



**AGRICULTURE AND FOOD AUTHORITY-HORTICULTURE CROPS DIRECTORATE**

**EXPORT LICENSE PACKHOUSE / WAREHOUSE INSPECTION CHECKLIST.**

<b>Name of EXPORTER</b>		<b>Date:</b>	
<b>Exporter's contacts Telephone</b>		<b>Exporter's email:</b>	
<b>Name of PACKHOUSE</b>		<b>Telephone</b>	
<b>Packhouse location</b>		<b>License number</b>	
<b>Produce/crop handled</b>			

<b>Criteria</b>	<b>Evidence</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>	<b>Comments</b>
Certification to Food safety standards	Valid certification			Minor Must	
Contract between Exporter & Packhouse (where applicable)	Duly signed and witnessed contracts <b>[Between exporter(s) and pack house user(s)]</b>			Major Must	
Records-Source of produce	List & codes of own farms or contracted farmers <b>(Check on the documentation)</b>			Major Must	
	Register of in-coming produce			Major Must	
	Are all the produce sources declared in the PS forms			Major Must	

Traceability codes accompanying produce from farm to pack house	Copies of produce collection note/Goods received notes			Major Must	
	Harvest date & quantity harvested			Major Must	
	Date last sprayed, pesticide & active ingredient, PHI			Major Must	
	Is there a documented traceability procedure			Major Must	
	Are products graded according to produce source			Major Must	
	Are packed products coded and traceable to sources.			Major Must	
	Does the Order and Dispatch sheet reflect the products declared in the PS I and PSII forms.			Major Must	
Post harvest treatment chemicals	Is the chemical list approved and valid			Major Must	
	confirm product invoices or receipts against treatment chemicals			Major Must	
	Is the trade name of the product recorded (Check against the approved list)			Major Must	
	Is the amount of chemical applied recorded			Major Must	
	Training schedules and certificates			Major Must	
Packhouse Staff training on produce handling and food safety	Is there a list of produce handling staff in the Packhouse			Minor Must	
	Is there proof of training on Food safety (training certificates ) for produce handling staff			Major Must	
Packing facility requirements	Is the working areas and premises shall be kept free of waste materials.			Major Must	
	Are personnel wearing protective clothing at all times			Major must	
	Have food handling personnel undergone medical examination			Major must	

	Are food handling equipment made of rust free, food grade and easy to clean material			Major must	
	Does the pack house have adequate ventilation, temperature control and lighting			Major must	
	Does the facility conform to the provisions of Occupational Safety and Health Act, 2007			Major must	
	Is the facility designed prevent entry of domestic animals, rodents, insects, birds, dust and any other unwanted animal			Major must	
	Are Prominent signs displayed forbidding smoking, eating or drinking within the			Major must	
	Are prominent produce specifications displayed for each produce handled			Minor must	
	Is there a storage area of packaging material that will minimize contamination risk			Major must	
	Are produce following First in First out policy			Major must	
Warehouse Facility	Provide a copy of receipt or contract for acquisition of produce crates crates				
	Is the storage area safe, hygiene, free from dust				
<b><i>Kindly note that all major musts should be complied with before recommendation</i></b>					
Number of major musts complied with					
Number of minor musts complied					
Facility recommended ( Give reasons)					
Facility not recommended ( Give reasons)					

<b>Name of Officers:</b>	
<b>1.</b>	<b>Sign:</b> <b>Date:</b>
<b>2.</b>	<b>Sign:</b> <b>Date:</b>
<b>Name of exporters:</b>	
	<b>Sign:</b> <b>Date:</b>

