Food Safety Plan (GWSI Charleston)

Facility Identification #s	FDA Registration #: 17575538052
Facility Description	Located in the highly desirable Palmetto Commerce Industrial Park, GWSI SC occupies the end suite of a class A distribution facility constructed in 2019. GWSI SC's suite has approximately 110,000 square feet of covered storage space. The facility is constructed of concrete slab, tilt wall construction, and single ply fully adhered EPDM roofing system.
Employee Type Description	The management team consists of a Warehouse Manager and is supported by one office administrator and five equipment operators.
Product Description	Dry sugar (totes and bags), canned fish, canned fruits, canned vegetables, milk powder, potato chips, honey

Food Safety Team

Name	Preventive Controls Qualified Individual	Title	Phone
Tom Kenny		President	484-494-5777
Jason Ryser	Yes	FDC/PCQI	630-362-1780
Kevin Burke		Chief Commercial Officer	484-955-4228

Preliminary Steps

Product Name	Measure	Comment
Tomato Products		
1. Product Description	1a. Describe the full name of the finished product, including important food safety characteristics.	Tomato Products, diced, puree and paste
	1b. List all the ingredients in the product.	Tomatoes
	1c. What type of packaging encloses the product?	Packaged in fiber drums or poly bins (totes) with sealed poly liner
	1d. What is the length of shelf-life of the product?	2 years
	1e. List the storage and distribution requirements for this product.	Distributed to wholesale suppliers and food processors
2. Intended Use, Intended Consumers, and Labeling Information	2a. What is the intended use of the product?	Ingredient for finished food products
	2b. Who are the intended consumers of the product?	Food processors, restaurant services
	2c. What are the labeling instructions for this product?	Each drum or bin is labeled with a unique serial number and product description. Each pallet of 4 drums is labeled with a product SKU and description
Sugar 1 MT Tote		
1. Product Description	1a. Describe the full name of the finished product, including important food safety characteristics.	Sugar crystals, white refined or organic packaged in one (1) metric ton (MT) totes.
	1b. List all the ingredients in the product.	Sugar
	1c. What type of packaging encloses the product?	Each tote is comprised of an inner poly liner with a woven poly exterior. There are 4 lifting straps at the top and a center fill neck which is usually tied and sealed. The type of seal used will vary according to the supplier
	1d. What is the length of shelf-life of the product?	The shelf life is two years unless otherwise indicated by the owner of the sugar
	1e. List the storage and distribution requirements for this product.	Totes must be stored in a clean dry area.
2. Intended Use, Intended Consumers, and Labeling Information	2a. What is the intended use of the product?	Wholesale distributors and food processors
	2b. Who are the intended consumers of the product?	Could be repackaged for consumption by the General Public or used as an ingredient in other food products
	2c. What are the labeling instructions for this product?	Each tote will have a lot of batch number. GWSI will affix a label listing the Import Bill of Lading or Purchase Order, Container Number, Item Code and Lot Number
Sugar 25 kg Bags		

Product Name	Measure	Comment
1. Product Description	1a. Describe the full name of the finished product, including important food safety characteristics.	Sugar crystals, white refined or organic, packaged in 25 kilogram or 50 pound bags
	1b. List all the ingredients in the product.	Sugar
	1c. What type of packaging encloses the product?	25kg Bags and 50lb Bags are comprised of a paper outer cover with plastic inner liner
	1d. What is the length of shelf-life of the product?	2 Years
	1e. List the storage and distribution requirements for this product.	Product is palletized with 40 bags per pallet, 5 bags per tier and 8 tiers high. Each pallet has a cardboard slip sheet between the pallet and product, is covered with a clear poly cover and shrink wrapped. Each pallet has 1 lot per pallet
2. Intended Use, Intended Consumers and Labeling Information	2a. What is the intended use of the product?	Finished Product for Consumption
	2b. Who are the intended consumers of the product?	Wholesale Distributors and Food Processors
	2c. What are the labeling instructions for this product?	Each pallet is labeled with the date of receipt, transaction number, product code (SKU), Lot or Batch, and number of bags.
Fish, Canned		
1. Product Description	1a. Describe the full name of the finished product, including important food safety characteristics.	Canned fish
	1b. List all the ingredients in the product.	Fish, salt, olive oil
	1c. What type of packaging encloses the product?	Sealed tin cans enclosed in a cardboard outer pack (carton), palleted and shrink wrapped.
	1d. What is the length of shelf-life of the product?	18 to 36 months.
	1e. List the storage and distribution requirements for this product.	Product is palletized with 80 cartons per pallet, 10 cartons per tier and 8 tiers high. Each pallet has a cardboard slip sheet between the pallet and product, and entire pallet is covered with a clear poly shrink wrap. Shelf stable at ambient temperatures.
2. Intended Use, Intended Consumers and Labeling Information	2a. What is the intended use of the product?	Finished Product for Consumption
	2b. Who are the intended consumers of the product?	Wholesale Distributors and Food Processors
	2c. What are the labeling instructions for this product?	Each pallet is labeled with the date of receipt, transaction number, product code (SKU), Lot or Batch, and number of bags.
Fruit, Canned		
1. Product Description	1a. Describe the full name of the finished product, including important food safety characteristics.	Canned fruits

Product Name	Measure	Comment
	1b. List all the ingredients in the product.	Fruit, water
	1c. What type of packaging encloses the product?	Sealed tin cans enclosed in a cardboard outer pack (carton), palleted and shrink wrapped.
	1d. What is the length of shelf-life of the product?	18 to 36 months.
	1e. List the storage and distribution requirements for this product.	Product is palletized with 60 cartons per pallet, 10 cartons per tier and 6 tiers high. Each pallet has a cardboard slip sheet between the pallet and product, and entire pallets is covered with a clear poly shrink wrap. Shelf stable at ambient temperatures.
2. Intended Use, Intended Consumers and Labeling Information	2a. What is the intended use of the product?	Finished Product for Consumption
	2b. Who are the intended consumers of the product?	Wholesale Distributors and Food Processors
	2c. What are the labeling instructions for this product?	Each pallet is labeled with the date of receipt, transaction number, product code (SKU), Lot or Batch, and number of bags.
Vegetables, Canned		
1. Product Description	1a. Describe the full name of the finished product, including important food safety characteristics.	Canned vegetables
	1b. List all the ingredients in the product.	Vegetables, salt, water
	1c. What type of packaging encloses the product?	Sealed tin cans enclosed in a cardboard outer pack (carton), palleted and shrink wrapped.
	1d. What is the length of shelf-life of the product?	18 to 36 months.
	1e. List the storage and distribution requirements for this product.	Product is palletized with 60 cartons per pallet, 10 cartons per tier and 6 tiers high. Each pallet has a cardboard slip sheet between the pallet and product, and entire pallet is covered with a clear poly shrink wrap. Shelf stable at ambient temperatures.
2. Intended Use, Intended Consumers and Labeling Information	2a. What is the intended use of the product?	Finished Product for Consumption
	2b. Who are the intended consumers of the product?	Wholesale Distributors and Food Processors
	2c. What are the labeling instructions for this product?	Each pallet is labeled with the date of receipt, transaction number, product code (SKU), Lot or Batch, and number of bags.
Milk Powder, Bagged		
1. Product Description	1a. Describe the full name of the finished product, including important food safety characteristics.	Milk powder, packaged in 25 kilogram or 50 pound bags
	1b. List all the ingredients in the product.	Milk, dehydrated

Product Name	Measure	Comment
	1c. What type of packaging encloses the product?	25kg Bags and 50lb Bags are comprised of a paper outer cover with plastic inner liner
	1d. What is the length of shelf-life of the product?	2 Years
	1e. List the storage and distribution requirements for this product.	Product is palletized with 40 bags per pallet, 5 bags per tier and 8 tiers high. Each pallet has a cardboard slip sheet between the pallet and product, is covered with a clear poly cover and shrink wrapped. Each pallet has 1 lot per pallet
2. Intended Use, Intended Consumers and Labeling Information	2a. What is the intended use of the product?	Finished Product for Consumption
	2b. Who are the intended consumers of the product?	Wholesale Distributors and Food Processors
	2c. What are the labeling instructions for this product?	Each pallet is labeled with the date of receipt, transaction number, product code (SKU), Lot or Batch, and number of bags.
Honey in drums		
1. Product Description	1a. Describe the full name of the finished product, including important food safety characteristics.	Honey
	1b. List all the ingredients in the product.	Honey
	1c. What type of packaging encloses the product?	Packaged in metal, fiber or poly drums with a poly liner
	1d. What is the length of shelf-life of the product?	2 years
	1e. List the storage and distribution requirements for this product.	Distributed to wholesale suppliers and food processors
2. Intended Use, Intended Consumers, and Labeling Information	2a. What is the intended use of the product?	Ingredient for finished food products
	2b. Who are the intended consumers of the product?	Food processors, restaurant services
	2c. What are the labeling instructions for this product?	Each drum is labeled with a unique serial number and product description. Each pallet of 4 drums is labeled with a product SKU and description
Snack Chips in Cartons		
1. Product Description	1a. Describe the full name of the finished product, including important food safety characteristics.	Snack Foods; potato chips, tortilla chips, veggie chips
	1b. List all the ingredients in the product.	Potatoes, flour tortillas and various vegetables; oil, salt.
	1c. What type of packaging encloses the product?	Packaged in air tight bags and cartons

Product Name	Measure	Comment
	1d. What is the length of shelf-life of the product?	3 to 6 months
	1e. List the storage and distribution requirements for this product.	Distributed to wholesale suppliers, restaurants, grocery and convenience stores
2. Intended Use, Intended Consumers, and Labeling Information	2a. What is the intended use of the product?	Snack food
	2b. Who are the intended consumers of the product?	Consumers
	2c. What are the labeling instructions for this product?	Each pallet is labeled with a unique serial number, code date and product description; each carton has an inked lot code and "sell thru" date

Processing Steps

Product/Process Name	Has flow-diagram been verified?	#	Process Step
A.Tomatoes - Receipt railcar of drums or totes	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify railcar seal number
		3	Open doors and inspect for insects or contamination
		4	Sort drums/totes by lot code, consolidate on pallet
		5	Band drums/totes to pallet
		6	Transfer pallet to storage location, scan to verify warehouse location
B. Receipt Pallets	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify Container Seal Number
		3	Open container and inspect for insects or contamination
		4	Affix pallet label
		5	Transfer pallet to storage location, scan to verify location
B.2 Relocation - Consolidation	Yes	1	Identify Inventory to be Moved
		2	Identify New Location
		3	Transfer Pallet to New Storage Location
		4	Scan and Verify New Storage Location
C. Order Out Pallets	Yes	1	Receive order from shipper and enter order on WMS
		2	Generate Pick Ticket
		3	Direct trailer to door for loading
		4	Trailer Inspection prior to loading
		5	Select pallets, scan to validate pick
		6	Transfer pallets to trailer
		7	Notify shipping office when load is complete
		8	Shipping office notifies truck to pull out of door
		9	Shipping office provided shipping documents and trailer seal to truck driver
		10	Truck driver affixes seal to trailer
		11	Security verifies seal at outbound gate

Product/Process Name	Has flow-diagram been verified?	#	Process Step
A. Sugar - Receipt Floor Loaded 25 kg Bags	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify container seal number
		3	Open doors and inspect for insects or contamination
		4	Transfer floor loaded bags onto pallets
		5	Apply top cover shrink wrap pallet and affix pallet label
		6	Transfer pallet to storage location, scan to verify warehouse location
B. Receipt Pallets	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify Container Seal Number
		3	Open container and inspect for insects or contamination
		4	Affix pallet label
		5	Transfer pallet to storage location, scan to verify location
B.2 Relocation - Consolidation	Yes	1	Identify Inventory to be Moved
		2	Identify New Location
		3	Transfer Pallet to New Storage Location
		4	Scan and Verify New Storage Location
C. Order Out Pallets	Yes	1	Receive order from shipper and enter order on WMS
		2	Generate Pick Ticket
		3	Direct trailer to door for loading
		4	Trailer Inspection prior to loading
		5	Select pallets, scan to validate pick
		6	Transfer pallets to trailer
		7	Notify shipping office when load is complete
		8	Shipping office notifies truck to pull out of door
		9	Shipping office provided shipping documents and trailer seal to truck driver
		10	Truck driver affixes seal to trailer
		11	Security verifies seal at outbound gate

Product/Process Name	Has flow-diagram been verified?	#	Process Step
A. Sugar - Receipt Floor Loaded Tote	Yes	1	Receive ASN and enter warehouse receipt in WMS
		2	Verify Container Seal Number
		3	Open container and inspect for insects or contamination
		4	Place totes on pallets and affix pallet label
		5	Transfer pallet to storage location, scan to verify location
B. Receipt Pallets	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify Container Seal Number
		3	Open container and inspect for insects or contamination
		4	Affix pallet label
		5	Transfer pallet to storage location, scan to verify location
B.2 Relocation - Consolidation	Yes	1	Identify Inventory to be Moved
		2	Identify New Location
		3	Transfer Pallet to New Storage Location
		4	Scan and Verify New Storage Location
C. Order Out Pallets	Yes	1	Receive order from shipper and enter order on WMS
		2	Generate Pick Ticket
		3	Direct trailer to door for loading
		4	Trailer Inspection prior to loading
		5	Select pallets, scan to validate pick
		6	Transfer pallets to trailer
		7	Notify shipping office when load is complete
		8	Shipping office notifies truck to pull out of door
		9	Shipping office provided shipping documents and trailer seal to truck driver
		10	Truck driver affixes seal to trailer
		11	Security verifies seal at outbound gate

Product/Process Name	Has flow-diagram been verified?	#	Process Step
A. Canned Fish - receipt floor loaded cartons	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify container seal number
		3	Open doors and inspect for insects or contamination
		4	Transfer floor loaded cartons onto pallets by lot code - typically 1 lot per container
		5	Apply top cover shrink wrap pallet and affix pallet label
		6	Transfer pallet to storage location, scan to verify warehouse location
B. Receipt Pallets	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify Container Seal Number
		3	Open container and inspect for insects or contamination
		4	Affix pallet label
		5	Transfer pallet to storage location, scan to verify location
B.2 Relocation - Consolidation	Yes	1	Identify Inventory to be Moved
		2	Identify New Location
		3	Transfer Pallet to New Storage Location
		4	Scan and Verify New Storage Location
C. Order Out Pallets	Yes	1	Receive order from shipper and enter order on WMS
		2	Generate Pick Ticket
		3	Direct trailer to door for loading
		4	Trailer Inspection prior to loading
		5	Select pallets, scan to validate pick
		6	Transfer pallets to trailer
		7	Notify shipping office when load is complete
		8	Shipping office notifies truck to pull out of door
		9	Shipping office provided shipping documents and trailer seal to truck driver
		10	Truck driver affixes seal to trailer
		11	Security verifies seal at outbound gate

Product/Process Name	Has flow-diagram been verified?	#	Process Step
A. Canned Fruit - receipt floor loaded cartons	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify container seal number
		3	Open doors and inspect for insects or contamination
		4	Transfer floor loaded cartons onto pallets by lot code - typically 1 lot per container
		5	Apply top cover shrink wrap pallet and affix pallet label
		6	Transfer pallet to storage location, scan to verify warehouse location
B. Receipt Pallets	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify Container Seal Number
		3	Open container and inspect for insects or contamination
		4	Affix pallet label
		5	Transfer pallet to storage location, scan to verify location
B.2 Relocation - Consolidation	Yes	1	Identify Inventory to be Moved
		2	Identify New Location
		3	Transfer Pallet to New Storage Location
		4	Scan and Verify New Storage Location
C. Order Out Pallets	Yes	1	Receive order from shipper and enter order on WMS
		2	Generate Pick Ticket
		3	Direct trailer to door for loading
		4	Trailer Inspection prior to loading
		5	Select pallets, scan to validate pick
		6	Transfer pallets to trailer
		7	Notify shipping office when load is complete
		8	Shipping office notifies truck to pull out of door
		9	Shipping office provided shipping documents and trailer seal to truck driver
		10	Truck driver affixes seal to trailer
		11	Security verifies seal at outbound gate

Product/Process Name	Has flow-diagram been verified?	#	Process Step
A. Canned Vegetables - receipt floor loaded cartons	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify container seal number
		3	Open doors and inspect for insects or contamination
		4	Transfer floor loaded cartons onto pallets by lot code - typically 1 lot per container
		5	Apply top cover shrink wrap pallet and affix pallet label
		6	Transfer pallet to storage location, scan to verify warehouse location
B. Receipt Pallets	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify Container Seal Number
		3	Open container and inspect for insects or contamination
		4	Affix pallet label
		5	Transfer pallet to storage location, scan to verify location
B.2 Relocation - Consolidation	Yes	1	Identify Inventory to be Moved
		2	Identify New Location
		3	Transfer Pallet to New Storage Location
		4	Scan and Verify New Storage Location
C. Order Out Pallets	Yes	1	Receive order from shipper and enter order on WMS
		2	Generate Pick Ticket
		3	Direct trailer to door for loading
		4	Trailer Inspection prior to loading
		5	Select pallets, scan to validate pick
		6	Transfer pallets to trailer
		7	Notify shipping office when load is complete
		8	Shipping office notifies truck to pull out of door
		9	Shipping office provided shipping documents and trailer seal to truck driver
		10	Truck driver affixes seal to trailer
		11	Security verifies seal at outbound gate

Product/Process Name	Has flow-diagram been verified?	#	Process Step
A. Honey - Receipt drums	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify railcar seal number
		3	Open doors and inspect for insects or contamination
		4	Sort drums by lot code, consolidate on pallet
		5	Band drums to pallet
		6	Transfer pallet to storage location, scan to verify warehouse location
B. Receipt Pallets	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify Container Seal Number
		3	Open container and inspect for insects or contamination
		4	Affix pallet label
		5	Transfer pallet to storage location, scan to verify location
B.2 Relocation - Consolidation	Yes	1	Identify Inventory to be Moved
		2	Identify New Location
		3	Transfer Pallet to New Storage Location
		4	Scan and Verify New Storage Location
C. Order Out Pallets	Yes	1	Receive order from shipper and enter order on WMS
		2	Generate Pick Ticket
		3	Direct trailer to door for loading
		4	Trailer Inspection prior to loading
		5	Select pallets, scan to validate pick
		6	Transfer pallets to trailer
		7	Notify shipping office when load is complete
		8	Shipping office notifies truck to pull out of door
		9	Shipping office provided shipping documents and trailer seal to truck driver
		10	Truck driver affixes seal to trailer
		11	Security verifies seal at outbound gate

Product/Process Name	Has flow-diagram been verified?	#	Process Step
A. Milk Powder - Receipt Floor Loaded 25 kg Bags	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify container seal number
		3	Open doors and inspect for insects or contamination
		4	Transfer floor loaded bags onto pallets
		5	Apply top cover shrink wrap pallet and affix pallet label
		6	Transfer pallet to storage location, scan to verify warehouse location
B. Receipt Pallets	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify Container Seal Number
		3	Open container and inspect for insects or contamination
		4	Affix pallet label
		5	Transfer pallet to storage location, scan to verify location
B.2 Relocation - Consolidation	Yes	1	Identify Inventory to be Moved
		2	Identify New Location
		3	Transfer Pallet to New Storage Location
		4	Scan and Verify New Storage Location
C. Order Out Pallets	Yes	1	Receive order from shipper and enter order on WMS
		2	Generate Pick Ticket
		3	Direct trailer to door for loading
		4	Trailer Inspection prior to loading
		5	Select pallets, scan to validate pick
		6	Transfer pallets to trailer
		7	Notify shipping office when load is complete
		8	Shipping office notifies truck to pull out of door
		9	Shipping office provided shipping documents and trailer seal to truck driver
		10	Truck driver affixes seal to trailer
		11	Security verifies seal at outbound gate

Product/Process Name	Has flow-diagram been verified?	#	Process Step
A. Snack Chips - receipt palletized cartons	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify container seal number
		3	Open doors and inspect for insects or contamination
		4	Remove pallet from trailer and affix pallet label
		5	Transfer pallet to storage location, scan to verify warehouse location
B. Receipt Pallets	Yes	1	Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS
		2	Verify Container Seal Number
		3	Open container and inspect for insects or contamination
		4	Affix pallet label
		5	Transfer pallet to storage location, scan to verify location
B.2 Relocation - Consolidation	Yes	1	Identify Inventory to be Moved
		2	Identify New Location
		3	Transfer Pallet to New Storage Location
		4	Scan and Verify New Storage Location
C. Order Out Pallets	Yes	1	Receive order from shipper and enter order on WMS
		2	Generate Pick Ticket
		3	Direct trailer to door for loading
		4	Trailer Inspection prior to loading
		5	Select pallets, scan to validate pick
		6	Transfer pallets to trailer
		7	Notify shipping office when load is complete
		8	Shipping office notifies truck to pull out of door
		9	Shipping office provided shipping documents and trailer seal to truck driver
		10	Truck driver affixes seal to trailer
		11	Security verifies seal at outbound gate

Prerequisite Programs

Prerequisite Programs	
Sanitation Program	The GWSI Sanitation Program incorporates cleaning and sanitation practices designed to maintain a clean and healthy environment to provide for the health and safety of employees, the safety of food products in storage and support of the Pest Control Program
Chemical Control Program	See Document 5.5 Chemical Control Program
Crisis Management Program	See Document 7.1 Crisis Management Plan
Customer Complaint Program	See Document 4.3 Customer Complaint Program
Health Conditions	See Document 9.3 Employee Health and Hygiene Guidelines
Pest Control Program	See Document 5.2 Pest Control Program
Procurement Program	Additional comments on the Prerequisite Program.
Recall Program	See Document 7.2 Recall Program
Storage Practices and Conditions	See Document 5.4 Storage Practices And Conditions
Traceability Program	See Document 8.1 Product Traceability Program
Training Program	See Document 9.1 Training Program

Hazard Analysis & Preventive Controls Determination

Processing Step	Identify potential food safety hazards introduced, controlled, or enhanced at this step		Potential food safety hazards require a preventive control	Justify previous column decision	What preventive control measure(s) can be applied to minimize/prevent the food safety hazard *Process including CCPs, Allergen, Sanitation, Supply-Chain, other preventive control*	Preventive control applied at this step
	Hazard Type	**Hazard Name**				
A. Receipt Floor Loaded 25 kg Bags: Step 1: Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS	Biological - NO					
	Chemical - NO					
	Physical - NO					
A. Receipt Floor Loaded 25 kg Bags: Step 2: Verify container seal number	Biological	Invalid Seal	x	Broken or missing seal compromises container security	Preventive Control Name: Seal Check Procedure	x
	Chemical	Invalid Seal	x	Broken or missing seal compromises container security	Preventive Control Name: Seal Check Procedure	x
	Physical	Invalid Seal	x	Broken or missing seal compromises container security	Preventive Control Name: Seal Check Procedure	x
A. Receipt Floor Loaded 25 kg Bags: Step 3: Open doors and inspect for insects or contamination	Biological	Contamination of Product		Possible water damage to product	N/A	
		Presence of Insects or other vermin	x	Are insects or other vermin present	Preventive Control Name: Pest Control Program	
	Chemical	Contaminati on of Product		Presence of strong odor or residue from previous fumigation	N/A	
	Physical	Product Damage	x	Potential for packaging damage	Preventive Control Name: Storage Practices and Conditions	
A. Receipt Floor Loaded 25 kg Bags: Step 4: Transfer floor loaded bags onto pallets	Biological - NO					
	Chemical - NO					
	Physical	Improper stacking of bags on pallets	x	Improper stacking of pallets could cause damage to product and instability of pallet	Preventive Control Name: Training Program for Lumper Services	
		Torn bags during handling	x	Bag damage due to improper handling	Preventive Control Name: Training Program for Lumper Services	

Processing Step	Identify potential food safety hazards introduced, controlled, or enhanced at this step		Potential food safety hazards require a preventive control	Justify previous column decision	What preventive control measure(s) can be applied to minimize/prevent the food safety hazard *Process including CCPs, Allergen, Sanitation, Supply-Chain, other preventive control*	Preventive control applied at this step
A. Receipt Floor Loaded 25 kg Bags: Step 5: Apply top cover shrink wrap pallet and affix pallet label	Biological - NO					
	Chemical - NO					
	Physical - NO					
A. Receipt Floor Loaded 25 kg Bags: Step 6: Transfer pallet to storage location, scan to verify warehouse location	Biological	Allergen Management	x	Improper segregation of allergens	Preventive Control Name: Allergen Management Program	
		Sanitation of Storage Area	x	Storage area should be clean prior to storing product	Preventive Control Name: Sanitation Program	
	Chemical - NO					
	Physical	Improper stacking of pallets	x	Improper stacking will cause damage to product	Preventive Control Name: Storage Practices and Conditions	
				Improper short and segregation by lot or batch	Preventive Control Name: Storage Practices and Conditions	
B. Receipt Floor Loaded Tote: Step 1: Receive ASN and enter warehouse receipt in WMS	Biological - NO					
	Chemical - NO					
	Physical - NO					
B. Receipt Floor Loaded Tote: Step 2: Verify Container Seal Number	Biological	Invalid Seal	x	Broken or missing seal compromises container security	Preventive Control Name: Seal Check Procedure	x
	Chemical	Invalid Seal	x	Broken or missing seal compromises container security	Preventive Control Name: Seal Check Procedure	x
	Physical	Invalid Seal	x	Broken or missing seal compromises container security	Preventive Control Name: Seal Check Procedure	X
B. Receipt Floor Loaded Tote: Step 3: Open container and inspect for insects or contamination	Biological	Contamination of Product	x	Possible water damage to product	Preventive Control Name: Storage Practices and Conditions	

Processing Step	Identify potential food safety hazards introduced, controlled, or enhanced at this step		Potential food safety hazards require a preventive control	Justify previous column decision	What preventive control measure(s) can be applied to minimize/prevent the food safety hazard *Process including CCPs, Allergen, Sanitation, Supply-Chain, other preventive control*	Preventive control applied at this step
		Presence of Insects or other vermin	x	Presence of insects	Preventive Control Name: Pest Control Program	
	Chemical	Chemical odor or residue	x	Chemical odor or residue from previous fumigation	Preventive Control Name: Chemical Control Program	
	Physical	Product Damage	x	Physical damage to product or packaging	Preventive Control Name: Storage Practices and Conditions	
B. Receipt Floor Loaded Tote: Step 4: Place totes on pallets and affix pallet label	Biological	Condition of pallet	x	Are pallets clean and in good condition	Preventive Control Name: Procurement Program	
	Chemical - NO					
	Physical - NO					
B. Receipt Floor Loaded Tote: Step 5: Transfer pallet to storage location, scan to verify location	Biological	Sanitation of Storage Area	x	Storage area must be clean before stacking pallets	Preventive Control Name: Warehouse Cleaning Schedule and Practices	
	Chemical - NO					
	Physical	Proper stacking of pallets	x	Pallets must be properly stacked to prevent product damage	Preventive Control Name: Storage Practices and Conditions	
C. Receipt Pallets: Step 1: Receive Advance Shipping Notice (ASN)and prepare warehouse receipt in WMS	Biological - NO					
	Chemical - NO					
	Physical - NO					
C. Receipt Pallets: Step 2: Verify Container Seal Number	Biological	Invalid Seal	x	Container security compromised	Preventive Control Name: Process PC Preventive Control Comment: Seal Check Procedure	x
	Chemical	Invalid Seal	x	Container security compromised	Preventive Control Name: Process PC Preventive Control Comment: Seal Check Procedure	x

Processing Step	Identify potential food safety hazards introduced, controlled, or enhanced at this step		Potential food safety hazards require a preventive control	Justify previous column decision	What preventive control measure(s) can be applied to minimize/prevent the food safety hazard *Process including CCPs, Allergen, Sanitation, Supply-Chain, other preventive control*	Preventive control applied at this step
	Physical	Invalid Seal	x	Container security compromised	Preventive Control Name: Process PC Preventive Control Comment: Seal Check Procedure	x
C. Receipt Pallets: Step 3: Open container and inspect for insects or contamination	Biological	Contamination of/on Product Packaging	x	Possible water damage	Preventive Control Name: Process PC Preventive Control Comment: Storage Practices and Conditions	
		Presence of Insects or other vermin	x	Are insects or other vermin present	Preventive Control Name: Process PC Preventive Control Comment: Pest Control Program	
	Chemical - NO					
	Physical	Product Damage	x	Physical damage to product or packaging	Preventive Control Name: Process PC Preventive Control Comment: Storage Practices and Conditions	
C. Receipt Pallets: Step 4: Affix pallet label	Biological - NO					
	Chemical - NO					
	Physical - NO					
C. Receipt Pallets: Step 5: Transfer pallet to storage location, scan to verify location	Biological	Sanitation of Storage Area	x	Storage area must be clean before stacking pallets	Preventive Control Name: Sanitation Program	
	Chemical - NO					
	Physical	Improper stacking of pallets	x	Improper stacking of pallets could cause damage to product and instability of pallet	Preventive Control Name: Storage Practices and Conditions	
C.2 Relocation Consolidation: Step 1: Identify Inventory to be Moved	Biological - NO					
	Chemical - NO					
	Physical - NO					
C.2 Relocation Consolidation: Step 2: Identify New Location	Biological	Mix of Allergens	x	Allergens need to be considered when moving pallets	Preventive Control Name: Allergen Management Program	

Processing Step	Identify potential food safety hazards introduced, controlled, or enhanced at this step		Potential food safety hazards require a preventive control	Justify previous column decision	What preventive control measure(s) can be applied to minimize/prevent the food safety hazard *Process including CCPs, Allergen, Sanitation, Supply-Chain, other preventive control*	Preventive control applied at this step
	Chemical - NO					
	Physical - NO					
C.2 Relocation Consolidation: Step 3: Transfer Pallet to New Storage Location	Biological - NO					
	Chemical - NO					
	Physical - NO					
C.2 Relocation Consolidation: Step 4: Scan and Verify New Storage Location	Biological - NO					
	Chemical - NO					
	Physical - NO					
D. Order Out Pallets: Step 1: Receive order from shipper and enter order on WMS	Biological - NO					
	Chemical - NO					
	Physical - NO					
D. Order Out Pallets: Step 2: Generate Pick Ticket	Biological - NO					
	Chemical - NO					
	Physical - NO					
D. Order Out Pallets: Step 3: Direct trailer to door for loading	Biological - NO					
	Chemical - NO					
	Physical - NO					
D. Order Out Pallets: Step 4: Trailer Inspection prior to loading	Biological	Insects present	x	Are insects or other vermin present	Preventive Control Name: Process PC Preventive Control Comment: Trailer Inspection Procedure	x
	Chemical	Chemical odor or residue	x	Look for chemical odor or reside	Preventive Control Name: Process PC Preventive Control Comment: Trailer Inspection Procedure	x

Processing Step	Identify potential food safety hazards introduced, controlled, or enhanced at this step		Potential food safety hazards require a preventive control	Justify previous column decision	What preventive control measure(s) can be applied to minimize/prevent the food safety hazard *Process including CCPs, Allergen, Sanitation, Supply-Chain, other preventive control*	Preventive control applied at this step
	Physical	Condition of trailer	x	Check for holes or bottom rail damage	Preventive Control Name: Process PC Preventive Control Comment: Trailer Inspection Procedure	x
		Glass or metal particles present	x	Are glass or metal particles present	Preventive Control Name: Process PC Preventive Control Comment: Trailer Inspection Procedure	x
D. Order Out Pallets: Step 5: Select pallets, scan to validate pick	Biological	Improper selection of pallets	x	The correct pallet and SKU must be selected for loading	Preventive Control Name: Process PC Preventive Control Comment: Warehouse Management System	
	Chemical - NO					
	Physical - NO					
D. Order Out Pallets: Step 6: Transfer pallets to trailer	Biological - NO					
	Chemical - NO					
	Physical	Handling damage	x	Improper handling of pallets by forklift operator could cause damage to product	Preventive Control Name: Process PC Preventive Control Comment: Training Program	
D. Order Out Pallets: Step 7: Notify shipping office when load is complete	Biological - NO					
	Chemical - NO					
	Physical - NO					
D. Order Out Pallets: Step 8: Shipping office notifies truck to pull out of door	Biological - NO					
	Chemical - NO					
	Physical - NO					
D. Order Out Pallets: Step 9: Shipping office provided shipping documents and trailer seal to truck driver	Biological - NO					
	Chemical - NO					
	Physical - NO					
D. Order Out Pallets: Step 10: Truck driver affixes seal to trailer	Biological - NO					

Processing Step	Identify potential food safety hazards introduced, controlled, or enhanced at this step		Potential food safety hazards require a preventive control	Justify previous column decision	What preventive control measure(s) can be applied to minimize/prevent the food safety hazard *Process including CCPs, Allergen, Sanitation, Supply-Chain, other preventive control*	Preventive control applied at this step
Step 10: Truck driver affixes seal to trailer	Chemical - NO					
	Physical - NO					
D. Order Out Pallets: Step 11: Security verifies seal at outbound gate	Biological	Shipment security	x	Trailer must be sealed prior to leaving the facility to maintain security of the shipment	Preventive Control Name: Process PC Preventive Control Comment: Outbound Seal Check Procedure	x
	Chemical	Contamination of shipment	x	Shipment is sealed to prevent contamination	Preventive Control Name: Process PC Preventive Control Comment: Outbound Seal Check Procedure	x
	Physical	Physical damage	x	Shipment seal verifies that there is no additional handling during transit	Preventive Control Name: Process PC Preventive Control Comment: Outbound Seal Check Procedure	x
E. Order Out Bulk Transfer: Step 1: Receive order from shipper and enter order on WMS	Biological - NO					
	Chemical - NO					
	Physical - NO					
E. Order Out Bulk Transfer: Step 2: Generate Pick Ticket	Biological - NO					
	Chemical - NO					
	Physical - NO					
E. Order Out Bulk Transfer: Step 3: Direct bulk trailer to transfer station	Biological - NO					
	Chemical - NO					
	Physical - NO					
E. Order Out Bulk Transfer: Step 4: Trailer Inspection	Biological	Seals and hatches intact	x	To prevent contamination	Preventive Control Name: Process PC Preventive Control Comment: Trailer Inspection Procedure	x
	Chemical - NO					

Processing Step	Identify potential food safety hazards introduced, controlled, or enhanced at this step		Potential food safety hazards require a preventive control	Justify previous column decision	What preventive control measure(s) can be applied to minimize/prevent the food safety hazard *Process including CCPs, Allergen, Sanitation, Supply-Chain, other preventive control*	Preventive control applied at this step
	Physical	Cleaning certificate on file	x	A cleaning certificate must be on file for a dedicated trailer or new certificate presented for a new trailer in service	Preventive Control Name: Sanitation PC Preventive Control Comment: Cleaning Certificate Log	
		Condition of trailer	x	Inspect trailer for physical damage	Preventive Control Name: Process PC Preventive Control Comment: Trailer Inspection Procedure	x
		Valve cap intact	x	The suction valve should be capped and sealed to verify it has remained closed in transit	Preventive Control Name: Process PC Preventive Control Comment: Trailer Inspection Procedure	x
E. Order Out Bulk Transfer: Step 5: Truck Driver to connect transfer hose	Biological - NO					
	Chemical - NO					
	Physical - NO					
E. Order Out Bulk Transfer: Step 6: Inspect hopper and hose connection	Biological	Inspect for insects or rodent activity	x	Equipment must be inspected and monitored by the Pest Control Program	Preventive Control Name: Process PC Preventive Control Comment: Pest Control Program	
	Chemical - NO					
	Physical	Hopper sanitation	x	Hopper must be clean and clear of any other product from previous shipment	Preventive Control Name: Sanitation PC Preventive Control Comment: Sanitation Program	
E. Order Out Bulk Transfer: Step 7: Start truck vacuum	Biological - NO					
	Chemical - NO					
	Physical - NO					
E. Order Out Bulk Transfer: Step 8: Transfer tote to transfer station, scan to validate pick	Biological - NO					
	Chemical - NO					

Processing Step	Identify potential food safety hazards introduced, controlled, or enhanced at this step		Potential food safety hazards require a preventive control	Justify previous column decision	What preventive control measure(s) can be applied to minimize/prevent the food safety hazard *Process including CCPs, Allergen, Sanitation, Supply-Chain, other preventive control*	Preventive control applied at this step
	Physical	Scan at pick	x	Scanning process must be used to verify the correct product is selected for loading	Preventive Control Name: Process PC Preventive Control Comment: Warehouse Management System Scanning Procedure	
E. Order Out Bulk Transfer: Step 9: Lift tote from pallet and inspect for any contaminates, clean as necessary	Biological	Inspect for insects	x	This is a final inspection prior to opening the tote to prevent contamination n from insects or other pests	Preventive Control Name: Process PC Preventive Control Comment: Bulk Loading Process	
	Chemical - NO					
	Physical	Particulate Contamination	x	This is a final inspection prior to opening the tote to prevent contamination pallet or other debris	Preventive Control Name: Process PC Preventive Control Comment: Bulk Loading Process	
E. Order Out Bulk Transfer: Step 10: Lower tote into hopper and release product into hopper	Biological - NO					
	Chemical - NO					
	Physical - NO					
E. Order Out Bulk Transfer: Step 11: Repeat steps 8 - 10 until all totes are loaded	Biological - NO					
	Chemical - NO					
	Physical - NO					
E. Order Out Bulk Transfer: Step 12: Shut down truck vacuum	Biological - NO					
	Chemical - NO					
	Physical - NO					
E. Order Out Bulk Transfer: Step 13: Close trailer valve, Disconnect transfer hose, Cap and affix trailer seal	Biological - NO					
	Chemical - NO					
	Physical - NO					

Processing Step	Identify potential food safety hazards introduced, controlled, or enhanced at this step		Potential food safety hazards require a preventive control	Justify previous column decision	What preventive control measure(s) can be applied to minimize/prevent the food safety hazard *Process including CCPs, Allergen, Sanitation, Supply-Chain, other preventive control*	Preventive control applied at this step
E. Order Out Bulk Transfer: Step 14: Dispose of empty tote bags and broom sweep work area	Biological - NO					
	Chemical - NO					
	Physical - NO					
E. Order Out Bulk Transfer: Step 15: Shipping Office prepares shipping documents	Biological - NO					
	Chemical - NO					
	Physical - NO					

Process Preventive Controls

Section	Measure	Comment
A. Receipt Floor Loaded 25 kg Bags: Step 2: Verify container seal number: Biological		
Invalid Seal: Seal Check Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	GWSI will receive an Advance Shipping Notice (ASN) in the form of a Bill of Lading, Manifest or Packing List which will have the container seal number associated to the container number. The manifested seal number will be printed on the Warehouse Receipt for verification by the operator unloading the container. The container seal should match the manifested seal number, if not than investigation needs to be conducted with the shipper prior to unloading the container.
	Describe how the monitoring will be conducted.	The actual seal number on the container is checked against the manifested seal number on the warehouse receipt prior to unloading the container. The operator unloading the container will check off on the warehouse receipt if there is a seal match. If the seal does not match than the operator will write down the actual seal number.
	Describe the monitoring frequency.	Seal is checked for each Food Product container unloaded
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	If it is found that the seal check procedure was not followed the the product received will need to be quarantined for further inspection.
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	The shipping office will verify that the seal number has been verified on the warehouse receipt and that a container inspection form has been completed
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	The warehouse receipt and container inspection form will be scanned and uploaded into the warehouse management system.
A. Receipt Floor Loaded 25 kg Bags: Step 2: Verify container seal number: Chemical		
Invalid Seal: Seal Check Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	GWSI will receive an Advance Shipping Notice (ASN) in the form of a Bill of Lading, Manifest or Packing List which will have the container seal number associated to the container number. The manifested seal number will be printed on the Warehouse Receipt for verification by the operator unloading the container. The container seal should match the manifested seal number, if not than investigation needs to be conducted with the shipper prior to unloading the container.

Section	Measure	Comment
	Describe how the monitoring will be conducted.	The actual seal number on the container is checked against the manifested seal number on the warehouse receipt prior to unloading the container. The operator unloading the container will check off on the warehouse receipt if there is a seal match. If the seal does not match than the operator will write down the actual seal number.
	Describe the monitoring frequency.	Seal is checked for each Food Product container unloaded
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	If it is found that the seal check procedure was not followed the the product received will need to e quarantined for further inspection.
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	The shipping office will verify that the seal number has been verified on the warehouse receipt and that a container inspection form has been completed
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	The warehouse receipt and container inspection form will be scanned and uploaded into the warehouse management system.
	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	GWSI will receive an Advance Shipping Notice (ASN) in the form of a Bill of Lading, Manifest or Packing List which will have the container seal number associated to the container number. The manifested seal number will be printed on the Warehouse Receipt for verification by the operator unloading the container. The container seal should match the manifested seal number, if not than investigation needs to be conducted with the shipper prior to unloading the container.
	Describe how the monitoring will be conducted.	The actual seal number on the container is checked against the manifested seal number on the warehouse receipt prior to unloading the container. The operator unloading the container will check off on the warehouse receipt if there is a seal match. If the seal does not match than the operator will write down the actual seal number.
	Describe the monitoring frequency.	Seal is checked for each Food Product container unloaded
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	If it is found that the seal check procedure was not followed the the product received will need to e quarantined for further inspection.
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	The shipping office will verify that the seal number has been verified on the warehouse receipt and that a container inspection form has been completed

Section	Measure	Comment
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	The warehouse receipt and container inspection form will be scanned and uploaded into the warehouse management system.
B. Receipt Floor Loaded Tote: Step 2: Verify Container Seal Number: Biological		
Invalid Seal: Seal Check Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	GWSI will receive an Advance Shipping Notice (ASN) in the form of a Bill of Lading, Manifest or Packing List which will have the container seal number associated to the container number. The manifested seal number will be printed on the Warehouse Receipt for verification by the operator unloading the container. The container seal should match the manifested seal number, if not than investigation needs to be conducted with the shipper prior to unloading the container.
	Describe how the monitoring will be conducted.	The actual seal number on the container is checked against the manifested seal number on the warehouse receipt prior to unloading the container. The operator unloading the container will check off on the warehouse receipt if there is a seal match. If the seal does not match than the operator will write down the actual seal number.
	Describe the monitoring frequency.	Seal is checked for each Food Product container unloaded
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	If it is found that the seal check procedure was not followed the the product received will need to e quarantined for further inspection.
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	The shipping office will verify that the seal number has been verified on the warehouse receipt and that a container inspection form has been completed
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	The warehouse receipt and container inspection form will be scanned and uploaded into the warehouse management system.
B. Receipt Floor Loaded Tote: Step 2: Verify Container Seal Number: Chemical		
Invalid Seal: Seal Check Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	GWSI will receive an Advance Shipping Notice (ASN) in the form of a Bill of Lading, Manifest or Packing List which will have the container seal number associated to the container number. The manifested seal number will be printed on the Warehouse Receipt for verification by the operator unloading the container. The container seal should match the manifested seal number, if not than investigation needs to be conducted with the shipper prior to unloading the container.

Section	Measure	Comment
	Describe how the monitoring will be conducted.	The actual seal number on the container is checked against the manifested seal number on the warehouse receipt prior to unloading the container. The operator unloading the container will check off on the warehouse receipt if there is a seal match. If the seal does not match than the operator will write down the actual seal number.
	Describe the monitoring frequency.	Seal is checked for each Food Product container unloaded
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	If it is found that the seal check procedure was not followed the the product received will need to e quarantined for further inspection.
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	The shipping office will verify that the seal number has been verified on the warehouse receipt and that a container inspection form has been completed
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	The warehouse receipt and container inspection form will be scanned and uploaded into the warehouse management system.
B. Receipt Floor Loaded Tote: Step 2: Verify Container Seal Number: Physical		
Invalid Seal: Seal Check Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	GWSI will receive an Advance Shipping Notice (ASN) in the form of a Bill of Lading, Manifest or Packing List which will have the container seal number associated to the container number. The manifested seal number will be printed on the Warehouse Receipt for verification by the operator unloading the container. The container seal should match the manifested seal number, if not than investigation needs to be conducted with the shipper prior to unloading the container.
	Describe how the monitoring will be conducted.	The actual seal number on the container is checked against the manifested seal number on the warehouse receipt prior to unloading the container. The operator unloading the container will check off on the warehouse receipt if there is a seal match. If the seal does not match than the operator will write down the actual seal number.
	Describe the monitoring frequency.	Seal is checked for each Food Product container unloaded
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	If it is found that the seal check procedure was not followed the the product received will need to e quarantined for further inspection.
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	The shipping office will verify that the seal number has been verified on the warehouse receipt and that a container inspection form has been completed

Section	Measure	Comment
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	The warehouse receipt and container inspection form will be scanned and uploaded into the warehouse management system.
C. Receipt Pallets: Step 2: Verify Container Seal Number: Biological		
Invalid Seal: Seal Check Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	GWSI will receive an Advance Shipping Notice (ASN) in the form of a Bill of Lading, Manifest or Packing List which will have the container seal number associated to the container number. The manifested seal number will be printed on the Warehouse Receipt for verification by the operator unloading the container. The container seal should match the manifested seal number, if not than investigation needs to be conducted with the shipper prior to unloading the container.
	Describe how the monitoring will be conducted.	The actual seal number on the container is checked against the manifested seal number on the warehouse receipt prior to unloading the container. The operator unloading the container will check off on the warehouse receipt if there is a seal match. If the seal does not match than the operator will write down the actual seal number.
	Describe the monitoring frequency.	Seal is checked for each Food Product container unloaded
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	If it is found that the seal check procedure was not followed the the product received will need to e quarantined for further inspection.
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	The shipping office will verify that the seal number has been verified on the warehouse receipt and that a container inspection form has been completed
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	The warehouse receipt and container inspection form will be scanned and uploaded into the warehouse management system.
C. Receipt Pallets: Step 2: Verify Container Seal Number: Chemical		
Invalid Seal: Seal Check Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	
	Describe how the monitoring will be conducted.	
	Describe the monitoring frequency.	
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	

Section	Measure	Comment
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	
C. Receipt Pallets: Step 2: Verify Container Seal Number: Physical		
Invalid Seal: Seal Check Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	
	Describe how the monitoring will be conducted.	
	Describe the monitoring frequency.	
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	
D. Order Out Pallets: Step 4: Trailer Inspection prior to loading: Biological		
Insects Present: Trailer Inspection Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	Prior to loading outbound shipments the trailer will be inspected for any sign of insects
	Describe how the monitoring will be conducted.	The operator loading the trailer will conduct the inspection of the trailer. If any defect is found than the operator will advise the supervisor of the defect. The supervisor will confirm the defect and determine if the trailer is unsuitable for loading. The supervisor will then fill out a trailer inspection form after completing the inspection.
		Pictures will be taken of the defect.
	Describe the monitoring frequency.	All van trailers to be loaded for outbound shipments will be inspected
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	If a trailer is loaded and the trailer was not inspected than the trailer must be unloaded to complete the inspection
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	After completing the trailer inspection the operator will check off on the pick ticket that the trailer was inspected. If any defects are found than the supervisor will fill out a trailer inspection form to document the defect. The shipping office will verify that the inspection was completed.
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	A copy of the pick ticket and trailer inspection form will be retained in the shipping office

Section	Measure	Comment
D. Order Out Pallets: Step 4: Trailer Inspection prior to loading: Chemical		
Chemical Odor or Residue: Trailer Inspection Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	Prior to loading outbound shipments the trailer will be inspected for any sign of chemical residue or odor.
	Describe how the monitoring will be conducted.	The operator loading the trailer will conduct the inspection of the trailer. If any defect is found than the operator will advise the supervisor of the defect. The supervisor will confirm the defect and determine if the trailer is unsuitable for loading. The supervisor will then fill out a trailer inspection form after completing the inspection. Pictures will be taken of the defect.
	Describe the monitoring frequency.	All van trailers to be loaded for outbound shipments will be inspected
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	If a trailer is loaded and the trailer was not inspected than the trailer must be unloaded to complete the inspection
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	After completing the trailer inspection the operator will check off on the pick ticket that the trailer was inspected. If any defects are found than the supervisor will fill out a trailer inspection form to document the defect. The shipping office will verify that the inspection was completed.
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	A copy of the pick ticket and trailer inspection form will be retained in the shipping office
D. Order Out Pallets: Step 4: Trailer Inspection prior to loading: Physical		
Glass or Metal Particles Present: Trailer Inspection Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	Prior to loading outbound shipments the trailer will be inspected for any sign of glass or metal particles.
	Describe how the monitoring will be conducted.	The operator loading the trailer will conduct the inspection of the trailer. If any defect is found than the operator will advise the supervisor of the defect. The supervisor will confirm the defect and determine if the trailer is unsuitable for loading. The supervisor will then fill out a trailer inspection form after completing the inspection. Pictures will be taken of the defect.
	Describe the monitoring frequency.	All van trailers to be loaded for outbound shipments will be inspected
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	If a trailer is loaded and the trailer was not inspected than the trailer must be unloaded to complete the inspection

Section	Measure	Comment
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	After completing the trailer inspection the operator will check off on the pick ticket that the trailer was inspected. If any defects are found than the supervisor will fill out a trailer inspection form to document the defect. The shipping office will verify that the inspection was completed.
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	A copy of the pick ticket and trailer inspection form will be retained in the shipping office
Condition of Trailer: Trailer Inspection Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	Prior to loading outbound shipments the trailer will be inspected for physical defects such as holes in the roof, sidewall or floor, damage to kick plate or side panels that could damage product and floor condition and connection to side wall
	Describe how the monitoring will be conducted.	The operator loading the trailer will conduct the inspection of the trailer. If any defect is found than the operator will advise the supervisor of the defect. The supervisor will confirm the defect and determine if the trailer is unsuitable for loading. The supervisor will then fill out a trailer inspection form after completing the inspection. Pictures will be taken of the defect.
	Describe the monitoring frequency.	All van trailers to be loaded for outbound shipments will be inspected
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	If a trailer is loaded and the trailer was not inspected than the trailer must be unloaded to complete the inspection
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	After completing the trailer inspection the operator will check off on the pick ticket that the trailer was inspected. If any defects are found than the supervisor will fill out a trailer inspection form to document the defect. The shipping office will verify that the inspection was completed.
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	A copy of the pick ticket and trailer inspection form will be retained in the shipping office
D. Order Out Pallets: Step 11: Security verifies seal at outbound gate: Biological		
Shipment Security: Outbound Seal Check Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	For outbound shipments of food products the truck driver is provided with a seal to be installed on the trailer prior to leaving the facility. The operator will verify that the seal is installed on the trailer lock bar before the truck/trailer leaves the GWSI facility

Section	Measure	Comment
	Describe how the monitoring will be conducted.	The operator will verify that the seal is installed and then will take a photo of the trailer number and then the affixed seal in sequence to prove the seal is installed.
	Describe the monitoring frequency.	Every van trailer checked at the outbound gate
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	If the operator fails to take photos or the photos are lost than the outbound security camera will be used to verify the seal is installed. If the seal has not been installed than the shipper will be notified and the carrier will be instructed to return to GWSI.
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	Photos and/or security cameras are used to verify the procedure was followed
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	Photos taken will be downloaded and retained on the GWSI server.
D. Order Out Pallets: Step 11: Security verifies seal at outbound gate: Chemical		
Contamination of Shipment: Outbound Seal Check Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	
	Describe how the monitoring will be conducted.	
	Describe the monitoring frequency.	
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	
D. Order Out Pallets: Step 11: Security verifies seal at outbound gate: Physical		
Physical Damage: Outbound Seal Check Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	
	Describe how the monitoring will be conducted.	
	Describe the monitoring frequency.	
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	

Section	Measure	Comment
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	
E. Order Out Bulk Transfer: Step 4: Trailer Inspection: Biological		
Seals and Hatches Intact: Trailer Inspection Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	
	Describe how the monitoring will be conducted.	
	Describe the monitoring frequency.	
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	

E. Order Out Bulk Transfer: Step 4: Trailer Inspection: Physical		
Valve Cap Intact: Trailer Inspection Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	
	Describe how the monitoring will be conducted.	
	Describe the monitoring frequency.	
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	
Condition of Trailer: Trailer Inspection Procedure	Describe the process parameters (including minimum and maximum values, i.e., critical limits) that will be monitored to ensure the preventive control is properly applied	
	Describe how the monitoring will be conducted.	
	Describe the monitoring frequency.	
	Describe the corrective action procedure(s) that must be taken when it is determined that the process preventive control is not properly implemented and effectively controlling the hazard.	

Section	Measure	Comment
	Describe the procedures that will be used to verify the process preventive control is operating as intended.	
	Describe the records that will be maintained to support this process preventive control. You may upload relevant records under the Supporting Documents tab.	

Food Allergen Preventive Controls

Section	Measure	Comment
Allergens requiring a preventive control	Please import the product/process step(s) at which an allergen preventive control will be applied.	

Sanitation Prevention Controls

Section	Measure	Comment

Supply-Chain Prevention Controls

Section	Measure	Comment

Recall Plan

Section	Measure	Comment
1. External Notification	1a. Describe the procedures that must be utilized to directly notify the direct consignees of the food being recalled, including how to return or dispose of the affected food; and who will be responsible for this notification.	
	1b. Describe the procedures that must be utilized to notify the public about any hazard presented by the food when determined to be appropriate to protect public health; and who will be responsible for this notification.	
2. Effectiveness Checks	2a. Describe the procedures and documentation that must be utilized to conduct effectiveness checks to verify that a recall is carried out; and who will be responsible for this activity.	
3. Disposition of Recalled Product	3a. Describe the steps that must be taken to appropriately dispose of recalled product and the records that will be maintained; and who will be responsible for this activity.	
4. Changes Requiring a Reanalysis	1. What is the reason(s) for the reanalysis? Please check all applicable reasons.	

Record Keeping Procedures

Section	Measure	Yes	No	N/A	Comment
Records Requirements Checklist					
1. Food Safety Plan	1a. Is the most recent Food Safety Plan written and available for review?				
	1b. Has the owner, operator, or agent in charge of the facility signed the food safety plan?				
	1c. Indicate where the Food Safety Plan is kept in the facility.				
	1d. The FSP includes the written hazard analysis.				
	1e. The Food Safety Plan includes the written preventive controls determination.				
	1f. The Food Safety Plan includes the written supply-chain program, including the review of records in accordance with 21 CFR 117.165(a)(4) and reanalysis in accordance with 21 CFR 117.170.				
	1g. The Food Safety Plan includes the written recall plan.				
	1h. The Food Safety Plan includes the written procedures for monitoring the implementation of the preventive controls as appropriate to the nature of the preventive control (s) and its/their role in the food safety system.				
	1i. The Food Safety Plan includes the written corrective action procedures.				
	1j. The Food Safety Plan includes the written verification procedures.				
2. Requirements applicable to Implementation records	2a. The facility maintains records of the basis for not establishing a preventive control, if applicable.				
3. Record retention	3a. The facility has all records that have been created minimally up to 2 years prior to the current date.				
4. Written assurances	4a. Written assurances contain the following elements: - Effective date - Printed names and signatures of authorized officials - The applicable assurance under 117.136(a)(2-4) or Section 117.430(c)(1-2), 117.430(d)(1-2) or 117.430(e)(1-2).				

Section	Measure	Yes	No	N/A	Comment
	4b. Written assurances required under 117.136(a)(2-4) must include: 1) Acknowledgment that the facility that provides the written assurance assumes legal responsibility to act consistently with the assurance and document its actions taken to satisfy the written assurance 2) Provision that if the assurance is terminated in writing by either entity, responsibility for compliance with the applicable provisions of this part reverts to the manufacturer/processor beginning on the date of the termination.				
5. Employee Training Records	5a. Records of required employee training activities (such as training in food safety and food hygiene, including the importance of employee health and personal hygiene) are complete.				
6. Record Review	6a. The records documenting review of monitoring records, corrective action records, records of calibration, product testing, environmental monitoring, supplier approval, and supply- chain verification activities are signed and dated.				
	6b. When review of records of monitoring and corrective actions cannot be completed within 7 working days from their creation, the facility has written justification from a preventive controls qualified individual for the need for an extension.				

Important Contacts

Resource	Phone
Local Public Health Department	(843) 953-0038 4050
State Department of Agriculture	(803) 734-2210
State Department of Health	(803) 898-3432
FDA Non-Emergency Phone #	Use this link [http://www.fda.gov/Safety/ReportaProblem/ConsumerComplaintCoordinators/default.htm] to find the FDA consumer complaint coordinator # in your area.
FDA 24 Hour Emergency Phone #	1-866-300-4374 or 301-796-8240
FDA District Office	Use this link https://www.fda.gov/industry/import-offices-and-ports-entry/pennsylvania-import-offices-and-ports-entry to find an FDA District Office in your area.

Signature and Date

Comments:

Reviewer Information:

Name: Title:

Signature: Date/Time: