Port Terminal Checklist

USDA/FSA/WLED

June 01, 2004

AUDIT   Port Terminal Inspection Worksheet v.5-25-2004

Examiner
Location

Started

Completed

Name of Port

SECTION 1 Terminal Infrastructure Checklist Items

Item	Requirement	Pass	Fail	N/A	Type	Value	Observations
1	Terminal Warehouse construction suitable for proper storage and handling of commodities.						
2	Outside premises are well drained.						
3	Terminal Warehouse structures properly maintained to protect commodities in storage.						
4	Adjoining property or nearby water source does not constitute an undue physical hazard to commodities in store.						
5	Terminal premises and grounds are free of weeds, clutter, trash, unused equipment, or spilled commodities.						
6	Dock areas are clean with a minimal accumulation of dust.						

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	SECTION 2 Commodity Storage Conditions Checklist Items						
Item	**Requirement**	**Pass**	**Fail**	**N/A**	**Type**	**Value**	**Observations**
1	Commodities stored in an orderly manner.						
2	Commodities stored in currently approved space.						
3	Commodities stored and handled according to specific commodity storage requirements.						
4	Commodities in store properly marked or identified.						
5	Commodities are clean and protected from bird droppings, dust, filth, and stains.						
6	Proper dunnage is used.						
7	Adequate and clean pallets are used.						
8	Storage areas are kept dry.						
9	Warehouse is clean and proper housekeeping practices are used.						
10	Warehouse is free of objectionable odors.						
11	Hazardous materials or contaminants are not stored near commodities.						
12	Damaged or nonconforming products are removed from the commodity storage areas.						

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SECTION 3 Pest Control Checklist Items							
Item	**Requirement**	**Pass**	**Fail**	**N/A**	**Type**	**Value**	**Observations**
1	Warehouse is free of pests or insects.						
2	Doors, windows and entry points are maintained to discourage bird entry.						
3	Dock doors are closed during periods of warehouse inactivity.						
4	Records are maintained of pest and insect control actions and inspections.						
5	Warehouse is inspected for rodent activity and infestation on a routine and frequent basis.						
6	EPA registered pesticides used exclusively.						
7	Inspections and applications performed by qualified individuals or companies.						

SECTION 4 Security Checklist Items

Item	Requirement	Pass	Fail	N/A	Type	Value	Observations
1	Access is granted for authorized personnel only.						
2	Security of the physical structures and grounds is adequate.						
3	All buildings can be locked.						
4	The port facility certifies that it has implemented a U.S. Coast Guard approved security plan.						