

GWSI Food Safety

Document	Published	Last Revision	Last Review
1.1 Food Safety Policy	04 MAR 2022	19 SEP 2024	OCT 2024
1.2 Food Safety Management	27 APR 2020	27 MAR 2024	OCT 2024
1.3 Food Safety Management Methodology	04 MAR 2022	09 SEP 2023	OCT 2024
1.3.1 Food Safety Reporting Structure	16 OCT 2020	04 APR 2024	OCT 2024
1.4 Defined Blackout Periods	04 MAR 2022	08 SEP 2023	OCT 2024
2.1 Corporate Organizational Structure	18 NOV 2020	02 APR 2024	OCT 2024
2.2 Job Descriptions	19 SEP 2024		OCT 2024
2.2.1 CEO Job Description	18 NOV 2020	08 SEP 2023	OCT 2024
2.2.2 CCO Job Description	11 NOV 2020	08 SEP 2023	OCT 2024
2.2.3 CSR Job Description	18 NOV 2020	08 SEP 2023	OCT 2024
2.2.4 Class A Job Driver Description	18 NOV 2020	08 SEP 2023	OCT 2024
2.2.5 Diesel Mechanic Job Description	18 NOV 2020	08 SEP 2023	OCT 2024
2.2.6 Facility Custodian Job Description	18 NOV 2020	08 SEP 2023	OCT 2024
2.2.7 Forklift Operator Job Description	18 NOV 2020	08 SEP 2023	OCT 2024
2.2.8 Logistics Coordinator Job Description	18 NOV 2020	08 SEP 2023	OCT 2024
2.2.9 Office Administrator Job Description	18 NOV 2020	08 SEP 2023	OCT 2024
2.2.10 President Job Description	18 NOV 2020	08 SEP 2023	OCT 2024
2.2.11 Security Guard Job Description	18 NOV 2020	08 SEP 2023	OCT 2024
2.2.12 Vice President Job Description	18 NOV 2020	08 SEP 2023	OCT 2024
2.2.13 Yard Jockey Job Description	18 NOV 2020	08 SEP 2023	OCT 2024
3.1 Food Safety Audit Procedures	01 MAR 2020	27 MAR 2024	OCT 2024
3.1.1 Annual Audit of Procedures	18 NOV 2020	08 SEP 2023	OCT 2024
3.2 Regulatory Agency Sampling and Official Visits Procedure	12 JUN 2024	19 SEP 2024	OCT 2024
3.3 Warehouse Inspection	19 SEP 2024		OCT 2024
3.3.1 Warehouse Inspection Form	19 NOV 2020	12 SEP 2023	OCT 2024
3.3.2 Long Term Storage Warehouse Inspection Form	22 NOV 2020	12 SEP 2023	OCT 2024
3.3.3 Warehouse Inspection Procedure	29 OCT 2020	19 SEP 2024	OCT 2024
3.4 GBC Audit Form	12 JUN 2024		OCT 2024
4.1 Customer Communications Flowchart	04 MAR 2022	19 SEP 2023	OCT 2024
4.2 General Business Operations Flowchart	04 MAR 2022	15 SEP 2023	OCT 2024
4.3 Customer Complaint Program	27 APR 2020	08 SEP 2023	OCT 2024
4.3.1 Customer Complaint Report	18 JAN 2022	20 JUN 2025	JUN 2025
5.1 Housekeeping Log	19 SEP 2024		OCT 2024
5.1.1 Housekeeping Log - GWSI Charleston	01 JAN 2021	16 SEP 2023	OCT 2024
5.1.2 Housekeeping Log - GWSI Chester	19 NOV 2020	14 SEP 2023	OCT 2024
5.1.3 Housekeeping Log - GWSI Jacksonville	01 JAN 2021	16 SEP 2023	OCT 2024
5.1.4 Housekeeping Log - GWSI Langhorne	01 AUG 2022	16 SEP 2023	OCT 2024
5.2 Pest Control Program	07 DEC 2020	19 SEP 2024	OCT 2024
5.3 Warehouse Cleaning Schedule and Practices	29 SEP 2020	14 SEP 2023	OCT 2024

Document	Published	Last Revision	Last Review
5.4 Storage Practices and Conditions	29 SEP 2020	14 SEP 2023	OCT 2024
5.5 Chemical Control Program	20 SEP 2024		OCT 2024
6.1 Food Safety Plan - GWSI Charleston	01 JAN 2021	19 SEP 2024	OCT 2024
6.2 Food Safety Plan - GWSI Chester	18 SEP 2017	19 SEP 2024	OCT 2024
6.3 Food Safety Plan - GWSI Jacksonville	18 SEP 2017	19 SEP 2024	OCT 2024
6.4 Food Safety Plan - GWSI Langhorne	01 AUG 2022	19 SEP 2024	OCT 2024
6.5 Allergen Control Procedures	19 SEP 2024		OCT 2024
6.5.1 Allergen Identification Handling Storage and Clean Up	10 JUL 2024		OCT 2024
6.5.1.1 Allergen Identification Handling Storage and Clean Up Training	10 JUL 2024		OCT 2024
6.5.2 Allergen Control Procedures - GWSI Charleston	01 JAN 2021	20 SEP 2023	OCT 2024
6.5.3 Allergen Control Procedures - GWSI Chester	19 NOV 2017	20 SEP 2023	OCT 2024
6.5.4 Allergen Control Procedures - GWSI Jacksonville	19 NOV 2017	20 SEP 2023	OCT 2024
6.5.5 Allergen Control Procedures - GWSI Langhorne	01 AUG 2022	20 SEP 2023	OCT 2024
7.1 Crisis Management Plan	15 OCT 2020	27 MAR 2024	OCT 2024
7.1.1 Contaminated/Damaged Food Product Rejection Procedure	12 FEB 2025		
7.2 Mock Recall Program	19 SEP 2024		OCT 2024
8.1 Product Traceability Program	29 OCT 2020	18 SEP 2023	OCT 2024
9.1 Training Program	29 OCT 2020	18 SEP 2023	OCT 2024
9.2 Training Checklist	18 SEP 2017	19 SEP 2024	OCT 2024
9.3 Employee Health and Hygiene Guidelines	29 SEP 2020	14 SEP 2023	OCT 2024
9.4 Product Contact with Blood and Bodily Fluids Training	12 JUN 2024		OCT 2024
10.1 Damaged Bag Tote Handling Procedure	16 NOV 2020	12 SEP 2023	OCT 2024
10.1.1 Receiving Damaged Tote Process	19 NOV 2020	15 SEP 2023	OCT 2024
10.2 Risk Assessment Verify Outbound Seal	16 NOV 2020	12 SEP 2023	OCT 2024
10.3 LTL Receiving Flowchart	16 NOV 2020	15 SEP 2030	OCT 2024
10.4 Order Out Cargo Process	04 MAR 2022	15 SEP 2023	OCT 2024
10.5 Receiving Cargo Process	04 MAR 2022	15 SEP 2023	OCT 2024
10.6 Facility Equipment Maintenance	07 DEC 2020	14 SEP 2023	OCT 2024
10.7 Tobacco and Nicotine Policy	20 NOV 2015	16 SEP 2023	OCT 2024
10.8 Receiving Procedures	20 NOV 2015	14 SEP 2023	OCT 2024
10.8.1 Broken Glass Brittle Plastic Ceramic Procedures	07 DEC 2020	12 JUN 2024	OCT 2024
10.9 Trailer Inspection Report	20 NOV 2015	24 JUN 2025	JUN 2025