



## GMP Inspection Checklists

SQF 2.5.4

Date Inspected:

Time Inspected:

1	Daily Self-Inspection (Indoor)	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
1.1	Personnel - Illness and Injuries					
1.1.1	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					
1.1.2	Are personnel in overall good health condition? If No - Personnel is instructed to report such health conditions to their supervisors					
1.1.3	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.					
1.2	Personnel - Protective Clothing					
1.2.1	Gloves are available and worn properly.					
1.2.2	Lab coats are available and worn properly.					
1.2.3	Hair Restraints (Hairnets, beardnets) are available.					
1.2.4	Hairnets, headbands, hats, beard coverings, or other hair restrictions are worn effectively.					
1.3	Personnel - Cleanliness and Behavior					

1.3.1	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.					
1.3.2	Personnel is maintaining adequate and appropriate personal cleanliness.					
1.3.3	Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.					
1.3.4	Personnel are observed washing their hands					
1.4	Plants and Grounds					
1.4.1	Ceilings are clean, free from condensation and in good condition.					
1.4.2	Walls are clean, free from condensation and in good condition.					
1.4.3	Floors are clean, no stagnant water and in good condition.					
1.4.4	Lights are clean and in good condition. No busted lights.					
1.4.5	Doors are self-closing, clean and in good condition.					
1.4.6	Windows are shatterproof, clean, sealed and in good condition.					
1.4.7	Drains are clean and covered					
1.4.8	Ventilation is sufficient. No off odor inside the processing area.					
1.5	Sanitary Operations - Cleaning Tools					
1.5.1	Cleaning tools for food contact surfaces are segregated from cleaning tools for non-food contact surfaces.					
1.5.2	Cleaning tools are properly identified (e.g. for food contact and for non-food contact)					
1.6	Sanitary Operations - Substances Used in Cleaning and Sanitizing; Storage of Toxic Materials					
1.6.1	Chemical indoor storage is secured, chemicals are identified.					

1.6.2	MSDS/SDS are available and accessible.					
1.6.3	Fire Extinguisher is serviceable.					
1.6.4	Eyewash or shower is available.					
1.6.5	Spill Kit is Available, and chemical spill tray or catch container is serviceable					
1.7	Sanitary Operations - Pest Control					
1.7.1	No sightings or evidence of pest inside the processing area.					
1.7.2	Pest Control Device Inspection - Fly Light are identified, secured, and clear of pest					
1.7.3	Pest Control Device Inspection - Bait Boxes are identified, secured, and clear of pest or rodent presence					
1.8	Sanitary Operations - Sanitation of Food Contact Surfaces					
1.8.1	Food contact surfaces are maintained reasonably clean during operations.					
1.8.2	ATP Swabbing is satisfactory and meets SSOP program					
1.8.3	Allergen Identification (tag, color coding) is maintained					
1.9	Sanitary Operations - Sanitation of Non-Food Contact Surfaces					
1.9.1	Non-food contact surfaces are maintained reasonably clean during operations.					
1.10	Sanitary Facilities and Controls - Water Supply					
1.10.1	Water pressure, supply and temperature are verified					
1.11	Sanitary Facilities and Controls - Sewage Disposal					
1.11.1	No Sewage or Leakage present					
1.12	Sanitary Facilities and Controls - Toilet Facilities					
1.12.1	Toilet facilities are cleaned and serviceable					

1.13	Sanitary Facilities and Controls - Handwashing Facilities					
1.13.1	Handwashing facilities are properly serviced, consumables (soap, sanitizer, paper towels) are available					
1.13.2	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.					
1.13.3	Handwashing stations functional/operational check for auto sensor, knee- or foot-operated if applicable.					
1.13.4	Handwashing procedure is posted near the hand washing stations.					
1.14	Sanitary Facilities and Controls - Rubbish and Offal Disposal					
1.14.1	Trash bins and containers are secured, maintained, and not overflowing.					
1.14.2	Proper segregation of wastes is observed.					
1.15	Equipment and Utensils					
1.15.1	Equipment and Utensils are organized and identified					
1.15.2	Equipment are properly spaced, serviceable, stored & identified.					
1.15.3	SSOPs are available for each equipment or process or areas					
1.15.4	All maintenance tools are secured					
1.15.5	No corrosion on equipment					
1.15.6	No paint chip flakes on equipment					
1.15.7	No adhesive tape used on equipment					
1.15.8	No loose equipment fasteners (nuts and bolts) on equipment.					
1.15.9	Measuring tools are within calibration.					
1.15.10	There are dedicated utensils for cooked items.					

1.15.11	There are dedicated utensils for raw items.					
1.15.12	There are dedicated utensils for allergenic items.					
1.16	Process and Controls - Raw Materials and Other Ingredients					
1.16.1	Raw materials, WIP, packaging materials and finished goods are not in direct contact with the floor.					
1.16.2	Items for rework are properly identified.					
1.16.3	Raw materials, WIP, packaging materials and finished goods are covered and protected from contamination.					
1.16.4	Allergenic materials are properly identified and tagged.					
1.17	Process and Controls - Manufacturing Operations					
1.17.1	If applicable, temperature in the processing area is maintained.					
1.17.2	No loose items is present in the processing area.					
1.17.3	No glass or brittle plastic breakages present in the processing area.					
1.17.4	Crates and containers are reasonably clean and in good condition.					
1.18	Process and Controls - Storage					
1.18.1	Required storage temperature for food items are maintained.					
1.18.2	Allergenic materials are segregated from non-allergenic materials during storage.					
<b>2</b>	<b>Daily Self-Inspection Sheet (Outdoor)</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
2.1	Personnel					
2.1.1	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.					
2.1.2	Employees appear in good health.					

2.1.3	Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.					
2.1.4	Hand sinks are unobstructed, operational, and clean.					
2.1.5	Hand sinks are stocked with soap, a hand dryer in working conditions, and warm water.					
2.1.6	Employee restrooms are operational and clean.					
2.2	Pest Control					
2.2.1	Outside doors kept closed and locked are well-sealed.					
2.2.2	No evidence of pests is present.					
2.2.3	Bait and traps are monitored.					
2.2.4	A regular schedule of pest control by the licensed pest control operator.					
2.3	Cold Holding					
2.3.1	Refrigerators are kept clean and organized.					
2.3.2	The temperature of cold food being held is at or below 40 °F.					
2.3.3	Food is protected from contamination.					
2.4	Handwashing					
2.4.1	All Handwashing stations are working, unblocked, and are being used.					
2.4.2	A handwashing reminder sign is posted					
2.4.3	Hand sinks are stocked with soap, disposable towels, and warm water					
2.5	Storage (Raw Materials, Ingredients, and Packaging Materials)					
2.5.1	Temperatures of the dry storage area are between 40 °F and 90 °F or State public health department requirement.					
2.5.2	All food and paper supplies have been stored a minimum of 6 inches off the floor or as required by applicable regulation					

2.5.3	All food is labeled with name and received date.					
2.5.4	Dry ingredients, packaging, and shelf-stable goods are stored well away from chemicals and cleaning equipment.					
2.5.5	Open bags of food are stored and wrapped in protective packaging and labeled with the common name.					
2.5.6	The FIFO (First In, First Out) method of inventory control is used.					
2.5.7	There is no bulging, leaking, or damaged goods.					
2.5.8	Food is protected from contamination.					
2.6	Garbage Storage and Disposal					
2.6.1	Kitchen garbage cans are empty, clean, and free from pests.					
2.6.2	The loading dock and area around the dumpster are clean.					
2.6.3	Dumpsters are clean.					
2.7	Glass, Brittle Plastics, Ceramics					
2.7.1	Breakage of glass, plastics, ceramics are kept in the designated bin					
2.7.2	All relevant items are in their designated areas.					
<b>3</b>	<b>Weekly Self Inspection Sheet (Indoor)</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
3.1	Personnel - Illness and Inquiries					
3.1.1	Fit to work clearance is secured before being allowed back to work after a sick leave.					
3.2	Sanitary Operations - Sanitation of Food-Contact Surfaces					
3.2.1	ATP Swabs are ordered					
3.2.2	Allergen testing kits are ordered					
3.2.3	Verification of sanitizer concentration					
3.3	Sanitary Facilities and Controls - Water Supply					
3.3.1	Verify water testing requirements					

3.4	Equipment and Utensils					
3.4.1	Verify SSOP availability					
<b>4</b>	<b>Monthly Inspection Checklist</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
4.1	Personnel - Personal hygiene					
4.1.1	Personnel wear clean and proper apparel; wear appropriate hairnets, beard nets, pocket-less pants, kitchen coat, mask, and footwear with shoe covers.					
4.1.2	Personnel follow proper hand wash procedure. It is clean, unpolished, trimmed, and has no artificial fingernails.					
4.1.3	Personnel has no loose items. Jewelry is limited to a plain ring, a wedding band, and no watches, bracelets, or jewelry.					
4.1.4	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.					
4.1.5	Employees appear in good health.					
4.1.6	Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and washing areas.					
4.1.7	Hand sinks are unobstructed, operational, and clean.					
4.1.8	Hand sinks are stocked with soap, hand dryers in working conditions, and warm water.					
4.1.9	A handwashing reminder sign is posted.					
4.1.10	Gloves are adequately worn, with no rips or holes.					
4.1.11	Handwashing stations are labeled as "For Handwashing Only."					
4.1.12	Employee restrooms are operational and clean.					

4.2	Personnel - Personnel Training					
4.2.1	Staff knows the work instructions related to their job description.					
4.2.2	Personal training records are safely kept for documentation.					
4.3	Personnel - Personnel Health					
4.3.1	Health records of personnel are updated.					
4.3.2	Sickness or illness among personnel are reported and documented with supporting certificates and/or clearances.					
4.4	Plants and Grounds - Premises, Locations, and Approvals					
4.4.1	Maps, such as vicinity maps and emergency exit routes, are posted in all areas.					
4.4.2	There is sufficient space for placement of equipment and storage of materials.					
4.4.3	All water systems are adequately protected against back flow.					
4.4.4	To prevent contamination or allergen contact, processing areas are separated from other operations, such as location, time, partition, etc.					
4.4.5	Floors, walls, ceilings, doors, and windows are completely sealed to prevent the entry of pests.					
4.4.6	Aisles and working spaces are unobstructed and have adequate width to permit employees to perform their jobs properly.					
4.4.7	There are adequate hand-washing facilities for restrooms.					
4.4.8	There are adequate hand-washing facilities for break and manufacturing areas.					
4.4.9	Waste traps are located away from food handling areas or site entrances.					
4.5	Plants and Grounds - Lightings and Light Fittings					

4.5.1	There is adequate lighting in all handwashing, toilet areas, dressing, and locker rooms					
4.5.2	There is adequate lighting in all areas where food is processed, packed, or stored and where utensils and equipment are cleaned.					
4.5.3	Light Fixtures are shatterproof and equipped with protective coverings.					
4.5.4	Food products and processing areas are protected from breakage of light bulbs and other glass fixtures.					
4.5.5	Lightings and Light fixtures are cleaned and maintained.					
4.6	Plants and Grounds - Glass, Brittle Plastics, and Ceramics					
4.6.1	Containers, equipment, and utensils made of glass, porcelain, ceramics, and laboratory glassware are not permitted in the food processing zones.					
4.6.2	Inspections and glass inventory are implemented.					
4.7	Plants and Grounds - Ventilation					
4.7.1	There is adequate air quality and ventilation or other control systems.					
4.7.2	Doors, windows, and other openings are protected by adequate screening or additional protection to eliminate entry of insects, rodents, and other pests					
4.7.3	Exhaust ventilation filters are cleaned and well-maintained.					
4.7.4	Nozzles and Air hoses are checked, cleaned, and maintained.					
4.8	Plants and Grounds - Grounds and Roadways					
4.8.1	The exterior walls are free of holes to exclude pests. The pipes, vents, and air ducts are designed and protected to prevent pest entry, e.g., using a fine mesh.					
4.8.2	The exterior area immediately outside the facility is free of litter, weeds, and standing water.					

4.8.3	Roads, yards, and parking lots are kept clean.					
4.8.4	Grass and vegetation in the surrounding areas are kept under control.					
4.8.5	Paths, roadways, and loading and unloading areas are cleaned and well-maintained.					
4.8.6	Drains are cleaned to prevent the pooling of water.					
4.8.7	Drains are separated from the site drainage system and regularly cleared of debris.					
4.9	Sanitary Operations - Maintenance					
4.9.1	Unused equipment is properly identified and tagged.					
4.9.2	Maintenance Schedule and Repairs are identified and tagged.					
4.9.3	Non-toxic and corrosion-resistant materials such as stainless steel are used around the process.					
4.9.4	Seams are well bonded and smooth.					
4.9.5	Lubricants and chemicals used for equipment operation are approved for food-grade applications.					
4.9.6	A preventative maintenance program developed and implemented for major equipment.					
4.9.7	Weighing, measuring, monitoring, and testing equipment critical for ensuring quality should be calibrated according to written procedures, established schedules, and certified or traceable standards.					
4.10	Sanitary Operations - Cleaning and Sanitation					
4.10.1	Buildings, physical facilities, fixtures, etc., are kept clean and in good state of repair.					
4.10.2	Interior floor drains are clean, free from odors, and well-maintained.					

4.10.3	The lights are clean, in good repair, and provided with protective covers.					
4.10.4	Water is clean and free of grease and food particles.					
4.10.5	Small ware and utensils are allowed to air dry.					
4.10.6	The table and stools are clean and in good repair.					
4.10.7	Cleaning equipment is maintained clean and stored properly.					
4.10.8	Cleaning equipment is identified to prevent potential cross-contamination issues, e.g., production, maintenance, outside, and restroom equipment.					
4.10.9	Cleaning and sanitizing of equipment and utensils are conducted to protect from allergen cross-contact and contamination of food, food contact surfaces, or food packaging materials.					
4.10.10	The floor, walls, and ceilings are clean and in good repair.					
4.10.11	Equipment and utensils are cleaned, sanitized, and in good repair.					
4.10.12	Food equipment utensils and contact surfaces are properly washed, rinsed, and sanitized before every use.					
4.10.13	The cleaning and sanitation materials being used are sourced from approved suppliers and delivered with complete documents (SDS, COA, etc.)					
4.10.14	Cleaning and sanitizing of equipment are done at regular, established intervals.					
4.10.15	Utensils and/or equipment are cleaned and sanitized during product changeover.					
4.11	Sanitary Operations - Chemical Storage					
4.11.1	Chemicals are stored and secured in a locked area.					
4.11.2	Chemical sanitizer is mixed correctly, and a sanitizer strip is used to test chemical concentration.					

4.11.3	Chemicals are properly labeled and monitored for daily usage.					
4.11.4	Safety Data Sheets, Certificates, Analysis, etc., are posted and available in the chemical storage.					
4.12	Sanitary Operations - Pest Control					
4.12.1	Plant and storage areas are free of insects/rodents/birds/reptiles/mammals or any evidence of them.					
4.12.2	There is no stagnant water that might encourage pest harborage.					
4.12.3	Gaps around doors are ¼ inch or less.					
4.12.4	Holes, drains, and other places are kept sealed. Wire mesh screens are used to reduce the problem of pest entry.					
4.12.5	Pest control equipment is clean and in good repair.					
4.12.6	Outside doors are kept closed, locked, and well-sealed.					
4.12.7	There is a regular pest control schedule by a licensed pest control operator.					
4.12.8	The area outside the facility is free of evidence of pest activity.					
4.13	Sanitary Facilities and Controls - Water and Sewage					
4.13.1	Water temperatures (140°F/60°C) are correct for washing and rinsing.					
4.13.2	Plumbing is adequately sized, designed, installed, and maintained.					
4.13.3	There is an adequate sewage disposal system.					
4.13.4	All sinks are fully operable with hot and cold water at each faucet.					
4.13.5	All sinks drain properly; floor drains and sink are in good order.					
4.14	Sanitary Facilities and Controls - Toilet Room					
4.14.1	Toilet facilities, both public and staff, are clean, well-maintained and in proper working order.					

4.14.2	Self-closing doors for toilet and locker room working properly.					
4.14.3	Toilet rooms are accessible to staff and separate from processing and food handling operations.					
4.14.4	Toilet rooms are accessed from the processing area via an airlock vented to the exterior or through an adjoining room.					
4.14.5	Toilet rooms are kept clean and maintained.					
4.14.6	Tools/equipment for cleaning toilet rooms are not used to clean processing areas.					
4.14.7	Toilet tissue dispensers are full, and a sanitary napkin disposal unit is available.					
4.14.8	Sanitary drainage is not connected to other drains within the premises and is directed to a septic tank or a sewerage system by regulations.					
4.14.9	Handwashing basins are provided immediately outside or inside the toilet room.					
4.15	Sanitary Facilities and Controls - Change Room					
4.15.1	Change rooms are kept clean.					
4.15.2	Change rooms have adequate lighting and ventilation.					
4.15.3	The storage for street clothing and personal items is separated from clean uniforms, food contact zones, foo, and packaging storage areas.					
4.15.4	Personal items of employees and visitors are stored in the locker.					
4.15.5	A sufficient number of showers are provided for use by staff.					
4.16	Sanitary Facilities and Controls - Break Room					
4.16.1	Break rooms are ventilated and well-lit.					

4.16.2	There are provided adequate tables and seating to cater to the maximum number of staff at one sitting.					
4.16.3	Outdoor breakrooms are kept clean, free from waste materials, and maintained to minimize the potential for introducing contamination, including pests, to the site.					
4.16.4	Equipped with a sink serviced with hot and cold potable water for washing utensils.					
4.16.5	Equipped with refrigeration and heating facilities, staff can store or heat food and prepare non-alcoholic beverages if required—no rotting or out-of-date foodstuffs.					
4.16.6	Break rooms are clean and free from waste materials and pests.					
4.17	Sanitary Facilities and Controls - Garbage Storage And Disposal					
4.17.1	Boxes and containers are removed from the site.					
4.17.2	The loading dock and area around the dumpster are clean.					
4.17.3	Dumpsters are clean.					
4.17.4	Chemical drums are collected and transported to secured storage.					
4.17.5	Exterior waste containers are clean and kept covered.					
4.17.6	Waste or litter is segregated for their intended use.					
4.17.7	There is a scheduled garbage collection at least twice a week.					
4.17.8	Liquid wastes are covered and stored correctly in a designated area before disposal.					
4.18	Equipment and Utensils					
4.18.1	All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.					
4.18.2	Small equipment and utensils are washed, sanitized, and air-dried.					

4.18.3	Work surfaces are cleaned and sanitized between uses.					
4.18.4	Thermometers are cleaned and sanitized after each use.					
4.18.5	Thermometers are calibrated on a routine basis.					
4.18.6	The racks are clean.					
4.18.7	All equipment and utensils are designed, constructed, installed, operated, and maintained to meet any applicable regulatory requirements and not to pose a contamination threat to products.					
4.18.8	All food contact surfaces are made of materials appropriate to the application (i.e., stainless steel vs. aluminum).					
4.18.9	Food contact equipment surfaces are free of flaking paint, corrosion, rust, and other unhygienic materials (e.g., tape, string, cardboard, etc.).					
4.18.10	Non-food contact equipment surfaces are free of flaking paint, corrosion, rust, and other unhygienic materials (e.g., tape, string, cardboard, etc.)					
4.18.11	Equipment design and condition (e.g., smooth surfaces, smooth weld seams, nontoxic materials, no wood, or other absorbent materials) facilitate effective cleaning and maintenance.					
4.19	Equipment and Utensils - Refrigerator, Freezer, And Cooler					
4.19.1	Thermometers are available and accurate.					
4.19.2	Food is stored 6 inches off the floor or in walk-in cooling equipment.					
4.19.3	The refrigerator and freezer units are clean and neat.					
4.19.4	Proper chilling procedures are used.					
4.19.5	All food is wrapped correctly, labeled, and dated.					

4.19.6	The ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift.					
4.19.7	Defrosting is controlled and monitored.					
4.20	Equipment and Utensils - Large Equipment					
4.20.1	High-level areas including overhead pipes, ducts, fans, etc., are clean.					
4.20.2	The exhaust hood and filters are clean.					
4.21	Processes and Controls - Process Quality Control Plan					
4.21.1	A developed plan exists indicating inspection frequency, # of samples & required tests.					
4.21.2	Product reference systems are available in QC.					
4.21.3	The procedure for OOS results is available.					
4.21.4	Systems are in place to ensure that you have and are following the most current customer specifications.					
4.21.5	Product retained samples (finished, raw material, packaging) are kept for a minimum shelf life plus one year.					
4.22	Processes and Controls - Incoming Quality Control					
4.22.1	A developed plan exists indicating inspection frequency, # of samples & required tests.					
4.22.2	Procedure exists for handling out-of-specification (OOS) results.					
4.22.3	Updated product specifications are available.					
4.22.4	Customer product standards are available and used.					
4.23	Warehousing and Distribution - (Raw Materials, Ingredients, and Packaging Materials)					

4.23.1	Temperatures of the dry storage area are between 40 °F and 90 °F or the State public health department requirement.					
4.23.2	All food and paper supplies have been stored a minimum of 6 inches off the floor or as required by applicable regulation.					
4.23.3	All food is labeled with name and received date.					
4.23.4	Dry ingredients, packaging, and shelf-stable goods are stored away from chemicals and cleaning equipment.					
4.23.5	Open bags of food are stored and wrapped in protective packaging and labeled with the common name.					
4.23.6	The FIFO (First In, First Out) method of inventory control is used.					
4.23.7	There are no bulging, leaking, or damaged goods.					
4.23.8	Food is protected from contamination.					
4.23.9	Racks for storage are properly labeled, cleaned, and inspected.					
<b>5</b>	<b>Facilities and Operations Inspection</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
5.1	Facilities and Equipment					
5.1.1	Do the facilities have the appropriate design and construction to allow for clean and efficient production, minimizing contamination risks?					
5.1.2	Does the design layout facilitate smooth and logical flow of materials, personnel, and products to minimize cross-contamination risks?					
5.1.3	Does the design involve creating separate zones for different production stages (e.g., raw material receiving, processing, packaging) and implementing one-way traffic patterns to prevent mixing of clean and dirty areas?					

5.1.4	Are the floors, walls, and ceilings constructed of smooth, easily cleanable materials, and are they maintained in a clean and sanitary condition?					
5.1.5	Is there a designated waste disposal system that prevents contamination of materials and products?					
5.1.6	Is there a sanitation program in place to ensure proper equipment cleanliness?					
5.1.7	Is there a preventive maintenance program in place to ensure proper equipment function?					
5.2	Materials					
5.2.1	Are there written procedures for receiving, quarantining, identifying, and testing incoming raw materials?					
5.2.2	Are materials stored under appropriate conditions to prevent deterioration or contamination?					
5.2.3	Are there procedures for handling rejected materials?					
5.2.4	Is there a labeling system to ensure correct identification of materials throughout the production process?					
5.3	Production and Process Controls					
5.3.1	Are there written production and process control procedures for each product?					
5.3.2	Are the procedures reviewed and updated periodically?					
5.3.3	Are there qualified personnel who oversee and document production processes?					
5.3.4	Are there procedures for handling deviations from written procedures?					
5.4	Packaging and Labeling					
5.4.1	Are containers and closures inspected for cleanliness and integrity before use?					
5.4.2	Are there procedures to prevent mislabeling?					

5.4.3	Are there procedures for handling and correcting labeling errors?					
5.5	Quality Assurance					
5.5.1	Is there a quality assurance program in place to oversee all aspects of production?					
5.5.2	Are there procedures for conducting internal audits?					
5.5.3	Are there procedures for corrective and preventive actions (CAPA)?					
5.6	Personnel					
5.6.1	Are personnel trained in relevant quality and production procedures?					
5.6.2	Is there documented training for personnel?					
5.6.3	Do personnel practice good hygiene to minimize contamination risks?					
5.7	Records and Reports					
5.7.1	Are there procedures for maintaining accurate and complete records of production activities?					
5.7.2	Are any deviations documented along with evidence, corrective actions, and preventive measures?					
5.7.3	Are all documents kept within the established retention period, with a designated destruction or archive repository for obsolete records?					
<b>6</b>	<b>Handwashing Station and Processing Entrance Inspection</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
6.1	Handwashing Stations					
6.1.1	Are the faucets working and operated in a handsfree manner?					
6.1.2	Is the water heater turned on and working?					
6.1.3	Does the heated water from the handwash faucet constantly reach the target temperature of 110°F (43°C)?					

6.1.4	Are the handwash sinks clean, sanitized, and free from clogging and overflow?					
6.1.5	Are soap dispensers above handwash sinks operable and full?					
6.1.6	Are towel dispensers and/or hand dryers above handwash sinks operable and full?					
6.1.7	Are disinfectant dispensers located in handwash stations operable and full?					
6.1.8	Are handwash timers above the handwashing sinks working and in good condition?					
6.1.9	Are there handwashing signs posted, in legible form and in language understood by all staff?					
6.1.10	Are the ceilings clean and free from dirt, insects, or condensate?					
6.1.11	Are the hand chlorine dips clear and free from any extraneous material?					
6.1.12	Do the hand chlorine dips reach the target test strip results for free chlorine levels?					
6.1.13	Are there insects present and/or visibly flying over the area?					
6.1.14	Are the insect traps/killers running and in proper working condition?					
6.1.15	Are there staff present to periodically replace chlorine dips once usage limit is reached?					
6.1.16	Are gloves placed conspicuously nearby the handwashing station for easy access?					
6.1.17	Are air ventilation systems installed and working?					
6.2	Processing Entrance					
6.2.1	Are the floors clean, sanitized, and free from puddles?					
6.2.2	Do the foot dips/bath reach the target test strip results for disinfectant levels?					

6.2.3	Are the lint rollers used by inspectors operable and full?					
6.2.4	Are the ceilings clean and free from dirt, insects, or condensate?					
6.2.5	Are there staff present to periodically replace chlorine dips once usage limit is reached?					
6.2.6	Are there inspector/s present to check for jewelry and loose items and to verify donning?					
6.2.7	Are there insects present and/or visibly flying over the area?					
6.2.8	Are the insect traps/killers running and in proper working condition?					
6.2.9	Is the plastic curtains/strip door clean and free from cuts, dirt, insects, or splatters?					
6.2.10	Does the plastic curtain/strip door leave no gaps in the doorway, and is hung in uniform overlaps?					
6.2.11	Is there a legible donning and doffing procedure properly posted in the area, in language/s understood by all staff?					
<b>7</b>	<b>Toilets, Dressing Rooms, Pantry, Canteen Inspection</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
7.1	Toilet Facilities and Dressing Rooms					
7.1.1	Are the toilets clean, well-maintained and in good working order?					
7.1.2	Are doors in the toilets working properly?					
7.1.3	Are doors in the dressing rooms working properly?					
7.1.4	Are soap dispensers above handwash sinks operable and full?					
7.1.5	Are towel dispensers and/or hand dryers above handwash sinks operable and full?					
7.1.6	Are the floors clean and sanitized, with drainage free from puddles, overflows, or clogging?					

7.1.7	Are disinfectant dispensers located in handwash stations operable and full?					
7.1.8	Are toilet tissue dispensers full?					
7.1.9	Are the staff boots clean and free from dirt?					
7.1.10	Are the mirrors clean and free from splatters?					
7.1.11	Are there handwashing signs posted, in legible form and in language understood by all staff?					
7.1.12	Are air ventilation systems installed and working?					
7.1.13	Are there insects present and/or visibly flying over the area?					
7.1.14	Are the insect traps/killers running and in proper working condition?					
7.1.15	Are the ceilings clean and free from dirt, insects, or condensate?					
7.1.16	Are used/soiled uniforms placed in a dedicated laundry area, away from clean/unused clothes?					
7.1.17	Are the lockers positioned away from the wall?					
7.1.18	Are the lockers clean and free from molds, rust or any substance that promote molds or rust (food and liquids)?					
7.2	Staff Pantry and Canteen					
7.2.1	Are the floors clean, sanitized, and free from puddles?					
7.2.2	Are the seats and tables clean, sanitized, and free from puddles or organic matter?					
7.2.3	Are the sinks clean, sanitized, and free from clogging and overflow?					
7.2.4	Are the faucets working and dispensing potable water?					
7.2.5	Are soap dispensers above the sinks operable and full?					

7.2.6	Are towel dispensers and/or hand dryers above the sinks operable and full?					
7.2.7	Are disinfectant dispensers operable and full?					
7.2.8	Are there trash bins dedicated for food leftovers and food packaging?					
7.2.9	Are the ceilings clean and free from dirt, insects, or condensate?					
7.2.10	Do the food vendors wear protective clothing (hairnets, gloves, spit guards, masks)?					
7.2.11	Are there insects present and/or visibly flying over the area?					
7.2.12	Are the insect traps/killers running and in proper working condition?					
7.2.13	Are air ventilation systems installed and working?					

**Verified By**