



# Preparing for an LGMA Audit

As the 2023-2024 Arizona Lettuce & Leafy Greens harvest season is now underway, we wanted to provide a few suggestions for preparing for your AZLGMA audits.

Review the changes in the new Version 16 metrics. If changes in your program or SOPs are required, make sure to act quickly and make changes. Once complete, perform an Internal Audit of your program with the new audit checklist.

- ✓ Do you have all required documentation and records?
- ✓ Has your Environmental Risk Assessor been properly trained?
- ✓ Are records signed off within the appropriate timeframes?

Communicate!

- ✓ Check in with your Shipper and/or Grower to determine who is responsible for meeting with the auditor, who else will be required to be present during the audit?
- ✓ Where will the audit take place? Who will bring the documents to this site? Where are the training records kept?
- ✓ Is there computer access to provide records or will you need to print documents ahead of time? Ex: COAs, risk assessments, training records, etc.
- ✓ Review past audit corrective actions!

Time-saving tips from your Peers

- ✓ Use the checklist to note what pages of your food safety plan apply to each question.
- ✓ Use page markers to label your SOP manual for checklist questions.
- ✓ Order your food safety manual sections to the checklist.

**Audits are now being scheduled**, so take the time to review the *updated* Version 16 Audit Checklist on the website at: <https://www.arizonaleafygreens.org/food-safety-resources>. The website also has other resources for your review that will help also you prepare for audits, including templates, tools, and upcoming trainings.

The USDA licensed auditors will conduct a thorough review of your program and make observations based on what they witness during the audit. The audit report contains those observations which are sent to the compliance officer who, if necessary, will assign infractions and/or deviations depending on the violation and severity.

Audits can be all day so plan for snacks or breaks as necessary and when appropriate so not to break up the flow of the audit.

Review deviations from the previous season's audits, if any corrective actions were put in place are those corrective actions still effective? Do more mitigations need to be put into place?

Training! It's always a great time to conduct refresher training with field staff to ensure they are aware of best practices and answer any questions they may have in implementing operating procedures.

If you would like more information on the Arizona LGMA and metrics topics, feel free to contact us.

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