

# GMP MINI CHECKLIST

Provided by EN Consultancy

This checklist is a quick tool to help you identify basic compliance gaps in your facility before a full audit.

Area	Key Question	Status (Yes/No)
Facility Hygiene	Are all production areas clean and free from pests?	
Documentation	Are SOPs available and up to date?	
Training	Are employees trained on GMP and records kept?	
Equipment	Are equipment cleaned and maintenance logs updated?	
Storage	Are raw materials and finished products stored properly?	
Personal Hygiene	Are staff wearing appropriate protective clothing?	
Quality Control	Are samples tested and records maintained?	
Waste Management	Is waste disposed according to SOPs?	