



**AGRICULTURE AND FOOD AUTHORITY-HORTICULTURE CROPS DIRECTORATE**  
**FARM INSPECTION CHECKLIST.**

<b>Name of exporter</b>					
<b>Produce source (tick appropriately)</b>	<b>Exporter's own farm</b>	<b>Contracted sources</b>			
<b>Name of group (if applicable)</b>				<b>Date:</b>	
<b>Name of the farmer/farm</b>		<b>Telephone</b>			
<b>County, Sub-county</b>		<b>Location</b>			
<b>Intended Crop(s)</b>					
<b>Acreage under export crop (s)</b>					
<b>Criteria</b>	<b>Evidence</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>	<b>Comments</b>
Certification to GAPs	GAP number GGN, if option 2, is the farm and crop specifically listed)			Major must	
Contract With Exporter	Duly signed and witnessed contracts (Check PS forms)			Major must	
	Production Plan per crop per month (for 3 months) <i>check PS forms</i>			Major must	
Knowledge of market requirements	Is the exporter aware of the market requirements in the intended market (evidence of communication from customer and training certificate on requirements)			Major must	
	Does the exporter have trained personnel to implement market requirements/GAPs (proof of certificates/attendance sheets or standard)/(Training matrix/schedule)			Major must	
	Is there a controlled and approved traceability procedure in place (Check Traceability policy/procedure) (from field to final product)			Major must	

	Does the exporter have pesticide MRLs test results for the intended product (s) to be exported			Major must	
Farm/farmer reference codes	Are field codes/blocks/labels in place			Major must	
Records	Is planting date, crop planted and area recorded			Major must	
	Harvesting dates for each harvest during the contracting period (Probe the records)			Major must	
Approved chemicals list	Is the chemical list approved and valid (Relevant edition)			Major must	
	Is there an approved spray program by company Agronomist/TAs			Major must	
Pesticide spray record	Is there Spray records/pesticide records from planting throughout active growth period to harvesting? ((block/plot code no. farmers/farm name and of the product)/Approval by agronomist/TAs			Major must	
	Is the trade name of the product recorded (Check against the approved list)			Major must	
	Is the PHI recorded			Major must	
	Are all the spraying dates indicated			Major must	
	Is the amount of pesticide applied recorded			Major must	
	Is the PHI observed (check PHI against the harvesting date)			Major must	
	Is the sprayer's name recorded			Major must	
Pesticide application personnel	Are there training schedules and certificates/medical records			Major must	
Management of harmful organism (Fruitfly, mango weevil, leafminer, codling moth, thrips) (this applicable to Mangoes, Avocados, Karella, Basil, Gypsophilla	Is there a pest management protocol for these pests			Major must	
	Is there evidence on scouting of these pests			Major must	
	Is there evidence in control of these pest (Traps for fruitfly in mangoes and avocados; bark treatment for mango weevil and other IPM strategies for Gypsophilla, Karella, Basil e. t. c			Major Must	
Field Produce handling facility	Is there a collection shed for the farmers			Minor must	

	Is the collection and sorting shed secured			Major must	
	Are there appropriate hygiene instructions at the collection and sorting shed			Major must	
	Are the grading tables made of food grade material			Major must	
	Does the shed have running water for hand washing			Major must	
	Is there a toilet at the facility			Major must	
	Are there PPEs for graders at the shed			Major must	
	Is there a storage area for the graded product			Major must	
	Are there plastic crates and pallets at the collection shed			Major must	
Structure of collection shed	Is the collection shed accessible to buyers and farmers			Major must	
	Does the collection shed have an office, working area away from the produce handling area			Major must	
	Is the Collection shed made of impervious, non toxic material that is easy to clean and disinfect			Major must	
	Is there adequate ventilation and light			Major Must	
	Is there a waste disposal facility			Major must	
Management of produce collection shed	Is there a register of incoming produce at the collection shed			Major must	
	Are there procedures for produce handling? Are they clearly displayed?			Major must	
	Are personnel handling produce trained on Food safety aspects			Major must	
	Are all farmers registered at the produce collection centres contracted by the exporter. Confirm register with PS II form			Major must	
Product identification records	Is there evidence traceability codes/stickers accompanying produce			Major must	
	Availability of registers for all produce leaving the farm			Major must	
Farmer training on GAPs	Training certificates and training schedules			Major must	
Technical support	Is there evidence of technical support to the farmer by the exporter. (Probe the farmer and check record)			Major must	
<b>Kindly note that all major musts should be complied with before recommendation for a license</b>					
Number of major musts complied with					

Number of minor musts complied with		
	<b>Yes or No</b>	<b>Reasons</b>
Recommended for export		
Not recommended for export		
	<b>1</b>	<b>2</b>
<b>Name of officer:</b>		
Sign/stamp		
Date		
Region;		
<b>Name of farmer:</b>	<b>Id No./Telephone No:</b>	
Sign		
Date		