



### GMP Checklist (Indoor) – Daily Self Inspection

SQF NO.2.5.4

Date Inspected	Time

1	PERSONNEL	YES*	NO*	DEVIATION/FINDINGS*	CORRECTIVE ACTION*
1.1	ILLNESS AND INJURIES	<input type="radio"/>	<input type="radio"/>		
	Is personnel showing signs of an illness, an open sore, or any other unusual source of microbial contamination. If yes - Personnel is instructed to report such health conditions to their supervisors	<input type="radio"/>	<input type="radio"/>		
	Are personnel in overall good health condition? If No - Personnel is instructed to report such health conditions to their supervisors	<input type="radio"/>	<input type="radio"/>		
	The personnel has no open wound. Bandages or covers for burns, wounds, sores, scabs, and splints are water-proof, colored, and detected by the metal detector. All are covered with a food service glove while handling food.	<input type="radio"/>	<input type="radio"/>		
1.2	PROTECTIVE CLOTHING	<input type="radio"/>	<input type="radio"/>		
	Gloves are available and worn properly.	<input type="radio"/>	<input type="radio"/>		
	Lab coats are available and worn properly.	<input type="radio"/>	<input type="radio"/>		
	Hair Restraints (Hairnets, beardnets) are available.	<input type="radio"/>	<input type="radio"/>		
	Hairnets, headbands, hats, beard coverings, or other hair restrictions are worn effectively.	<input type="radio"/>	<input type="radio"/>		
1.3	1.3 CLEANLINESS AND BEHAVIOR	<input type="radio"/>	<input type="radio"/>		
	Personnel have no loose items. Jewelry is limited to a plain ring, such as a wedding band, and no watches, bracelets or jewelry of any other kind.	<input type="radio"/>	<input type="radio"/>		
	Personnel is maintaining adequate and appropriate personal cleanliness.	<input type="radio"/>	<input type="radio"/>		

<b>1</b>	<b>PERSONNEL</b>	<b>YES*</b>	<b>NO*</b>	<b>DEVIATION/FINDINGS*</b>	<b>CORRECTIVE ACTION*</b>
	Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	<input type="radio"/>	<input type="radio"/>		
	Personnel are observed washing their hands	<input type="radio"/>	<input type="radio"/>		
<b>2</b>	<b>PLANT AND GROUNDS</b>	<b>YES*</b>	<b>NO*</b>	<b>DEVIATION/FINDINGS*</b>	<b>CORRECTIVE ACTION*</b>
2.1	PLANT (INDOORS)	<input type="radio"/>	<input type="radio"/>		
	Ceilings are clean, free from condensation and in good condition.	<input type="radio"/>	<input type="radio"/>		
	Walls are clean, free from condensation and in good condition.	<input type="radio"/>	<input type="radio"/>		
	Floors are clean, no stagnant water and in good condition.	<input type="radio"/>	<input type="radio"/>		
	Lights are clean and in good condition. No busted lights.	<input type="radio"/>	<input type="radio"/>		
	Doors are self-closing, clean and in good condition.	<input type="radio"/>	<input type="radio"/>		
	Windows are shatterproof, clean, sealed and in good condition.	<input type="radio"/>	<input type="radio"/>		
	Drains are clean and covered	<input type="radio"/>	<input type="radio"/>		
	Ventilation is sufficient. No off odor inside the processing area.	<input type="radio"/>	<input type="radio"/>		
<b>3</b>	<b>SANITARY OPERATIONS</b>	<b>YES*</b>	<b>NO*</b>	<b>DEVIATION/FINDINGS*</b>	<b>CORRECTIVE ACTION*</b>
3.1	CLEANING TOOLS	<input type="radio"/>	<input type="radio"/>		
	Cleaning tools for food contact surfaces are segregated from cleaning tools for non-food contact surfaces.	<input type="radio"/>	<input type="radio"/>		
	Cleaning tools are properly identified (e.g. for food contact and for non-food contact)	<input type="radio"/>	<input type="radio"/>		
3.2	SUBSTANCES USED IN CLEANING AND SANITIZING; STORAGE OF TOXIC MATERIALS	<input type="radio"/>	<input type="radio"/>		
	Chemical indoor storage is secured, chemicals are identified.	<input type="radio"/>	<input type="radio"/>		

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	MSDS/SDS are available and accessible.	<input type="radio"/>	<input type="radio"/>		
	Fire Extinguisher is serviceable.	<input type="radio"/>	<input type="radio"/>		
	Eyewash or shower is available.	<input type="radio"/>	<input type="radio"/>		
	Spill Kit is Available, and chemical spill tray or catch container is serviceable	<input type="radio"/>	<input type="radio"/>		
<b>3.3</b>	<b>PEST CONTROL</b>	<input type="radio"/>	<input type="radio"/>		
	No sightings or evidence of pest inside the processing area.	<input type="radio"/>	<input type="radio"/>		
	Pest Control Device Inspection - Fly Light are identified, secured, and clear of pest	<input type="radio"/>	<input type="radio"/>		
	Pest Control Device Inspection - Bait Boxes are identified, secured, and clear of pest or rodent presence	<input type="radio"/>	<input type="radio"/>		
<b>3.4</b>	<b>SANITATION OF FOOD-CONTACT SURFACES</b>	<input type="radio"/>	<input type="radio"/>		
	Food contact surfaces are maintained reasonably clean during operations.	<input type="radio"/>	<input type="radio"/>		
	ATP Swabbing is satisfactory and meets SSOP program	<input type="radio"/>	<input type="radio"/>		
	Allergen Identification (tag, color coding) is maintained	<input type="radio"/>	<input type="radio"/>		
<b>3.5</b>	<b>SANITATION OF NON-FOOD CONTACT SURFACES</b>	<input type="radio"/>	<input type="radio"/>		
	Non-food contact surfaces are maintained reasonably clean during operations.	<input type="radio"/>	<input type="radio"/>		
<b>4</b>	<b>SANITARY FACILITIES AND CONTROLS</b>	<b>YES*</b>	<b>NO*</b>	<b>DEVIATION/FINDINGS*</b>	<b>CORRECTIVE ACTION*</b>
<b>4.1</b>	<b>WATER SUPPLY</b>	<input type="radio"/>	<input type="radio"/>		
	Water pressure, supply and temperature are verified	<input type="radio"/>	<input type="radio"/>		
<b>4.2</b>	<b>SEWAGE DISPOSAL</b>	<input type="radio"/>	<input type="radio"/>		

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	No Sewage or Leakage present	<input type="radio"/>	<input type="radio"/>		
4.3	TOILET FACILITIES	<input type="radio"/>	<input type="radio"/>		
	Toilet facilities are cleaned and serviceable	<input type="radio"/>	<input type="radio"/>		
4.4	HAND WASHING FACILITIES	<input type="radio"/>	<input type="radio"/>		
	Handwashing facilities are properly serviced, consumables (soap, sanitizer, paper towels) are available	<input type="radio"/>	<input type="radio"/>		
	Handwashing stations are unobstructed, operational, and clean. Stocked with soap, sanitizers, disposable hand towels, or a hand dryer in working conditions, warm water is available.	<input type="radio"/>	<input type="radio"/>		
	Handwashing stations functional/operational check for auto sensor, knee- or foot-operated if applicable.	<input type="radio"/>	<input type="radio"/>		
	Handwashing procedure is posted near the hand washing stations.	<input type="radio"/>	<input type="radio"/>		
4.5	RUBBISH AND OFFAL DISPOSAL	<input type="radio"/>	<input type="radio"/>		
	Trash bins and containers are secured, maintained, and not overflowing.	<input type="radio"/>	<input type="radio"/>		
	Proper segregation of wastes is observed.	<input type="radio"/>	<input type="radio"/>		
<b>5</b>	<b>EQUIPMENT AND UTENSILS</b>	<b>YES*</b>	<b>NO*</b>	<b>DEVIATION/FINDINGS*</b>	<b>CORRECTIVE ACTION*</b>
5.1	EQUIPMENT AND UTENSILS	<input type="radio"/>	<input type="radio"/>		
	Equipment and Utensils are organized and identified	<input type="radio"/>	<input type="radio"/>		
	Equipment are properly spaced, serviceable, stored & identified.	<input type="radio"/>	<input type="radio"/>		
	SSOPs are available for each equipment or process or areas	<input type="radio"/>	<input type="radio"/>		
	All maintenance tools are secured	<input type="radio"/>	<input type="radio"/>		
	No corrosion on equipment	<input type="radio"/>	<input type="radio"/>		

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	No paint chip flakes on equipment	<input type="radio"/>	<input checked="" type="radio"/>		
	No adhesive tape used on equipment	<input type="radio"/>	<input checked="" type="radio"/>		
	No loose equipment fasteners (nuts and bolts) on equipment.	<input type="radio"/>	<input checked="" type="radio"/>		
	Measuring tools are within calibration.	<input type="radio"/>	<input checked="" type="radio"/>		
	There are dedicated utensils for cooked items.	<input type="radio"/>	<input checked="" type="radio"/>		
	There are dedicated utensils for raw items.	<input type="radio"/>	<input checked="" type="radio"/>		
	There are dedicated utensils for allergenic items.	<input type="radio"/>	<input checked="" type="radio"/>		
<b>6</b>	<b>PROCESSES AND CONTROLS</b>	<b>YES*</b>	<b>NO*</b>	<b>DEVIATION/FINDINGS*</b>	<b>CORRECTIVE ACTION*</b>
6.1	RAW MATERIALS AND OTHER INGREDIENTS	<input type="radio"/>	<input checked="" type="radio"/>		
	Raw materials, WIP, packaging materials and finished goods are not in direct contact with the floor.	<input type="radio"/>	<input checked="" type="radio"/>		
	Items for rework are properly identified.	<input type="radio"/>	<input checked="" type="radio"/>		
	Raw materials, WIP, packaging materials and finished goods are covered and protected from contamination.	<input type="radio"/>	<input checked="" type="radio"/>		
	Allergenic materials are properly identified and tagged.	<input type="radio"/>	<input checked="" type="radio"/>		
6.2	MANUFACTURING OPERATIONS	<input type="radio"/>	<input checked="" type="radio"/>		
	If applicable, temperature in the processing area is maintained.	<input type="radio"/>	<input checked="" type="radio"/>		
	No loose items is present in the processing area.	<input type="radio"/>	<input checked="" type="radio"/>		
	No glass or brittle plastic breakages present in the processing area.	<input type="radio"/>	<input checked="" type="radio"/>		
	Crates and containers are reasonably clean and in good condition.	<input type="radio"/>	<input checked="" type="radio"/>		

1	PERSONNEL	YES*	NO*	DEVIATION/FINDINGS*	CORRECTIVE ACTION*
6.3	STORAGE	<input type="radio"/>	<input checked="" type="radio"/>		/ /
	Required storage temperature for food items are maintained.	<input type="radio"/>	<input checked="" type="radio"/>		/ /
	Allergenic materials are segregated from non-allergenic materials during storage.	<input type="radio"/>	<input checked="" type="radio"/>		/ /

Reference: SQF Module 2 Edition 9 for Food Manufacturing, 2.5.4.3 Regular inspections of the site and equipment shall be planned and carried out to verify that Good Manufacturing Practices and facility and equipment maintenance comply with the SQF Food Safety Code: Food Manufacturing. The site shall: i. Take corrections or corrective and preventative action; and ii. Maintain records of inspections and any corrective actions are taken.