



GMP Checklist (Indoor) – Weekly Self Inspection

SQF NO.2.5.4

Date Inspected	Time

1	PERSONNEL	YES*	NO*	DEVIATION/FINDINGS*	CORRECTIVE ACTION*
1.1	1.1 ILLNESS AND INJURIES	<input type="radio"/>	<input type="radio"/>		
	Fit to work clearance is secured before being allowed back to work after a sick leave.	<input type="radio"/>	<input type="radio"/>		
2	SANITARY OPERATIONS	YES*	NO*	DEVIATION/FINDINGS*	CORRECTIVE ACTION*
2.1	SANITATION OF FOOD-CONTACT SURFACES	<input type="radio"/>	<input type="radio"/>		
	ATP Swabs are ordered	<input type="radio"/>	<input type="radio"/>		
	Allergen testing kits are ordered	<input type="radio"/>	<input type="radio"/>		
	Verification of sanitizer concentration	<input type="radio"/>	<input type="radio"/>		
3	SANITARY FACILITIES AND CONTROLS	YES*	NO*	DEVIATION/FINDINGS*	CORRECTIVE ACTION*
3.1	Water Supply	<input type="radio"/>	<input type="radio"/>		
	Verify water testing requirements	<input type="radio"/>	<input type="radio"/>		
4	EQUIPMENT AND UTENSILS	YES*	NO*	DEVIATION/FINDINGS*	CORRECTIVE ACTION*
4.1	Verify SSOP availability	<input type="radio"/>	<input 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.

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