

## Records & Documentation Requirements

### GAP AUDITS: Part 4: Storage & Transportation

Procedures	Records	Documents
<p>4-7. Specific policy for handling/disposition of product that is opened, spilled, or contacts the floor.</p> <p>4-24. Active SOP that transport vehicles are clean, in good condition, and free from disagreeable odors or visible dirt/debris.</p> <p>4-25. Procedure/policy that produce is not loaded with potentially contaminating products.</p> <p>4-26. Written SOP that transport vehicles maintain specified temperatures during transit; required temperatures can be written on shipping paperwork.</p> <p>4-27. SOP describing safe loading practices intended to minimize damage to product during transport.</p> <p>4-29. Written policy if there is a policy for hair/beard restraints.</p> <p>4-30. Written policy if there is a policy for wearing jewelry in storage and transportation areas.</p>	<p>4-2. Records showing that bulk storage facilities have been inspected for foreign materials prior to use, and cleaned if necessary.</p> <p>4-15. Service reports or inspection logs for pest control program.</p> <p>4-17. Water test results showing potability for water used for hydrocooling or making ice.</p> <p>4-18. Records indicating a regular sanitation schedule for ice production and storage facilities, and transportation.</p> <p>4-24. Records showing policies for inspection of transport vehicle for cleanliness and condition are being followed.</p>	<p>4-12. Documentation showing mechanical equipment used during storage is cleaned and maintained to prevent contamination.</p> <p>4-13. Documented pest control program that proactively works to exclude animals or pests from packing and storage areas; SOPs must include corrective measures.</p> <p>4-14. Pest control log maintained with inspection dates, inspection reports, and procedures used to eliminate any problems; may include map of pest control stations.</p> <p>4-19. Temperature logs maintained for any climate controlled rooms.</p> <p>4-20. Documentation that accuracy of thermometers used in climate controlled rooms have been verified.</p> <p>4-22. Records of regular cleaning of refrigeration equipment; cleaning schedule is in food safety plan.</p>



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Procedures	Records	Documents
		<p>4-31. Records are kept of sources of incoming product and destinations of outgoing products that are uniquely identified to enable traceability.</p>

