

Procedural Diagnostics System

Part I. Company Background

Name of operation and owner(s)

Brief history of the operation

Current Employees and titles

Customer market

Geographic/market/shipping area

Does your company have a structured organization?

Yes ☐

No ☐

Do you have a job description for each employee that is clearly defined within the company's organization?

Yes ☐

No ☐

Please describe briefly the company's organization

Under which individual did the problem(s) in question occur (accountable person)?

What was the explanation that the accountable employee provided?

Does this particular employee clearly understand his/her work duties? Yes ☐ No ☐

What level of training has this employee received prior to working with the crops?

What type of training has this employee had, i.e., seminars, workshops, trade conferences etc.?

Have there been any managerial changes in the past 6 months? Yes ☐ No ☐

If yes, describe

Is any information concerning the cultural practices of crops grown documented on the premises? Yes ☐ No ☐

Is it available to employees? Yes ☐ No ☐

If so in what language? English ☐ Spanish ☐ Other ☐

Do you have a standard company practices/policy manual? Yes ☐ No ☐

If so in what language? English ☐ Spanish ☐ Other ☐

Is this information readily available to all employees? Yes ☐ No ☐

If so, in what language? English ☐ Spanish ☐ Other ☐

Are crop records kept on file (other than Worker Protection Safety, WPS)? Yes ☐ No ☐

Where are they located? _____

Are shipping records available? Yes ☐ No ☐

Where are they located? _____

Are instruction manuals for Storage Facilities / Coolers available? Yes ☐ No ☐