

# Local Produce Supplier Audit Checklist

Supplier Name:

Address:

Contact Person:

Phone:

Email:

Audit Date:

Auditor Name:

## 1. Documentation and Certifications

Item	Yes	No	N/A	Comments
Valid Business License				
Product Traceability System in Place				
Organic Certification (if applicable)				
Food Safety Plan				

## 2. Produce Quality & Handling

Item	Yes	No	N/A	Comments
Proper Post-Harvest Handling				
Clean Packaging Materials				
Produce Free from Visible Contamination				
Correct Temperature Maintained During Storage				

## 3. Facility Hygiene

Item	Yes	No	N/A	Comments
Clean and Sanitary Facility				
Handwashing Stations Provided				
Proper Pest Control Measures				
Waste Disposal Procedures in Place				

## 4. Staff Practices & Training

Item	Yes	No	N/A	Comments
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Staff Trained in Food Safety				
Protective Clothing Worn				
No Signs of Illness				
Good Personal Hygiene Observed				

5. Transportation & Delivery

Item	Yes	No	N/A	Comments
Delivery Vehicles Clean and Maintained				
Produce Protected During Transport				
Correct Temperature Maintained in Transit				
Deliveries Well-Documented				

Audit Summary & Recommendations

Summary:	
Actions Required:	
Follow-Up Date:	