

Processed Foods Inspection Report

Date:	Contents
Time arrived:	* Site Report
Time departed:	* Field Notes
Farm Name:	*Photographs
Farm Representative:	* Product Audit
Location	
Inspector:	

Products for Market:
Markets Attending:
Percentage of sales at your market relative to overall production:
Certifications: NOFA, Demeter, Naturally Grown, etc.

On farm processing or off site: note conditions

List all processed products sold at your market: Cider, juice, preserves, chutney's, preserves, wine, pickles.

Licensing: C-20 or a home processors license?

Ingredients: Primary locally produced ingredient, you may need to deal with percentages here relative to secondary or purchased items.

Batch numbers: do they track batches and products for safety recall. HACCP plan, scheduled process. Production dates or use by.

Audit: locally purchased ingredients

Storage: take a full inventory of finished product and raw ingredient

Labeling: make sure all ingredients are listed. I like to get all the labels and stick them on a sheet of paper for the file.

Exit interview: Discuss areas of concern now. If you do not resolve the issue or get a clear understanding then use your receipt book to write down your concerns and what regulation may be compromised. Give a copy to the producer.

Trailer: every report should have one. This one as been adapted for your use:

The contents of this farm inspection report are confidential between the, YOUR MARKET, the inspected party and the inspector. This report is not a consultation, and should not be used for promotion. Compliance assessments are made in reference to the rules and regulations of YOUR MARKET and are based on the inspector's observations, review of documents and operator interview.

Inspector Signature _____

Date _____

