



GMP Checklist – Monthly Inspection Checklist

Update the purpose here !

Date Inspected

Frequency

1	PERSONNEL	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
1.1	Personal Hygiene					
1.1.1	Personnel wear clean and proper apparel: wear appropriate hairnets, beard nets, pocket-less pants, kitchen coat, mask, and footwear with shoe covers.					



1.1.2	Personnel follows proper hand wash procedure. It is clean, unpolished, trimmed, and has no artificial fingernails.					
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.					
1.1.4	Personnel has no loose items. Jewelry is limited to a plain ring, a wedding band, and no watches, bracelets, or jewelry.					
1.1.5	Gloves are adequately worn, with no rips or holes					
1.1.6	Employees appear in good health.					
1.1.7	Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and washing areas.					
1.1.8	Hand sinks are unobstructed, operational, and clean.					

1.1.9	Hand sinks are stocked with soap, hand dryers in working conditions, and warm water.					
1.1.10	A handwashing reminder sign is posted.					
1.1.11	Handwashing stations are labeled as "For Handwashing Only."					
1.1.12	Employee restrooms are operational and clean.					
1.2	Personnel Training					
1.2.1	Staff knows the work instructions related to their job description.					
1.2.2	Personal training records are safely kept for documentation.					
<b>2</b>	<b>PLANTS AND GROUNDS</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
2.1	Premises, Locations, and Approvals					
2.1.1	Maps, such as vicinity maps and emergency exit routes, are posted in all areas.					
2.1.2	Sufficient space for placement of equipment and storage of materials.					

2.1.3	All water systems are adequately protected against back flow.					
2.1.4	To prevent contamination or allergen contact, processing areas are separated from other operations, such as location, time, partition, etc.					
2.1.5	Floors, walls, ceilings, doors, and windows are completely sealed to prevent the entry of pests.					
2.1.6	Aisles and working spaces are unobstructed and have adequate width to permit employees to perform their jobs properly.					
2.1.7	Adequate hand-washing facilities for restrooms,					
2.1.8	break, and manufacturing areas.					
2.1.9	Waste traps are located away from food handling areas or site entrances.					
2.2	Lightings and Light Fittings					
2.2.1	Adequate lighting in all handwashing, toilet areas, dressing, and locker rooms.					

2.2.2	Adequate lighting in all areas where food is processed, packed, or stored and where utensils and equipment are cleaned.					
2.2.3	Light Fixtures are shatterproof and equipped with protective coverings.					
2.2.4	Food products and processing areas are protected from breakage of light bulbs and other glass fixtures					
2.2.5	Lightings and Light fixtures are cleaned and maintained.					
2.3	Glass, Brittle Plastics, and Ceramics					
2.3.1	Containers, equipment, and utensils made of glass, porcelain, ceramics, and laboratory glassware are not permitted in the food processing zones					
2.3.2	Inspections and glass inventory are implemented.					
2.4	Ventilation					
2.4.1	Adequate air quality and ventilation or other control systems.					

2.4.2	Doors, windows, and other openings are protected by adequate screening or additional protection to eliminate entry of insects, rodents, and other pests.					
2.4.3	Exhaust ventilation filters are cleaned and well-maintained.					
2.4.4	Nozzles and Air hoses are checked, cleaned, and maintained.					
2.5	Grounds and Roadways					
2.5.1	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.					
2.5.2	The exterior area immediately outside the facility is free of litter, weeds, and standing water.					
2.5.3	Roads, yards, and parking lots are kept clean.					
2.5.4	Grass and vegetation in the surrounding areas are kept under control.					

2.5.5	Paths, roadways, and loading and unloading areas are cleaned and well-maintained.					
2.5.6	Drains are cleaned to prevent the pooling of water.					
2.5.7	Drains are separated from the site drainage system and regularly cleared of debris.					
<b>3</b>	<b>SANITARY OPERATIONS</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
3.1	Maintenance					
3.1.1	Unused equipment is properly identified and tagged.					
3.1.2	Maintenance Schedule and Repairs are identified and tagged.					
3.1.3	Non-toxic and corrosion-resistant materials such as stainless steel are used around the process.					
3.1.4	Seams are well bonded and smooth.					
3.1.5	Lubricants and chemicals used for equipment operation are approved for food-grade applications.					

3.1.6	A preventative maintenance program developed and implemented for major equipment.					
3.1.7	Weighing, measuring, monitoring, and testing equipment critical for ensuring quality should be calibrated according to written procedures, established schedules, and certified or traceable standards.					
3.2	Cleaning and Sanitation					
3.2.1	Buildings, physical facilities, fixtures, etc., are kept clean and in good state of repair					
3.2.2	Interior floor drains are clean, free from odors, and well-maintained.					
3.2.3	The lights are clean, in good repair, and provided with protective covers.					
3.2.4	Water is clean and free of grease and food particles.					
3.2.5	Small ware and utensils are allowed to air dry.					
3.2.6	The table and stools are clean and in good repair.					



3.2.7	Cleaning equipment is maintained clean and stored properly.					
3.2.8	Cleaning equipment is identified to prevent potential cross-contamination issues, e.g., production, maintenance, outside, and restroom equipment.					
3.2.9	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					
3.2.10	The floor, walls, and ceilings are clean and in good repair.					
3.2.11	Equipment and utensils are cleaned, sanitized, and in good repair. Food equipment utensils and contact surfaces are properly washed, rinsed, and sanitized before every use.					
3.3	Chemical Storage					
3.3.1	Chemicals are stored and secured in a locked area.					
3.3.2	Chemical sanitizer is mixed correctly, and a sanitizer strip is used to test chemical concentration					

3.3.3	Chemicals are properly labeled and monitored for daily usage.					
3.3.4	Safety Data Sheets, Certificates, Analysis, etc., are posted and available in the chemical storage.					
3.4	Pest Control					
3.4.1	Plant and storage areas are free of insects/rodents/birds/reptiles/mammals or any evidence of them.					
3.4.2	There is no stagnant water that might encourage pest harborage.					
3.4.3	Gaps around doors are ¼ inch or less.					
3.4.4	Holes, drains, and other places are kept sealed. Wire mesh screens are used to reduce the problem of pest entry.					
3.4.5	Pest control equipment is clean and in good repair.					
3.4.6	Outside doors are kept closed, locked, and well-sealed.					
3.4.7	There is a regular pest control schedule by a licensed pest control operator.					

3.4.8	The area outside the facility is free of evidence of pest activity.					
<b>4</b>	<b>SANITARY FACILITIES AND CONTROL</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
4.1	Water System and Sewage					
4.1.1	Water temperatures (140°F/60°C) are correct for washing and rinsing.					
4.1.2	Plumbing is adequately sized, designed, installed, and maintained.					
4.1.3	Adequate Sewage disposal system					
4.1.4	All sinks are fully operable with hot and cold water at each faucet					
4.1.5	All sinks drain properly; floor drains and sink in good order					
4.2	Toilet Room					
4.2.1	Toilet facilities, both public and staff, are clean, well-maintained and in proper working order					
4.2.2	Self-closing doors for toilet and locker room working properly					

4.2.3	Toilet rooms are accessible to staff and separate from processing and food handling operations.					
4.2.4	Toilet rooms are accessed from the processing area via an airlock vented to the exterior or through an adjoining room.					
4.2.5	Toilet rooms are kept clean and maintained.					
4.2.6	Tools/equipment for cleaning toilet rooms are not used to clean processing areas.					
4.2.7	Toilet tissue dispensers are full, and a sanitary napkin disposal unit is available.					
4.2.8	Sanitary drainage is not connected to other drains within the premises and is directed to a septic tank or a sewerage system by regulations.					
4.2.9	Handwashing basins are provided immediately outside or inside the toilet room.					
4.3	Change Room					

4.3.1	Change rooms are kept clean.					
4.3.2	Change rooms have adequate lighting and ventilation.					
4.3.3	The storage for street clothing and personal items is separated from clean uniforms, food contact zones, foo, and packaging storage areas.					
4.3.4	Personal items of employees and visitors are stored in the locker.					
4.3.5	A sufficient number of showers are provided for use by staff.					
4.4	Break Room					
4.4.1	Break rooms are ventilated and well-lit.					
4.4.2	Provided adequate tables and seating to cater to the maximum number of staff at one sitting.					
4.4.3	Outdoor breakrooms are kept clean, free from waste materials, and maintained to minimize the potential for introducing contamination, including pests, to the site.					

4.4.4	Equipped with a sink serviced with hot and cold potable water for washing utensils.					
4.4.5	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.					
4.4.6	Break rooms are clean and free from waste materials and pests.					
4.5	Garbage Storage And Disposal					
4.5.1	Boxes and containers are removed from the site.					
4.5.2	The loading dock and area around the dumpster are clean.					
4.5.3	Dumpsters are clean.					
4.5.4	Chemical drums are collected and transported to secured storage.					
4.5.5	Exterior waste containers are clean and kept covered.					
4.5.6	Waste or litter is segregated for their intended use.					

4.5.7	There is a scheduled garbage collection at least twice a week.					
4.5.8	Liquid wastes are covered and stored correctly in a designated area before disposal.					
<b>5</b>	<b>EQUIPMENT AND UTENSILS</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
5.1	Equipment and Utensils					
5.1.1	All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.					
5.1.2	Small equipment and utensils are washed, sanitized, and air-dried.					
5.1.3	Work surfaces are cleaned and sanitized between uses.					
5.1.4	Thermometers are cleaned and sanitized after each use.					
5.1.5	Thermometers are calibrated on a routine basis.					
5.1.6	The racks are clean.					

5.1.7	All equipment and utensils are designed, contracted, installed, operated, and maintained to meet any applicable regulatory requirements and not to pose a contamination threat to products.					
5.1.8	All food contact surfaces are made of materials appropriate to the application (i.e., stainless steel vs. aluminum).					
5.1.9	Food contact equipment surfaces are free of flaking paint, corrosion, rust, and other unhygienic materials (e.g., tape, string, cardboard, etc.)					
5.1.10	Non-food contact equipment surfaces are free of flaking paint, corrosion, rust, and other unhygienic materials (e.g., tape, string, cardboard, etc.)					
5.1.11	Equipment design and condition (e.g., smooth surfaces, smooth weld seams, nontoxic materials, no wood, or other absorbent materials) facilitate effective cleaning and maintenance.					
5.2	Refrigerator, Freezer, And Cooler					
5.2.1	Refrigerator, Freezer, And Cooler					



5.3	Large Equipment					
5.3.1	High-level areas including overhead pipes, ducts, fans, etc., are clean.					
5.3.2	The exhaust hood and filters are clean.					
<b>6</b>	<b>PROCESSES AND CONTROLS</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
6.1	Process Quality Control Plan					
6.1.1	A developed plan exists indicating inspection frequency, # of samples & required tests.					
6.1.2	The procedure for OOS results is available.					
6.1.3	Systems are in place to ensure that you have and are following the most current customer specifications.					
6.1.4	Product reference systems are available in QC.					
6.1.5	Product retained samples (finished, raw material, packaging) are kept for a minimum shelf life plus one year.					
6.2	Incoming Quality Control					

6.2.1	A developed plan exists indicating inspection frequency, # of samples & required tests.					
6.2.2	Procedure exists for handling out-of-specification (OOS) results.					
6.2.3	Updated product specifications are available.					
6.2.4	Customer product standards are available and used.					
<b>7</b>	<b>WAREHOUSING AND DISTRIBUTION</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
7.1	Storage (Raw Materials, Ingredients, and Packaging Materials)					
7.1.1	Temperatures of the dry storage area are between 40 °F and 90 °F or the State public health department requirement.					
7.1.2	All food and paper supplies have been stored a minimum of 6 inches off the floor or as required by applicable regulation					
7.1.3	All food is labeled with name and received date.					

7.1.4	Dry ingredients, packaging, and shelf-stable goods are stored away from chemicals and cleaning equipment.					
7.1.5	Open bags of food are stored and wrapped in protective packaging and labeled with the common name.					
7.1.6	The FIFO (First In, First Out) method of inventory control is used.					
7.1.7	There are no bulging, leaking, or damaged goods.					
7.1.8	Food is protected from contamination.					
7.1.9	Racks for storage are properly labeled, cleaned, and inspected.					

Verified By

