

Food Safety Manual for the Production, Packing / Repacking and Storage of Fruits and Vegetables Version 8.0, 2020

水果蔬菜生產、包裝/重裝和儲存的食品安全手冊版本 8.0，2020 年

These forms are available in their original form in English and in French as Excel files on the CanadaGAP website at www.canadagap.ca

以下表格在 CanadaGAP 網站 www.canadagap.ca 提供英文和法文 Excel 電子表格原始版本。

Translation of the forms has been completed with permission from CanAgPlus.

表格的翻譯獲 CanAgPlus 允許進行。

These PDF files are designed to be printed as double-side pages to reduce the number of physical pages required for documentation.

以下 PDF 文件設計為雙面打印，以減少需要使用的紙張數量。

Any or all disputes regarding the interpretation of the translated text will default to the original English text from which the translation was produced.

對翻譯文本理解的任何或全部爭議，概以譯本所採用的英文原版文本為準。

The original translation of the CanadaGAP forms was funded in part by Agriculture and Agri-Food Canada and the BC Ministry of Agriculture through the Agri-Food Futures Fund. This program was delivered by the Investment Agriculture Foundation of BC.

CanadaGAP 表格的原版翻譯由加拿大農業和農業食品部以及卑詩省農業部通過農業食品未來基金資助。本計劃由卑詩省農業投資基金提供。

Funding for the 2015 updates to the Canada GAP Forms has been provided by Agriculture and Agri-Food Canada and the BC Ministry of Agriculture through the On- Farm Food Safety Outreach Program under *Growing Forward 2*, a federal-provincial- territorial initiative.

CanadaGAP 表格 2015 年更新版本由加拿大農業和農業食品部以及卑詩省農業部，通過跨聯邦、省及地區的遠期成長2舉措下農場食品安全推廣計劃 提供資助。



A. Buildings Sketch and Agricultural Chemical Storage Checklist

ANNUAL 年度

A. 建築草圖和農化品儲存檢核表

Instructions: Draw the interior floor plan of your buildings. As applicable, indicate the location of packing/repacking line(s), washroom(s), hand washing facility(ies), hand sanitizers/wipes, harvested and market product, market ready packaging materials, oil/fuel storage tank, water storage tank/container/cistern, ice storage containers/areas, interior and exterior pest control devices [e.g., traps (each must be numbered), bait stations etc.], pest control product storage, agricultural chemical storage if located inside buildings. Also check (✓) that the agricultural chemical storage meets the requirements in the box below. Make additional copies as necessary and complete as Page _ of _ to indicate more than one page if required.

說明：繪制建築內部平面圖。如適用，請註明位於建築內的包裝/重裝線、洗手間、洗手設施、洗手液/濕紙巾、已採收的和已上市產品、直接上市包裝材料、油/燃料儲存罐、儲水箱/容器/池、冰儲存容器/區域、內外部害蟲控制裝置[如誘捕器(每個必須進行編號)、毒餌站等]、害蟲控制產品儲存、農業化學品儲存等位置。同時檢查(✓)農業化學品儲存是否符合下頁圖表中規定的要求。如有需要，多複製幾份，並填寫第_頁共_頁，表明頁數多於一頁。

If applicable, indicate in the following checkbox (✓) that your:

如果適用，請在以下復選框中打勾(✓)：

Agricultural chemical storage is separate from the buildings diagrammed below.

農業化學品儲存區不在下頁圖表中所示建築內。

- A diagram of standalone agricultural chemical storage(s) is not required.
無須單獨對農業化學品儲存區繪圖。
- The agricultural chemical storage checklist, below, does not need to be completed.
下頁圖表中的農業化學品儲存檢核表無須填寫。

Completed by:

填寫人：_____

Date:

日期：_____

Page

本頁頁數 _____

of

總頁數 _____

Building ID#/Name:

建築識別號/名稱：_____

B. Storage Assessment

B. 儲存區評估

Instructions: This Form must be completed prior to using storages for the first time in a season (use one Form per storage for harvested and market product). If an item is not applicable, indicate N/A. Make additional copies as necessary and complete as Page _ of _ to indicate more than one page if required.

說明：本表格必須在某個季節首次使用儲存設備時填寫（已收獲和已上市產品的每個儲存設備使用一張表格）。如果某項不適用，請註明不適用。如有需要，多復制幾份並填寫第_頁，共_頁，表明多於一頁。

Completed by: _____ **Date:** _____ **Page** _____ **of** _____
 填寫人：_____ 日期：_____ 本頁頁數 _____ 總頁數 _____

Storage ID #/ Name: _____

儲存區識別號/名稱: _____

Requirement 要求	Yes (✓) 是 (✓)	No (✓) 否 (✓)	Action Taken if Answered "No" 答案為「否」時採取的措施
Storage is secured (e.g., with a lock) when unsupervised? 無人監督時儲存區是否安全（如是否用鎖鎖住）？			
Lights in the storage area are shatterproof or covered? 儲存區域的燈是否防震或者是否有蓋？			
Product in the storage area is kept in proper conditions (e.g., on pallets)? 儲存區的產品是否按照適當條件儲存（如是否存放於貨板上）？			
Product is stored away from leaky areas (e.g., from roofs, pipes, condensation)? 產品是否遠離漏水區域（如屋頂、管道、冷凝部位）儲存？			
When the storage is in use, production site equipment and fertilizers are stored and repaired elsewhere? Agricultural chemicals are never stored in product storages? 當儲存區在使用中時，是否在別處儲存或修理生產場地設備和肥料？是否從未在產品儲存區儲存農業化學品？			
Treated seed is stored according to the label directions (i.e., stored away from product)? 經過處理的種子是否按照標籤指示（即：遠離產品）儲存？			
Oil/gas furnace is exhausting outside the storage? 儲存區外部的油/氣爐是否出現排氣現象？			
When the storage is in use, oil/fuel storage tanks are stored elsewhere or contained to prevent contamination of product? 儲存區在使用中時，別處是否存有或包含燃油儲存櫃，用以防止產品污染？			
Floor of the storage is clean and free from contaminants (e.g., oil, wood, plastic, glass, metal, garbage, chemicals)? 儲存區地面是否清潔，無任何污染物（如油、木頭、塑料、玻璃、金屬、垃圾、化學品等）？			

Requirement 要求	Yes (✓) 是 (✓)	No (✓) 否 (✓)	Action Taken if Answered "No" 答案為「否」時採取的措施
Walls/ceilings of storage are clean and in good condition (e.g., free from contamination from oil, wood, plastic, glass, metal, garbage, chemicals)? 儲存區牆壁/天花板是否清潔無任何污染物（如無來自油、木頭、塑料、玻璃、金屬、垃圾、化學品等污染）？			
The storage is a no-smoking zone? 儲存區否為無煙區？			
Storage is free from animals (wild or domestic) or evidence of animals (droppings) and other pests (birds, insects, rodents)? 儲存區是否沒有動物（野生或家養）或動物遺留物（排泄物）及其他害蟲（如鳥、害蟲、嚙齒動物等）？			
FOR POTATOES ONLY: Potatoes in storage are kept in the dark? 僅適用於馬鈴薯： 儲存的馬鈴薯是否在黑暗處存放？			
FOR POTATOES ONLY: Potatoes are free from direct contact with pressure treated wood? 僅適用於馬鈴薯： 倉儲馬鈴薯是否不直接接觸經加壓處理的木材？			
Other (specify): 其他（請具體說明）：			
How and when was the storage cleaned? (describe): _____ 何時打掃過儲存區？採用什麼方法打掃的？（描述）：_____			

Confirmation/Update Log: 確認/更新日誌:

Date 日期						
Initials 簡簽						

C. Employee Personal Hygiene and Food Handling ANNUAL 年度 Practices Policy – Production Site

C. 員工個人衛生與食品處理操作政策 - 生產場地

Instructions: This Form is intended to assist you in setting your policy, to itemize the policy components and to be used as a training tool and possible handout to employees. All items need to be addressed during the training session for employees. Write N/A beside those not applicable to your operation.

說明：本表格旨在幫助您設定政策，詳細說明政策內容，可作為員工培訓工具並可向員工散發。所有項目需要在培訓期間向員工說明。在不適用您作業的項目邊寫上「不適用」。

Completed by:

Date:

填寫人:

日期:

Employee Hand Washing 員工洗手	
<p><input type="checkbox"/> Hands are washed and dried: 應洗乾淨並擦乾雙手：</p> <ul style="list-style-type: none"> • Before beginning work each day 每天開始工作前 • Before entering the production site 進入生產場地前 • Before putting on gloves (if used) 戴上手套前（如使用） • After every visit to the washroom 每次去衛生間後 • After a break or meal 休息或飯後 • After smoking 吸煙後 • After hand-to-face contact (e.g., coughing, sneezing, blowing nose) 手臉接觸後（如咳嗽，打噴嚏，擤鼻涕等） • After applying sunscreen and insect repellent 使用防曬霜和殺蟲劑後 • After handling any materials other than the product (e.g., fuelling equipment, spraying) 處理任何除產品之外的材料後（如燃料添加設備、噴淋裝置等） 	<p><input type="checkbox"/> Hands and reusable gloves (except cloth) are washed using proper hand washing techniques: 應採用適當的洗手技巧洗手以及可重複使用手套（織物除外）：</p> <ul style="list-style-type: none"> • Wet hands, lather soap for approximately 20 seconds 浸濕雙手，塗上肥皂，搓洗約20秒 • Scrub well (especially fingernails and knuckles) 認真擦洗（特別是指甲和指關節處） • Use fingernail brushes if needed/required 如果需要/要求，可使用指甲刷 • Rinse 沖洗 • Dry hands and wrists with paper towel 擦乾雙手並用紙巾擦拭 <p><input type="checkbox"/> If no water is available, hand wipes and hand sanitizer are used 如果沒有水，可使用濕紙巾和洗手液</p> <p><input type="checkbox"/> Hand wipe and hand sanitizer use: 濕紙巾和洗手液的使用：</p> <ul style="list-style-type: none"> • Use hand wipes to facilitate soil/organic matter/juice etc. removal AND 使用濕紙巾擦除泥污/有機物/果汁等並 • Use one squirt of waterless, antibacterial, alcohol-based product 使用一滴無水、抗菌的酒精類產品 <p><input type="checkbox"/> Gloves are not worn as a substitute for hand washing 不能用戴手套代替洗手</p>
Employee Illness, Disease and Injury 員工疾病、病痛和人身傷害	
<p><input type="checkbox"/> Persons able to transmit, or suffering from, a contagious disease and/or illness transferable to food (e.g., Hepatitis A, Salmonella, E. coli O157:H7) and those with a temporary illness (e.g., bad cold, diarrhea and vomiting) are advised to see a doctor 建議可傳染或患有接觸性傳染病和/或可污染食品疾病（如甲肝、沙門氏菌、大腸桿菌O157:H7等）以及暫時性疾病（如嚴重感冒、腹瀉和嘔吐）的人去看醫生</p>	<p><input type="checkbox"/> Employees are trained on the role and responsibility they play in preventing the contamination of product 就員工在防止產品污染中扮演的角色和職責提供培訓</p> <p><input type="checkbox"/> Open wounds are treated and covered with a waterproof covering (e.g., rubber gloves) 裸露傷口應予以治療並用防水套（如橡膠手套）包住</p>

Employee Glove and Apron Use

員工手套和工作圍裙的使用

- Gloves are used 使用手套
- Aprons are used 使用工作圍裙

Gloves and aprons are not mandatory. If gloves and aprons are used, proceed below.

手套和工作圍裙不是強制性的。如果使用手套和工作圍裙，請執行以下操作

If gloves and aprons are not used, proceed to the next sub-section (Other)

如果不使用手套和工作圍裙，可轉至下一分節（其他）

Note: Working effects must be provided by the operation, not by the employee.

注：工作效果必須由運營人員提供，而非員工本人。

- Gloves are made of rubber, nitrile, polyethylene, polyvinyl chloride, polyurethane or cloth (canvas/leather gloves may be used for potatoes and bulb and root vegetables ONLY)
手套是由橡膠，丁腈，聚乙烯，聚氯乙烯，聚氨酯或布製成的（帆布/皮革手套只能用於馬鈴薯，鱗莖和塊根類蔬菜）
- If made of cloth, gloves are laundered daily by the operation [excludes coated cloth/canvas/leather gloves used to handle potatoes and bulb and root vegetables (e.g., carrots, onions, garlic, rutabagas)]
如果是布手套，則由運營人員每天清洗[不包括用於處理馬鈴薯和球莖和根莖類蔬菜（如胡蘿蔔、蔥、蒜、蕪菁甘藍）的塗層布/帆布/皮革手套]
- Hands are washed and dried, before gloves are put on
戴手套之前和脫下手套之後，應洗乾淨並擦乾雙手
- Gloves are removed when leaving the work area and stored in a designated location
離開工作區域時，手套應移開並存放在指定的位置。
- If gloves are not new, they are washed (using proper hand washing technique) before beginning work each day, when changing tasks, and/or after any contact that could potentially contaminate the product
如果手套非全新，則在每天開始工作之前，更換工作任務時和/或接觸任何可能污染產品後，手套都要清洗（使用適當的洗手技巧）
- Aprons:
工作圍裙：
 - are worn when employees hold product against their upper body (e.g., to trim product)
當員工將產品靠在上半身時（如修剪產品時），應穿工作圍裙
 - are made of rubber
由橡膠制成
 - if reusable are washed daily by the operation
如果可重複使用，應由運營人員每日清洗
- Gloves and aprons are replaced when ripped or worn out
手套和工作圍裙裂開或磨損時應更換

Employee Biosecurity

員工生物安全

- Employees are aware of their surroundings and the people they come in contact with, in and around the production site
員工應瞭解並注意生產場地內部和周圍的情況以及接觸的人
- Employees inform person responsible (name of person responsible: _____) of unknown visitors
員工應向責任人（責任人姓名 _____）報告不認識的訪客
- Employees are trained in precautions they need to take when moving between production areas (e.g., from livestock areas/field to storage/packinghouse)
應就員工需要採取的預防措施開展培訓當在生產區域間走動時（如從牲畜區域/場地到倉庫/食品加工廠）

Production Practices

生產實踐

- Employees are trained to inspect each container and harvest only into clean containers
培訓員工檢查每個容器且僅將產品放入潔淨容器中
- Employees are trained to not stand in or on packaging materials or accessories unless potential contamination risks are mitigated (e.g., wear different footwear, booties, materials are protected with new cardboard, etc.)
培訓員工：除非潛在污染風險得以減弱的情況下（例如，穿著不同的鞋襪、靴子、受到新紙板保護的材料），否則不得站於包裝材料或配件上/內
- Employees are trained to visually inspect product during harvest to look for evidence of unusual animal or bird activity (i.e., excrement) and discards product if it has been contaminated
培訓員工在收穫期對產品進行目檢，以及時發現異常的動物或鳥類活動痕跡（如排泄物），並拋棄已被污染產品
- Employees are trained to touch only the sides of ladders, not the rungs
培訓員工僅可接觸梯子的兩側，而非梯級
- Employees are trained not to harvest product that has touched the ground (FOR TREE AND VINE FRUIT ONLY)
培訓員工不可採收已觸碰過地面的產品（僅適用木本果和藤果）
- Employees are trained not to harvest product that has fallen on the ground (FOR SMALL FRUIT ONLY)
培訓員工不可採收已經掉落地面的產品（僅適用小型水果）

Other
其他

- Employees know the difference between and how to handle major and minor food safety deviations**
員工應知道食品安全標準較大偏差和較小偏差之間的區別，並知道如何處理
- Employees adhere to the following: 員工應遵守以下內容：**
 - **Always use toilet facilities**
使用衛生設施
 - **Always dispose of toilet paper in toilet (i.e., not in garbage can)**
將衛生紙丟入馬桶（而非丟入垃圾桶中）
 - **Never spit**
不吐痰
 - **Dispose of waste in designated containers**
將廢料投入指定容器中
 - **Eat food, drinks, gum, candy or use tobacco products (including chewing tobacco and snuff) only in areas designated for this purpose (e.g., outside, in lunchroom)**
僅在專門指定的區域（如室外、餐廳等）食用食品、飲品、口香糖、糖果或吸煙（包括咀嚼煙草產品和鼻煙）
 - **Put personal effects in designated areas (e.g., lunches, clothing, shoes, smoking materials, electronic devices, etc.)**
將私人用品（如午餐盒、衣服、鞋、煙草和吸煙工具、電子設備等）放在指定地方

Confirmation/Update Log: 確認/更新日誌：

Date 日期						
Initials 簡簽						

D. Employee Personal Hygiene and Food Handling Practices Policy – Packinghouse/Product Storage

ANNUAL
年度

D. 員工個人衛生與食品處理操作政策 - 食品包裝廠/產品儲存

Instructions: This Form is intended to assist you in setting out your policy, to itemize the policy components and to be used as a training tool and possible handout to employees. All items need to be addressed during the training session for employees. Write N/A beside those not applicable to your operation. (This form is also intended for employees who are handling market ready packaging materials.)

說明：本表格旨在幫助您制定政策，詳細說明政策內容，可作為員工培訓工具並可向員工散發。所有項目需要在培訓期間向員工說明。在不適用您操作的項目邊寫上「不適用」。(本表格亦旨在供負責處理上市包裝材料的員工使用。)

Completed by:

Date:

填寫人：_____ 日期：_____

Employee Hand Washing 員工洗手

- | | |
|---|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Hands are washed and dried:
應洗乾淨並擦乾雙手：<ul style="list-style-type: none">• Before beginning work each day
每天開始工作前• Before putting on gloves (if used)
戴上手套前 (如使用)• After every visit to the washroom
每次去衛生間後• After a break or meal
休息或飯後• After smoking
吸煙後• After hand-to-face contact (e.g., coughing, sneezing, blowing nose)
手臉接觸後 (如咳嗽、打噴嚏、擤鼻涕等)• After applying insect repellent
使用殺蟲劑後• After handling any materials other than the product (e.g., garbage, cleaning and maintenance materials)
處理任何除產品之外的材料後 (如垃圾、清掃和維修材料等)<input type="checkbox"/> Hands and reusable gloves are washed using proper hand washing techniques:
應採用適當的洗手技巧洗手和可重複使用手套：<ul style="list-style-type: none">• Wet hands, lather soap for approximately 20 seconds
浸濕雙手，塗上肥皂，搓洗約20秒 | <ul style="list-style-type: none">• Scrub well (especially fingernails and knuckles)
認真擦洗 (特別是指甲和指關節處)• Use fingernail brushes if needed/required
如果需要/要求，可使用指甲刷• Rinse
沖洗• Dry hands and wrists with paper towel
擦乾雙手並用紙巾擦拭<input type="checkbox"/> If no water is available, hand wipes and hand sanitizer are used
如果沒有水，可使用濕紙巾和洗手液<input type="checkbox"/> Hand wipe and hand sanitizer use:
濕紙巾和洗手液的使用：<ul style="list-style-type: none">• Use hand wipes to facilitate soil/organic matter/juice etc. removal AND
使用濕紙巾擦除泥污/有機物/果汁等並• Use one squirt of waterless, antibacterial, alcohol-based product
使用一滴無水、抗菌的酒精類產品<input type="checkbox"/> Gloves are not worn as a substitute for hand washing
不能用戴手套代替洗手 |
|---|--|

<p style="text-align: center;">Employee Jewellery and Other Personal Effects 員工首飾和其他私人用品</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bracelets, necklaces and other jewellery (except for rings) are not worn 員工不能戴手鐲、項鍊或其他首飾（戒指除外） <input type="checkbox"/> Rings are covered with gloves 戒指應用手套蓋住 <input type="checkbox"/> False fingernails, false eyelashes or other such effects are not worn 不能戴假指甲、假睫毛或其他此類用品 <input type="checkbox"/> Items are removed from shirt pockets (e.g., pens, etc.) 衣服口袋的東西（如鋼筆等）應取出 <input type="checkbox"/> Loose buttons on shirts/jackets are fixed 襯衫/夾克上的鈕扣應固定 	<p style="text-align: center;">Employee Biosecurity 員工生物安全</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employees are aware of their surroundings and the people they come in contact with, in and around the packinghouse/product storage 員工應瞭解並注意食品包裝廠/產品儲存內部和周圍的情況以及接觸的人 <input type="checkbox"/> Employees inform person responsible (name of person responsible: _____) of unknown visitors 員工應向責任人（責任人姓名：_____）報告不認識的訪客 <input type="checkbox"/> Employees are trained in precautions they need to take when moving between production areas (e.g., from livestock areas/field to storage/packinghouse) 應就員工在生產區域間走動時需採取的預防措施展開培訓（如從牲畜區域/場地到倉庫/食品加工廠）
<p style="text-align: center;">Employee Glove and Apron Use 員工手套和工作圍裙的使用</p> <p><input type="radio"/> Gloves are used <input type="radio"/> 使用手套 <input type="radio"/> Aprons are used <input type="radio"/> 使用工作圍裙</p> <p><i>Gloves and aprons are not mandatory. If gloves and aprons are used, proceed below.</i> 手套和工作圍裙不是強制性的。如果使用了手套和圍裙，請執行以下操作。</p> <p><i>If gloves and aprons are not used, proceed to the next sub-section (Other)</i> 如果不使用手套和工作圍裙，轉至下一分節（其他）</p> <p><i>Note: Working effects must be provided by the operation, not by the employee.</i> 注：工作效果必須由運營人員提供，而非員工本人。</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gloves are made of rubber, nitrile, polyethylene, polyvinyl chloride or polyurethane 手套制成材料應為橡膠、丁腈、聚乙烯、聚氯乙烯或聚氨基甲酸酯 <input type="checkbox"/> For product storages: coated cloth/canvas/leather gloves may be used to handle harvested potatoes and bulb and root vegetables (e.g., carrots, onions, garlic, rutabagas) and do not require daily laundering 用於產品存儲：塗層布/帆布/皮革手套可用於處理已採收的馬鈴薯和球莖和根莖類蔬菜（如胡蘿蔔、蔥、蒜、蕪菁甘藍），且無需每日清洗 <input type="checkbox"/> Hands are washed and dried before gloves are put on 戴手套之前和脫下手套之後，應洗乾淨並擦乾雙手 <input type="checkbox"/> Gloves are removed when leaving the work area and stored in a designated location 離開工作區域時，手套應移開並存放在指定的位置。 <input type="checkbox"/> If gloves are not new, they are washed (using proper hand washing technique) before beginning work each day, when changing tasks, and/or after any contact that could potentially contaminate the product. 如果手套非全新，則在每天開始工作之前，更換工作時和/或接觸任何可能污染產品，應將其清洗（使用適當的手洗技巧）。 <input type="checkbox"/> Aprons: 工作圍裙： <ul style="list-style-type: none"> • are worn when they hold product against their upper body (e.g., to trim product) body (e.g., to trim product) 當員工將產品靠在上身時（如修剪產品時），應穿工作圍裙 • are made of rubber 由橡膠製成 • if reusable are washed daily by the operation 如果可重複使用，則每天通過操作進行清洗 <input type="checkbox"/> Gloves and aprons are replaced when ripped or worn out. 手套和工作圍裙裂開或磨損時應更換 	<p style="text-align: center;">Employee Illness, Disease and Injury 員工疾病、病痛和受傷</p> <ul style="list-style-type: none"> <input type="checkbox"/> Persons able to transmit or suffering from a contagious disease and/or illness transferable to food (e.g., Hepatitis A, Salmonella, E. coli O157:H7) and those with a temporary illness (e.g., bad cold, diarrhea and vomiting) are advised to see a doctor 建議可傳染或患有接觸性傳染病和/或可污染食品疾病（如甲肝、沙門氏菌、大腸桿菌 O157:H7）的個人以及暫時性疾病（如嚴重感冒、腹瀉和嘔吐）的人去看醫生 <input type="checkbox"/> Employees are trained on the role and responsibility they play in preventing the contamination of product 就員工在防止產品污染中扮演的角色和職責提供培訓 <input type="checkbox"/> Open wounds are treated and covered with a waterproof covering (e.g., rubber gloves) 裸露傷口應予以治療並用防水套（如橡膠手套）包住
	<p style="text-align: center;">Production Practices 生產實踐</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employees adhere to the following: 員工應遵守以下內容： <input type="checkbox"/> Only authorized employees handle market product 只有授權員工才可處理上市產品 <input type="checkbox"/> Only authorized employees may enter controlled-access areas 只有授權員工才可進入受控準入區域 <input type="checkbox"/> Employees are trained to not stand in or on packaging materials or accessories unless potential contamination risks are mitigated (e.g., wear different footwear, booties, materials are protected with new cardboard, etc.) 培訓員工：除非潛在污染風險得以減弱的情況下（例如，穿著不同的鞋襪、靴子、受到新紙板保護的材料），否則不得站於包裝材料或配件上/內 <input type="checkbox"/> Employees are trained to touch only the sides of ladders, not the rungs 培訓員工僅可接觸梯子的兩側，而非梯級

Employee Cleanliness, Footwear and Hair

員工衛生、鞋襪和頭髮

- A degree of personal cleanliness is maintained which includes starting each day wearing clean clothing and (specify other) _____

每位員工應保持一定程度的個人清潔度，包括每天都穿乾淨的衣服並（具體說明其他內容）： _____

- Clean footwear is always worn (no dirt or other foreign matter)
始終穿乾淨的鞋襪（無污垢或其他異物）
- Long hair touching the shoulders is restrained (e.g., hat, hairnet, tied)
長至肩部的頭髮應束起來（如戴上帽子、髮網或扎起等）

**Other
其他**

- Employees know the difference between and how to handle major and minor food safety deviations
員工應知道食品安全標準較大偏差和較小偏差之間的區別，並知道如何處理
- Employees adhere to the following:
員工應遵守以下內容：
 - Always use toilet facilities
使用衛生設施
 - Always dispose of toilet paper in toilet (i.e., not in garbage can)
將衛生紙投入馬桶（而非投入垃圾桶中）
 - Never spit
不吐痰
 - Eat food, drinks, gum, candy or use tobacco products (including chewing tobacco and snuff) only in areas designated for this purpose (e.g., outside, in lunchroom)
僅在專門指定的區域（如室外、用餐室等）食用食品、飲品、口香糖、糖果或吸煙（包括咀嚼煙草和鼻煙產品）
 - Put personal effects in designated areas (e.g., lunches, clothing, shoes, smoking materials, electronic devices, etc.)
將私人用品（如午餐盒、衣服、鞋、煙草和吸煙工具、電子設備等）放在指定地方
 - Dispose of waste in designated containers
將廢料投入指定容器中

Confirmation/Update Log: 確認/更新日誌：

Date 日期						
Initials 簡簽						

E. Pest Control for Buildings

ANNUAL
年度

E. 建築內害蟲控制

Instructions: For each type of pest being controlled, specify the pest control method used. This Form is to be completed annually. Make additional copies as necessary and complete as Page _ of _ to indicate more than one page if required.

說明：對每種予以控制的害蟲，請說明所採用的控制方法。本表格須每年填寫。如有需要，多複製幾份，並填寫第_頁共_頁，以註明頁數多於一頁。

Completed by: _____ **Date:** _____ **Page** _____ **of** _____
填寫人： _____ **日期：** _____ **本頁頁數** _____ **總頁數** _____

Storage ID #/ Name: _____

建築識別號/名稱： _____

Pest 害蟲	Control Method and Description 控制方法與說明	Person Responsible 負責人												
Birds 鳥類	Around building exterior 建築外部 <input type="checkbox"/> Deterrent or other devices (specify) 嚇阻裝置或其他裝置 (請具體說明) _____													
	Inside building 建築內部 <input type="checkbox"/> Deterrent or other devices (specify) 嚇阻裝置或其他裝置 (請具體說明) _____													
Rodents 嚙齒動物	Around building exterior (perimeter) 建築外部 (周圍) <input type="checkbox"/> Bait (specify type) 誘餌 (請具體說明) _____ <input type="checkbox"/> Traps (specify type) 誘捕裝置 (請具體說明) _____ <input type="checkbox"/> Chemicals (specify below) 化學品 (請在下面具體說明) _____ <table border="1" data-bbox="381 1465 1226 1606"> <thead> <tr> <th data-bbox="381 1465 690 1501">Name of chemical</th> <th data-bbox="690 1465 933 1501">PCP #</th> <th data-bbox="933 1465 1226 1501">Concentration</th> </tr> <tr> <th data-bbox="381 1501 690 1537">化學品名稱</th> <th data-bbox="690 1501 933 1537">PCP 號碼</th> <th data-bbox="933 1501 1226 1537">濃度</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 1537 690 1572"> </td> <td data-bbox="690 1537 933 1572"> </td> <td data-bbox="933 1537 1226 1572"> </td> </tr> <tr> <td data-bbox="381 1572 690 1606"> </td> <td data-bbox="690 1572 933 1606"> </td> <td data-bbox="933 1572 1226 1606"> </td> </tr> </tbody> </table> <input type="checkbox"/> Other (specify) 其他 (請具體說明) _____	Name of chemical	PCP #	Concentration	化學品名稱	PCP 號碼	濃度							
	Name of chemical	PCP #	Concentration											
化學品名稱	PCP 號碼	濃度												
Inside building 建築內部 <input type="checkbox"/> Traps (specify type) 誘捕裝置 (請具體說明類型) _____ <input type="checkbox"/> Other (specify) 其他 (請具體說明) _____														

Insects 昆蟲	Around building exterior 建築外部 <ul style="list-style-type: none"> <input type="checkbox"/> Bait (specify type) 誘餌 (請具體說明類型) _____ <input type="checkbox"/> Traps (e.g., glue boards, sticky traps) 誘捕裝置 (如膠板、粘性誘捕器等) _____ <input type="checkbox"/> Chemicals (specify below) 化學品 (請在下面具體說明) _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name of chemical</th> <th style="text-align: left;">PCP #</th> <th style="text-align: left;">Concentration</th> </tr> <tr> <td style="text-align: left;">化學品名稱</td> <td style="text-align: left;">PCP 號碼</td> <td style="text-align: left;">濃度</td> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <ul style="list-style-type: none"> <input type="checkbox"/> Other (specify) 其他 (請具體說明) _____ 	Name of chemical	PCP #	Concentration	化學品名稱	PCP 號碼	濃度				
	Name of chemical	PCP #	Concentration								
化學品名稱	PCP 號碼	濃度									
Inside building 建築內部 <ul style="list-style-type: none"> <input type="checkbox"/> Traps (e.g., glue boards, sticky traps) 誘捕裝置 (如膠板、粘性誘捕器等) _____ <input type="checkbox"/> Chemicals (specify below) 化學品 (請在下面具體說明) _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name of chemical</th> <th style="text-align: left;">PCP #</th> <th style="text-align: left;">Concentration</th> </tr> <tr> <td style="text-align: left;">化學品名稱</td> <td style="text-align: left;">PCP 號碼</td> <td style="text-align: left;">濃度</td> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <ul style="list-style-type: none"> <input type="checkbox"/> Other (specify) 其他 (請在下面具體說明) _____ 	Name of chemical	PCP #	Concentration	化學品名稱	PCP 號碼	濃度					
Name of chemical	PCP #	Concentration									
化學品名稱	PCP 號碼	濃度									
Other <i>(specify)</i> 其他 (請具體說明)	_____ _____ _____ _____ _____										

Confirmation/Update Log: 確認/更新日誌 :

Date 日期						
Initials 簡簽						

F. Water (for Fluming and Cleaning) Assessment

F. 水質（輸送和清潔方式）評估

Instructions: Complete and/or update annually for all water sources. Check off (✓) those items that apply. Make additional copies as necessary and complete Page ___ of ___ to indicate more than one page if required.

說明：每年填寫和 / 或更新所有水源。核對 (✓) 那些適用的項目。如有需要，多複製幾份，並填寫第_頁共_頁，以註明頁數多於一頁。

Completed by: 填寫人： _____ **Date: 日期：** _____ **Page 本頁頁數** _____ **of 總頁數** _____

Water source (e.g., municipal, well, surface) 水源 (如市政供水、井水、地表水等)	Re-cycled (✓)? 再利用 (✓)?	Stored (✓)? 儲存的 (✓)?	Commodity *** 商品***	Use 使用	Method 方法	Items to Assess (check each item) 可以取得的項目 (檢驗每個項目)	Water tests 水質檢驗		Corrective Actions (*see examples below) 更改行動 (*見以下所列例子)	Cleaning & Treatment** 清潔和處理**	
							When will the water first be used? 將在何時第一次使用水?	Dates 日期			
								Prior to use test 檢驗前			2nd water test 第二次水質檢驗
				Product: 產品 <ul style="list-style-type: none"> <input type="checkbox"/> Fluming 輸送水 <input type="checkbox"/> Hydro-cooling/cooling 水冷/冷卻 <input type="checkbox"/> Washing 洗滌 <input type="checkbox"/> Post-harvest chemical application 收穫後化學應用 <input type="checkbox"/> Final rinse 最後沖洗 <input type="checkbox"/> Humidity/Misting 濕度/霧量 <input type="checkbox"/> Wetting packaging accessories/other items 潤濕包裝配件/其他物品 <input type="checkbox"/> "Other Materials" 「其他材料」 <input type="checkbox"/> Hand washing 洗手 <input type="checkbox"/> Cleaning equipment/containers/building 清潔設備/容器/建築物 <input type="checkbox"/> Ice 冰塊 	<input type="checkbox"/> Pit 水坑 <input type="checkbox"/> Spray 噴灑 <input type="checkbox"/> Hose 軟管 <input type="checkbox"/> Tap 水龍頭 <input type="checkbox"/> Dump tank 儲存罐 <input type="checkbox"/> Pressure wash 壓力沖洗 <input type="checkbox"/> Other: 其他: _____ _____ _____	<input type="checkbox"/> Animal access 動物接觸 <input type="checkbox"/> Runoff 排水口 <input type="checkbox"/> Working condition of well/pipes 工作條件 水井/管道 <input type="checkbox"/> Other possible hazards assessed (describe): 評估(描述)其他可能的危害: _____ _____ _____				<input type="checkbox"/> Cleaned 已清潔 <input type="checkbox"/> Treated 已處理 <input type="checkbox"/> Cistern 蓄水池 <input type="checkbox"/> Well 水井 <input type="checkbox"/> Other: 其他: Using Appendix: 使用輸送管 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> H OR 或 _____	

			Product: 產品 <ul style="list-style-type: none"> <input type="checkbox"/> Fluming 輸送水 <input type="checkbox"/> Hydro-cooling/ cooling 水冷/冷卻 <input type="checkbox"/> Washing 洗滌 <input type="checkbox"/> Post-harvest chemical application 收穫後化學應用 <input type="checkbox"/> Final rinse 最後沖洗 <input type="checkbox"/> Humidity/Misting 濕度/霧量 <input type="checkbox"/> Wetting packaging accessories/other items 潤濕包裝配件/其他物品 <input type="checkbox"/> "Other Materials" 「其他材料」 <input type="checkbox"/> Hand washing 洗手 <input type="checkbox"/> Cleaning equipment/ containers/building 清潔設備/容器/建築物 <input type="checkbox"/> Ice 冰塊 	<input type="checkbox"/> Pit 水坑 <input type="checkbox"/> Spray 噴灑 <input type="checkbox"/> Hose 軟管 <input type="checkbox"/> Tap 水龍頭 <input type="checkbox"/> Dump tank 儲存罐 <input type="checkbox"/> Pressure wash 壓力沖洗 <input type="checkbox"/> Other: 其他: _____ _____ _____	<input type="checkbox"/> Animal access 動物接觸 <input type="checkbox"/> Runoff 排水口 <input type="checkbox"/> Working condition of well/pipes 工作條件 水 井/管道 <input type="checkbox"/> Other possi- ble hazards assessed (describe): 評估(描 述)其他可 能的危害: _____ _____ _____				<input type="checkbox"/> Cleaned 已清潔 <input type="checkbox"/> Treated 已處理 <input type="checkbox"/> Cistern 蓄水池 <input type="checkbox"/> Well 水井 <input type="checkbox"/> Other: 其他: Using Appendix: 使用輸送管 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> H OR 或 _____
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			Product: 產品 <ul style="list-style-type: none"> <input type="checkbox"/> Fluming 輸送水 <input type="checkbox"/> Hydro-cooling/ cooling 水冷/冷卻 <input type="checkbox"/> Washing 洗滌 <input type="checkbox"/> Post-harvest chemical application 收穫後化學應用 <input type="checkbox"/> Final rinse 最後沖洗 <input type="checkbox"/> Humidity/Misting 濕度/霧量 <input type="checkbox"/> Wetting packaging accessories/other items 潤濕包裝配件/其他物品 <input type="checkbox"/> "Other Materials" 「其他材料」 <input type="checkbox"/> Hand washing 洗手 <input type="checkbox"/> Cleaning equipment/ containers/building 清潔設備/容器/建築物 <input type="checkbox"/> Ice 冰塊 	<input type="checkbox"/> Pit 水坑 <input type="checkbox"/> Spray 噴灑 <input type="checkbox"/> Hose 軟管 <input type="checkbox"/> Tap 水龍頭 <input type="checkbox"/> Dump tank 儲存罐 <input type="checkbox"/> Pressure wash 壓力沖洗 <input type="checkbox"/> Other: 其他: _____ _____ _____	<input type="checkbox"/> Animal access 動物接觸 <input type="checkbox"/> Runoff 排水口 <input type="checkbox"/> Working condition of well/pipes 工作條件 水 井/管道 <input type="checkbox"/> Other possi- ble hazards assessed (describe): 評估(描 述)其他可 能的危害: _____ _____ _____				<input type="checkbox"/> Cleaned 已清潔 <input type="checkbox"/> Treated 已處理 <input type="checkbox"/> Cistern 蓄水池 <input type="checkbox"/> Well 水井 <input type="checkbox"/> Other: 其他: Using Appendix: 使用輸送管 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> H OR 或 _____
--	--	--	--	---	---	--	--	--	--

Assessment Guide: Assessment should include runoff from agricultural chemicals, fuels or manure; contamination in pipes, cleanliness of cistern etc.

評估指引: 評估內容應包括農業化學品、燃料或肥料污染情況、管道污染情況以及蓄水池清潔度等。

***Corrective Actions:**

*更正行動:

- Consult with experts
-諮詢專家
- Install filtration
-安裝過濾裝置
- Use alternate source
-使用替代來源

- Install devices to prevent backflow
-安裝防止回流裝置
- Construct barriers (e.g., fences, ditches)
-設置屏障 (如圍牆、溝渠)
- Maintenance of well or cistern
水井或蓄水池維護
- Level ground to prevent runoff
-平整地面, 以防污染

-Test water for Total Coliforms and *E. coli* using an accredited lab conforming to ISO 17025 or equivalent

-在符合 ISO 17025 或同等標準的認證實驗室檢測水中的總大腸桿菌和 大腸桿菌

Appendix A: Shock Chlorination of Well Water – An Example

附錄A: 井水的衝擊氯化法 - 例子

Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example

附錄B: 澆灌和清洗新鮮果疏用水以及清洗設備用水氯化 - 例子

Appendix H: Cleaning and Treating Cisterns – An Example

附錄H: 蓄水池清潔與處理 - 例子

**Cleaning & Treatment: ✓ to indicate cleaning &/or treatment, what was cleaned/treated, which instructions were followed or what treatment method used (e.g., UV)

**清潔與處理: ✓ 提供清潔和/或處理信息, 如清潔/處理對象、所遵循的程序或所採用的處理方法(如紫外)等

*** Assess water uses for each commodity and ensure water tests are taken at the appropriate time(s)

***了解每樣商品的用水並確保在相應時間進行水質檢驗

Confirmation/Update Log: 確認/更新日誌:

Date 日期						
Initials 簡簽						

G. Cleaning, Maintenance and Repair of Buildings

G. 建築清潔、維護與修理

Instructions: An inspection of both the interior and exterior of your buildings (e.g., packinghouse, storages) (except agricultural chemical storage buildings) must be conducted monthly [when in use and where possible (i.e., not a sealed storage)] and the following checklist completed. Place N/A if certain structures are not applicable to your operation.

說明：必須每月對建築（食品加工廠、倉庫）（儲存農業化學品的建築除外）內外部進行檢查 [如果建築在使用中並且可行（如並非密封 儲存）] 並填寫以下清單。如果某些建築不適用於您的作業，請註明不適用。

Completed by:

Date:

填寫人：_____ 日期：_____

Storage ID #/ Name:

建築識別號/名稱：_____

Interior of Building (Permanent Structures) 建築內部 (永久性結構)	Maintenance required 所需維修	
<input type="checkbox"/> No holes/crevices/leaks in the building (e.g., walls, windows, screens) 建築內部（如牆壁、窗戶、紗窗等）無洞穴/裂縫/漏洞	If any of the above have NOT been checked off (✓), please describe the maintenance required: 如果以上任何一項尚未被勾選 (✓) 請說明所需維修 _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
<input type="checkbox"/> Lights are shatterproof and adequate (e.g., packinghouse is bright while potato storages are dark) 光源應具有防震作用並且充分（如食品包裝廠應燈光明亮，而馬鈴薯卻應儲存在暗處）		
<input type="checkbox"/> No pipes or condensation leaking 無管道或冷凝洩漏		
<input type="checkbox"/> Floor drainage is good (floor sloped, drain covers clear) 地漏完好（傾斜地面，排水蓋乾淨）		
<input type="checkbox"/> Floors, walls and ceilings are clean and free from garbage, spills, rodent droppings, etc. 地面、牆壁和天花板乾淨且無垃圾、滲漏、嚙齒類動物 排泄物等		
<input type="checkbox"/> Floor is free of crevices that could harbour pests or debris 地面無害蟲或碎屑可佔據的裂縫		
<input type="checkbox"/> Fans and/or air filters are dust-free, clean and working properly 風扇和/或空氣過濾器應無塵、清潔且能正常工作		
<input type="checkbox"/> Animals (wild or domestic), pests (insects, rodents, etc.) and bird nests are not present 不會出現動物（無論是野生的或家養的）、害蟲（昆蟲嚙齒 動物等）以及鳥巢		
<input type="checkbox"/> All materials are in designated areas (e.g., packaging materials and product) 所有材料應放在指定區域（如包裝材料和產品）		
<input type="checkbox"/> Adequate ventilation 充分通風		
<input type="checkbox"/> Control measures are in place to prevent cross-contamination from other activities/items (e.g., employee movement, dedicated areas/equipment, etc.) 控制措施落實到位，避免受到其他活動/物品（如：員工 移動、專用區域/設備等）的交叉污染		
		(Use the reverse of this Form if more space is needed) (如果需要更多空間，請使用此表格的反面)
		Date and Name of Person work was completed by: 日期和人名填寫人： _____
	Date and Signature of Person overseeing the work: 日期和工作監督人員的簽名： _____	

H1. Agronomic Inputs (Agricultural Chemicals) H1. 農業生產資料 (農業化學品)

Instructions: Includes all applications from pre-planting through to, and including, harvest. One Form must be completed for EACH PRODUCTION SITE.

說明: 包括從預先規劃到採收整個過程的所有應用。每個生產點必須完成一份表格。

Operation Name: 操作名稱：	Previous Year Crop(s): 上年產量：	FOR POTATOES ONLY: 僅適用於馬鈴薯： Seed Certification #: 種子證書號：	Current Crop: 當前農作物：
Production Site Information (e.g., Field/Block # or Name/ID/Legal Description): 生產點信息 (如田/地塊號或名稱/ID/法律描述)：	Production Site Area (e.g., # of acres/hectares): 生產點面積 (即英畝或公頃)：	Date Planted: 種植日期：	Variety: 品種：

Application Date 施肥日期	Product/Trade Name 產品/交易名	PCP # PCP 號碼	Actual Quantity Used (e.g., 22.28 kg) 實際使用量 (如22.28 千克)	Rate Applied Per Unit (e.g., hectare, acre, cwt, tonne) 單位施肥量 (如公頃、英畝、英擔、噸)	Label Instructions Followed (✓) 遵循的標籤規範 (✓)	Area/Quantity Treated 處理過的面積/數量	Method of Application (air, ground, furrow, seed, foliar) 施肥方法 (空中、地面、犁溝、播種、葉狀等)	Earliest Allowable Harvest Date (EAHD) 最早允許收穫日期 (EAHD)	PHI PHI	Weather Conditions 氣候條件	Signature of Applicator or if Custom Application Invoice is Attached 申請人簽名或附常用發票

H2. Agronomic Inputs (Other) H2. 農業生產資料（其他）

Instructions: Includes all applications from pre-planting through to, and including, harvest. One Form must be completed for **EACH PRODUCTION SITE**.

說明：包括從預先規劃到採收整個過程的所有應用。每個生產點必須填寫一份表格。

Note: Mulch and Row Cover Applications **DO NOT** need to be recorded for Bulb and Root Vegetables.

注：對鱗莖類和根莖蔬菜進行的地面覆蓋和浮動層覆蓋無須記錄。

Operation Name: 操作名稱：	Previous Year Crop(s): 上年產量：	FOR POTATOES ONLY: 僅適用於馬鈴薯： Seed Certification #: 種子證書號：	Current Crop: 當前農作物：
Production Site Information (e.g., Field/Block # or Name/ID/Legal Description): 生產點信息（如田/地塊號或名稱/ID/法律描述）：	Production Site Area (e.g., # of acres/hectares): 生產點面積（即英畝或公頃）：	Date Planted: 種植日期：	Variety: 品種：

COMMERCIAL FERTILIZER APPLICATION 商業肥料的使用				
Date 日期	Blend 混合	Rate 比例	Fertilizer Lot # (if applicable) 化肥批次編號（如果適用）	Applicator's Name 施肥人員姓名

**MANURE*/COMPOST/COMPOST TEA/OTHER BY-PRODUCTS/PULP SLUDGE/SOIL AMENDMENT/MULCH AND ROW COVER APPLICATIONS
(except for plastic)**

糞肥* /堆肥/堆肥浸提液 /其他副產品†/漿泥/土壤改良劑/地面覆蓋和浮動層覆蓋（塑料除外）

Date 日期	What is Applied 所施肥料	Type† 類型†	Supplier's Name 供應商名稱	Rate 比例	Earliest Allowable Harvest Date* (according to appropriate time delay) 最早允許的收穫日期* (基於適當延時)	Applicator's Name 施肥人員姓名

* Manure (cattle, hog, poultry, horse, etc.)

* 糞肥（牛、豬、家禽、馬等）

† Other by-product (seafood waste, vegetable culls, etc.)

† 其他副產品（海產食品加工廢棄物、蔬菜經挑選後的剩餘品等）

Confirmation Signature:

Date:

確認簽字：_____

日期：_____

H3. Agricultural Chemical Application (Post-Harvest)

H3. 農業化學品的應用：（收穫後）

Instructions: Includes all post-harvest applications (e.g., during packing, before, during or after storage, before holding, etc.)

包括所有收穫後的申請：（包括所有收穫後的施用期間：（例如，在包裝過程中，存放之前，期間或之後等，全部應用）

Operation Name: 操作名稱：	Production Site Information (e.g., Field # or Name/ID #/Legal Description): 生產點信息（如田號或名稱/ID/法律描述）：	Variety: 品種：
---------------------------------	--	------------------------

Application Date 施肥日期	Product/Trade Name 產品/商標名	PCP # PCP 號碼	Rate Applied 單位施肥量	Label Instructions Followed (✓) 遵循的 標籤規範 (✓)	Quantity Treated 已處理數量	Method of Application 施肥方法	Field/ Block #/ Pallet/ Bin Tag /Lot ID 田/地塊號/貨 盤/箱標籤/ 批號	DAA DAA	Signature of Applicator or if Custom Application Invoice is Attached 施肥人員簽字 或附常用發票

J. Cleaning and Maintenance – Personal Hygiene Facilities

J. 清潔與維護 - 個人衛生設施

Instructions: Record cleaning and maintenance of both exterior and interior washrooms and hand washing facilities. Complete at least weekly (while in use) and daily during peak season for each facility. **Write N/A in column if not applicable to facility.** Cleaning includes toilet, sink, floor, paper towel dispenser, all handles (e.g., toilet handle, door knob, tap), etc.

說明：記錄內外部衛生間和洗手設施的清潔與維護情況。對每項設施（使用中時）應至少每周記錄一次並在使用高峰期每日記錄一次。**如果不適用於某項設施**，可在欄中寫下 不適用。清潔對象包括廁所、洗滌槽、地板、衛生紙架、所有把手（如廁所內把手、門把握手、水龍頭等）等。

Type of Facility and Location: 設施類型與位置： _____

Date and Time 日期和時間	Assessment of Facilities (e.g., do toilets need emptying, are extra supplies needed, etc.) Check (✓) if assessment OK or after corrective action(s) taken (e.g., pumped toilets, stocked extra toilet paper, etc.) 設施評估（如廁所是否需要清空、是否需要提供其他用品等）如果評估結果良好或者採取更正措施後（如已向廁所抽水、已儲備更多衛生紙等）請打勾	Items to Inspect For (✓) 予以檢查的項目 (✓)						Employee Responsible for Cleaning (sign to confirm all cleaning completed) OR Person Confirming Cleaning Completed by a Company 負責清潔的員工（簽名確認已完成所有清潔工作）或確認清潔工作已由某公司完成的人員
		Disposable Paper Towels 一次性紙巾	Soap 肥皂	Water Source Operating (Hot and/or Cold Water) 水源運作（熱水和/或冷水）	Toilet Paper 衛生紙	Hand Sanitizer/Wipes 洗手液/手紙巾	Garbage Emptied 垃圾已清理	

L. Visitor Sign-In Log L. 訪客登記表

Instructions: All visitors must sign in prior to entering controlled-access areas (within buildings).

說明：所有訪客在進入限制進入區域（建築內）之前必須登記。

VISITOR POLICY

訪客政策

All visitors must:

所有訪客必須：

- Remain in the area they are given permission to be in (e.g., contractor remains in work area only)
留在允許其進入的區域（如承包人員只能待在工作區域）
- Refrain from entering controlled-access areas if the visitor has a disease or illness transferable to food, symptoms of such a disease or illness, or an open or infected lesion
如果訪客患有可轉移到食物的疾病、有此類疾病的症狀或是開放性或受感染傷口，則應避免進入限制進入區域
- Wash hands before entering controlled-access areas
進入限制進入區域前洗手
- Not handle product or materials unless given permission
只有經允許時方可處理產品或材料
- Wear appropriate protective and/or food safety-related clothing
This includes: _____
穿著適當的防護服和/或食品安全相關衣物
這包括: _____
- Shoes must be cleaned, changed or covered prior to entering if they are visibly dirty or soiled
Other (specify): _____
進入區域前如果鞋子明顯是臟的或帶有泥土，必須予以清潔、更換或套住
其他（請具體說明）: _____
- Sign in below to indicate they are informed of and understand the visitor policy
在下面簽字，說明訪客已被告知並且理解訪客政策

N1. Water Treatment Control and Monitoring

N1. 水處理控制與監測

Instructions: If using chlorine to treat water, complete the following chart to control and monitor your chlorine treatment at least daily or more frequently based on your operation's needs. Refer to Appendix B: Chlorination of Water for Fluming and Cleaning Fresh Fruits and Vegetables and Cleaning Equipment – An Example for an example of chlorinating instructions.

說明：如果用氯處理水，請填寫以下表格，以便至少每日或根據作業需要多次控制和監測氯處理情況。參見附錄 B：澆灌和清洗新鮮果蔬 用水以及清洗設備用水氯化處理 - 例子 - 氯化處理說明。

Water Source:

水源： _____

Concentration of Chlorine:

氯濃度： _____

Method (e.g., injection):

方法 (如注入)： _____

Volume of Water:

水量 _____

Re-circulated Water: Yes No

再循環水： 是 否

Contact Time:

接觸時間： _____

Month/Date:

月份/日期： _____

Date/ Time 日期/ 時間	Pre-treatment Concentration of Chlorine (ppm) or ORP 氯濃度預處理 (ppm) 或 ORP	Amount of Chlorine Added 已添加的氯量	Post-treatment Concentration of Chlorine (ppm) or ORP 氯濃度預處理 (ppm) 或 ORP	pH of Water 水 pH 值	Water Changed (✓) 已發生變化 水 (✓)	Person Responsible 負責人

†Product is Rotated Appropriately (✓) †產品適當旋轉 (✓)	Date 日期	Vehicle Inspected? 已檢驗車輛?		Product Identifier (Lot ID/Lot code/ Pack ID/Field/ Block #/Pallet/Bin Tag (Same as on Form P1/P2 or Q) 產品標識 (批次編號 / 批次識別號 / 包裝編號 / 田 / 地塊號 / 貨板 / 貯藏箱標籤 (和表格P1 / P2 或Q相同))	Quantity Shipped 發貨量	Truck/ Trailer ID# 卡車 / 拖車編號	Destination and Customer 目的地和客戶	Person Responsible (Loader) 負責人 (裝貨工)
		(✓) if OK or record hazard* and corrective action** (✓) 如果沒問題或者記錄危害*和更正措施**	(✓) If covered (✓) 如已覆蓋					

†The operation considers shelf-life when managing product (e.g., first in first out, ripeness, etc.)

†操作人員在管理產品時會考慮保質期 (例如, 先進先出, 成熟度等)

***Inspect vehicles for the following items:**

* 就以下項目檢查車輛:

- | | |
|--|--|
| 1. Signs of pest intrusion
害蟲侵擾跡象 | 4. Foreign materials: manure, garbage, glass, oil, chemicals, plant or animal debris, etc.
異物: 糞肥、垃圾、玻璃、油污、化學品、動植物殘屑等 |
| 2. Damage (e.g., splinters, holes)
破損 (如破裂、孔眼等) | 5. Maintenance required (e.g., hinges, locks or load-securing devices)
必要維護 (如鉸鏈、鎖或裝貨保護裝置) |
| 3. Odours (e.g., chemicals, oil)
氣味 (如化學品、油等) | 6. Refrigeration (e.g., leaking)
冷卻裝置 (如是否泄漏) |

** Corrective Actions: If any hazards were identified above, the following may be considered:

** 更正措施: 如發現以上所列任何危險情況, 可考慮:

- | | | |
|--|--|-------------------|
| A. Refusal to load product onto vehicle
A. 拒絕向車輛上裝貨 | B. Sweep
B. 打掃 | C. Rinse
C. 沖洗 |
| D. Maintenance (e.g. repair hinges, locks, load securing devices)
D. 維護 (如修理鉸鏈、鎖、裝貨安全保證裝置等) | E. Wash/clean with soap
E. 用肥皂清洗/清潔 | F. Other
F. 其他 |

Confirmation Signature: 確認簽字: _____ Date: 日期: _____

P1. Harvesting and Storing Potatoes (FOR POTATOES ONLY)

P1. 收存馬鈴薯 (僅適用於馬鈴薯)

Instructions: Complete for any harvested potatoes that are:

- Put into harvested product packaging materials
- Harvested in bulk
- Put into storage

說明: 就符合下述情況的任何已採收馬鈴薯填寫本表:

- 放入已採收產品包裝材料中的馬鈴薯
- 大量採收的馬鈴薯
- 放入倉庫的馬鈴薯

Completed by: 填寫人: _____ **Date:** 日期: _____

Storage Name/Area/ID/#: 倉庫名稱/區域/識別號 _____

Agricultural Chemical Application – if being applied

農業化學品施用 - 如果施用

Product and Variety 產品和品種	* PHI/EAHD/ DAA met (Forms H1/H2/H3 verified) (✓) 符合PHI/EAHD/ DAA要求(表格 H1/H2/H3 已核 驗)(✓)	** Production site was assessed (✓) ** 生產場地 已評估(✓)	Product/Trade Name and PCP # 產品/商標名和 PCP 號碼	Quantity Treated 已處理數量	Application Rate 施肥率	Method of Application (Spray, Ventilation) 施肥方法 (噴灑、通風)	Signature of Applicator 施肥人員簽字
Variety 品種							
Harvest Date(s): 採收日期:							
Bin Fill Date: 裝箱日期:							
Field # or Name/ID #/Legal Description (Same as Forms H1 and H2): 田地號或名稱/識別號/法律描述 (同表格H1和H2):							
1.			Cross section of the bin: 貨箱截面圖:				
2.							
3.							
4.							
5.							
6.							

Agricultural Chemical Application – if being applied

農業化學品施用 - 如果施用

Product and Variety 產品和品種	* PHI/EAHD/DAA met (Forms H1/H2/H3 verified) (✓) 符合PHI/EAHD/DAA要求 (表格H1/H2/H3 已核驗) (✓)	** Production site was assessed (✓) ** 生產場地已評估 (✓)	Product/Trade Name and PCP # 產品/商標名和 PCP 號碼	Quantity Treated 已處理數量	Application Rate 施肥率	Method of Application (Spray, Ventilation) 施肥方法 (噴灑、通風)	Signature of Applicator 施肥人員簽字
Variety 品種							
Harvest Date(s): 採收日期:							
Bin Fill Date: 裝箱日期:							
Field # or Name/ID #/Legal Description (Same as Forms H1 and H2): 田地號或名稱/識別號/法律描述 (同表格H1和H2):							
1.							
2.			Cross section of the bin: 貨箱截面圖:				
3.							
4.							
5.							
6.							

* Forms H1/H2/H3 have been verified to ensure that harvested potatoes meet the required pre-harvest interval PHI/EAHD/DAA for agricultural chemical application and the spreading of manure.

* 為確保已採收馬鈴薯滿足因施用農業化學品和播撒糞肥而提出的預採收時間間隔PHI/EAHD/DAA要求，已對表格H1/H2/H3進行核驗。

** The production site was surveyed to ensure that there were no signs of obvious contamination (e.g., oil or chemical spill, portable toilet leaking, flooding, animal intrusion, etc.) before harvest.

** 對生產現場進行了調查，以確保在採收前沒有明顯的污染跡象（如石油或化學品洩漏、可攜式馬桶漏水、溢流、動物入侵等等）。

Confirmation Signature: 確認簽字: _____ **Date: 日期:** _____

P2. Harvesting and Storing Product (FOR ALL COMMODITIES EXCEPT POTATOES)

P2. 收存產品（適用於除馬鈴薯以外的所有產品）

Instructions: Complete for any harvested product that is:

- Put into harvested product packaging materials
- Harvested in bulk
- Put into storage

說明：就符合下述情況的任何已採收產品填寫本表：

- 採收的產品放入產品包裝材料中
- 散裝方式採收
- 產品放入儲存區

Completed by: 填寫人: _____ Date: 日期: _____

Storage Name/Area/ID#: 倉庫名稱/區域/識別號 _____

Product and Variety 產品和品種	*PHI/EAHD/ DAA met (Forms H1, H2 and H3 verified) (✓) * PHI/EAHD/DAA (表格 H1、H2以及H3已核驗) (✓)	** Production site was assessed (✓) ** 生產場地已評估 (✓)	Harvest Date 採收日期	Quantity/ Units Harvested 採收數量/單位	Field/Block #/Pallet/Bin Tag (Same as Forms H1,H2 and H3) 田/地塊號/貨板/貨箱標籤 (和表格H1、H2以及H3相同)	Packaging Materials Used 所採用的包裝材料	Date Product Put into Storage 產品入庫日期

Q. Packing, Repacking, Storing and Brokerage of Market Product

Q. 上市產品的包裝、重裝、儲存和代理

Instructions: Complete for any of the following activities:

- Harvested product being packed into **market ready packaging materials** (both in the production site and packinghouse, and includes your own and others' product)
- All packing and repacking activities that involve market product (see glossary definition of "Packing" and "Repacking");
- Market product being put into storage
- Brokerage of product

說明：就下述任何活動填寫本表格：

- 將已採收產品用**上市包裝材料**包裝（無論是在生產點還是食品包裝廠，包括您自己的以及其他產品）
- 涉及上市產品的一切包裝與重裝活動（「包裝」與「重裝」定義見術語表）；
- 將上市產品入庫
- 產品代理

Date Harvested/ Market Product Received/ Put into Storage 採收日期/ 已收到的 上市產品/入庫	†Pro-duct is Rotated Appo- riately (✓) † 產品適當旋轉	Name of person who Produced /Packed /Repacked /Stored the Product 產品生產/包裝/重裝/ 儲存人員姓名	Product Variety 產品品種	*PHI/ EAHD/ DAA met (Forms H1, H2 and H3 verified) (✓) 符合*PHI/ EAHD/DAA 要求（表格 H1、H2以及H3 已核驗）(✓)	** Product-ion site was assessed (✓) ** 生產場地已評估 (✓)	Harvest Date 收穫日期	Field/Block#/Pallet/ Bin Tag (Same as on Forms H1, H2 and H3 or P1/P2) 田/地塊號/貨板/貨 箱標籤 (同表格H1、H2以及H3 或P1/P2)	Incoming Lot Code/ Pack ID and/or Lot ID 進貨批次編號/包裝識 別號和/或批次識別號

R. Deviations and Corrective Actions

R. 偏差與更正措施

Instructions: List all major deviations, complaints and their related cause(s), corrective action(s), preventative measures and modified procedures. Record that employees have been trained on the new procedures

說明：列出所有主要偏差、投訴以及相關原因、更正措施、預防措施和改良方法。請記錄員工已參加新方法培訓。

Date/Time of Deviation or Complaint and Person Notified 偏差或投訴日期/時間和被告知人員	Major Deviation/ Complaint and Description 主要偏差/投訴及描述	Cause of Deviation/Complaint 偏差/投訴原因	Corrective Action(s) 更正措施	Prevention of Recurrence (e.g., training employee) 防止再次發生 (如對員工進行培訓)	New/Modified Procedures 新的/已修改的規程	Employees Trained on New/ Modified Procedures? (✓) 是否對員工進行了新的/已修改的規程培訓?(✓)	Signature of Person Responsible for Re-Training/ Carrying out Deviation Procedure 偏差規程再次培訓/實施負責人簽字

Confirmation Signature: 確認簽字: _____ **Date:** 日期: _____

S. Allergen Information – Assessment

S. 過敏源信息 - 評估

Instructions: Fill out the chart below to assess the potential risks of allergens in your operation. Column I indicates the allergens from a practice used in the production of the product. Column II indicates the allergens from something in the production site (e.g., rotational crop) or something found in the adjacent area. Column III indicates the allergens that may be found in the product, from addition or cross-contamination. Column IV indicates the allergens present in other products that are run on the same equipment/area but at a different time. Column V indicates whether any allergens are present in a building/vehicle.

說明：填寫下表，以評估您在操作中的潛在過敏風險。I列列出的是來自產品生產實踐的過敏源。II 列列出的是來自生產點（如輪作作物）或其鄰近地點發現的某物的過敏源。 III列列出的是可能從產品、添加劑或交叉污染中發現的過敏源。IV列列出的是在相同設備/區域但在不同時間處理的其他產品所帶過敏源。V列說明了建築/車輛是否帶有某些過敏源。

Each box of the table must be filled with a YES or a NO. If YES, describe (if applicable) any control measures used in the last row. All allergens listed are those identified by Health Canada and enforced for labelling by the Canadian Food Inspection Agency for Canadian operations. Different or additional allergens may be identified in other jurisdictions.

表中的每一格都必須填上是或者否。如果回答為是，請在最後一行對控制措施進行描述（如適用）。表中所列的所有過敏源都是經加拿大衛生部指出並由加拿大食品檢驗局強制 加拿大經營點實施標識的過敏源。其他司法管轄區可能會發現不同或更多的過敏原。

Completed by: 填寫人: _____ **Date:** 日期: _____

Production Site ID/Building ID #/Name:

生產點識別號/建築識別號/名稱: _____

Component 成分	Column I I 列 Present from a production practice 來自生產實踐的	Column II II 列 Present in the production site or adjacent area 來自生產點或鄰近地點的	Column III III 列 Present in the product 來自產品的	Column IV IV 列 Present in other products handled on the same line/area 來自在相同線/區域處理的其他產品的	Column V V 列 Present in the same building/vehicle 來自相同建築/車輛的
Peanut or its derivatives , e.g., Peanut - pieces, protein, oil, butter, flour, and mandelona nuts (an almond flavoured peanut product) etc. Peanut may also be known as ground nut . 花生或其衍生品，如花生-片、蛋白質、油、黃油、粉和曼德羅納堅果（一種杏仁味花生產品）等。花生也稱為落花生					
Tree Nuts e.g., almonds, Brazil nuts, cashews, hazelnuts (filberts), macadamia nuts, pecans, pine nuts (pinyon, pinon), pistachios and walnuts or their derivatives, e.g., nut butters and oils etc. 樹長堅果 例如杏仁、巴西堅果、腰果、榛子、澳洲堅果、美洲山核桃、松仁（矮松果）、開心果和胡桃及其衍生品等，如堅果黃油和油脂等。					
Sesame or its derivatives , e.g., paste and oil etc. 芝麻或其衍生品，如芝麻糊和芝麻油等。					
Milk or its derivatives , e.g., milk caseinate, whey and yogurt powder etc. 牛奶及其衍生產品，如奶酪和酸奶粉等。					

	Column I I 列	Column II II 列	Column III III 列	Column IV IV 列	Column V V 列
Component 成分	Present from a production practice 來自生產實踐的	Present in the production site or adjacent area 來自生產點或鄰近地點的	Present in the product 來自產品的	Present in other products handled on the same line/area 來自在相同線/區域處理的其他產品的	Present in the same building/vehicle 來自相同建築/車輛的
Eggs or its derivatives, e.g., frozen yolk, egg white powder and egg protein isolates etc. 蛋及其衍生產品，如凍蛋黃、蛋白粉和蛋白提取物等。					
Fish or its derivatives, e.g., fish protein and extracts etc. 魚或其衍生品，如魚蛋白、魚提取物等。					
Shellfish (including crab, crayfish, lobster, prawn and shrimp) and Molluscs (including snails, clams, mussels, oysters, cockle and scallops) or their derivative, e.g., extracts etc. 貝類（包括螃蟹、小龍蝦、龍蝦、對蝦和蝦）和軟體動物類（包括蝸牛、蛤、蚌、牡蠣、海扇和扇貝）或其衍生品，如提取物等。					
Soybeans or its derivatives, e.g., lecithin, oil, tofu and protein isolates etc. 黃豆或其衍生產品，如卵磷脂、大豆油、豆腐和蛋白提取物等。					
Cereals containing gluten and their derivatives (specify which cereal (wheat, rye, barley, oats, spelt, kamut or their hybridized strains)). 含有麩質的穀物及其衍生品（具體說明是何種穀物 (如小麥、黑麥、大麥、燕麥、斯佩爾特小麥、卡姆小麥或其雜交植株)					
Sulphites, e.g., sulphur dioxide and sodium metabisulphites etc. If yes, what is the amount in ppm? _____ 亞硫酸鹽，如二氧化硫和焦亞硫酸鈉等。 如果是，每ppm的量是多少？					
Mustard and products thereof 芥末和芥末產品					
Others (as considered necessary for the customer or by the prevailing authority) 其他（被認為客戶所需要的——或由主要權威所要求的）					
Comments and/or Additional Control Measures (if applicable) 註釋和/或其他控制措施（如適用）					

Confirmation/Update Log: 確認/更新日誌:

Date 日期									
Initials 簡簽									

T. Food Defense

T. 食品防護

Instructions: This form is intended to assess whether potential food defense/security risk factors exist. Consider if there could be a risk in the following categories and implement appropriate security measures. If additional risks were identified, describe them below. Detailed information can be found in Appendix T: Food Defense: Assessment of Possible Risks and List of Security Measures if further assistance is required.

說明：本表格旨在評估是否存在潛在食品防護/安全風險因素。請考慮是否存在以下類別的風險，並且實施適當的安全措施。倘若確認額外風險，請在下方描述該等風險。詳細的資訊載於附錄T：食品防護：評估潛在風險及列出安全措施若需要進一步協助。

Inside Security Risk Assessment

內部安全風險評估

To protect product from intentional contamination, assess possible inside risks (e.g., packing/repacking area/facility security, agricultural chemical storage security, product security, information security, etc.).

為了保護產品免遭故意污染，評估潛在內部風險（例如包裝/重裝區/設施安全、農業化學品儲存安全、產品安全、資訊安全等）。

The following potential risk factors have been assessed and appropriate security measures have been implemented:

評估了以下潛在風險因素，並且已經實施適當的安全措施：

- General security (e.g., signs, observations, areas etc.)
一般安全（例如跡象、觀察、區域等）
- Storage/Building Security
儲存/建築安全
- Water/Ice Security
水/冰安全
- Agricultural Chemical/Cleaning and Maintenance Materials Control Security
農業化學品/清潔和維護材料控制安全
- Information Security
資訊安全

Personnel Security Risks

工作人員的安全風險

To prevent personnel security risks, ensure that only authorized personnel (e.g., employees, visitors, etc.) are within the operation and employees are trained on food defense/security measures

為了預防工作人員的安全風險，確保只有獲授權人員（例如僱員、訪客等）可以進入作業區域，並且工作人員受過食品防護/安全措施方面的培訓

The following potential risk factors have been assessed and appropriate security measures have been implemented:

評估了以下潛在風險因素，並且已經實施適當的安全措施：

- Personnel Security (e.g., check references, check IDs, security training, etc.)
個人安全（例如進行背景調查、檢查身份證明文件、安全培訓等）

Outside Security Risk Assessment

外部安全風險評估

To prevent unauthorized access by people, entry of unapproved inputs, or intentional contamination of product assess possible outside risks (e.g., production site/building security, mail handling security, etc.)

為了防止未經允許的人員進入，未經批准的來料輸入，或對產品的故意污染，評估潛在外部風險（例如生產現場/建築安全、郵件處理 安全等）。

The following potential risk factors have been assessed and appropriate security measures have been implemented:

評估了以下潛在風險因素，並且已經實施適當的安全措施：

- Physical Security (e.g., door locks, lighting etc.)
物理安全（例如門鎖、照明等）
- Entry of inputs/product (e.g., loading/unloading etc.)
來料/產品的錄入（例如裝貨/卸貨等）

If other risks have been identified, list those below, along with the corrective actions taken:

若確認了其他風險，則在下方列出該等風險及說明已經採取的糾正行動：

Confirmation/Update Log: 確認/更新日誌:

Date 日期					
Initials 簡簽					

U. Food Fraud Vulnerability Assessment

U. 食品欺詐隱患評估

Instructions: This form is intended to assess whether potential food fraud vulnerabilities exist. If a vulnerability is identified, mitigation measures need to be developed and implemented.

說明：本表格旨在評估是否存在潛在食品欺詐隱患。如果發現隱患，則需要制定和實施緩解措施。

<p>Assess the following elements: 評估以下因素：</p>	<p>Yes 是</p>	<p>No 否</p>	<p>Mitigation Measures if applicable (e.g., surveillance plan, supplier relationship, testing, etc.) 如果使用，緩解措施（例如監督計劃、供應商關係、檢驗等）</p>
<p>1. Suppliers and Supply Chain 1. 供應商和供應鏈</p> <p>Are you receiving product or inputs from suppliers: 您是否從供應商處接收產品或投入品：</p> <ul style="list-style-type: none"> whose businesses are healthy? 誰的業務是健康的？ 			
<ul style="list-style-type: none"> who are under financial strain? 誰存在財務壓力？ 			
<ul style="list-style-type: none"> who have sound and ethical business practices (e.g., no past criminal offences, not associated with incidents of previous food fraud, low levels of corruption)? 誰擁有健全和合乎道德的商業行為（例如，過去無刑事犯罪、與之前的食品欺詐事件無關、腐敗程度低）？ 			
<p>Is your food supply chain transparent, with business relationships that are characterized by trust? 您的食品供應鏈是否透明，且與其相關的商業關係是否以可靠為特點？</p>			
<p>Does the level of competition across your sector increase the potential for food fraud? 您的行業競爭水平是否會增加食品欺詐活動的可能性？</p>			
<p>Do you monitor your suppliers (product and inputs)? 您是否監督您的供應商（產品和投入）？</p>			
<p>2. Company and Employees 2. 公司和員工</p> <p>Does your company: 貴公司是否：</p> <ul style="list-style-type: none"> have a good business strategy with an ethical culture? 擁有良好的道德文化商業策略 			
<ul style="list-style-type: none"> require personnel to follow an ethical code of conduct? 要求工作人員遵守道德行為守則？ 			

<p align="center">Assess the following elements: 評估以下因素：</p>	<p align="center">Yes 是</p>	<p align="center">No 否</p>	<p align="center">Mitigation Measures if applicable (e.g., surveillance plan, supplier relationship, testing, etc.) 如果使用，緩解措施（例如監督計劃、供應商關係、檢驗等）</p>
<ul style="list-style-type: none"> • have a reporting system for unauthorized activities? • 擁有針對未經授權活動的報告系統？ 			
<ul style="list-style-type: none"> • monitor integrity of employees? • 監督員工的誠信情況？ 			
<ul style="list-style-type: none"> • operate in a country with a low level of corruption? • 在腐敗程度較低的國家經營？ 			
<ul style="list-style-type: none"> • operate profitably? • 在經營中盈利？ 			
<p>3. Product and Input Risks 3. 產品和投入風險 Would your products and inputs: 您的產品和投入品：</p> <ul style="list-style-type: none"> • be difficult to counterfeit or adulterate? • 是否難以偽造或摻假？ 			
<ul style="list-style-type: none"> • command higher prices or higher demand if they could be altered for economic gain? • 如果因為經濟收益而改變，需要更高的價格或更多的需求？ 			
<ul style="list-style-type: none"> • be easily detected if they were counterfeit or adulterated (e.g., by visual inspection, smelling)? • 如果偽造或摻假，將很容易被檢驗到（例如透過視覺檢查、氣味識別） 			
<p>Are technologies and/or methods to adulterate your products or inputs available, known or reported? 您的產品或投入品的摻假技術和或/方法是否存在，無論是已知的或見諸報導的？</p>			
<p>Do you monitor your products and inputs for adulteration? 您是否監督您的產品和投入品以防止摻假？</p>			
<p>Have there been incidents of food fraud associated with the same products or inputs that you produce or handle? 是否曾發生過與您生產或處理的相同產品或投入品有關的食品欺詐事件？</p>			

Confirmation/Update Log: 確認/更新日誌:

Date 日期					
Initials 簡簽					

V. Production Site Assessment

V. 生產場地評估

Instructions: Assess whether the following potential hazards exist in your production site(s). All scenarios should be considered and recorded below. If any items in the left hand column have NOT been checked off, more information should be provided in the next two columns regarding the actual hazard and the action(s) taken.

說明：評估生產場地是否存在以下潛在危險。需考慮所有場景并在下方記錄。如果左欄中有任何項目未勾選，需在旁邊兩欄提供更多關於實際危險和操作的資訊

Production Site(s):

Commodity

生產場地: _____ 貨品: _____

Completed by:

Date:

填寫人: _____ 日期: _____

<p>Assess the following potential hazards: 評估以下潛在危險:</p>	<p>If a box in the left hand column has NOT been checked off, describe the potential hazard that may exist: 如果左欄中的方框未勾選，請描述可能存在的潛在危險。</p>	<p>For potential hazards that may exist, chose or describe the action(s) taken to reduce the potential hazard: 對於可能存在的潛在危險，請選擇或描述為減少潛在危險所採取的行動。</p>
<p><input type="checkbox"/> Sewage sludge has NOT been applied to the production site 生產場地無廢水污泥</p>		
<p><input type="checkbox"/> No adjacent areas where livestock excrement, dust, aerosols or feathers may drift or leach (also consider exhaust fans from barns blowing dust into fields) 沒有可能會漂流或浸出牲畜糞便、灰塵、氣溶膠或羽毛的毗鄰區域（同時考慮畜棚里將灰塵吹到場地的排氣扇）</p>		<ul style="list-style-type: none"> ○ Install fencing around production sites 在生產場地周圍安裝圍欄 ○ Increase or create buffer zones around productions sites - record approximate distances: _____ 在生產場地周圍增加或建立緩衝區—記錄大概距離: ○ Plant hedges or windbreaks 植物籬笆或防風牆 ○ Seek expert advice and/or cooperation from neighbours 尋求專家建議和/或鄰居的合作 ○ Other: 其他:
<p><input type="checkbox"/> No adjacent areas where crop production inputs may drift or leach (e.g., agricultural chemicals, soil amendments, fertilizers, pulp sludge) 沒有非农业活动造成空氣、水或土壤污染的毗鄰區域（例如工業活動（精煉廠、製造工廠）、路邊垃圾、道路防結冰用的鹽、外來物（如玻璃瓶等）</p>		<ul style="list-style-type: none"> ○ Increase or create buffer zones around production sites - record approximate distances: _____ 在生產場地周圍增加或建立緩衝區—記錄大概距離: ○ Plant hedges or windbreaks 植物籬笆或防風牆 ○ Seek expert advice and cooperation with neighbours 尋求專家建議和/或鄰居的合作 ○ Other: 其他

<p>Assess the following potential hazards: 評估以下潛在危險：</p>	<p>If a box in the left hand column has NOT been checked off, describe the potential hazard that may exist: 如果左欄中的方框未勾選，請描述可能存在的潛在危險。</p>	<p>For potential hazards that may exist, chose or describe the action(s) taken to reduce the potential hazard: 對於可能存在的潛在危險，請選擇或描述為減少潛在危險所採取的行動。</p>
<p><input type="checkbox"/> No potential manure usage or storage on adjacent land 毗鄰土地上無潛在糞肥使用或存放</p>		<ul style="list-style-type: none"> ○ Increase or create buffer zones around production sites - record approximate distances: _____ 在生產場地周圍增加或建立緩衝區—記錄大概距離 ○ Seek expert advice and/or cooperation with neighbours 尋求專家建議和/或鄰居、土地所有人、政府的合作 ○ Incorporate manure into soil (if under your control) 在生產場地周圍增加或建立緩衝區—記錄大概距離 ○ Ensure manure is stored properly (if under your control) 確保糞肥妥善存放（如果您能控制） ○ Other: 其他:
<p><input type="checkbox"/> No adjacent areas where non-agricultural activities contribute to air, water or soil pollution [i.e., industrial activities (refineries, manufacturing plants), roadside debris, road salt, foreign objects (e.g., glass bottles, etc.)] 沒有非农业活动造成空氣、水或土壤污染的毗鄰區域 [例如工業活動 (精煉廠、製造工廠)、路邊垃圾、道路防結冰用的鹽、外來物 (如玻璃瓶等)]</p>		<ul style="list-style-type: none"> ○ Increase or create buffer zones around production sites - record approximate distances: _____ 在生產場地周圍增加或建立緩衝區—記錄大概距離: ○ Plant hedges or windbreaks 植物籬笆或防風牆 ○ Seek information from source of hazard, experts or government on potential risks 從危險源、專家或政府尋求潛在危險的信息 ○ Other: 其他:
<p><input type="checkbox"/> No risks from urban areas (e.g., pet access to production sites, leaching of septic beds, walking trails, campsites, etc.) 沒有來自城市地區的危險(如寵物進入生產場地、腐爛物浸出、步道、露營地等)</p>		<ul style="list-style-type: none"> ○ Seek expert advice and/or cooperation with neighbours, land owners, government, etc. 尋求專家建議和/或鄰居、土地所有人、政府的合作 ○ Other: 其他:
<p><input type="checkbox"/> No unusually high levels of animal and bird activity (e.g., migratory paths, nesting or feeding areas, presence of animal feces, large areas of animal tracks or burrowing, etc.) 沒有高出尋常程度的動物和鳥類活動（如遷徙路綫，築巢或覓食區，動物糞便，大型動物足跡或洞穴等）</p>		<ul style="list-style-type: none"> ○ Remove habitat or food sources (e.g., cull piles) 移除棲息地或食物來源（如廢棄植物堆） ○ Conduct ongoing monitoring for evidence of animal intrusion (e.g., footprints, feces) 對動物闖入的跡象進行持續監控（如足跡、糞便） ○ Train employees to monitor and report evidence of pest intrusion 培訓員工監控和報告害蟲入侵的證據 ○ Install wildlife deterrents (e.g., bird scaring devices) Describe: _____ 安裝野生動物威懾設施（如鳥類恐嚇裝置） 說明： _____ ○ Other: 其他:

<p>Assess the following potential hazards: 評估以下潛在危險：</p>	<p>If a box in the left hand column has NOT been checked off, describe the potential hazard that may exist: 如果左欄中的方框未勾選，請描述可能存在的潛在危險。</p>	<p>For potential hazards that may exist, chose or describe the action(s) taken to reduce the potential hazard: 對於可能存在的潛在危險，請選擇或描述為減少潛在危險所採取的行動。</p>
<p><input type="checkbox"/> No flooding of production site in the past year 在過去一年里生產場地沒有淹水</p>		<ul style="list-style-type: none"> ○ Allow soil to dry and be reworked before planting 允許在種植前乾燥和重新改造土壤 ○ Take soil samples (Note: sampling does not guarantee that the crop will not be contaminated) 取土樣（注：抽樣不能保證作物不會受到污染） ○ Other: 其他： _____
<p><input type="checkbox"/> Other (please describe): 其他（請說明）</p>		
<p>● Pest control products are used in production site? 生產場地是否使用害蟲防治產品？</p> <p><input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否</p>	<p>If YES was answered in the left hand column, describe the pest control products used: 如果左欄回答「是」，請說明使用的害蟲防治產品：</p>	<p><input type="checkbox"/> Pest control products used in the production site are stored according to the requirements found in Section 6.3 Storage/ Section 14.2 Storage 生產場地使用的害蟲防治產品按照《儲存》第6.3/第 14.2 要求儲存。</p>

Confirmation/Update Log: 確認/更新日誌:

Date 日期								
Initials 簡簽								

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January 2020 2020 年1月

ACKNOWLEDGMENT 致謝

The *CanadaGAP Food Safety Manual for Fresh Fruits and Vegetables* and related materials were developed as part of the original On-Farm Food Safety Program led by the Canadian Horticultural Council, and the Repacking and Wholesale Food Safety Program led by the Canadian Produce Marketing Association, with the funding and support of Agriculture and Agri-Food Canada (AAFC). Effective November 1, 2012, the CanadaGAP program is operated by CanAgPlus, a Canadian not-for-profit corporation. CanAgPlus now owns, publishes and maintains the CanadaGAP manuals and related materials. The Canadian Horticultural Council and the Canadian Produce Marketing Association are no longer involved with any publications or any other aspect of the CanadaGAP program.

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Technical support for the development of this document was provided by various federal and provincial governments, regional associations and technical resources. This manual was developed by individuals from across Canada with employment or other relevant experience involving production, packing, repacking and storage of fresh food and vegetables. A list of contributors is available on the CanadaGAP website at www.canadagap.ca

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