



**APPROVAL PROCEDURES BY THE COMPETENT AUTHORITY OF THE REPUBLIC OF UGANDA  
TEMPLATE FOR AUDITS, INSPECTIONS FOR FOOD BUSINESS OPERATORS EXPORTING FOOD OF PLANT  
ORIGIN AND AND GUIDE TO INSPECTOR REPORTING**

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**1. COMPANY DETAILS**

- Company Name: • Business Name:
- Company Location:
- Director 1 • Director 2
- Director 3
- Quality Manager

**2. COMPANY LOCAL REGISTRATION**

- Company Registration Certificate Number (& copy)
- License number (& copy)
- MAAIF Export Number (already registered)
- Association membership
- Certifications (ISO/IEC, GAP, etc)

**3. COMPANY FOREIGN REGISTRATION**

- Previous registration with GACC (under GACC decree 145 or 243).
- Other registrations

**4. MANAGEMENT STRUCTURE AND POLICIES**

- Organogram (Company structure) (&copy)
- Company Management Policy
- Clear and well-defined responsibilities
- Management meetings (minutes and follow-up mechanisms)

**5. THREE RECENT CONSECUTIVE AUDITS (DATES)**

- Date/audit objective

## **6. SUPPLIERS' DETAILS**

- Supplier 1 name, producer/middleman, box number & contacts
- Supplier 2 name, producer/middleman, box number & contacts

## **7. PRODUCERS/FARMS**

- Name
- Location (district/subcounty/parish)
- Contact phone/email
- Crop species/variety

## **8. PRE-HARVEST**

- Good Agricultural Practices (GAP) at the proper time, such as weeding, improving soil texture, pruning, fertilization, pest and disease control, and irrigation.
- Irrigation/fertigation type (overhead, drip, etc).
- Integrated Pest Management (Sanitation, traps, chemicals).
- Agronomist (qualification/experience)
- Farm records (production, agronomy, Integrated Pest Management)

## **9. HARVESTING**

### a) Harvesting methods

- Single-pass stripping, where all branches bearing fruit are harvested at once;
- Multi-pass stripping, where only branches bearing mainly ripe cherries are harvested;
- Multi-pass selective picking (finger picking), where only ripe cherries are harvested and • Mechanical harvesting, where different types of machines are used to harvest fruit all at once.
- “Fly harvest” to collect prematurely ripe fruit.
- Collection (gleaning or sweeping) of cherries that fall on the ground or are left on the plants during harvest. b) Harvesting procedure (describe).

### c) Harvesting equipment-mats, canvas or tarpaulins, knives, bags),

### d) Sorting method (visually, visual & water floatation combined)

## **10. PROCESSING FACILITY REQUIREMENTS AND METHODS**

### a) General requirements

- i. Hand washing area
  - ii. Workplace cleanliness (floor, walls, roof,)
  - iii. Hygiene practices (sweeping, mopping, air blowing, uniform/protective wear, nails, jewelry, hairstyle,)
  - iv. General personal hygiene for personnel
  - v. Medical examination for sorters (frequency)
  - vi. First aid kit
  - vii. Washrooms/lavatories
  - viii. Cleaning schedule
- b) Methods of processing
- i. Dry processing system which produces what is called natural coffee or dried coffee cherry (the seed is enclosed in the whole fruit).
    - Combination of sun and mechanical drying (open /solar).
    - Technologically advanced (solar drying).
    - Sun dried, on bare soil, bricks, tiles, concrete or even asphalt.
    - Drying facility separate or attached
    - Drying method-spread on surfaces such as cement or brick terraces, tarpaulin, plastic canvas, bamboo and sisal mats, raised tables covered in wire mesh or fish farm netting.
    - Drying stages (1-3)
    - Determination of moisture content (equipment/records)
    - Drying protocol/procedure, including sampling procedure
  - ii. Wet or washed processing system, that generates what is called parchment coffee, where the seed is enclosed in the inner integument or endocarp.
    - Fermentation process (temperature, hours,
    - Washing machines (washer separators)/water tanks.
  - iii. Roasting
- c) Time between harvest and processing (same day, 1day, 1week, 1 month)
- d) Washing protocols-available and implemented (e.g., by measuring the quantity of broken, nipped and naked beans, and non-coffee objects, and the quantity of water used).

## 11. PACKING FACILITY REQUIREMENTS

- Floor Plan (approved by...)
- Workplace cleanliness (floor, walls, roof,)

- Hygiene practices (sweeping, mopping, air blowing,)
- Protection from unauthorized personnel (register at gate/door, entry cards,) • Healthy checks of the persons entering the facility.
- Rules governing pack house operations.
- Quality controller.
- Standard Operating Procedures (SOPs) (Number)

## **12. STORAGE FACILITY**

**Note:** If it is necessary to harvest beans that have fallen onto the ground, these should be stored separately until they are processed, to avoid the risk of contaminating the rest of the crop.

- Store design-cement floor with a damp-proof course; not subject to flooding; water pipelines properly located to avoid wetting
- coffee in case of plumbing problems; water proof windows and roof and a high ceiling to allow good air circulation.
- Coffee types in a store (cured, curing,
- Partitions of different sections (walls, plywood, metallic, other)
- Storage platforms (floor, pallets, raised, shelves, tables,)
- Distance from walls (in metres)
- Aeration (natural, fanning,)
- Lighting (natural, electricity),
- Temperature
- Humidity
- Moisture levels (low, medium, high)
- Frequency of monitoring/inspection of the store.
- Sources of contamination (animal fecal matter, personnel,
- Exposure of stored coffee to direct sunlight or heating sources (effect is temperature differentials and water migration).
- Workplace cleanliness (floor, walls, roof,)
- Hygiene practices (sweeping, mopping, air blowing,)

- Rapid assessment method (including a sampling method with representative sub-sample of the in-coming lot for moisture content determination, defect levels, general physical quality assessment and visual or smell signs of mouldiness.
- Other operations in the store (cleaning, sorting,)
- Coffee cleanliness (free from chuff, %age of chuff),
- Coffee separated from the fruit tissues by hulling and passed through sizing (grading), sorting, polishing, cleaning and bagging, before being sold.
- Process flow and demarcated facility sections to separate operations (processes) to prevent admixing of coffee types and cross contamination.
- Stores records

### **13. FUMIGATION**

- Fumigation manual (procedure, chemicals used, target pests, duration, fumigation equipment and conditions, etc)
- Or certification of fumigation from companies accredited by the competent authority.

### **14. INSPECTION AREA/EQUIPMENT**

- Inspection table
- Inspection tool kit
- Company inspection handbook/procedure
- Lighting (adequate/inadequate)
- Platforms (tables, pallets,
- Cleaning materials/towels
- Protective gear
- Head gear
- Coats
- Gloves and or masks

### **15. TRANSPORTATION**

Transport practices help to avoid re-wetting, to maintain temperature as uniform as possible and to prevent contamination by other materials. The main requirements here are:

- Transport vehicles/trucks be covered to protect against rain and the cover be regularly checked to ensure they are clean and without holes.

- vehicles must be cleaned from residues of the previous cargo or other chuff.
- Use of reliable transport service-providers who abide by transport practices.
- Check constantly the floor, side walls and the ceiling (in closed vehicles) for the presence of points where exhaust fumes or water from rain can be channeled into the coffee cargo.
- Equipment and records to show coffee exported is uniformly dried and below 12.5% moisture content, free of foreign matter and respecting the established defect levels.
- Available materials that absorb condensed water, such as silica gel or cardboard to cover top layer and sides of bags for protection against the growth of fungi.

#### **16. WASTE MANAGEMENT AND DISPOSAL**

- Procedure of how water is managed or contract with another company who manages waste for the company.
- Corporate Social Responsibility (mechanisms environmental restoration, scholarships, community engagements, etc.)

#### **17. WATER QUALITY AND UTILITY MANAGEMENT**

- Water testing results (frequency)
- Potable water for rinsing coffee
- Drinking water
- Sewage systems/water disposal

#### **18. WORKERS TRAINING AND COMPETENCE**

- Evidence of contract/employment of workers (full time, parttime) and professional relevance.
- Training policy or manual.
- Attendance lists/training reports.

#### **19. HANDLING F COMPLIANTS, INTERCEPTIONS, AND CORRECTIVE MEASURES**

- Nature and reason for local complaints from internal staff or community.
- Recent interceptions (date, crop species/variety, destination country).
- Level of interception (intercepted by company, Uganda's Competent Authority or destination country).
- Reason for interception (pest, pathogen, hygiene, other) (common and scientific name of pest/pathogen).
- Procedure of handling complaints/interceptions (describe).
- Outcome (market resumed, license revocation,

#### **20. OTHER RECORDS AND DOCUMENTATION**

- Te Plant Protection and Health Act 2016

- The Plant Protection and Health Regulations (Import and Export) 2020
- Relevant Uganda National Bureau of Standards
- Food safety, and phytosanitary import regulations, standards for export destination and approvals to export to destination.
- Relevant CODEX Standards
- Internal control System (ICS)
- Laboratory facility or Services
- Relevant file(s) for pertinent regulations in export destination
- Private Product Standards and certifications
- Suppliers’ database
- Product Flow chart
- Product Control Plan and HACCP plan
- Food safety policy statement
- Personal Safety policy
- Good Hygiene Procedures (GHPs)
- Good Manufacturing procedures (GMPs)
- Wood policy
- Glass brittle, plastic policy
- Recall Programme and handling emergencies
- Staff and farmer training manual
- Labeling protocol and label sample
- Plumbing controls
- Transportation controls
- Warehouse Pest Control Protocols
- Management of Environmental and Biological hazards

**21. ANY OTHER INFORMATION OR OBSERVATION**

i. ....

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- ii. ....
- .....
- iii. ....
- .....
- iv. ....
- .....

**Inspectors team**

- 1:.....
- 2:.....
- 3:.....

**Signatures**

- .....
- .....
- .....

**Telephone**

- .....
- .....
- .....

**Company Representatives**

- 1.....
- 2.....

- .....
- .....

- .....
- .....