"Many retailers and foodservice companies are requiring the production of Safe Production Manuals, Internal Inspections as benchmark and Third Party Audits as a verification of food safety practices."

..."The program has allowed suppliers to train staff, develop operation-specific manuals, conduct and score self-audits and identify deficiencies. The program also offers corrective suggestions, all at not cost. The system was chosen for its cost efficiencies, both for our suppliers and our own review process"...
1.- GMP MANUAL DEVELOPMENT FLOW CHART

Step 1: Choose PrimusLabs.com
   - English or Spanish

Step 2: Click on Document Development Program on the main page of PrimusLabs.com

Step 3: Click on Register Company

Step 4: Review the Terms and Conditions and click Accept

Step 5: Enter your Company’s Information Profile and create your Password and click submit

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2.- GMP MANUAL DEVELOPMENT ONLINE

Steps to create a manual

1. Enter your company information by clicking New User, then you will be provided with an Access Code and password. If you are already registered, log into your account using your Access Code and password by clicking Users Login. If you forget your Access Code or Password, you can recover them by clicking here.

2. If you want to see all the Food Safety and Hygiene Manuals you can get, click here. They include: Macrodex Program, GMP, GAP, SOP or Trace Recall Program.

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GROWTH PACKING COMPANY
WATSONVILLE, CALIFORNIA

DRAFT QUALITY ASSURANCE MANUAL WITH GOOD MANUFACTURING PRACTICES PLAN
AUGUST 2005

COMPANY POLICY

Growth Packaging Company incorporates Good Manufacturing Practices (GMP) as a system for maintaining quality. This system is based on established guidelines for achieving an optimal level of hygiene and safety.

2.- GMP MANUAL DEVELOPMENT ONLINE

STANDARD OPERATING PROCEDURES

INTRODUCTION

Standard Operating Procedure (SOP) is developed to provide a process and procedural guidelines to describe how a task should be performed. SOP can be developed for every aspect of an operation to standardize methods and functions of completing a task or group of tasks. These procedures also offer an excellent means by which employees can be trained and held accountable for their actions.

SOPs can be developed to describe each function within the type of Production Equipment. The following outlines a few steps to start SOPs in order to be considered for development. Each operation will differ in a few ways and many unique details of how a particular task is initiated and completed. The following list is offered to illustrate what topics might be considered for a SOP:

- Receiving of Product
- Proper Paper Work
- Cleaning of field defects
- Final inspection
2.- GMP MANUAL DEVELOPMENT ONLINE

SANITATION

GENERAL SANITATION (CLEANING) INSTRUCTIONS

Cleaning procedures must be done consecutively. It is very important that the work flows from the top (ceilings, etc.) Down to the floor. This will prevent food and/or soiled water from splashing onto equipment or surfaces that have already been cleaned before the work is started on areas below. Floors and drains are to be sanitized at the very end of the sanitizing process.

It is imperative that all operations, in adjacent or nearby areas, be sequenced and timed so all major stages of the sanitizing process can be completed at the same time. These would include dry cleaning,

3.- GMP SELF-AUDIT FLOW CHART

SELF AUDIT INSTRUCTIONS

Step 1. Get your form paper of the audit by clicking here.

Step 2. Fill in the form while going through your operation.

Step 3. Enter the audit by clicking here and filling in the questions from your paper version. Tip: use your e-mail address as your username so we can send you results.

Step 4. If you want skipper and buyers to know you’ve done an audit, select names from the Primelabs.com will not show any of your details to them, just that it is complete.

Step 5. The online audit is done step by step. You must click on “Complete this Category” you come to it, and then click your “Back” button to continue.

Step 6. If you want to review everything in the audit when you are through, click on “I am thall category”. If you want to change a response, you can do so at this time. If you change, be sure to click “Complete this Category” in order to make the changes effective.

Step 7. If you are finished, click on “Complete this audit and log out”.

PRIVATE CODE DATING SYSTEM

Table 12 Code Dating System Private Label

GENERIC PROCESSING COMPANY

Trace/Recall Program

Private Label Code Dating Systems

Day Code Example - “50 343 11”

<table>
<thead>
<tr>
<th>Vendor Number or Processing Plant Code</th>
<th>Julian Date</th>
<th>Processing Shift</th>
<th>Processing Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>343</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

“50” Generic Processing Company

<table>
<thead>
<tr>
<th>091-365</th>
<th>“1” Day Shift</th>
<th>“2” Night Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-365</td>
<td>“1” - Line 1</td>
<td>“2” - Line 2</td>
</tr>
</tbody>
</table>

3.- GMP SELF-AUDIT FLOW CHART

Primelabs.com’s Free Self Auditing Program

Explanation of the Program

The self-audit questionnaires are provided here for growers, packers and shippers to use as tools to identify, review, and document specific practices in preparation for an actual audit. The questions in these questionnaires are the current version of the Primelabs.com audits. The questions are ordered by importance and design to document current practices and ensure the level of awareness regarding issues relating to safe food production practices.

Types of Self Audit Questionnaires (Click to Enter Online Audit System)

- Hand Audit
- Variety Crop Audit
- Cooler and Cold Storage Audit
- Packing House Audit
- Processing with HACCP Audit
- Processing Audit
- Storage and Distribution Audit
- Onion House Audit

Online Format of Audit (Click to Enter Online Audit System)

Primelabs.com’s Online version for the Field, Packing house, Greenhouse and Cold Storage Self-Audit is now available.
<table>
<thead>
<tr>
<th>Standard Operation Procedure</th>
<th>Recommended for suppliers of USA Market</th>
<th>Recommended for suppliers of EU Market</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varieties</td>
<td></td>
<td></td>
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<tr>
<td>Site Selection / Site Management</td>
<td></td>
<td></td>
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<tr>
<td>Soil and Substrate Management</td>
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<td>Fertilizer Usage</td>
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<td>Water Management</td>
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<td>Crop Protection</td>
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<td>Post-harvesting</td>
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<tr>
<td>Waste and Pollution Management</td>
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<tr>
<td>Worker health, Safety and Welfare</td>
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</tr>
<tr>
<td>Environmental Issues</td>
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</table>