



## Daily Pre-Operation Audit - Processing Room v2

SQF 11.2.5.

**Supervisor****Date:****Shift:**

<b>1</b>	<b>CONDITION OF ROOM AND EQUIPMENT</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
1.1	Are soap, sanitizer, and gloves supply available to cover the entire shift?					
1.2	Are clean smocks available for all employees?					
1.3	Are floors clean, dry, and in good condition?					
1.4	Are floor drains clean and in working condition?					
1.5	Are all ceiling lights intact and working properly?					
1.6	Wall and ceiling are clean, well-maintained, and in good repair.					
1.7	Are all trash cans clean?					
1.8	Is the sink clean and in working condition?					

1.9	Are all chemical containers (soap and sanitizing) clean and free of dust?					
1.10	Are test strips available to measure the concentration of both sanitizing solution?					
1.11	Is refrigeration unit working and free of dust?					
1.12	Is the hand-wash station clean and properly supplied? Is hot water available?					
1.13	Is the hand-wash signed posted both in English and Spanish? (if applicable)					
1.14	No wood pallets inside the processing room.					
1.15	No wooden utensils are present inside the processing room.					
1.16	Are all cutting boards clean and in good condition?					
1.17	Are all knives clean and in good condition?					
1.18	Are all equipment not being used today properly covered by plastic?					
1.19	Are all stored containers clean and in good condition?					
1.20	Are all chemicals and spray bottle properly labelled?					
1.21	Are buckets for sanitizing solutions available and labeled?					
1.22	Is utility sink clean and all broom, mops properly stored?					

1.23	Are all stainless-steel tables clean, free of any food debris and in good condition?					
1.24	Is all packing material properly stored?					
1.25	Is concentration of SANITIZING SOLUTION between 200 to 400 ppm?					

**Verified By**