



Ministry of Industry, Commerce,  
Agriculture & Fisheries (MICAFA)



## PACKING HOUSE CHECKLIST FORM

### PERSONAL INFORMATION

Name of Export Company \_\_\_\_\_  
 Name of Owner/ Operator \_\_\_\_\_  
 Address/Location of Packing House \_\_\_\_\_  
 GPS Coordinates \_\_\_\_\_  
 Contacts: Tel \_\_\_\_\_ Cell \_\_\_\_\_ FAX \_\_\_\_\_  
 E-mail \_\_\_\_\_ REG. No (TRN): \_\_\_\_\_

### CATEGORY

CERTIFICATION     RE-CERIFICATION     AUDIT

### INTERCEPTION RECORD

Number of Interceptions: \_\_\_\_\_  
 Frequency of Interceptions:     Weekly     Monthly     Annually  
 Type of Pest(s)/ Problems Found: \_\_\_\_\_  
 Commodity Intercepted: \_\_\_\_\_

### PACKING INFORMATION

Shipping Destination(s):     USA     Canada     UK     Cayman Islands  
    Other (specify): \_\_\_\_\_  
 Shipping Days: \_\_\_\_\_  
 Commodity Shipped: \_\_\_\_\_  
 Number of Shipments per week \_\_\_\_\_  
 Contracted Packing     YES     NO                      Shared facility     YES     NO  
 Number of Companies packing for: \_\_\_\_\_  
 Names of Companies \_\_\_\_\_  
 Number of shipment done per week for each contracted: \_\_\_\_\_

## PACKING HOUSE REQUIREMENTS

Criteria	Ratings			Remarks
	Adequate	Inadequate	None	
<b>STRUCTURAL REQUIREMENTS</b>				
<b>Building Structure</b>				
<ul style="list-style-type: none"> <li>Separate from dwelling house.</li> <li>Concrete or other suitable material for the wall (board not recommended)</li> <li>Facilitates off-loading and loading</li> <li>Operational Floor Space (Minimum of 92.9m<sup>2</sup> (1000 sqft))</li> <li>Steel floated concrete flooring or other suitable material</li> </ul>				
<b>Roof</b>				
<ul style="list-style-type: none"> <li>Zinc, concrete slabs, roofing tiles, or other suitable material</li> <li><b>Eaves</b> - Minimum of one metre (1m) all around</li> </ul>				
<b>Wall Surface</b> - Smooth, light coloured paint (fungus resistant paint recommended)				
<b>Insect Screens</b> - Windows, doors, and all other openings				
<b>Doors</b>				
<ul style="list-style-type: none"> <li>Flushed at the top and floor.</li> <li>Wooden doors painted with fungus-resistance oil paint.</li> <li>Easily cleaned, smooth, non-absorbent surfaces.</li> <li>Self-Closing</li> </ul>				
<b>Ventilation</b> At least 1/3 of wall space should facilitate airflow				
<b>Lighting</b>				
<ul style="list-style-type: none"> <li>Reliable source of electricity</li> <li>Intensity (Minimum of 540 lux)</li> <li>Bulbs covered with transparent shade</li> </ul>				
<b>Road</b> – Accessible to motor vehicles				
<b>DRAINS AND CHEMICAL DISPOSAL</b>				
<b>Drains</b>				
<ul style="list-style-type: none"> <li><b>Internal</b> - Designed to channel water used in processing</li> <li><b>External</b> - Designed to channel runoff as well as water used in processing</li> <li>Covered to prevent entry of pests</li> </ul>				
<b>Charcoal Pit</b> – Constructed according to Pesticides Control Authority (PCA) standard				

Criteria	Ratings			Remarks
	Adequate	Inadequate	None	
<b>OPERATIONS AREA</b>				
<b>Space Lay-out / Operations Flow:</b>				
<ul style="list-style-type: none"> <li>• Unidirectional flow of operations</li> <li>• Off –Loading</li> <li>• Checking and Selection</li> <li>• Washing</li> <li>• Trimming and Treatment</li> <li>• Drying</li> <li>• Grading and Sorting</li> <li>• Packing</li> <li>• Holding/Storage</li> <li>• Dispatch</li> </ul>				
<b>EQUIPMENT, TOOLS &amp; MATERIALS</b>				
<b>Washing Facilities</b> (Recommended minimum height - 75cm)				
<input type="checkbox"/> Concrete (smooth finish) <input type="checkbox"/> Stainless steel <input type="checkbox"/> Food grade plastic				
<b>Dip Tank</b> (Recommended minimum height - 75cm)				
<input type="checkbox"/> Food grade plastic <input type="checkbox"/> Stainless steel (Concrete not recommended)				
<b>Tables or Drying Racks</b>				
<input type="checkbox"/> Stainless steel <input type="checkbox"/> Food grade plastic (Wooden table not recommended)				
<b>Sorting Tables</b>				
<input type="checkbox"/> Stainless Steel <input type="checkbox"/> Food Grade plastic (Wooden table not recommended)				
<b>Stools and Chairs</b>				
<b>Knives</b> - Well sharpened (Wooden handle knives not recommended)				
<b>Trays / Bins</b> (High density Polythene)				
<b>Produce Wash Brushes</b>				
<b>Mops and Brooms</b>				
<b>Shovel</b>				
<b>Pallets</b>				
<b>Scales</b> (Calibrated by a National Certifying Agency - BSI)				
<ul style="list-style-type: none"> <li>• Incoming produce</li> <li>• Finished commodity</li> <li>• Chemical</li> </ul>				
<b>Potable running Water</b> (Municipal or proof of treatment)				

Criteria	Ratings			Remarks
	Adequate	Inadequate	None	
<b>Chemical/Pesticide Use</b> (Post Harvest requirements)				
<ul style="list-style-type: none"> <li>Aprons (non absorbent)</li> <li>Head Covering</li> <li>Rubber Gloves</li> <li>Goggles and Respirators</li> <li>Rubber boots/Hard boots</li> <li>Measuring tools (cylinders, cup, spoon, etc.)</li> <li>Properly Labelled</li> <li>Record Books/ Sheet</li> </ul>				
<b>STORAGE AREA</b>				
<b>Chemicals:</b>				
<ul style="list-style-type: none"> <li>Properly Labelled</li> <li>Adequately Ventilated</li> <li>Separate Area for Cleaning/ Sanitation Agents and Post-Harvest Fungicide</li> </ul>				
<b>Packaging Materials</b>				
<ul style="list-style-type: none"> <li>Moisture-proof</li> <li>Outside facility must be covered, raised and properly secured (sawdust, paper etc)</li> </ul>				
<b>Stationery and other supplies (boxes, tapes etc)</b>				
<b>Finished Product</b>				
<b>PERSONNEL FACILITIES</b>				
<b>Protective Gear</b>				
<ul style="list-style-type: none"> <li>Aprons,</li> <li>Hair covering</li> <li>Rubber boots /Hard boots</li> <li>Rubber gloves</li> <li>Properly attire</li> </ul>				
<b>Bathroom</b>				
<ul style="list-style-type: none"> <li>Personnel to bathroom (one bathroom per 25 persons)</li> <li>Located away from operational area</li> <li>General condition</li> </ul>				
<b>Hand wash station</b>				
<ul style="list-style-type: none"> <li>Soap and sanitizer</li> <li>Disposable towels / air dryer</li> <li>Bins</li> <li>Hands-free operable</li> </ul>				
<b>Lunch Room</b>				
<b>Changing Room</b>				
<b>Sick Bay</b>				
<b>First Aid Kit</b> (disinfectant, bandage, pain killer, rubbing alcohol, smelling salt, etc.)				
<b>Office:</b> Separate from operational area				

Criteria	Ratings			Remarks
	Adequate	Inadequate	None	
<b>SANITATION</b>				
<b>Operational sanitation system</b> (in compliance with local and international standards) <ul style="list-style-type: none"> <li><input type="checkbox"/> Garbage Disposal</li> <li><input type="checkbox"/> Disposal of Rejected Produce</li> <li><input type="checkbox"/> Pest Control Programmes</li> </ul>				
<b>Grounds</b> <ul style="list-style-type: none"> <li>• Physical Environment free of overgrown trees, well kept lawn, etc</li> <li>• Bin, containers, garbage disposal skips in place appropriately located and covered</li> <li>• Animals – systems to prevent entry of stray or domestic animals.</li> <li>• Animals used for security purpose properly secured.</li> </ul>				
<b>Signs</b> <ul style="list-style-type: none"> <li>• No Eating</li> <li>• No Smoking</li> <li>• No Animals Allowed</li> <li>• Pesticides Storage area</li> <li>• Bait Station</li> <li>• Change Room</li> <li>• Toilet</li> <li>• Hand Wash Station</li> <li>• Storage Area/s</li> <li>• No unauthorized personnel</li> <li>• Other/s</li> </ul>				
	<b>RECORDS</b>			
<ul style="list-style-type: none"> <li>• Produce Book</li> <li>• Training</li> <li>• Sanitation Record</li> <li>• Traceability</li> <li>• Chemical Treatment</li> <li>• Pest Control</li> <li>• Garbage Collection</li> <li>• Food Safety Plan</li> <li>• Water Treatment Record</li> <li>• Visitor Log</li> <li>• Other/s</li> </ul>				

**Observation / General Remarks:**

---



---



---

---



---



---



---



---



---

\_\_\_\_\_  
**Exporter's Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Plant Quarantine/Produce Inspector  
 (Agricultural Produce Act, 1926)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**FOR INTERNAL AUDIT USE ONLY**

<b>1-Unsatisfactory:</b>	<50%
<b>2-Below Average:</b>	50-59%
<b>3-Average:</b>	60-69%
<b>4-Above Average:</b>	70-89%
<b>5-Outstanding:</b>	90-100%
<b>The above mention packing house has a score rating of _____</b>	

<b>PQ/PI Manager's Comment/s:</b>	
<b>Name of PQ/PI Manager:</b>	<b>Date:</b>
<b>Signature:</b>	

