

HOW TO COMPLY WITH A FOOD SAFETY AUDIT

Background

In recent years, customers have become more sensitive about the potential problems related to improperly handled produce. They have seen news reports about outbreaks of food-borne illnesses, with evidence indicating produce as the culprit. Wholesale and retail buyers are worried that a food safety crisis could damage their business. Therefore they have decided to take a proactive approach in easing customers concerns about the safety of its produce.

The buyers depend on their growers to support their efforts to achieve the food safety expectations of customers. In particular, they want produce suppliers who share their concern for food safety, and who are progressive in their efforts to meet the food safety challenges in the agricultural environment.

To help you meet these challenges, PrimusLabs.com has established an Internet site with procedures for developing manuals, self-audits forms, and a secure location where if you desire, your buyer can be notified and updated regarding the progress in developing manuals and conducting self-audits. Specifics of the manuals and self-audits are not made available to other parties just a brief update on your progress. PrimusLabs.com is also capable of conducting third party audits utilizing approved affiliated auditors located worldwide.

Below is a step by step guide on how to complete your food safety documentation through the PrimusLabs.com's system.

FREE FOOD SAFETY TOOLS

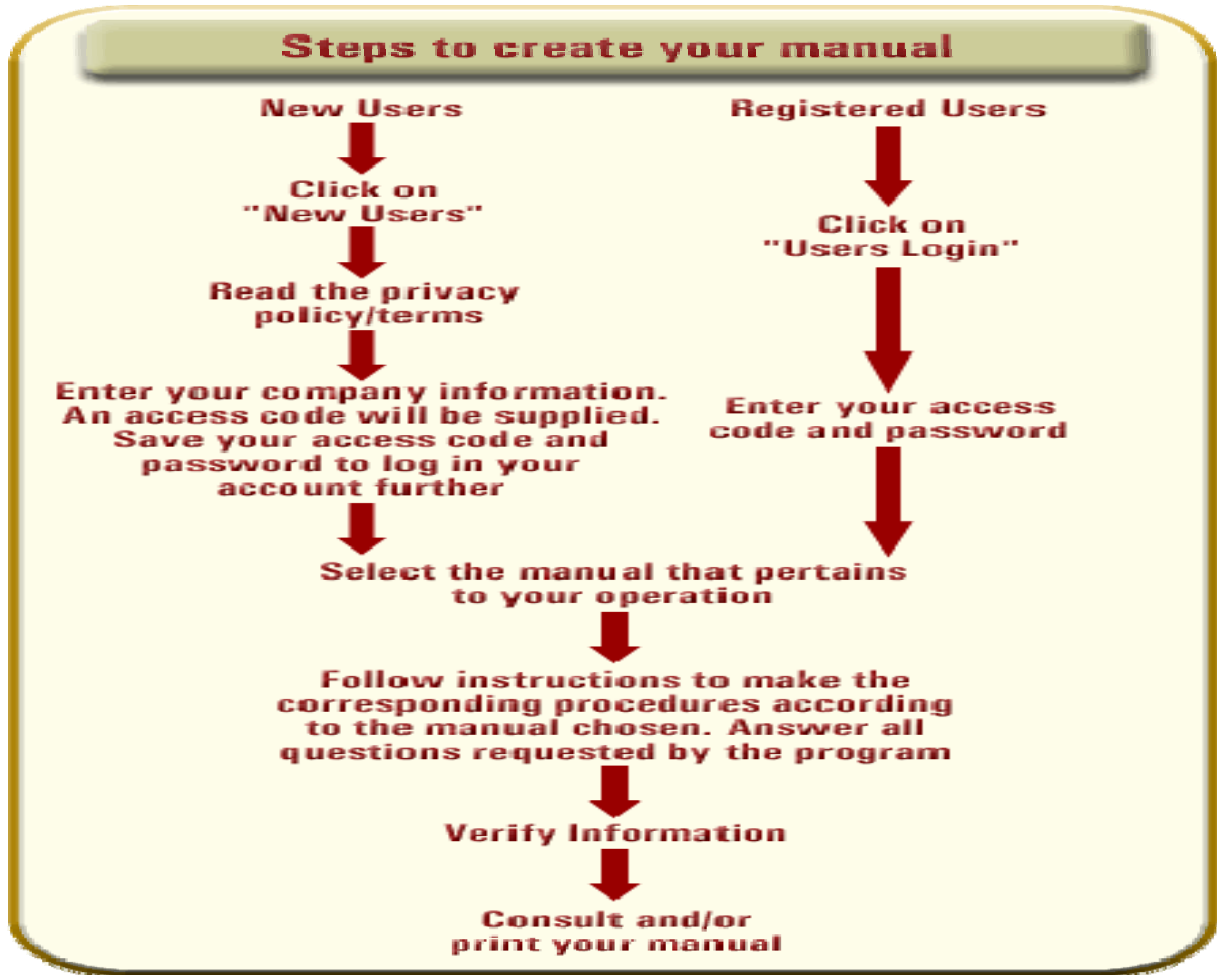
Many retailers and foodservice companies are requiring the production of Safe Production Manuals and Third Party Audits as a verification of food safety practices. PrimusLabs.com has developed a series of Internet based tools at **no charge** to you to help implement a food safety program from the field through the distribution point. Together, steps A, B, and C, can be used as a powerful tool in your attempt to satisfy your customer's food safety requirements.

A. DEVELOPING SAFE PRODUCTION MANUALS:

At **no charge**, food safety manuals can be developed for Growing Operations, Packinghouse Operations and Cooling Facilities Operations. Included in such manuals are Good Agricultural Practices, Good Manufacturing Practices and Standard Operating Procedures. The newest option added to our set of food safety manuals is the "Manual for Terminal Markets and Distribution Operations and food safety issues". This Manual also contains Good Manufacturing Practices, Standard Operating Procedures and Monitoring Logs. A Trace Recall Manual is also available for development.

STEPS TO ACCESS THE PROGRAM:

- 1) Log onto PrimusLabs.com's internet site at www.primuslabs.com,
- 2) Click on "**Resources**" tab,
- 3) Click on "**Web Tools**" tab,
- 4) Click on "**DOCUMENT DEVELOPMENT PROGRAM**" tab,
- 5) Then on "**Click here to go to our Document Development Program**",
- 6) Follow instructions from the flow chart "**steps to create your manual**":



KNOW WHERE YOU STAND

B. CONDUCTING SELF-AUDITS:

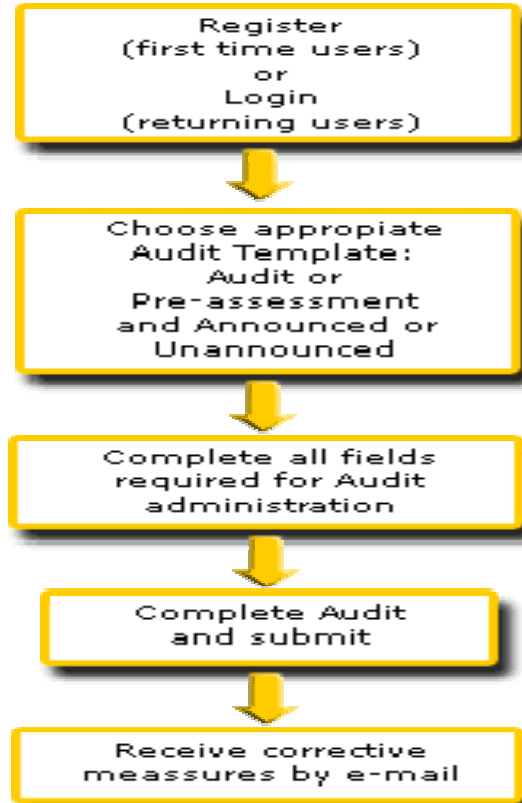
At **no charge**, growers or field representative can perform Self-Audits of each of your ranch operations, harvest crew operations, cooler operations, and packinghouse operations. Self-Audits will help to give you, or your grower an idea of where improvements should be made. These Self-Audits are also a very good tool because the questions that are utilized in the Self-Auditing program are the same exact questions that are used by PrimusLabs.com auditors when conducting Independent Third Party Audits. The current audit templates and scoring guidelines can be found at www.primuslabs.com under the **Resources** Tab. All the audits can be found under **Documents**. If the Self-Audits are done "On-line", you will get your results and a corrective actions letter emailed back to you.

STEPS TO ACCESS THE PROGRAM:

- 1) Log onto PrimusLabs.com's Internet site www.primuslabs.com,
- 2) Click on "**Resources**",
- 3) Print the "Checklist" and the "Audit Scoring Guidelines" for your type of operation (e.g. Ranch),
- 4) Perform an Internal Audit of your operation using the Checklist and the Guidelines,
- 5) Go back to the "**Resources**" link,
- 6) Then click on "**Web Tools**",
- 7) Click on "[Click here to register to our Online Audit System as a Self Auditor.](#)" Link

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- 8) Fill in personal information and click “**Submit**”,
- 9) Select “**Login**” from the left-side menu,
- 10) Login using username and password, then select “**New Audit**”,
- 11) Select the audit type and then proceed to enter audit information:



C. CONDUCTING THIRD PARTY AUDITS:

PrimusLabs.com has a complete staff of multi-lingual auditors located throughout the Western Hemisphere. Regarding the scheduling of your third party audit, please contact Javier Sollozo or Hector Pedraza at (805) 922-0055 or by e-mail at, jsollozo@primuslabs.com or hpedraza@primuslabs.com .

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