

Hop Grower Quality Standards: Auditor Checklist¹

v.IV, 2017 (file: 20170831 Quality Auditor Checklist v.IV - matrix format)



This checklist is a resource for use by auditors when inspecting a hopyard and the associated farming, harvesting and baling operations for product quality, consistency and food safety procedures and practices.

This August 2017 DRAFT Checklist (list format) is shared for immediate use. Final version to be published in 2018. We welcome feedback, comments, and suggestion – send to Joe Colyn joe.colyn@originz.com / Mark Trowbridge tophopllc@gmail.com

A Green boxed risk level indicates the level required for HGM Quality & Food Safety verification.

Bold black print indicates a violation of state or federal regulation.

Bold blue italic print indicates a management practice consistent with *HGA Module 1 Handling & Food Safety & GG Subscope*

Risk Question	Best Practice – 3	Acceptable – 2	Needs Improvement – 1	Unacceptable – 0	Not Applicable	Records/Evidence For Verification	Reference/ Guidance Document(s)
1.0 – Hopyard & Farming Practices							
1.1 – Site Map including buildings, hopyards, well heads, pesticide storage, flammable storage	Farm map exists that is acceptable for a First Responder Emergency Plan)	Site map is on record	site map exists but is incomplete, specifically as pertains to hazards.	No site map exists		Site Map on file.	TBD
1.2 – Written Property Maintenance Program:	mowing, buffer strips, drains, non-crop areas protocols documented	Visual evidence of good maintenance, written program incomplete	Program is not documented	Undocumented and evidence of poor maintenance		Written program on file	

¹ This checklist was developed as part of the Hop Growers of Michigan Hops Quality project 2016-18, funded in part by a USDA SCBG (Specialty Crop Block Grant) awarded by the Michigan Department of Agriculture and Rural Development

Risk Question	Best Practice – 3	Acceptable – 2	Needs Improvement – 1	Unacceptable – 0	Not Applicable	Records/Evidence For Verification	Reference/ Guidance Document(s)
1.3 Hopyard mapping	location of each variety mapped including planting dates. Field signage corresponds	location of each variety mapped.	Map is outdated or in error.	No map		Hopyard Map on File	
1.4 – Written <u>Integrated Pest Management Program</u>	Plan includes weed, insect, rodent, disease, wildlife, management plans and records of Pre-Harvest Interval compliance for pesticides, when required.	Full set of records of treatments retained – including Pre-Harvest Interval compliance.	Record are incomplete	No records, or evidence of non-compliance to Pre-Harvest Interval requirements.		Written Program with full set of application records	
1.5 Written Fertilization Program	Plan and records are based on soil and/or plant-tissue tests	Plan and records are complete	Record are incomplete	absence of plan/records		Written Program with full set of application records	
1.6 Irrigation Program	Plan and records are complete, including water testing	Plan and records are complete	Record are incomplete	absence of plan/records	(may be integrated into 1/5 Fertilization Plan	Written Program with full set of application records	
2.0 – Personnel, Health & Human Safety							
2.1 Personnel Training	Employee training manual is current, reviewed annually with all staff					Written Training Program and up-to-date log of training offered, listing participants	HGA Module 1

Risk Question	Best Practice – 3	Acceptable – 2	Needs Improvement – 1	Unacceptable – 0	Not Applicable	Records/Evidence For Verification	Reference/Guidance Document(s)
2.2 Personnel areas designated	Proper break station, toilets, smoking areas designated outside of fields/process areas (p.33, 36, 38)						
2.3 First Aid	Kits/stations properly equipped, accessible, signed, and includes records of use.	Kit/station properly equipped and accessible.	Kit/station not properly stocked/equipped				
2.4 Accident Documentation	Policy in place, records retained, corrective action noted.	Policy in place, records retained.	Policy, but no or incomplete records	No policy or records.			
2.5 Visitor/Guest check-in/out	Log complete, retained, and up-to date.						
2.6 Safety Signage	All buildings, rooms, equipment, field, and work area properly signed.			No safety signage			xx
2.7 Animal/Bird Control	Harvest Center in an enclosed building with controls for to exclude animals/birds	HC is 'open air', with controls to exclude/remove animals/birds	HC is 'open air' with no way to control animal/bird access	Evidence of animals and/or birds contact on hop-contact surfaces			
3.0 Harvesting							
3.1 Building & Equipment Cleaning & Maintenance							
3.2 Documentation: protocols, records							

3.3 Lubricants							
3.4 Product Contact Surfaces							
3.5 Safety							
3.6 Lighting							
3.7 Tools and Parts Storage/Racking							
3.8 Bio-Security	HC is enclosed in a building with entrances and opening monitored during harvest and closed off-season	HC entrances and opening monitored during harvest	"Open air" Harvest Center has restricted access	Access to Harvest Center is unrestricted			
4.0 Drying and Baling							
4.1 Cleanliness	Kiln areas, surfaces, cloth is clean and free of dust/dirt/grease and other contaminants year-round. Bale press area is clean and properly maintained.	Kiln areas, surfaces, cloth is clean and free of dust/dirt/grease and other contaminants in-season. Bale press area is clean and properly maintained.					
4.2 Process Control	Process in place to ensure kiln temperature matches set point and is within preferred range of						

	120-140F (Maximum =145F) Hop cooling is adequate and timely (ideally <24 hrs., season and temperature dependent) before baling/packaging						
4.3 Mitigating Foreign Material Contamination – glass and metal	Magnets and/or Metal detection is in place and regularly cleaned/maintained Glass/Light fixtures are of proper design or shielded/enclosed to avoid product contamination risk.	Magnets and light covers in place to mitigate product and process risk.		Unprotected glass directly over product streams.			
4.4 Packaging Materials Storage	Packaging, bale-wrap and containers are stored in clean/dry location to prevent contamination (p.42, 50)						HGM Grower Guide – pages xx & yy)
4.5 Product Labeling	Bales clearly labeled using industry-standard format (p.42, 61,62)	Bales clearly labeled using farm- specific format.	Bale labeling format inconsistent or unclear (absence of written policy on format)	Unlabeled bales or work-in-process hops.			HGA Guide
4.6 Facility Access	Facility entrances and opening are/can be controlled/monitored.						

5.0 Storage & Transportation							
5.1 Cleanliness and Sanitation	<p>Product contact surface are clean, dry, free of contamination and condensation risk</p> <p>Designated storage area is clean, dry, and properly cooled to retain hop quality</p> <p>Chemical, tools, trash, unrelated equipment stored properly and away from storage, handling and process areas (p.52)</p> <p>Work-in-process/finished product stored only in proper, clean, designated areas (p.51)</p> <p>Pest controls in place, clean, documented, functioning in all storage, loading areas. (p.47)</p>						
5.2 Temperature Control	Temperature controls in place, maintained, and records retained						

5.3 Vehicle Inspection	Outbound vehicle are inspected and comply to food sanitation and security standards						
6.0 Documentation, Record Keeping & Reporting							
6.1 Food Safety	Grower has completed HGA Food Safety Harvest Practices Module 1 (p.21-55)						
6.2 Operating Procedures	Operating procedures are documented for all key processes (p.22-53) Work-in-process and final product labeling is clear, prominent (p.61,62)						
6.3 Product Quality Control & Reporting	Internal QC and third party laboratory procedures are documented, accredited, and/or confirmed to meet performance requirements. COAs, lab reports and other quality and food safety data are recorded and associated to product lots, lot codes, and customer						

6.4 Regulatory Compliance	Compliance to pertinent government law is documented						
6.5 Record Keeping	<p>Farm records are complete for growing, harvesting, kilning, and baling</p> <p>Product traceability policy and procedure are in place and tested annually</p> <p>Documentation available for review internally and by auditors/inspectors</p>						