



Agricultural Food Safety Traceability And Audit Readiness Plan 2026 Checklist

Supplier and Seed Provenance Verification

Verification of all incoming raw materials, seeds, and inputs including certificates of analysis, origin documentation, and supplier compliance records.

Date of Receipt

Enter date...

Supplier Name

Write something...

Seed/Input Batch or Lot Number

Write something...

Certificate of Analysis (CoA) Present?

- ☐ Yes
- ☐ No
- ☐ Pending

Verified Compliance Documents

- ☐ Organic Certification
- ☐ Phytosanitary Certificate
- ☐ Pesticide Use Declaration
- ☐ Seed Testing Report

Upload Supplier Invoice or Manifest

 Upload File

Discrepancies or Observations Note

Write something...

Quality Assurance Inspector Signature

Incoming Goods Receiving and Inspection

Documentation of temperature logs, container integrity, batch numbers, and initial quality inspection upon arrival at the farm or facility.

Date of Receipt

Enter date...

Time of Arrival

Enter time...

Supplier Name

Write something...

Batch/Lot Number

Write something...

Received Quantity (Units/Weight)

Enter a number...

Delivery Condition

- ☐ Excellent
- ☐ Acceptable
- ☐ Damaged/Contaminated

Delivery Note/Invoice Upload

 Upload File

Receiving Officer Signature

Lot Identification and Internal Coding System

Audit of the internal labeling system, traceability tags, and the ability to link specific harvest dates to specific field plots or greenhouse zones.

Harvest Date

Lot/Batch Number

Production Zone/Field ID

- ☐ North Orchard
- ☐ Greenhouse Alpha
- ☐ South Pasture
- ☐ Hydroponic Unit 1

Packaging Type Used

- ☐ Bulk Crate
- ☐ Standard Bag
- ☐ Modified Atmosphere Packaging (MAP)
- ☐ Retail Container

Internal Label Photo/Template

 Upload File

Quality Assurance Supervisor Verification

Processing and Handling Sanitization Logs

Review of cleaning schedules for sorting lines, washing stations, and contact surfaces to prevent cross-contamination.

Sanitization Date

Enter date...

Sanitization Time

Enter time...

Cleaning Agent Used

- ☐ Chlorine-based Sanitizer
- ☐ Peracetic Acid
- ☐ Quaternary Ammonium
- ☐ Alcohol-based Sanitizer
- ☐ Other

Surfaces Sanitized

- ☐ Conveyor Belts
- ☐ Sorting Trays
- ☐ Processing Tables
- ☐ Storage Containers
- ☐ Handling Tools/Utensils

Sanitizer Concentration (ppm)

Enter a number...

Cleaning Observations or Deviations

Write something...

Sanitation Supervisor Approval

Storage and Cold Chain Monitoring

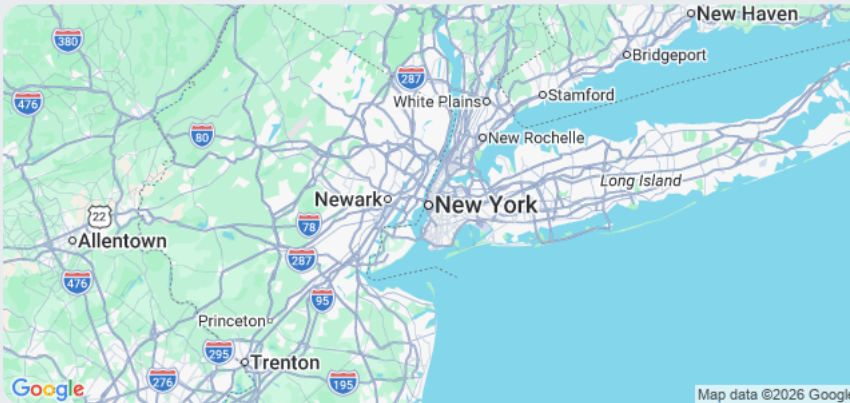
Verification of continuous temperature and humidity logs for all storage facilities, including battery backup alerts and deviation protocols.

Monitoring Date

Monitoring Timestamp

Storage Unit/Zone ID

 [Set My Current Location](#)



Recorded Temperature (°C/°F)

Relative Humidity (%)

Temperature Deviation Status

- ☐ Within Range
- ☐ Warning: Near Threshold
- ☐ Critical: Out of Range

Deviation Notes & Corrective Actions Taken

Write something...

Supervisor Verification

Product Distribution and Outbound Logistics

Records of delivery vehicle cleanliness, driver compliance, destination manifests, and time-stamped dispatch logs for all outgoing shipments.

Dispatch Date

Enter date...

Departure Time

Enter time...

Vehicle License Plate Number

Write something...

Delivery Destination Type

- ☐ Wholesaler
- ☐ Retailer
- ☐ Processing Plant
- ☐ Export Hub

Pre-Loading Checklist Verification

- ☐ Vehicle Cleanliness Inspected
- ☐ Temperature Pre-Chilled
- ☐ Load Secureness Verified
- ☐ Delivery Manifest Attached

Waybill or Delivery Note Scan

 Upload File

Logistics Supervisor Authorization

Traceability Testing (Mock Recall) Performance

Results and timelines from recent simulated recall exercises to ensure 100% product retrieval capability within the required window.

Mock Recall Execution Date

Enter date...

Recall Scenario Type

- ☐ Biological Contamination
- ☐ Chemical Residue
- ☐ Physical Contaminant
- ☐ Mislabeling/Allergen Error

Time Elapsed to Locate 100% of Affected Product (Minutes)

Enter a number...

Traceability Steps Successfully Verified

- ☐ Upstream Supplier Identification
- ☐ Internal Processing Records
- ☐ Downstream Customer Notification
- ☐ Inventory Reconciliation

Discrepancy Analysis and Findings

Write something...

Upload Mock Recall Full Report

 Upload File

Quality Assurance Manager Approval

Staff Training and Food Safety Certification

Updated training records for all personnel regarding HACCP principles, allergen management, and hygiene protocols for the 2026 season.

Training Completion Date

Enter date...

Employee Name

Write something...

Topics Covered

- ☐ HACCP Principles
- ☐ Personal Hygiene & Handwashing
- ☐ Cross-Contamination Prevention
- ☐ Chemical Handling & Storage
- ☐ Pest Control Awareness
- ☐ Allergen Management

Training Assessment Score

☐ Pass

☐ Fail - Retraining Required

Training Certificate/Proof of Certification

 Upload File

Trainer/Supervisor Signature

Pest Control and Vector Management Records

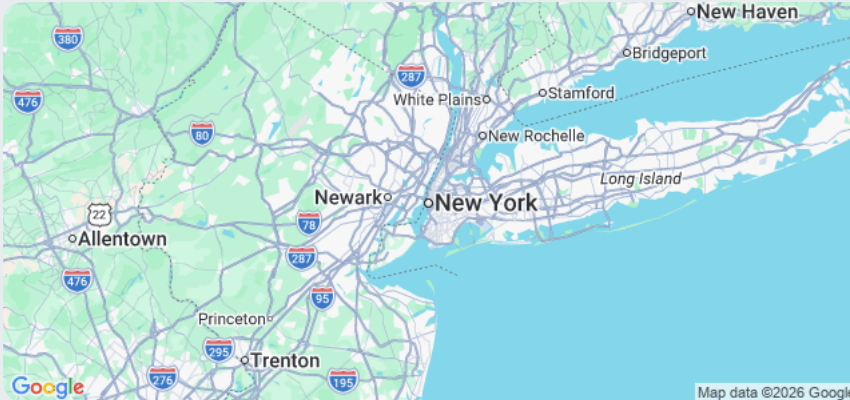
Documentation of pest sighting logs, trap monitoring results, and recent professional exterminator service reports.

Inspection Date

Enter date...

Monitored Area/Zone

 [Set My Current Location](#)



Pest Type Identified

- ☐ Rodents
- ☐ Insects/Invertebrates
- ☐ Birds
- ☐ Other

Severity Level

- ☐ Low (Monitoring only)
- ☐ Medium (Action required)
- ☐ High (Immediate mitigation required)

Observations and Damage Assessment

Write something...

Photo Evidence of Pest Activity

 Upload File

Inspector Signature

Corrective and Preventive Action (CAPA) Tracking

Review of all recorded non-conformities, root cause analyses, and the implementation status of corrective actions taken during the current cycle.

Date of Non-Conformity Discovery

Enter date...

Incident Description

Write something...

Root Cause Analysis

Write something...

Corrective Action Taken

Write something...

Severity Level

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ Critical

Target Completion Date for Preventive Action

Enter date...

Evidence of Resolution (Photos or Documents)

 Upload File

Quality Assurance Manager Approval

< Previous

> Next

✓ Finish

 Generate Sample Report