debris and spilled waste.		

5 4 3 2 1 n/a

E1.2 Building Exterior	Rating	Comments
¹ Plant buildings and roofs are constructed of weather-resistant materials and are structurally sound so there is no entry of outdoor elements (rain, snow) or airborne contaminants (dust, smoke, odours).		
² Exterior design discourages pest harbourage by eliminating ledges, nooks and crannies, etc. Cracks and crevices have been sealed to prevent entry of pests. Doors and windows are closed or screened and tight (openings less the thickness of a lead pencil). Outside drain openings are screened.		
³ Dock doors are tight and closed to discourage pest entry. Leveller plates are tight or are equipped with brush seals. There are no areas suitable for bird roosting or nesting. Dock areas are free of debris and spills.		
<p style="text-align: right;">E1 Possible Points</p> <p style="text-align: right;">Actual Points</p> <p style="text-align: right;">Percentage</p>	<p style="text-align: center;">35</p>	

E2 Establishment Design

(5 - full compliance → 1 - non-compliance) n/a - not applicable

5 4 3 2 1 n/a

E2.1 Cross-Contamination Control	Rating	Comments
¹ Incompatible activities are physically separated (by walls or designated areas) or operationally separated (by scheduling or dedicated equipment) to minimize the potential for cross-contamination of ingredients, food contact surfaces, packaging materials and finished products.		
² Traffic patterns of workers and equipment are designed and controlled to minimize travel in areas other than their designated work area.		
³ Ingredient and product flow is straight through the facility without backtracking and crossover that can cause cross-contamination.		
⁴ Aisles are unobstructed, and there is adequate space to permit employees to perform their duties, including cleaning and sanitation, with minimum potential for cross-contamination.		

5 4 3 2 1 n/a

E2.2 Personnel Facilities	Rating	Comments
¹ Washrooms, change rooms and lunchrooms are constructed of durable, easily cleanable materials; are equipped with proper ventilation; have self-closing doors, adequate lighting, waste receptacles, and functioning drains; and are free of standing water. Each is separated from, and does not open directly into, food processing areas. None contains plant-use garments. All are in clean and sanitary condition.		
² Washrooms have an adequate number of sinks and toilets, hot and cold running water, “hands-free” tap controls, single-use towel dispensers, and liquid handwashing soap. Handwash signage is posted in appropriate languages.		
E2 Possible Points	30	
Actual Points		
Percentage		

E3 Establishment Interior

(5 - full compliance → 1 - non-compliance) n/a - not applicable

5 4 3 2 1 n/a

E3.1 Internal Structures and Fittings	Rating	Comments
¹ Floors are constructed of smooth, non-absorbent, non-toxic, smooth material; have functioning drains; and are free of standing water. They are clean, sanitary and in good repair.		
² Walls are constructed of non-absorbent, non-toxic, smooth, corrosion-resistant material to a height appropriate to the operation. They are clean, sanitary and in good repair.		
³ Full ceilings are easily cleanable and free of loose particles and condensation. Ladders, platforms, walkways, piping, etc. over exposed product lines are appropriately protected (e.g., kick plates on raised walkways) to prevent potential contamination.		

5 4 3 2 1 n/a

E3.2 Lighting	Rating	Comments
¹ The intensity and quality of lighting is adequate in all areas of the facility including receiving, inspection, storage, processing, and shipping, as well as in worker washrooms, change rooms and lunchrooms.		

5 4 3 2 1 n/a

E3.3 Lighting Fixtures	Rating	Comments
¹ All lights in receiving, shipping, production, and storage areas are securely fastened to the ceiling, shielded or protected against breakage, and clean.		

5 4 3 2 1 n/a

E3.4 Air Quality and Ventilation	Rating	Comments
¹ Ventilation adequately removes excessive heat, steam, vapours, odours, dust and condensation. Air intakes are fitted with tight-fitting screens or filters. Fans, air ducts, and other ventilation equipment are clean and well maintained.		

E3.5 Drainage and Sewage Systems	Rating	Comments
¹ The sewage and plant effluent systems are not interconnected to reduce the potential for plant contamination by sewage backup. No sewage or effluent lines pass through or over production areas unless well protected.		
E3 Possible Points Actual Points Percentage	35 	

E4 Equipment

(5 - full compliance → 1 - non-compliance) n/a - not applicable

5 4 3 2 1 n/a

E4.1 Equipment Design, Construction and Installation	Rating	Comments
¹ Equipment and utensils are designed, constructed and installed to perform an intended function and are being used to perform their intended task. There is sufficient distance between equipment (45 cm), between equipment and walls (75 cm), and equipment and floors (20 cm) to facilitate cleaning, sanitation, inspection and maintenance. Utility installations, cabinets, control panels, etc. are mounted 2.5-5 cm. from walls for ease of cleaning and have sloped tops		
² Food contact surfaces are non-toxic, non-reactive, non-absorbent, smooth, corrosion resistant, easily cleanable, and able to withstand their processing environment and repeated cleaning. Welds are continuous and smooth. There are no overlap, stitch or spot welds. Fasteners are free of soil traps, dead spaces and metal-to-metal contact. There are no loose nuts, bolts, rivets, or washers, and no exposed threads. Support structures are round or set diagonally and capped. Equipment is free of roll-under edges, recesses, open seams, gaps, protruding edges, dead ends, and dead spaces that can trap food residues. Equipment is constructed so that all parts are easily accessible for cleaning. There are no metal-to-metal moving parts that can create physical contaminants. Belting material, belt pulleys and accessories can be easily cleaned. There is no evidence of flaking paint, rust or mould.		

³ Motors, gearboxes, drives, etc. are mounted a sufficient distance below or beside food contact surfaces (30 cm). Where they are not, adequate protection (e.g., drip pans under motors, shielding surrounding drives) is in place to prevent against contamination. Motors, gearboxes, drives, bearings, control panels, etc. are able to stand wash/sanitizing procedures (wash down duty or protected). Operating controls are easily accessible.		
⁴ Air compressor units are oil-free and air lines have an adequate number of moisture traps and filters.		
⁵ Cooling equipment is properly sized to provide adequate time/temperature control.		

5 4 3 2 1 n/a

E4.2 Waste Containers and Utensils	Rating	Comments
¹ Waste containers are clearly identified for their intended use, leak-proof, waterproof and covered. None are overflowing. Containers are cleaned before use.		
² To reduce the risk of cross-contamination, utensils are identified for their intended use and kept separate from equipment and other utensils with other intended uses.		

5 4 3 2 1 n/a

E4.3 Handwashing Stations	Rating	Comments
¹ There are an adequate number of appropriately located handwashing stations. Each has hands-free operation and is supplied with soap, warm water, and disposable paper towels or a suitable drying device. Signs in appropriate languages remind employees to wash and sanitize their hands when they become soiled or contaminated.		
E4 Possible Points	30	
Actual Points		
Percentage		

E5 Water Safety

5 4 3 2 1 n/a

E5.1 Adequate Supply and Protection of Water, Ice and Steam	Rating	Comments
¹ Water used in processing and cleaning activities meets potable water standards. Where required, water treatment systems are in place.		
² Potable water lines and hoses are fitted with backflow devices to protect against potential cross-contamination. There are no hoses lying on the floor where they can impede drainage and trap water-borne contaminants.		
³ The potable water system is separate from other systems and clearly marked as such. Recycled/recirculated and/or wash water systems are clearly defined and separated from other water systems.		
E5 Possible Points Actual Points Percentage	15 	

OPERATIONAL ASSESSMENT

O1 Good Manufacturing Practices

(5 - full compliance → 1 - non-compliance) n/a - not applicable

5 4 3 2 1 n/a

O1.1 Personal Practices	Rating	Comments
¹ Food handlers maintain a high degree of personal cleanliness and hygiene (e.g., clean skin and hair, no cosmetics or perfumes, no beauty aids).		
² Food handlers do not wear jewelry or other unsecured personal objects that could fall into food. Hand jewelry that cannot be removed is securely covered with sanitary material (e.g., gloves).		
³ Food handlers refrain from using tobacco, chewing gum, eating, drinking, sneezing, coughing, spitting or other unhygienic activities. They are not observed touching their nose or mouth.		

5 4 3 2 1 n/a

O1.2 Hand Washing	Rating	Comments
¹ Food handlers are observed washing their hands immediately before handling food, ingredients, packaging materials, and/or touching food contact surfaces; after using the toilet; after coughing, sneezing, blowing or wiping the nose, or touching hair or the face; after each absence from the work station for coffee breaks and eating; after handling incompatible food products, raw materials, or potentially hazardous materials such as garbage or cleaning chemicals; after picking up objects off the floor; and any other time hands become soiled or contaminated.		
² Gloves are worn where there is direct hand contact with ingredients or product. They are maintained intact, clean and good condition.		
³ Disposable gloves are replaced when they become ripped or cut, following contamination by coughing or sneezing, after touching any non-food contact surface, after any absence from the workstation, whenever tasks change, or when potential contaminants are handled. Non-disposable rubber gloves are washed and sanitized following each of the same circumstances.		

5 4 3 2 1 n/a

O1.3 Clothing, Footwear and Headwear	Rating	Comments
¹ Hairnets and beard and mustache restraints are properly worn in food processing, handling and other designated areas.		
² Employee clothing and shoes are clean and sanitary and do not contribute to potential product contamination. Protective garments (aprons, smocks, etc.) are also clean and suitable to the operation, and do not contribute to potential product contamination. Objects such as pens, thermometers, tools, etc. are not carried in above-the-waist pockets where they might fall into food, equipment or containers.		
³ Protective garments are removed before entering a washroom, lunchroom, or change room, and are not worn outside the facility. When appropriate, to prevent potential cross-contamination, protective garments are changed as employees move between different processing areas. Employees adhere to designated traffic areas when moving through the facility.		

5 4 3 2 1 n/a

O1.4 Storage – Clothing, Equipment and Utensils	Rating	Comments
¹ Employees' personal items are stored in areas separate from processing, storage, and shipping and receiving areas. These storage areas are kept clean and well maintained.		
² Specific-use equipment and utensils are clearly marked and stored in defined areas where they will not be contaminated by processing or cleaning activities.		

5 4 3 2 1 n/a

O1.5 Injuries and Wounds	Rating	Comments
¹ Employees with open sores or infected wounds are not allowed to have direct contact with food, ingredients, packaging materials or food contact surfaces.		

5 4 3 2 1 n/a

O1.6 Evidence of Illness	Rating	Comments
¹ High health risk employment candidates (those with communicable disease and/or infections) are identified at the time of hiring. Such candidates are not suitable for work in a food handling environment.		
² Employees with discharges from the nose, ears, and eyes, or who are coughing and sneezing are not allowed to have direct contact with food, ingredients, packaging materials or food contact surfaces.		

5 4 3 2 1 n/a

O1.7 Access and Traffic Patterns	Rating	Comments
¹ Measures are in place to restrict access to the facility to authorized personnel only (e.g., physically or electronically monitored). Specific areas of access are clearly defined for personnel who are not escorted (e.g., truck drivers, outside contractors). All other facility visitors are escorted by plant personnel at all times.		
² Within the facility, easily identifiable food handlers and others are restricted to specific traffic and work areas. No personnel are found in unauthorized areas.		

5 4 3 2 1 n/a

O1.8 Chemical Use	Rating	Comments
¹ All chemicals used for cleaning, sanitizing and processing are listed in the CFIA's <i>Reference Listing of Accepted Construction, Packaging Materials and Non-Food Chemical Products</i> .		
² All chemical containers are correctly labelled and stored in secure, locked areas where they do not pose a contamination risk to food, ingredients, packaging materials, or food contact surfaces. Incompatible chemicals are stored in separate areas.		
³ Material Safety Data Sheets (MSDS) are on file for all chemicals used in the facility. The sheets are easily accessible to all those who use any of these chemicals.		

5 4 3 2 1 n/a

O1.9 Chemicals Used During Operations	Rating	Comments
¹ Chemicals are appropriate for their intended use and are used at correct concentrations. Care is taken during chemical use to ensure they don't contaminate adjoining processing, packaging, storage and shipping areas. Chemicals containers not in use are not present in processing, packaging, storage and shipping areas.		
O1 Possible Points	100	
Actual Points		
Percentage		

O2 Shipping, Receiving, Handling and Storage (5 - full compliance → 1 - non-compliance) n/a - not applicable

5 4 3 2 1 n/a

O2.1 Conveyance Vehicles	Rating	Comments
¹ Incoming and outgoing conveyance vehicles are constructed of durable, easily cleanable materials, and are clean, odour-free, well maintained, contamination-free, and appropriate for their cargo. They are capable of maintaining proper product temperatures and preventing product contamination.		

5 4 3 2 1 n/a

O2.2 Loading and Unloading Practices	Rating	Comments
¹ During loading and unloading, reasonable care is exercised to minimize damage to product, containers and the vehicle itself. To avoid potential cross-contamination, only clean, sound loading/unloading equipment and containers are used.		
² Loads are assembled in such a way that they will retain their integrity during transit.		

5 4 3 2 1 n/a

O2.3 Received Products	Rating	Comments
¹ Incoming food, ingredients, food/ingredient containers, packaging materials, and all other materials meet written predetermined specifications/standards for food safety and quality. Anything that does not meet these standards is rejected.		
² Incoming materials are clearly identified. A vendor's lot code is present to permit traceability through the production system and back to the supplier. To facilitate First In, First Out (FIFO) inventory rotation, the date of manufacture, best before date or date of receipt is indicated.		

5 4 3 2 1 n/a

O2.4 Shipping Conditions	Rating	Comments
¹ First In, First Out (FIFO) is practised. Products are staged in enclosed, temperature-controlled areas as close to shipping as possible. Perishable product vehicles are pre-cooled before loading.		
² The shipping/receiving area is kept organized, tidy, clean, and free of debris and spoiled product to prevent cross-contamination. Spills are cleaned up immediately.		

5 4 3 2 1 n/a

O2.5 Returned and Defective Food Products	Rating	Comments
¹ Returned food products are clearly identified and segregated in controlled areas until disposition (rework, repackage or disposal) has been determined.		
² Rejected ingredients/products not immediately returned to the supplier are clearly marked and segregated in controlled areas until their return to the supplier.		

5 4 3 2 1 n/a

O2.6 Allergen Control	Rating	Comments
¹ Ingredient suppliers are required to provide a complete list of ingredients including allergens. The presence of allergens is noted in all formulation and production records.		
² Allergen-containing ingredients and products are properly labelled. They are stored in designated, controlled areas and have their own dedicated dispensing utensil and weigh container.		
³ Production scheduling and cleaning/sanitation procedures minimize the potential for allergen cross-contamination. Procedures for control of allergens are documented.		

5 4 3 2 1 n/a

O2.7 Packaging	Rating	Comments
¹ Only new, food-grade, single-use packaging is used for microbiologically sensitive products. Reusable containers (e.g., bins, boxes, totes) are cleaned/sanitized between uses or have protective liners.		

<p>² Stored and staged packaging materials are kept clean, dry and free from contamination.</p>		
<p>³ When glass materials are used in processing and storage areas, a written glass control program is in place to prevent contamination in the event of glass breakage.</p>		

5 4 3 2 1 n/a

O2.8 Storage Practices	Rating	Comments
<p>¹ All stored ingredients, materials and packaging are stored under appropriate temperature and humidity conditions. Materials are stored in a orderly manner in a way that permits adequate air flow and maintains the integrity of the product, ingredients or packaging. Products are not stored in the shipping and receiving areas.</p>		
<p>² All storage areas are clean and free of debris and litter. Spills are cleaned up promptly. Stored ingredients, materials and packaging are clean, dry, intact and properly packaged to prevent contamination.</p>		
<p>³ Sufficient space is maintained along all walls, and materials are stored at an adequate height above the floor to permit proper cleaning and monitoring for pest activity.</p>		
<p>⁴ Temperatures of refrigerated products are monitored regularly and documented. Ingredients and finished products that require refrigeration are cooled rapidly and without delay to prevent microbial growth.</p>		
<p>⁵ Documented First In, First Out (FIFO) rotation practices are used for in-storage raw materials, finished products and packaging. Each is clearly labelled and dated to assist in FIFO implementation.</p>		
<p>⁶ Storage areas are separated from areas of other activity.</p>		

5 4 3 2 1 n/a

O2.9 Chemical Storage	Rating	Comments
¹ When not in use, chemicals are stored in separate, access-controlled areas, separate from food, ingredients, packaging supplies and food contact surfaces.		

5 4 3 2 1 n/a

O2.10 Waste Management	Rating	Comments
¹ Interior solid waste containers are clearly identified, covered and not leaking. None are overflowing. Emptying is handled in a way that does not have the potential to contaminate goods, ingredients or packaging. Containers are cleaned after emptying so as not to be a source of contamination or act as an attractant to pests.		
² Inedible waste containers are located close to the waste source but not in the way of processing activities. Waste is not decaying. Containers are not overflowing. Emptying is handled in a way that does not have the potential to contaminate goods, ingredients or packaging. Containers are cleaned after emptying so as not to be a source of contamination or act as an attractant to pests.		
³ Exterior waste containers are clearly identified, covered and do not leak. None are overflowing. The waste is not aged. All are located far enough away from the facility to discourage rodent travel.		
⁴ Wastewater is handled in a manner that will not create the potential for cross-contamination or attract pests.		

O2 Possible Points	130	
Actual Points		
Percentage		

O3 Sanitation

(5 - full compliance → 1 - non-compliance) n/a - not applicable

5 4 3 2 1 n/a

O3.1 Cleaning and Sanitation	Rating	Comments
¹ Sanitation Standard Operating Procedures (SSOPs) are in place to identify areas, equipment and utensils to be cleaned, the frequency of cleaning, the procedures and chemicals to be used, those responsible, the procedure to verify effectiveness and the records required.		
² No cleaning practices are observed during operations that could potentially cause product contamination. For example, food and packaging are protected from contamination during cleanups. Water and air pressure is used in a way that does not create water droplets or aerosols that could potentially contaminate food, packaging or food contact surfaces.		
³ Cleanliness is evident throughout the facility in both processing and non-processing areas. Food contact surfaces are clean. There are no buildups or accumulations of food products or soil. Spills are cleaned up promptly. Utensils used during processing are cleaned and sanitized regularly. Floors are free of standing water. Hoses are neatly stored off the floor. Good housekeeping practices are observed.		
⁴ Cleaning/sanitizing containers, brushes, applicators, etc. are labelled or colour coded to prevent inadvertent use in unintended areas where there is potential for cross-contamination.		
⁵ There is evidence that materials/systems for checking sanitizer concentration levels are in place and used at appropriate intervals.		

5 4 3 2 1 n/a

O3.2 Pre-Operational Assessment	Rating	Comments
¹ A designated individual(s) other than the individual(s) who performed the cleaning/sanitizing operations routinely performs a sanitation assessment before operations begin or resume. Operations do not start until sanitation standards meet SSOP requirements.		

O3 Possible Points	30	
Actual Points		
Percentage		

O4 Equipment Maintenance

(5 - full compliance → 1 - non-compliance) n/a - not applicable

5 4 3 2 1 n/a

O4.1 Preventative Maintenance and Calibration Monitoring	Rating	Comments
¹ There is a preventative maintenance program in place for inspection, testing, lubrication, cleaning, adjusting, and parts replacement based on manufacturer's recommendations and operating conditions.		
² During maintenance and repair activities, steps are taken to reduce the risk of contamination of food, ingredients, packaging and food contact surfaces. This may include removing food from the area or covering it; monitoring time delays and temperature fluctuations that may contribute to contamination or decomposition; using tools dedicated to specific tasks; tool and parts reconciliation at the conclusion of the maintenance activity; wiping away excess lubricant; and cleaning/sanitizing before resumption of processing activities. Maintenance/repair workers, including temporaries and contractors, follow all personnel hygiene policies.		
³ All repair/maintenance materials (including those used for temporary repairs) and lubricants are included in the CFIA's <i>Reference Listing of Accepted Construction Materials, Packaging Materials and Non-Food Chemical Products</i> .		
⁴ Measuring and monitoring devices are routinely calibrated according to manufacturers' instructions and frequencies. Records of calibration activities are maintained.		

O4 Possible Points	20	
Actual Points		
Percentage		

O5 Pest Control

(5 - full compliance → 1 - non-compliance) n/a - not applicable

5 4 3 2 1 n/a

O5.1 Pest Control Monitoring	Rating	Comments
¹ There is no interior evidence of pest nesting activity, decomposed pests in the pest control devices, burrowing, excreta droppings, urine stains, footprints or gnawing. There are an adequate number of tamper-resistant pest control devices spaced at consistent intervals around the interior walls of the facility including on both sides of exterior doors. Toxic bait is not used inside the facility. There is proof that the pest control devices are monitored daily where there is evidence of pest activity or bi-weekly if no activity is evident.		
² There are an adequate number of tamper-resistant pest control stations spaced at appropriate intervals around the building’s exterior perimeter. Stations are secured in place and bait is anchored inside. They are situated so they do not contaminate product, packaging or equipment. Bait is adequate and fresh. There is proof that the pest control devices are monitored daily where there is evidence of rodent activity or bi-weekly if no activity is evident.		
³ There is no evidence of insects, flies or birds inside the facility. There is no evidence of insect, fly, bird or rodent contamination on or in any food products.		
⁴ There are an adequate number of insect control devices. They are positioned to maximize their efficiency but at an adequate distance away from exposed food, ingredients and food contact surfaces. There is proof that they are monitored and serviced on an appropriate schedule.		
⁵ All pest control devices are of sound construction, in good repair and functioning properly.		
⁶ All pesticides meet CFIA regulations. They are properly labelled and kept in locked, secured areas away from any food or processing areas.		

O5 Possible Points	30	
Actual Points		
Percentage		

O6 Recall

(5 - full compliance → 1 - non-compliance) n/a - not applicable

5 4 3 2 1 n/a

O6.1 Product Code/Label Monitoring	Rating	Comments
¹ All raw materials and finished products are identified with a permanent, legible code or lot number to enable traceability. Finished products can be traced back through the production process to raw materials and raw ingredients can be traced forward to the finished product.		
² Product code information, distribution records, and customer and facility contact names are current and readily available. A mock recall is conducted at least once a year.		
³ Product labels are correct, not misleading or deceptive, and accurately describe ingredients, including allergens if they are present. A label reconciliation program in place. It includes regular review of product labels versus product being packaged, inspection of labels at receipt to ensure accuracy, and removal and destruction of obsolete labels.		
<p style="text-align: right;">O6 Possible Points</p> <p style="text-align: right;">Actual Points</p> <p style="text-align: right;">Percentage</p>	<p style="text-align: center;">15</p>	

O7 Water Safety

(5 - full compliance → 1 - non-compliance) n/a - not applicable

5 4 3 2 1 n/a

O7.1 Water Treatment Monitoring	Rating	Comments
¹ Water used for processing (washing, rinsing or conveying food) does not increase the level of contamination of the food. To ensure that water is potable, municipal water is laboratory tested at least twice a year. Water from other sources is tested at least once per month. Recycled water is routinely analyzed at a frequency appropriate to its degree of potential contamination. Water test records are retained.		
² Water contact surfaces (e.g., dump tanks, wash tanks, flumes, hydro coolers) are cleaned/sanitized regularly enough to prevent ingredient/ product contamination.		
³ The level of disinfection of treated water used for washing, rinsing or conveying food is tested frequently to ensure that disinfectant levels remain effective but are not at levels that could contaminate food, ingredients, packaging or equipment.		
⁴ Water treatment and filtering equipment is appropriate for its application and well maintained. Metering devices are monitored and filters replaced before they become ineffective.		
⁵ A contingency plan is in place to deal with unsatisfactory water.		

5 4 3 2 1 n/a

O7.2 Water Safety Monitoring	Rating	Comments
¹ Water safety monitoring and testing procedures are described in detail. Activities are overseen to ensure proper completion and any necessary follow-up activities.		

O7 Possible Points	30	
Actual Points		
Percentage		

CONTROL PROGRAM ASSESSMENT

(5 - full compliance → 1 - non-compliance) n/a - not applicable

5 4 3 2 1 n/a

P1 Personnel Practices	Rating	Comments
1 There is a written program in place describing food handler personal hygiene policy, procedure and controls.		
2 There is a written program in place describing food handler handwashing policy, procedure and controls.		
3 There is a written program in place describing food handler clothing, footwear, and headwear policy, procedure and controls.		
4 There is a written program in place describing food handler clothing, equipment, and utensils storage policy, procedure and controls.		
5 There is a written program in place describing food handler injury and wound policy, procedure and controls.		
6 There is a written program in place describing food handler illness policy, procedure and controls.		
7 There is a written program in place describing facility access and food handler and equipment traffic patterns that will minimize the potential for contamination of food, ingredients and packaging materials		
8 There is a written program in place describing chemical use and handling policy, procedure and controls. A master list of chemicals and relevant Material Safety Data Sheets are readily available.		
9 There is a written program in place describing chemical use policy, procedure and controls during operations.		
10 There is a written training program for each of the components listed above. The written programs may be used as a training aid.		

P1 Possible Points	50	
Actual Points		
Percentage		

P2 Shipping, Receiving and Storage	Rating	Comments
1 There is a written program in place describing conveyance vehicle policy, procedure and controls.		
2 There is a written program in place describing loading and unloading policy, procedure and controls.		
3 There is a written program in place describing received product policy, procedure and controls.		
4 There is a written program in place describing shipping conditions policy, procedure and controls.		
5 There is a written program in place describing returned and defective food products policy, procedure and controls.		
6 There is a written program in place describing allergen policy, procedure and controls.		
7 There is a written program in place describing packaging policy, procedure and controls.		
8 There is a written program in place describing food, ingredient, and packaging storage policy, procedure and controls.		
9 There is a written program in place describing chemical storage policy, procedure and controls.		
10 There is a written program in place describing waste management policy, procedure and controls.		
11 There is a written training program for each of the components listed above. The written programs may be used as a training aid.		

P2 Possible Points	55	
Actual Points		
Percentage		

5 4 3 2 1 n/a

WP3 Sanitation	Rating	Comments
¹ There is a written sanitation program in place. The sanitation program includes the building areas, equipment, and utensils to be cleaned and sanitized; the frequency of cleaning and sanitation for each building area, each piece of equipment, and each utensil; the procedures for cleaning and sanitizing; the chemicals to be used, their concentrations and the temperature of the cleaning or sanitizing solution; the job position responsible for each cleaning and/or sanitizing task; a procedure to verify that the cleaning and sanitizing has been effective; and the record keeping required.		
² There is a written program in place describing pre-operational assessment policy, procedure and controls.		
³ There is a written sanitation training program.. The written programs may be used as a training aid.		

P3 Possible Points	15	
Actual Points		
Percentage		

5 4 3 2 1 n/a

WP4 Equipment Maintenance	Rating	Comments
¹ There is a written program in place describing preventative maintenance and calibration monitoring policy, procedure and controls. The program includes personnel responsible; a description of the maintenance and/or calibration activity; the frequency of the maintenance/calibration activity; procedures to minimize the potential for cross-contamination, and the records to be completed.		
² There is a written maintenance/calibration training program. The written programs may be used as a training aid.		

P4 Possible Points	10	
Actual Points		
Percentage		

P5 Pest Control	Rating	Comments
¹ There is a written program in place describing pest control policy, procedure and controls. The program should designate a pest control operator (either existing staff or an outside pest control company); outline the responsibilities and activities of the pest control operator (PCO); schedule pest control activities; specify the pesticides and mechanical devices to be used; include a map indicating the location and type of each internal and external pest control device (e.g. glue boards, insect light traps, tin cats, mechanical traps, etc.) each numbered for ease of tracking; and outline the documentation required to record the chemicals used, where these chemicals were used, any signs of pest activity, the corrective action taken in the event of pest activity, and the signature of the pest control operator as verification of his or her activity.		
² If company staff carry out pest control activities, there is a written maintenance/calibration training program. The written programs may be used as a training aid.		
<p style="text-align: right;">P5 Possible Points</p> <p style="text-align: right;">Actual Points</p> <p style="text-align: right;">Percentage</p>	<p style="text-align: center;">10</p>	

5 4 3 2 1 n/a

O6 Recall	Rating	Comments
¹ There is a written program in place describing recall policy, procedure and controls. The program should include the person(s) responsible for coordinating and implementing a recall; procedures to identify, locate and control the implicated product; measures to investigate violation causes and steps to control them; and procedures to test effectiveness of the recall at predetermined intervals.		
² There is a written recall training program. The written programs may be used as a training aid.		

P6 Possible Points Actual Points Percentage	10 	
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5 4 3 2 1 n/a

O7 Water Safety	Rating	Comments
¹ There is a written program in place describing water treatment policy, procedure and controls. The program should include the water treatment activity to be performed (e.g., UV treatment of well water, wash water chlorination, filtering/treatment of recycled wash water or flume water); the personnel responsible for each of the treatment activities; the chemicals/ equipment required for each treatment; explicit directions as to how to use the required equipment, including filter, screen, etc. cleaning and maintenance. For chemicals, explicit directions as to proper handling of the chemicals (for personal safety and to prevent or minimize contamination), including the concentration to be used; the criteria/schedule for water treatment activities; and the documentation required.		
² There is a written program in place describing water monitoring policy, procedure and controls. The program should include a list of the water samples to be collected and the schedule for collecting them; a detailed description of the water sample collection and sample submission procedures; the personnel responsible for each task; documentation requirements for each sample; and the actions to be taken when the water analysis does not meet predetermined criteria.		

³ There is a written water treatment/monitoring training program. The written programs may be used as a training aid.		
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P7 Possible Points Actual Points Percentage	15 	
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Summary

Control Program Element	Percent	Comments
1 Personnel Practices		
2 Shipping, Receiving, Storage		
3 Sanitation		
4 Equipment Maintenance		
5 Pest Control		
6 Recall		
7 Water Safety		