



United States Department of Agriculture

Agricultural Marketing Service, Specialty Crops Program, Specialty Crops Inspection Division

PATCH # 046

DOCUMENT: Auditor Instructions for completing the USDA GAP&GHP Audit Checklist

Update to the GAP&GHP Audit Verification Program Policy and Procedures

The following is guidance for completing the USDA GAP&GHP Audit checklist. Version 2.0 of the checklist incorporated new, automated features that you should be aware of.

As a rule, all cells highlighted in yellow must be completed. Once data is entered into a yellow field, the highlight will automatically be removed.

PAGES 1-3:

Answer all the questions on the Pages 1-3 tab, making sure to verify the information from the SC-237a matches the information on the cover page. The following guidance applies to fields on the Pages 1-3 tab:

- The *Audit Location Address* must match the SC-237a Farm/Facility information.
- If the *Mailing/Business Address* information is different from audit site address, this must appear on the SC-237a or SC-651 for verification purposes.
- The information included *Total Acres Covered by Audit* must match the SC-237a Total Acres/Total Sq. Feet to be audited. This may include all acres farmed, leased, rented, etc. This question can be assessed as N/A if only a packinghouse or facility is being audited.
- The *Total Square Feet Covered by Audit* information must match the SC-237a Total Acres/Total Sq. Feet to be audited. This question can be assessed as N/A if there are no packinghouses or facilities audited.
- The *Field Office* must be completed with the auditor office (City and State) only.
- The *Person(s) Interviewed* must include an adequate number of management and employees interviewed. Please include a comment, in the additional comments section, if 2 or less names are listed, with an explanation why few people were interviewed.
- In the Crops Covered by audit: Text will wrap within the cell, if more space is needed: put a note to see the additional comments section and list the additional commodities in

This PATCH represents official guidance. This PATCH is scheduled to be incorporated into the document listed above. After incorporation into the document listed above this PATCH will become obsolete. USDA is an equal opportunity provider, employer, and lender.

the additional comment section OR state see attached list and include the attached list of commodities when submitting the audit for review.

- Selecting the parts of the audit to be audited. Once you have selected what parts of the audit are to be completed all questions will appear in **yellow** on the working copy until you have answered them.
- If the second general section is completed, once the date of the second general questions is completed (**blue cell**) on the working copy, all the questions in that section will appear in **yellow** until you answer them. Only uses this section if you are performing the audit over multiple days.

COMPLETING THE REPORT (GENERAL THRU PART 7):

- Entrees are only made on the **working** copy Tab.
 - The working copy is an unprotected part of the document. Cells can be deleted. Care should be taken when working within this part of the audit report.
- The color coded cells to the right of each section can be used to navigate up or down within the working copy.



- All questions assessed as No or N/A require a comment and the comment cell will appear as **yellow** until a comment is completed.

P-1	A documented food safety program that incorporates GAP and/or GHP has been implemented.			✓		D

- Any question answered with a Yes and No or Yes and N/A or a No and N/A will cause the cells to appear **RED** until only one answer is given.

G-2	The operation has performed a "mock recall" that was proven to be effective.	10	10	10		R

Note: you will need to clear both and re-answer the questions to clear the red cells.

This PATCH represents official guidance. This PATCH is scheduled to be incorporated into the document listed on the first page. After incorporation into the document listed above this PATCH will become obsolete.

- Questions assessed as Yes can have a comment added but it is not a requirement.
- Extra space for comment writing is provided at the bottom of each section and must be completed with Question number and (cont.)

Additional Comments:

When writing comments, it is no longer required to state the number and Yes, No or N/A. Comments cells are limited to the two lines of wrapped text, if more space is needed use the additional comment section at the bottom of each section.

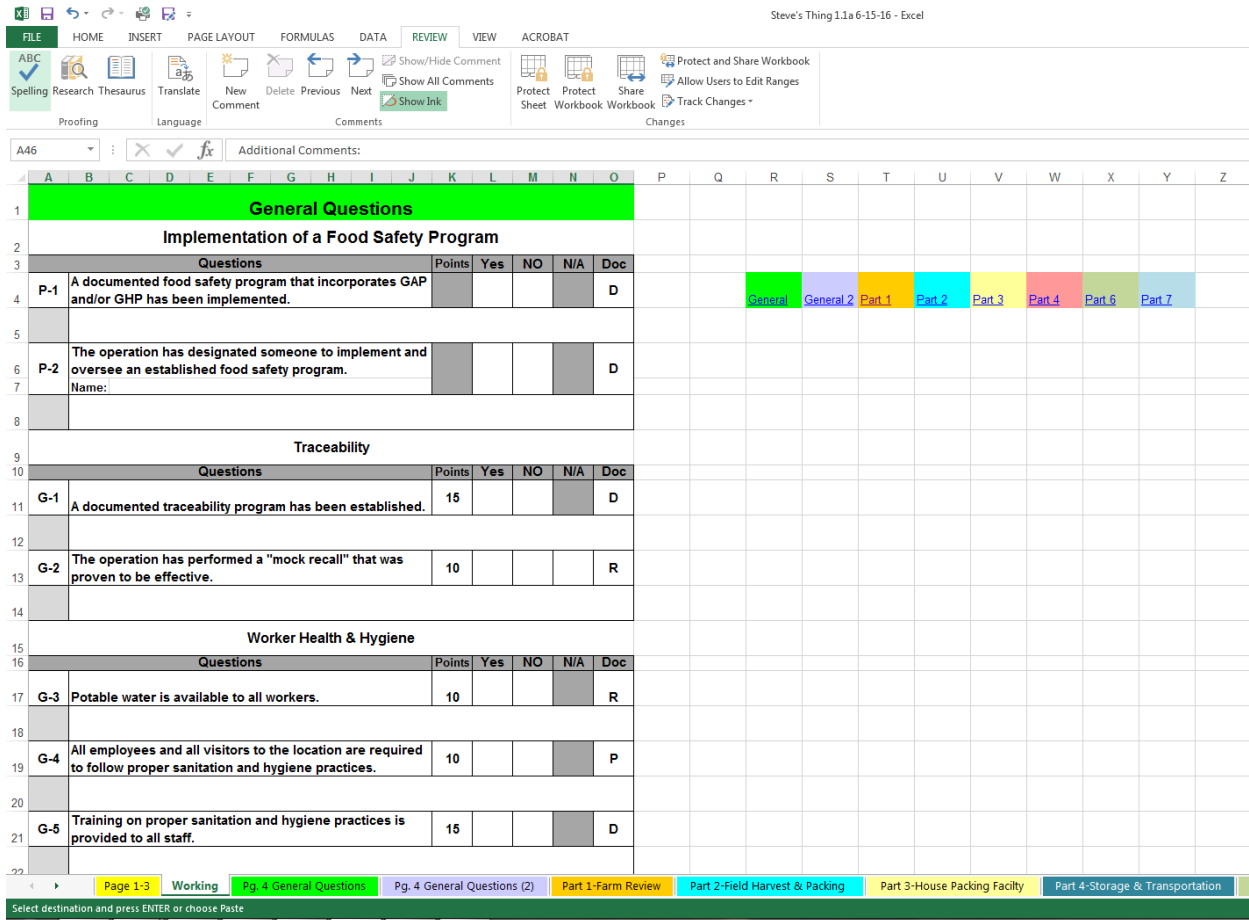
When using the additional comment section to complete a comment from a question it shall be completed as follows:

- At the end of the comment below the question write (see additional comments)
- In the additional comments start the comment with the number of the question being addressed and “continued”. For example, 2-3 continued.

This PATCH represents official guidance. This PATCH is scheduled to be incorporated into the document listed on the first page. After incorporation into the document listed above this PATCH will become obsolete.

Once done writing all your comments, **Spell Check** must be run. Spell Check can only be run in the working copy tab.

- The spelling check can be found under the Review tab in the top tool bar in Excel.
 - Make sure you are starting in the first comment cell under question P-1 (within the cell).



This PATCH represents official guidance. This PATCH is scheduled to be incorporated into the document listed on the first page. After incorporation into the document listed above this PATCH will become obsolete.

AUTOMATIC UNSATISFACTORY OVERRIDE:

In the event there is an Automatic Unsatisfactory during the audit: You will be required to change the Pass check mark to Fail on the Part of the section in question. **Note** this is the only cell that can be overriding within Parts 1 thru 7 tabs.

COMPLETION OF THE SCORESHEET:

- Please check to make sure the scoresheet has auto populated all the audit information.
- You must complete the following questions (yellow):
 - Date Audit Requested:
 - Date of Previous Audit:
 - USDA Commodity Procurement Audit:
 - Date Passed for all parts after General Questions and if Second General Questions is completed.
 - Lead Auditor Name:
 - All Scopes Complete:

Do's and Don'ts:

Do not try to change fonts

Do not try to delete parts (tabs)

Do not delete cells in the working copy

Do verify the information on the cover page matches the SC-237a

Do double check that the score sheet page has populated correctly

Do report problems to the SCaudits inbox

Do submit your complete report promptly with a copy of the SC-237a and SC-651.

Do not expand the comment cells.

Do not type on all CAPS.

Do use a clean copy downloaded from the web page each time you perform an audit.

Caution: The working copy is an unprotected copy and cells can be changed if you are not careful. Cells and tabs other than the working copy are protected and cannot be edited, changed or deleted.

Very important information:

Yellow cells mean information is needed.

Red cells mean there is an error

Blue cells mean you may need to complete or answer.

This PATCH represents official guidance. This PATCH is scheduled to be incorporated into the document listed on the first page. After incorporation into the document listed above this PATCH will become obsolete.
