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|  | **Subject** | **Standard Practice** | **Conditions Acceptable** | | | **Comments** | **Corrective Action** | **Date of Correction** |
| **Yes** | **No** | **N/A** |
| **1** | Outside Grounds | Area surrounding the building is clear of debris, properly lighted and adequately drained. |  |  |  |  |  |  |
| **2** | Facility Access Control | Effective measures are taken to restrict unauthorized access to the grounds and facility (fencing, gates and doors closed and locked, surveillance by camera and adequate lighting, access codes operational, etc.) All visitors and contractors are signing in and out. |  |  |  |  |  |  |
| **3** | Food Safety / GMP Awareness | Current Food Safety / GMP awareness items are conspicuously posted and where required are signed by visitors and contractors. |  |  |  |  |  |  |
| **4** | Infectious Disease | Personnel with infectious diseases or lesions are not permitted in a food processing area. |  |  |  |  |  |  |
| **5** | Hair Restraints | Company supplied hair nets / beard guards are effectively worn by associates, visitors, and contractors to cover head and facial hair. |  |  |  |  |  |  |
| **6** | Shoes | Employee's shoes are clean and in good repair. Where applicable, protective slip resistant footwear should be worn. |  |  |  |  |  |  |
| **7** | Clothing | Associates, visitors, and contractors are not wearing dirty, torn or loose-fitting clothing. Associates wear company provided uniforms. |  |  |  |  |  |  |
| **8** | Jewelry / nail polish / false fingernails | Associates must not wear nail polish, false fingernails, or jewelry. |  |  |  |  |  |  |
| **9** | Eating, drinking, tobacco use or chewing gum | Personnel must not smoke, use tobacco products, drink, eat food or chew gum in production and storage areas. |  |  |  |  |  |  |

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| **Yes** | **No** | | **N/A** |
| **10** | Locker and Rest Rooms | The facilities are maintained clean and sanitary, and adequately vented. |  |  |  | |  |  |  |
| **11** | Hand Washing Facilities | All hand washing facilities are conveniently located near entrances to processing areas. There is adequate hot water, soap, paper towels and waste basket. Wash hands signage is conspicuously posted in English and Spanish. |  |  |  | |  |  |  |
| **12** | Personal Practices | Associates working in a food processing area must not spit or practice other foul personal habits within storage or production areas of the plant. |  |  |  | |  |  |  |
| **13** | Medications | Medications are not to be present in the food processing areas. They must be kept in a locker and administered only in locker room, rest room or lunch areas. |  |  |  | |  |  |  |
| **14** | Identification of Materials | All materials must be clearly labeled and dated. |  |  |  | |  |  |  |
| **15** | Receiving, Warehouse and Shipping Practices | Documented inspections of inbound and outbound vehicles for general cleanliness and physical conditions are conducted by plant personnel. |  |  |  | |  |  |  |
| Receiving dates are placed on the bottom units of 2 adjacent sides of the pallet. |  |  |  | |  |  |  |
| Slip sheets are used between pallets & bags of ingredients and between double stacked pallets to protect ingredients from damage. |  |  |  | |  |  |  |
| **16** | Perimeters in Storage Areas | Maintain at least an 18-inch clear and clean perimeter around stored materials, including in production areas. |  |  |  | |  |  |  |

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| **Yes** | **No** | **N/A** |
| **17** | Ingredient Scaling and Staging Areas | Scaled and/or staged ingredients are maintained in sealed or covered containers. (i.e., bags, boxes, plastic containers) All ingredients are off the floor. Area free from Chemicals/Lubricants |  |  |  |  |  |  |
| **18** | Production Utensils and Containers | Utensils are of sanitary design and adequate for the application. Utensils / containers are color coded to prevent misuse. |  |  |  |  |  |  |
| **19** | Product Protection | Precautions are taken to ensure ingredients & work-in-progress product are properly covered, labeled and dated. |  |  |  |  |  |  |
| **20** | Packaging and Cooling area | Areas clean for proper sanitation, including product contact surfaces, utensil, personal attire and proper use of personal equipment, areas should be free from obstruction. |  |  |  |  |  |  |
| **21** | Color Coding Policy | The color-coding policy is conspicuously posted throughout the facility and the facility is consistently practiced. |  |  |  |  |  |  |
| **22** | Glass / Brittle Plastic | The procedure for removing and accounting for glass / brittle plastic in a processing or storage area is followed. |  |  |  |  |  |  |
| **23** | Glass / Brittle Plastics Zone 1 | All brittle plastic / glass lights, instrument dials are intact and not broken or cracked. |  |  |  |  |  |  |
| **24** | Ingredients or packaging stored in processing area | Ingredients or packaging materials should not be stored in a processing area. They can be staged in a processing area for immediate use. |  |  |  |  |  |  |
| **25** | Separate storage of food from non-food materials | Food and/or packaging materials stored in proximity to exposed volatile or toxic non-food materials |  |  |  |  |  |  |
| **26** | Pallets in Storage Area | Pallets must be clean and structurally sound. |  |  |  |  |  |  |

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| **Yes** | **No** | **N/A** |
| **27** | Temperature Requirements | Materials are held at proper temperatures per specifications. |  |  |  |  |  |  |
| **28** | Trash Receptacles Containers | Trash receptacles must be color coded to indicate intended use. Receptacles must be cleanable, covered and in good condition. |  |  |  |  |  |  |
| **29** | Window and Door Screens | Windows and doors are screened or cannot be opened. Connecting doors to the outside should not have gaps (free space) that would allow pests to enter a building. Any glass windows shall be protected against breakage. |  |  |  |  |  |  |
| **30** | Pest Activity | No pest activity or evidence of pest activity is permitted inside the facility. |  |  |  |  |  |  |
| **31** | Bait Stations | Baited traps must only be used outside the facility. The bait stations must be anchored, numbered and tamper resistant. |  |  |  |  |  |  |
| **32** | Unused Equipment | Unused equipment in processing or storage areas are maintained clean. |  |  |  |  |  |  |
| **33** | Lubrication | Excess grease or oil dripping onto product or food-contact surface from over greased bearings or leaking gear boxes. |  |  |  |  |  |  |
| **34** | Maintenance Practices | Tools used on food handling equipment are clean and sanitary. Mechanics keep tight control over loose parts and cleanup work area when finished. |  |  |  |  |  |  |
| **35** | Construction Site Control | Construction site(s) are adequately segregated to prevent debris from entering a processing or storage areas. |  |  |  |  |  |  |
| **36** | Safety Data Sheets for Chemicals | Safety Data Sheets are available, up to date for all cleaning, sanitizing and maintenance compounds. |  |  |  |  |  |  |

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| **Yes** | **No** | **N/A** |
| **37** | Chemical Storage | Cleaning, sanitizing, and lubrication compounds are stored in a separate, lockable, well-ventilated area which is isolated from food and packaging materials. Food grade materials are segregated form non-food grade materials. |  |  |  |  |  |  |
| **38** | Protective Equipment | Adequate personal protective equipment (goggles, gloves, boots, aprons, fall protection, etc.) are available and appropriately used. |  |  |  |  |  |  |
| **39** | Conveyors Belts | Product or food contact conveyors must be clean, smooth and in good condition, without frayed edges or missing pieces. |  |  |  |  |  |  |
| **40** | General Housekeeping | As a result of poor cleaning or clutter, there is a risk of product contamination.  Leak diverters must have a tag with date on it and the liquid should be diverted to a proper waste container, following company (color code policy). |  |  |  |  |  |  |
| **41** | Visitors and Contractors | Visitors or contractors in food processing areas are adhering to GMPs. |  |  |  |  |  |  |
| **42** | Loose items | Associates, visitors, or contractors with loose items carried in a pocket above the waist. |  |  |  |  |  |  |
| **43** | Knives and Scissors | Knives and Scissors  \*Knives located by the Proofer exit (2 units), properly coded and in good condition?  \* Knife by scaling area (1 unit) properly coded and in good condition?  \*Scissors by scaling area in good condition? |  |  |  |  |  |  |
| **44** | Metal Detectors | Metal detectors and/or metal removal devices are installed on the line (where appropriate), are maintained in good calibration, and are checked periodically to confirm operation. |  |  |  |  |  |  |
| **45** | Finished Product Coding | Finished Product is coded with correct date, plant, shift, and line codes. Coding is clear and legible. |  |  |  |  |  |  |
| **46** | Use of packaging materials for non-intended purpose | Packaging materials are used for non-intended purpose (sampling ingredients, holding spare parts, holding detergents, etc.). |  |  |  |  |  |  |
| **47** | Scales and Thermometers | Scales and Thermometer in good working condition, including calibration. |  |  |  |  |  |  |
| **48** | Inkjet Coders | Slicer#1, Slicer#2, Slicer#3 inkjet coders in good working condition. |  |  |  |  |  |  |
| **49** | General Areas | Allergens, Organic, Fire Extinguishers, Hold. Signs, etc. In good condition and located at proper location. |  |  |  |  |  |  |
| **50** | Outside grounds | Outdoor "grass" gardening in good condition, short and free of garbage. |  |  |  |  |  |  |
| **51** | Organic Integrity | Organic dedicated tools are stored at designated location.  Organic integrity of all ingredients and finished products in storage is maintained.  Organic Handling procedures are followed during Organic bread run. |  |  |  |  |  |  |

Pre-Operational inspection will be conducted prior to starting for production on first and second shift.

**First Shift**

Auditor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_AM PM

**Second Shift**

Auditor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_AM PM

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_