

ABC
Site Inspection/PRP Verification Checklist

Inspection Date: _____

Facility Location: _____

Person (s) Names conducted Inspection:

1. _____

2. _____

3. _____

S.No	Area	Compliance Yes/ No/NA	Remark
I	Construction and layout of buildings		
a	Is the buildings designed, constructed and maintained in a manner appropriate to food safety?		
b	Did the Buildings are having durable construction which presents no hazard to the product?		
	Environment		
c	Outside environment of the plant is suitable for food production?		
d	Is the factory surrounding are kept in good condition and not pose any hazard to the product?		
	Locations of establishments		
e	Are site boundaries are clearly identified and access control is established?		
f	Is the site maintained in good order? Roads, yards and parking areas are maintained well?		
II	Layout of premises and workspace		
a	Is the Internal layouts designed, constructed and maintained to facilitate good hygiene and manufacturing practices?		
b	Layout of equipment, designed to protect against potential contamination sources?		
	Internal design, layout and traffic patterns		
c	Is the building provide adequate space, with a logical flow of materials, products and personnel, and physical separation of raw from processed areas?		
d)	Wall floor junctions and corners are designed to facilitate cleaning?		

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S.No	Area	Compliance Yes/ No/NA	Remark
e)	Ceilings and overhead fixtures are designed to minimize build-up of dirt and condensation?		
f)	External opening windows, roof vents or fan, where present, are insect screened?		
	Location of equipment		
g)	Equipment are designed and located so as to facilitate access, good hygiene practices and monitoring?		
h)	Equipment and containers coming into contact with food should be suitable for food contact.		
i)	Equipment used to cook, heat, cool, store or freeze food should be designed to achieve the required food temperatures as rapidly as necessary		
	Laboratory facilities		
j)	The test facilities is controlled to minimize risk of product contamination?		
k)	Microbiology lab located and operated so as to prevent contamination of people, plant and products?		
	Temporary or mobile premises and vending machines		
l)	Is Temporary structures designed, and constructed to avoid pest harbourage and potential contamination of products.		
	Storage of food, packaging materials, ingredients and non-food chemicals		
m)	Is the Storage areas dry and well ventilated. Monitoring and control of temperature and humidity applied where specified.		
n)	Storage area allow segregation of raw materials, work in progress and finished products.		
o)	All materials and products are stored off the floor and with sufficient space between the pallets and the walls.		
p)	A separate, secure (locked or otherwise access controlled) storage area provided for cleaning materials, chemicals and other hazardous substances		
III	Utilities — air, water, energy		
	Water supply		
a)	Water used as a product ingredient, including ice or steam or in contact with products or product		

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	surfaces, are tested for IS 10500 standard		
b)	Where water supplies are chlorinated, checks shall ensure that the residual chlorine level at the point of use remains within limits given in relevant specifications.		
c)	Does the Non-potable water have a separate supply system that is labelled and not connected to the potable water system.		

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	Boiler chemicals		
d)	Boiler chemicals, if used, are approved food additives which meet relevant additive specifications/regulatory requirements		
e)	Boiler chemicals are stored in a separate, secure (locked or otherwise access-controlled)		
	Air quality and ventilation		
f)	The requirements for filtration, humidity (RH%) and microbiology of air used as an ingredient or for direct product contact.		
g)	Protocols for air quality monitoring and control established in areas where products which support the growth or survival of microorganisms are exposed.		
h)	Exterior air intake ports are examined periodically for physical integrity.		
	Compressed air and other gases		
i)	Compressed air, carbon dioxide, nitrogen and other gas systems used in manufacturing and/or filling is constructed and maintained so as to prevent contamination		
j)	Where oil is used for compressors and there is potential for the air to come into contact with the product, the oil used shall be food grade.		
k)	Requirements for filtration, humidity (RH%) and microbiology are specified.		
	Lighting		
l)	The intensity of the lighting be appropriate to the nature of the operation		
m)	Light fixtures are protected from breakage to ensure that materials are not contaminated.		
IV	Waste disposal		
a)	Containers for waste are clearly identified, located in a designated area, can be readily cleaned and sanitized, closed when not in immediate use.		

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	Waste management and removal		
b)	Removal of waste managed to avoid accumulations, with a minimum daily removal.		
c)	Removal and destruction are carried out by approved disposal contractors. The organization retains records of destruction.		
	Drains and drainage		
d)	Drains are designed, constructed and located so that the risk of contamination of materials or products is avoided.		

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V	Equipment suitability, cleaning and maintenance		
a	Food contact equipment are designed and constructed to facilitate cleaning, disinfection and maintenance.		
	Hygienic design		
b)	Equipment are able to meet established principles of hygienic design, such as smooth, accessible, cleanable surfaces, framework not penetrated by holes or nuts and bolts.		
	Product contact surfaces		
c)	Product contact surfaces are constructed from materials designed for food use. They shall be impermeable and rust or corrosion free.		
	Cleaning plant, utensils and equipment		
d)	The programmes of cleaning specify what is to be cleaned (including drains), the responsibility, the method of cleaning (e.g. CIP, COP),		
e)	Use of dedicated cleaning tools, removal or disassembly requirements and methods for verifying the effectiveness of the cleaning established.		
	Preventive and corrective maintenance		
f)	A preventive maintenance programme in place		
g)	Corrective maintenance are carried out in such a way that production on adjoining lines or equipment is not at risk of contamination		
h)	Lubricants and heat transfer fluids are food grade where there is a risk of direct or indirect contact with the product.		

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i)	The procedure for releasing maintained equipment back to production include clean up, sanitizing, where specified pre-use inspection protocol.		
VI	Management of purchased materials		
a)	Purchase procedure is established		
b)	Process for the selection, approval and monitoring of suppliers established		
c)	Supplier selection is done based on Supplier audit, Third party certification.		
	Incoming material requirements (raw/ingredients/packaging)		
d)	Materials are inspected, tested or covered by COA to verify conformity with specified requirements prior to acceptance or use		
e)	The method of verification shall be documented		

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f)	Materials which do not conform to relevant specifications are handled under a documented procedure for non-conforming products		
VII	Measures for prevention of cross-contamination		
a)	Areas where potential for microbiological cross-contamination exists (airborne or from traffic patterns) are identified and a segregation (zoning) plan implemented.		
	Allergen management		
b)	Products are protected from unintended allergen cross-contact by cleaning and line change-over practices and/or product sequencing.		
c)	The declaration made on the label for consumer products, and on the label or the accompanying documentation for products intended for further processing.		
d)	Employees handling food receive specific training in allergen awareness and associated manufacturing practices.		
	Physical contamination		
e)	Where brittle materials are used, periodic inspection requirements and defined procedures in case of breakage are put in place.		
f)	Glass policy and Glass breakage records are maintained.		

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g)	Based on hazard assessment, measures are put in place to prevent, control or detect potential contamination such as use of Magnets, Screens, Filters Metal detectors/X-ray etc.		
VIII	Cleaning and sanitizing		
a)	Cleaning and sanitizing programmes are established to ensure that the food-processing equipment and environment are maintained in a hygienic condition.		
b)	Cleaning and sanitizing agents and chemicals are clearly identified, food grade, stored separately and used only in accordance with the manufacturer's instructions.		
c)	Cleaning and/or sanitizing programmes specify : * areas, items of equipment and utensils to be cleaned and/or sanitized * responsibility for the tasks specified * method and frequency * monitoring and verification arrangements * post-clean inspections * pre start-up inspections		
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	Cleaning in place (CIP) systems		
d)	CIP systems is separated from active product lines.		
	Monitoring sanitation effectiveness		
e)	Cleaning and sanitation programmes shall be monitored for its effectiveness		
IX	Pest control		
a)	The establishment to have a nominated person to manage pest control activities and/or deal with appointed expert contractors		
b)	Pest management programmes is documented and shall identify target pests, and address plans, methods, schedules, control procedures		
c)	Programmes include a list of chemicals which are approved for use in specified areas of the establishment		
d)	Buildings shall be maintained in good repair. Holes, drains and other potential pest access points shall be sealed.		
e)	Pest-monitoring programmes include the placing of detectors and traps in key locations to identify pest activity. A map of detectors and traps shall be maintained.		

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f)	The detectors and traps shall be inspected at a frequency and the results are evaluated.		
X	Personnel hygiene and employee facilities		
a)	Personnel hygiene facilities are be available to ensure that the degree of personal hygiene required by the organization can be maintained		
b)	Adequate numbers of washing, drying and, where required, sanitizing hands are available		
c)	Provided adequate number of toilets of appropriate hygienic design.		
d)	Have adequate changing facilities for personnel(male & female)		
	Staff canteens and designated eating areas		
e)	Staff canteens is situated so that the potential for cross-contamination of production areas		
f)	Employees' own food are stored and consumed in designated areas only.		
	Workwear and protective clothing		
g)	Personnel who work in, or enter into, areas where exposed products and/or materials are handled shall wear work clothing that is fit for purpose, clean and in good condition		

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h)	Workwear shall not have buttons, outside pockets above waist level. Zips or press stud fastenings are acceptable.		
i)	Hair, beards, and moustaches shall be protected		
j)	Where gloves are used for product contact, they shall be clean and in good condition		
k)	Shoes for use in processing areas shall be fully enclosed and made from non-absorbent materials		
	Health status/ Illness and injuries		
l)	employees shall undergo a medical examination prior to employment in food contact operations.		
m)	People known or suspected to be infected with, or carrying, a disease or illness transmissible through food shall be prevented from handling food or materials which come into contact with food.		
	Personal cleanliness/ Personal behaviour		
n)	Personnel in food production areas shall be		

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	required to wash and, where required, sanitize hands:		
o)	A documented policy describes the behaviours required of personnel in processing, packing and storage areas.		
XI	Rework		
a)	Rework items are stored, handled and used in such a way that product safety, quality, traceability and regulatory compliance are maintained		
XII	Product recall procedures		
a)	Product recall procedure and mock recall are established.		
XIII	Warehousing		
a)	Effective control of warehousing temperature, humidity and other environmental conditions shall be provided		
b)	Waste materials and chemicals (cleaning products, lubricants, and pesticides) shall be stored separately		
	Vehicles, conveyances, and containers		
c)	Vehicles, conveyances, and containers shall provide protection against damage or contamination of the product. Control of temperature and humidity shall be applied and recorded where required		
XIV	Product information and consumer awareness		
d)	Information may be provided by labelling or other means, such as company websites and advertisements, and may include storage, preparation and serving instructions applicable to the product.		

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XV	Food defence, biovigilance, and bioterrorism		
a)	Establishment shall assess the hazard to products posed by potential acts of sabotage, vandalism or terrorism and shall put in place proportional protective measures		
XIV	Training and Competence		
	Personnel have the knowledge and skills necessary to enable them to handle food hygienically.		
	Trainings are conducted based on the principles of food hygiene applicable to the food business;		

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	Periodic assessments of the effectiveness of training and instruction programmes are be made, as well as routine supervision and verification to ensure that procedures are being carried out effectively.		
	Training programmes are routinely reviewed and updated where necessary		
	Visitors and other persons from outside the establishment		
	Visitors to food businesses, including maintenance workers, in particular to food manufacturing, processing or handling areas, should follow the hygiene protocol		