GMP INSPECTION CHECKLIST FOR FOOD MANUFACTURING

Background

SGS GMP Inspection is applicable for food manufacturing companies to ensure that effective governance is established and continually improved in manufacturing of safe, legal and quality food. GMP Inspection shall be conducted based on the agreed scope. It is a process and product conformance based audit, focusing on significant aspects, risks, and objectives required by the SGS GMP Inspection Checklist. Methods of assessment included interviews, observations, and review of documentations. The audit structure is to be conducted on an unannounced basis or be scheduled as an announced audit in accordance with a proposed audit plan. There shall be at least one batch or one production line running for the food product within the scope of the audit to facilitate more relevant onsite inspection and documentation verification.

Overview of Inspection

The Auditor/ Inspector will spend minimum 80% of the time onsite to verify GMP compliance. The onsite verification will cover the core areas such as production, filling, packing, storage, facilities for raw material, semi-finished & final product(s), laboratory, processes, and other supporting areas. Documentation verification shall also be conducted as supporting to onsite inspection. Inspection results and agreed finding summary will be provided in the closing meeting of inspection. Full report with inspection grade and score will be provided upon completion of the internal file review process.

Certificate of completion will be issued for grades A, B & C. No certificate will be issued for grade D for failed inspection.

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I8	**Control of Pallets**	
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I10	**Visual Inspection**	

Grading

Grade	Abbreviation	% Deduction	Description
Satisfactory	**S**	0%	The condition/practice observed fully meets the standards or requirements.
Minor	**m**	1%	A clause does not fully meet requirement, but is unlikely to result in a direct **customer/consumer** health risk or major non-compliance to product specification.
Major	**M**	10%	A substantial failure to meet the requirements. The condition observed is **likely to have a negative impact** on the safety of food products or leads to a breakdown of food safety practice if not effectively controlled.
Critical	**C**	50%	Failure to comply with regulatory requirements, a process step that **has caused a significant customer/consumer health risk** and/or where product is contaminated. Contact McDonald's immediately and stop product shipment.
Not Applicable	**N/A**	0%	Not applicable

Score

Score	Percentage	Description
A	100-95%	**Meets or Exceeds Requirements:** Significant results are achieved through a sound systematic approach that is fully responsive to GMP inspection expectations with emphasis on continuous improvement.
B	94%-85%	**Generally Meets Requirements:** Meets most of the requirements through a sound systematic approach that is fully responsive to GMP inspection expectations with emphasis on continuous improvement. However, there are some areas for improvement.
C	84%-70%	**Partially Meets Requirements:** Meets the minimum requirements for GMP inspection expectations. There are significant areas for improvement.
F	Below 70%	**Fail to Meet Requirements:** • Does not meet minimum GMP inspection's requirements. • If any critical/non negotiable finding is identified by the auditor

Disclaimer

The information in the GMP Inspection Checklist for Food Manufacturing is intended as general information of good manufacturing practice, food safety practice in food manufacturing and common regulatory requirements. It shall not be regarded as legal advice. This checklist is not intended to address all applicable regulatory and statutory requirements. Compliance to this checklist shall not be interpreted as compliance to all applicable regulatory and statutory requirements.

SGS shall not be liable for any damages of any kind, arising in contract, offence, or otherwise, in connection with the information contained in this GMP Inspection Checklist or from any action or omission or decision taken as a result of this document or related information. SGS does not carry any representations or warranties of any kind regarding this document.

No.	Requirements	Grade (S/m//M/C)	Audit Notes
Section A: Construction and Layout of Buildings			
	A1: Environment		
1)	Buildings shall be designed, constructed and maintained in a manner appropriate to the nature of the processing operations to be carried out, the food safety hazards associated with those operations and the potential sources of contamination from the plant environs. Buildings shall be of durable construction which presents no hazard to the product. An example of “durable construction” is self-draining roofs which do not leak.		
2)	Consideration shall be given to potential sources of contamination from the local environment. Food production should not be carried out in areas where potentially harmful substances could enter the product.		
3)	The effectiveness of measures taken to protect against potential contaminants shall be periodically reviewed.		
	A2: Locations and Security of Establishments		
1)	The site boundaries shall be clearly identified. Control include perimeter fences, surveillance cameras, locked doors, security guard stations, controlled access controlled bulk storage areas.		
2)	Access to the site shall be controlled for visitor and contractor.		
3)	The site shall be maintained in good order. Vegetation shall be tended or removed. Roads, yards and parking areas shall be drained to prevent standing water and shall be maintained.		
Section B: Layout of Premises And Workspace			
	B1: Internal Design, Layout and Traffic Patterns		
1)	Internal layouts shall be designed, constructed and maintained to facilitate good hygiene and manufacturing practices. The movement patterns of materials, products and people, and the layout of equipment, shall be designed to protect against potential contamination sources.		
2)	The building shall provide adequate space, with a logical flow of materials, products and personnel, and physical separation of raw from processed areas. Examples of physical separation include walls, barriers or partitions, or sufficient distance to minimize risk.		
3)	Openings intended for transfer of materials shall be designed to minimize entry of foreign matter and pests.		
	B2: Internal Structures and Fittings		
	B2.1: Floor		
1)	Process area walls and floors shall be washable or cleanable, as appropriate for the process or product hazard. Materials shall be resistant to the cleaning system applied.		
2)	Floors shall be designed to avoid standing water.		
	B2.2: Wall		
1)	Wall floor junctions and corners shall be designed to facilitate cleaning.		
2)	Wall floor junctions are rounded in processing areas.		
	B2.3: Drain		
1)	In wet process areas floors shall be sealed and drained. Drains shall be trapped and covered.		

2)	Drains shall be designed, constructed and located so that the risk of contamination of materials or products is avoided. Drains shall have capacity sufficient to remove expected flow loads. Drains shall not pass over processing lines.		
3)	Drainage direction shall not flow from a contaminated area to a clean area.		
	B2.4: Ceiling & Overhead Fixture		
1)	Ceilings and overhead fixtures shall be designed to minimize build up of dirt and condensation.		
	B2.5: Window		
1)	External opening windows, roof vents or fan, where present, shall be insect screened.		
	B2.6: Door		
1)	External opening doors shall be closed or screened when not in use.		
	B2.7: Lighting		
1)	The lighting provided (natural or artificial) shall allow personnel to operate in a hygienic manner. The intensity of the lighting should be appropriate to the nature of the operation. Production and packing areas are generally illuminated to a minimum intensity of 200 lux, with inspection areas requiring higher illumination such as 500 or 750 lux.		
2)	Light fixtures shall be protected to ensure that materials, product or equipment are not contaminated in the case of breakages.		
	B3: Location of Equipment		
1)	Equipment shall be designed and located so as to facilitate good hygiene practices and monitoring.		
2)	Equipment shall be located to permit access for operation, cleaning and maintenance.		
	B4: Laboratory Facilities		
1)	In-line and on-line test facilities shall be controlled to minimize risk of product contamination.		
2)	Microbiology laboratories shall be designed, located and operated so as to prevent contamination of people, plant and products. They shall not open directly on to a production area.		
	B5: Temporary or Mobile Premises and Vending Machines		
1)	Temporary structures shall be designed, located and constructed to avoid pest harbourage and potential contamination of products.		
2)	Additional hazards associated with temporary structures and vending machines shall be assessed and controlled.		
Section C: Manufacturing & Operational Control			
C1: Manufacturing License and Customer Contractual Requirement			
1)	The site has a valid operating license depending on country legislative & regulations: • Valid business license • Approved permit to manufacture/pack/trade/operate food related business		
2)	The site has a signed sales contract with the customer: • Signed contractual document		

3)	The site has a signed product specification with the customer: • Signed product specification or formally approved online document		
4)	The site has an approved contingency plan which includes back up plan: • Management and support team • Manufacturing plant • Minimum finished product stock • Raw material alternative sourcing • Packaging material alternative sourcing • Transportation and warehousing • Competent production manpower • Other back up plan as agreed with the customer		
C2: Incoming Verification			
1)	The site has a documented procedure for the control for the inspection and acceptance of raw materials and packaging which requires checks to be completed and any non-conformity recorded.		
2)	Specification for raw material is documented. The parameters shall include where applicable: • Microbiological specification • Chemical specification • Physical specification • Sensory • Temperature • Other parameters		
3)	Specifications for packaging material are documented. The parameters shall include where applicable: • Microbiological specification • Chemical specification • Physical specification • Food safe/food grade laboratory testing certificates and supporting documents • Other parameters		
4)	Methods of inspection for non-bulk incoming material include: • Verification of certificates of analysis or certificates of conformance for the consignment • Laboratory analysis or rapid test method • Raw material condition and conformity to specification • Temperature measurement (for chilled or frozen) • Visual inspection (e.g. evidence of pest activity, cleanliness, damaged packaging and spills, pallet condition) • Correct labels, printed packaging and marking		
5)	Methods of inspection for bulk material receiving include: • Clean condition of ports, hatches, hoses, and transport interiors before and after bulk deliveries • Visual inspection of pest presence		

	• Presence of extraneous or foreign matters • Installation of receiving strainers and inspection after each delivery • Visual check of portable strainers (if used) before and after delivery • Supplier proof of last 3 deliveries carried in the same bulk carrier/tanker • Cleaning record from the supplier • Weather condition		
6)	Adequate records of inspection results which include: • Receiving date • Date coding (best before, expiry date) • Batch number or lot number • Temperatures (if required) • Quantity • Condition of seal and verified seal numbers (if used) • Product condition • Vehicle condition • Carrier		
7)	Aseptic sampling procedure and adequate sampling plan are established for obtaining samples of materials.		
8)	All openings for sampling in bags, boxes or containers are properly resealed and identified.		
9)	Metal fasteners and other items that can lead to contamination risk are not used to reseal packaging materials.		
10)	The site has a defined and implemented testing program to meet country specific requirements, where applicable.		
11)	Where required by country, the site maintains current records of raw material testing, which may include, but are not limited to: • Pesticide residues • Genetically Modified Organisms (GMO) • Antibiotic • Growth hormone • Heavy metals • Radioactivity • Allergens • Mycotoxins • Species		
C3: Vehicle Condition			
1)	Vehicle is in clean condition and not damaged, free from holes and pest infestation		
2)	Rejection of material which includes: • Damaged materials • Infested vehicle		

	• Dirty vehicle • Failure to meet minimum temperature (if applicable) • Maintaining records of rejection with specifying reason of rejection		
3)	Raw materials, work-in-process, and/or finished product are only released by authorised personnel.		
C4: Bulk Material Handling			
1)	Cleanliness & storage of handling equipment: Hoses, caps, and couplings.		
2)	Liquid and dry bulk storage area is locked and protected from unauthorised access.		
3)	Verify security seal on bulk container or other shipping containers are checked against the seal number on the bill of lading to verify that the numbers match during shipping and receiving.		
4)	Air is filtered or inspection hatches are covered when bulk materials are unloaded to prevent foreign material contamination during the process.		
5)	Storage tanks interior are constructed of using food safe contact surface and waterproof.		
6)	Storage tanks exterior is waterproof.		
7)	Conveying tubes or hoses are on supports off the ground or floor to prevent contamination or submersion in water.		
8)	Air compressors are provided with air filters.		
9)	Hoses, caps, and couplings are cleaned before storage in a secured area.		
10)	Tanker wash tags or prior load verification are verified and records are maintained.		
C5:Inventory of Raw Material & Finished Product			
1)	The following materials are rotated on First in, First Out (FIFO)/First Expired, First Out (FEFO) basis for adequate stock rotation: • Ingredients • Packaging material • Work-in-progress • Finished products • Other related materials		
2)	Storage bin or container is adequately covered or inverted while in storage to protect against contamination from overhead structures.		
3)	Regular inspection for stored product pest-susceptible materials in storage longer than three weeks.		
4)	A process is defined and followed for identifying and tracking of inspection of stored product pest-susceptible materials.		
C6: Storage Conditions			
1)	Raw materials, ingredients, work in progress, finished products and packaging are stored adequately to prevent food safety and quality risk to the product.		
2)	Storage areas are clean, dry and well ventilated. Raw materials, work-in-progress, packaging materials, finished products are protected from condensate, dust, dirt, chemicals, sewage and other contamination.		
3)	An allocated storage area for storing packaging away from raw materials and finished products.		

4)	All food contact processing aids, such as deodorizing agent, antifoam and release agents, are stored separately from the non-food materials.		
5)	Date marking or appropriate method to facilitate FIFO/FEFO stock rotation		
6)	Proper sampling and testing method to prevent microbiological/chemical/physical cross contamination or allergen cross contact for raw materials, work-in-progress, packaging materials and finished products.		
7)	Adequate handling procedure for fragile items such as glass/hard plastic/ceramic and aseptic packaging material. Corrective action is recorded for non-conformances.		
8)	Pallet used in handling material and product storage must be suitable, clean and free from sign of pest infestation.		
9)	Appropriate protection and identification of partly used raw materials and packaging before they are returned to storage areas.		
10)	Appropriate protection and identification of the partly used raw materials and packaging in the allocated storage areas.		
11)	If materials stored outside, then there is adequate protection from deterioration or contamination.		
12)	Evidence of inspection and approval prior to releasing the raw materials, work-in-progress and packaging materials for use in product.		
13)	Evidence of inspection and approval prior to releasing of finished products.		
14)	Appropriate segregation, identification and traceable records of non-conforming raw materials, work-in-progress and packaging materials and finished products.		
15)	Evidence of inspection and approval prior to releasing of quarantined/non-conforming raw materials, work-in-progress and packaging materials and finished products.		
16)	Appropriate receiving procedure for non-food chemical such as pesticides, insecticides, rodenticides, laboratory reagents, cleaning compound, lubricant, grease and other toxic chemical are identified and stored appropriately to prevent food contamination.		
17)	Research and development samples are identified and frequently inspected for signs of infestation.		
18)	If third party warehouse/ storage are used, appropriate inspection, monitoring, and controls applied to the outsourced facilities. • Apply appropriate procedures and facilities • Ensure adequate stock rotation and FIFO/FEFO • Ensure stock accuracy and security • Deploy qualified and/or competent personnel		
	C7: Temperature Controlled Materials		
1)	Evidence of appropriate storage of temperature sensitive raw material, additives and finished products, for instance: • 4°C (39.2°F) or below • 60°C (140°F) or above • 72°C (161.6°F) • -18°C (-0.4°F) or below • Or other temperature as per country's statutory and regulation requirements or agreed customer		

	requirements		
2)	Freezers and chillers are provided with self-closing door or other methods to maintain temperatures.		
3)	Use of continuous air temperature monitoring and recording for perishable raw material and finished products. Continuous recording thermometers must be fitted with alarms and their functionality must be checked regularly.		
4)	Where manual temperature monitoring is used, temperature must be taken every 2 hours (minimum) and recorded.		
5)	Evidence of temperature monitoring and recordkeeping.		
6)	Evidence of corrective action for non-conforming temperatures.		
7)	Evidence of appropriate calibration of temperature measuring equipment including the master equipment and internally verified temperature device.		
	C8: Bulk Material Sifting		
1)	Dry materials shall sifted prior to use: • Finely milled dry materials with a 30-mesh (600 micron) screen or finer • Other bulk dry materials are sifted with a 16-mesh (1000 micron) screen or the smallest mesh size to prevent extraneous particle		
2)	Sifters, sieves, mesh and surrounding equipment condition are inspected visually for torn screens and other defects (minimum weekly) and recorded.		
3)	The site maintains records of equipment inspections.		
4)	The source of any unusual foreign objects in the sifter tailings is identified and addressed.		
5)	The site maintains records of tailing findings and corrective actions.		
6)	If foreign material that could damage the sifter, sieve, mesh and other sifting devices is found in the tailings those screens are immediately inspected for damage.		
	C9: Bulk Filtration		
1)	Filtering devices such as filter, strainer or other suitable devices are clean and change at planned interval.		
2)	Strainer mesh sizes are sufficiently restrictive to remove foreign materials from liquid material deliveries.		
3)	Inspection of device integrity and change/replacement are recorded.		
4)	Evidence of corrective action taken to address non-conforming condition.		
5)	If strainers are provided on the truck, or portable strainers are used at the site, the presence of a clean and intact strainer is verified before use.		
6)	Filtering devices are stored in a clean environment.		
7)	Filtering devices are designed to prevent possible contamination from dirt, threads, lint, fibres and other physical contaminants.		
	C10: Raw Material & Packaging Transfer		
1)	Documented procedure in transferring and handling of raw material and packaging material.		
2)	Outer protective packaging materials are removed outside of production areas including dumping area to eliminate potential cross contamination.		
3)	Visual inspection to ensure no sign of infestation or contamination prior to transferring the selected material from the store to production area.		

4)	Equipment and container used to transfer material shall be clean and free from infestation and dirt: • Forklift • Reach truck • Trolley • Tray • Drum • Barrel • Container • Others		
5)	Adequate handling of leaks and spillage by trained personnel.		
6)	Containers are stored off the floor and covered when it is not in use.		
	C11: Rework and Carry Over		
1)	Rework policy is documented.		
2)	Designated rework area is in place.		
3)	Location of rework area is segregated from non-affected food item.		
4)	Break cycle is defined for rework. Records demonstrate that the break and clean process is implemented.		
5)	Reworked or blended materials are strained/ sifted and inspected for acceptance prior to use.		
6)	Every batch and lot of rework or blended material is identified, recorded, dated and traceable.		
7)	Quantity of rework or carry-over is kept minimal and be used appropriately.		
8)	Rework or carry over material is re-inspected for acceptance prior to product release.		
	C12: Production Control		
1)	Pre-operation check to ensure adequate facilities, plant machinery & equipment and food contact surface are hygienic prior to production.		
2)	The site shall have documented work instructions and process specification shall be available to ensure product safety, legality and quality. The specifications as appropriate shall include: • Critical control points or control point identified in the HACCP plan • Thawing or defrosting • Cooking times and temperatures • Cooling times and temperatures • Allergen control in the line changeover or cleaning process • Mixing instructions, speed, time • Equipment process settings • Labelling instructions • date coding and shelf-life marking • Packing • when changes such as formulation, packaging, equipment setting & etc occur • other process Process specifications shall be in accordance with the agreed finished product specification/characteristics.		

3)	Content, workflow and responsibilities defined in the documentation is clear and sufficient for facilitating safe food production.		
4)	The procedure, work instruction and specification shall include the control and parameters critical to food safety, quality and legality.		
5)	Current version of work instructions, formula, specification and supporting documentation is used.		
6)	Obsolete documentation is identified, removed and managed adequately to prevent unintended use.		
7)	Production records are complete and verified by authorised personnel.		
8)	Production and supporting records retention are complied with local regulation or customer requirements.		
9)	Corrective action procedure shall be documented to include the following elements: • Responsibility and authority involved in reviewing the non-conformities and finalizing the decision of corrective action • Flowchart/sequence of addressing the corrective action • Nature of process and equipment failure • Description of corrective action • Root cause investigation • Verification of corrective action taken • Recordkeeping		
10)	Control of non-conforming procedure shall be documented to include the following elements: • Responsibility and authority involved in reviewing the non-conforming material or product and finalizing the decision of disposition • Methods of handling: segregation, identification, labelling, storage and recording • Methods of disposition: rework, disposal, down grade to non-food and others • Recordkeeping		
11)	Proper segregation and identification of non-conforming material or WIP items onsite.		
12)	Evidence of timely corrective action to address non-conforming WIP or finished product onsite.		
13)	Corrective action taken is verified by authorised personnel.		
14)	Non-conforming material or WIP is approved by authorised personnel.		
15)	Traceability and recall procedure are documented. Mock recall shall be minimum annually. Records shall be maintained.		
16)	Conduct live traceability onsite to verify traceability process for 100% recovery within 3 hours.		
17)	When change occurred in production, i.e.: equipment setting, formulation, processing method and packaging material, the following control shall be taken into consideration to ensure that change does not endanger product safety, quality and legality. • Re-conduct hazard analysis • Re validate the product data • Re-establish processing and product characteristics • Specify the reason for amendment		
18)	Any production change is recorded, dated and approved by authorised personnel.		
19)	Loose items such as production tool, maintenance tool, stationery and other items are adequately stored such		

	that to prevent potential contamination.		
20)	No wood item such as wooden furniture, wooden equipment and others is used in the production area.		
21)	Items which are not used regularly such as portable parts and tools are stored away from the production. Appropriate storage is allocated to keep these items.		
22)	No unapproved chemical is used in the production area.		
23)	Approved chemical used in the production area shall be clearly labelled or identified.		
24)	Removal of waste from the production to the main waste handling area shall be carried out appropriately to prevent contamination.		
25)	If production process is outsourced to external service provider, appropriate inspection, monitoring and control be applied to the outsourced facilities. • Apply appropriate procedures and facilities • Monitor CCP or critical parameters to food safety, quality and legality if any adequately • Ensure accuracy and reliability of production and test results • Deploy qualified and/or competent personnel		
26)	If testing process is outsourced to external service provider, appropriate inspection, monitoring and control be applied to the outsourced facilities. • Apply appropriate procedures and facilities • Ensure accuracy and reliability of test results • Deploy qualified and/or competent personnel		
	C13: Hand Hygiene		
1)	Production facilities, equipment and process are designed to minimize hand contact with raw materials, WIP and finished product wherever practicable.		
2)	If hand contact or manual handling is required in the manufacturing process, hand hygiene policy shall be documented.		
3)	Minimum daily hand hygiene inspection is carried out and recorded.		
4)	Minimum hand wash and sanitation interval is defined where appropriate.		
5)	Random visual inspection of food handlers hand onsite.		
6)	QC Sampling plan include of hand swab of food handlers.		
7)	Corrective action is taken and recorded for addressing high pathogenic bacteria count.		
	C14: Containers, Crates, Baskets & Utensils		
1)	Containers, drum, and utensils used to transport, process, hold or store raw materials, work in progress, rework or finished products are constructed, handled and maintained hygienically to prevent contamination.		
2)	Containers for work in progress or finished products are only used for their designated purposes.		
3)	Containers and the contents are clearly labelled.		
4)	Containers for rejected material shall be are clearly labelled with contents.		
5)	Snap-off blades are not allowed in the production including packaging and raw material storage areas.		
6)	Evidence to show that single-service containers are not re-used.		
7)	Evidence to show single-service containers are adequately destroyed or otherwise disposed to prevent being re-used.		

8)	Cleaning and sanitation is documented for crates, baskets and containers.		
9)	Inspection program is documented to ensure that crates, baskets or containers are maintained in a clean and acceptable condition.		
	C15: Filling, Capping, Sealing & Packing		
1)	Evidence of adequate monitoring of filling, capping, sealing, labelling packing, date coding and weight control visually or electronically. Visual or electronic inspections indicate that packed products are properly sealed and accurately labelled.		
2)	Evidence of corrective action taken, recorded and verified in addressing non-conformity.		
	C16: Transfer, Dispatch & Transportation		
1)	Visible and clear code marks on the finished products as per local regulation and customer requirements.		
2)	The code marks, lot number or batch number shall be consistent with the recall and traceability process.		
3)	Security seals or padlocks are used and their use is recorded.		
4)	Prior to loading, all vehicles and container are inspected for cleanliness, no unpleasant odour and ensure no sign of pest infestation or any defects that can damage the product. Inspections results shall be recorded.		
5)	Shipping container or transport vehicles shall not be used to handle any type of waste or non-food items in the last shipment which could lead to potential product contamination.		
6)	Finished products are adequately protected at the covered loading bay prior to loading. Inspect visually to ensure no sign of pest infestation or bird activities in loading or staging area.		
7)	Finished products are protected from potential weather damage.		
8)	Staging and loading must be clean and free from pest infestation.		
9)	Staging and loading of perishable or sensitive materials shall be handled adequately to protect food safety.		
10)	Light bulbs inside the container or vehicles are must be covered or shielded to prevent breakage.		
11)	Temperature controlled vehicle such as chillier and freezer truck are pre-cooled. The temperature checked is able to comply with required temperature prior to loading.		
12)	Adequate control of staging area which shall be temperature controlled including compliance with the maximum staging time prior to loading for chilled and frozen finished products.		
13)	The Temperature controlled vehicle has continuous temperature monitoring device. If it is not used, manual temperature measurement must be recorded.		
14)	Evidence of calibration for vehicle continuous monitoring device/data loggers or temperature probe/ temperature sensor to show that the device is still able to function well to ensure accurate temperature results.		
15)	Preventive maintenance program shall include vehicles and equipment used for loading/unloading. Records must be kept.		
16)	Cleaning & sanitation program shall include vehicles and equipment used for loading/unloading. Records must be kept.		
17)	Vehicle breakdown is addressed in the crisis management programme.		
18)	Evidence to show that transportation team including the third party vehicle drivers are adequately trained on transportation food safety and proper finished goods handling.		
	C17: Waste Management		

1)	Containers for waste and inedible or hazardous substances shall be: • Clearly identified for their intended purpose • Located in a designated area • Constructed of impervious material which can be readily cleaned and sanitized • Closed when not in immediate use • Locked where the waste may pose a risk to the product		
2)	Provision shall be made for the segregation, storage and removal of waste.		
3)	Accumulation of waste shall not be allowed in food handling or storage areas. Removal frequencies shall be managed to avoid accumulations, with a minimum daily removal.		
4)	Labelled materials, products or printed packaging designated as waste shall be disfigured or destroyed to ensure that trademarks cannot be reused. Removal and destruction shall be carried out by approved disposal contractors. The organization shall retain records of destruction.		
5)	Waste does not come into contact with raw materials, work-in-progress, or finished product.		
6)	Licensed contractors remove waste, where required by local law.		
7)	Disposal for regular and chemical waste including the discharge of waste water meets regulatory requirements.		
8)	Valid waste water treatment license in place.		
9)	Wastewater treatment systems are managed and maintained to prevent microbiological contamination, back flow and pest infestation.		
10)	Evidence of equipment suitability, cleaning and maintenance.		
11)	Waste water treatment plant is maintained competent personnel. Personnel shall comply with regulatory qualification if applicable. Training and qualification record are kept for reference.		
	Section D: Personnel Practice & Training		
	D1: Personal Hygiene & Personal Items		
1)	Requirements for personal hygiene and behaviours proportional to the hazard posed to the process area or product shall be established and documented. All personnel, visitors and contractors shall be required to comply with the documented requirements.		
2)	Personnel in food production areas shall be required to wash and, where required, sanitize hands: • Before starting any food handling activities • Immediately after using the toilet or blowing the nose • Immediately after handling any potentially contaminated material		
3)	Personnel shall be required to refrain from sneezing or coughing over materials or products. Spitting (expectorating) shall be prohibited.		
4)	Fingernails shall be kept clean and trimmed.		
5)	A documented policy shall describe the behaviours required of personnel in processing, packing and storage areas.		
6)	The policy shall at a minimum cover: • Permissibility of smoking, eating, chewing in designated areas only • Control measures to minimize hazards presented by permitted jewellery; such as that worn by		

	personnel in processing and storage areas, taking into account religious, ethnic, medical and cultural imperatives • Permissibility of personal items, such as smoking materials and medicines, in designated areas only • Prohibition of the use of nail polish, false nails and false eyelashes • Prohibition of carrying of writing implements behind the ears • Maintenance of personal lockers so that they are kept free from rubbish and soiled clothing • Prohibition of storage of product contact tools and equipment in personal lockers		
	D2: Personnel Hygiene Facilities and Toilets		
1)	Personnel hygiene facilities shall be available to ensure that the degree of personal hygiene required by the organization can be maintained. The facilities shall be located close to the points where hygiene requirements apply and shall be clearly designated.		
2)	Establishments shall: • Provide adequate numbers, locations and means of hygienically washing, drying and, where required, sanitizing hands (including wash basins, supply of hot and cold or temperature controlled water (32°C-45°C) and soap and/or sanitizer) • Have sinks designated for hand washing, whose taps should not be hand operated, separate from sinks for food use and equipment cleaning stations • Provide an adequate number of toilets of appropriate hygienic design, each with hand washing, drying and, where required, sanitizing facilities • Have employee hygiene facilities that do not open directly onto production, packing or storage areas; • Have adequate changing facilities for personnel • Removal of high risk clothing is in specially designated area only • Have changing facilities sited to enable food handling personnel to move to the production area in such a way that risk to the cleanliness of their work wear is minimized		
	D3: Staff Canteens and Designated Eating Areas		
1)	Staff canteens and designated areas for food storage and consumption shall be situated so that the potential for cross contamination of production areas is minimized.		
2)	Staff canteens shall be managed to ensure hygienic storage of ingredients and preparation, storage and serving of prepared foods. Storage conditions and storage, cooking and holding temperatures, and time limitations, shall be specified.		
3)	Employees' own food shall be stored and consumed in designated areas only.		
	D4: Work Wear and Protective Clothing		
1)	Personnel who work in, or enter into, areas where exposed products and/or materials are handled shall wear work clothing that is fit for purpose, clean and in good condition (e.g. free from rips, tears or fraying material).		
2)	Clothing mandated for food protection or hygiene purposes shall not be used for any other purpose.		
3)	Work wear shall comply with the followings: • Work wear shall not have buttons • Work wear shall not have outside pockets above waist level • Zips or press stud fastenings are acceptable		

4)	Work wear shall be laundered to standards and at intervals suitable for the intended use of the garments.		
5)	Low risk, high care and high risk protective clothing and maintenance clothing must be washed separately.		
6)	Work wear shall provide adequate coverage to ensure that hair, perspiration, etc. cannot contaminate the product.		
7)	Hair, beards and moustaches shall be protected (i.e. completely enclosed) by restraints unless hazard analysis indicates otherwise.		
8)	Where gloves are used for product contact, they shall be clean and in good condition. Use of latex gloves should be avoided where possible.		
9)	Shoes for use in processing areas shall be fully enclosed and made from non absorbent materials.		
10)	Personal protective equipment, where required, shall be designed to prevent product contamination and maintained in hygienic condition.		
	D5: Health Status		
1)	Subject to legal restrictions in the country of operation, employees shall undergo a medical examination prior to employment in food contact operations (including site catering), unless documented hazard or medical assessment indicates otherwise.		
2)	Typhoid vaccination is provided to all food handlers.		
3)	Typhoid vaccination record is kept for reference. Valid or active vaccination must be in place for all food handlers if it is required by local law.		
4)	Additional medicals shall be carried out at intervals defined by the organization, subject to legal requirement in the country of operation.		
	D6: Illness and Injuries		
1)	Where permitted by law, employees shall be required to report the following conditions to management for possible exclusion from food handling areas: jaundice, diarrhoea, vomiting, fever, sore throat with fever, visibly infected skin lesions (boils, cuts or sores) and discharges from the ear, eye or nose.		
2)	People known or suspected to be infected with, or carrying, a disease or illness transmissible through food shall be prevented from handling food or materials which come into contact with food.		
3)	In food handling areas, personnel with wounds or burns shall be required to cover them with specified dressings. Any lost dressing shall be reported to supervision immediately. Dressings should be brightly coloured and metal detectable where appropriate.		
	D7: Training & Education		
1)	Training program was documented for all food handlers and staff working in the food premises.		
2)	Training and education records for all personnel are maintained.		
3)	Training effectiveness evaluation is established and recorded.		
4)	Evidence of improvement action is recorded to meet the required competency.		
5)	Minimum training for food handlers depending on local regulation: Ministry of Health Approved Food Handler Course (Malaysia), HACCP, CCP, GMP, food defence, GMP and allergen training and supporting training required to ensure meeting required competency in the production process.		
6)	Annual refresher training minimum on all food safety courses such as HACCP, CCP, GMP, food defence, GMP, allergen training and supporting training required to ensure meeting required competency in the		

	production process.		
7)	Trainer qualification is defined, reviewed and recorded.		
	Section E: Utilities		
	E1: Water Quality		
1)	The supply of potable water shall be sufficient to meet the needs of the production process(es). Facilities for storage, distribution and, where needed, temperature control of the water shall be designed to meet specified water quality requirements.		
2)	Water used as a product ingredient, including as ice or steam (including culinary steam), or in contact with products or product surfaces, shall meet specified quality and microbiological requirements relevant to the product.		
3)	Where other water source such as well water of recycled water is used in the production, it shall not lead to potential contamination. The water shall comply with applicable legal requirements for potable water. Test records must be kept for reference.		
4)	Water for cleaning or applications where there is a risk of indirect product contact (e.g. jacketed vessels, heat exchangers) shall meet specified quality and microbiological requirements relevant to the application.		
5)	Where water supplies are chlorinated, checks shall ensure that the residual chlorine level at the point of use remains within limits given in relevant specifications.		
6)	Non potable water shall have a separate supply system that is labelled, not connected to the potable water system. Take measures to prevent non-potable water refluxing into the potable system. It is recommended that water that can come into contact with the product should flow through pipes that can be disinfected.		
7)	Preventive maintenance program shall include back flow prevention units to ensure proper functioning properly. Checking results are recorded.		
8)	Water quality control procedure and testing sampling plan is documented.		
9)	A current schematic diagram of the water distribution system is documented. It details receiving point, holding tank, water treatment or as appropriate. Sampling point is identified.		
	E2: Boiler Chemicals		
1)	Boiler chemicals, if used, shall be either: • Approved food additives which meet relevant additive specification • Additives which have been approved by the relevant regulatory authority as safe for use in water intended for human consumption		
2)	Boiler chemicals shall be stored in a separate, secure (locked or otherwise access controlled) area when not in immediate use.		
	E3: Compressed Air and Other Gases		
1)	Compressed air, carbon dioxide, nitrogen and other gas systems used in manufacturing and/or filling shall be constructed and maintained so as to prevent contamination.		
2)	Gases intended for direct or incidental product contact (including those used for transporting, blowing or drying materials, products or equipment) shall be from a source approved for food contact use, filtered to remove dust, oil and water.		
3)	Evidence of monitoring for air, steam and other gases used directly in contact with food, or as an ingredient in		

	to risk of contamination.		
4)	Air traps and filters are inspected and changed at planned interval. Records are maintained.		
5)	Air filters and traps are clean and free from dirt, mould and algae. Records are maintained.		
6)	Compressed air used in processing areas is adequately filtered to remove particles of 5 micron or larger.		
7)	Where oil is used for compressors and there is potential for the air to come into contact with the product, the oil used shall be food grade. Use of oil free compressors is recommended.		
8)	Requirements for filtration, humidity (RH%) and microbiology shall be specified. Filtration of the air should be as close to the point of use as is practicable.		
9)	Gas used as ingredient or food contact must be food grade. Supporting documents such as certificate of analysis is available.		
10)	Verify certificate of analysis (COA) for each shipment to verify the batch origin and purity results.		
11)	Internal monitoring tests are undertaken to confirm correct levels are being used.		
12)	Air filters and pressure equipment used included in the maintenance and calibration procedures.		
13)	Where ammonia is used, documented procedure is established to prevent leakage.		
14)	Wherever practicable, ammonia gas detection device is installed, the leak results is monitored and recorded.		
15)	Calibration of ammonia gas detector is defined and the calibration records were kept as reference.		
16)	Where leakage occurs, corrective action is taken, root cause investigated, verified and recorded.		
17)	Ammonia leakage is included as part of crisis management plan.		
	E4: Air Quality and Ventilation		
1)	The organization shall establish requirements for filtration, humidity (RH%) and microbiology of air used as an ingredient or for direct product contact. Where temperature and/or humidity are deemed critical by the organization, a control system shall be put in place and monitored.		
2)	Ventilation (natural or mechanical) shall be provided to remove excess or unwanted steam, dust and odours, and to facilitate drying after wet cleaning.		
3)	Adequate ventilation is provided in product storage and production areas to minimise odours, fumes and vapours.		
4)	Room air supply quality shall be controlled to minimize risk from airborne microbiological contamination in the high risk and production area. Protocols for air quality monitoring and control shall be established in areas where products which support growth or survival are exposed.		
5)	Ventilation systems shall be designed and constructed such that air does not flow from contaminated or raw areas to clean areas. Specified air pressure differentials shall be maintained. Systems shall be accessible for cleaning, filter changing and maintenance.		
	Exterior air intake ports shall be examined periodically for physical integrity.		
6)	Air filter, if used, required to be inspected, cleaned, and maintained.		
7)	HEPA or appropriate filter is installed at the high risk area. Filter specification used and frequency of air changes are documented.		
8)	Air compressor is adequately inspected, cleaned and change at the appropriate interval to ensure that it is free from dirt, mould and algae.		
9)	Air return ducts for HVAC systems and air makeup units are fitted with cleaning and inspection hatches.		

10)	Fans, blowers, filters, cabinets and plenums are on the preventative maintenance schedule to prevent mould, the development of microbes, insect activity and foreign material collection.		
11)	Air blowing equipment is located, cleaned and operated in a way that does not contaminate raw materials, work in progress, packaging materials, food contact surfaces and finished products.		
12)	Filters are capable of removing particles of 50 microns (Minimum Efficiency reporting Value *MERV* 4) or larger. All filters used shall be in accordance with minimum requirements of regulatory and customer requirements.		
13)	Dust extraction equipment for dry powder handling is installed. Inspection program is established of air filter condition. Records of inspection and air filter change are maintained.		
14)	Adequate ventilation is provided in product storage and production areas to minimise odours, fumes and vapours.		
	Section F: Equipment & Maintenance		
	F1: Equipment Hygienic Design		
1)	Food contact equipment shall be designed and constructed to facilitate cleaning, disinfection and maintenance. Contact surfaces shall not affect, or be affected by, the intended product or cleaning system.		
2)	If applicable, food contact equipment shall comply with legal requirements.		
3)	Food contact equipment shall be constructed of durable materials able to resist repeated cleaning.		
4)	Equipment shall be able to meet established principles of hygienic design, including: • Smooth, accessible, cleanable surfaces, self draining in wet process areas • Use of materials compatible with intended products and cleaning or flushing agents • Framework not penetrated by holes or nuts and bolts		
5)	Piping and ductwork shall be cleanable, drainable, and with no dead ends.		
6)	Equipment shall be designed to minimize contact between the operator's hands and the products.		
7)	Equipment and utensils shall be constructed or appropriate measure is implemented to prevent adulterants into the food material.		
8)	New equipment has been adequately commissioned prior to use. The testing and commissioning record is kept for reference.		
	F2: Product Contact Surfaces		
1)	Product contact surfaces shall be constructed from non toxic materials or material designed for food use. They shall be impermeable and rust or corrosion free.		
	F3: Temperature Control and Monitoring Equipment		
1)	Equipment used for thermal processes shall be able to meet the temperature gradient and holding conditions given in relevant product specifications.		
2)	Equipment shall provide for the monitoring and control of the temperature.		
	F4: Cleaning Plant, Utensils and Equipment		
1)	Wet and dry cleaning programmes shall be documented to ensure that all plant, utensils and equipment are cleaned at defined frequencies.		
2)	The programmes shall specify what are to be cleaned (including drains), the responsibility, and the method of cleaning (e.g. CIP/COP), the use of dedicated cleaning tools, removal or disassembly requirements and		

	methods for verifying the effectiveness of the cleaning.		
	F5: Preventive and Corrective Maintenance		
1)	A preventive maintenance programme shall be in place.		
2)	A written preventive and corrective maintenance procedures to include the following elements: • Post-maintenance cleaning & sanitation • Pre-use inspection • Maintenance tool, part and other loose item reconciliation • Records of checking and sign-off by authorized personnel • Commissioning of new production line, machinery or equipment. • Notification to food safety team, i.e. production, QA&QC personnel as appropriate		
3)	The preventive maintenance programme shall include all devices used to monitor and/or control food safety hazards. Examples of such devices include screens and filters (including air filters), magnets, metal detectors and X-ray detectors.		
4)	Corrective maintenance shall be carried out in such a way that production on adjoining lines or equipment is not at risk of contamination.		
5)	Maintenance requests which impact product safety (high risk processing equipment) shall be given priority.		
6)	Temporary fixes shall not put product safety at risk. A request for replacement by a permanent repair shall be included in the maintenance schedule.		
7)	Documented procedure shall be established for temporary repair.		
8)	Temporary fixes on food contact surfaces are constructed of food grade material. Adequate control to ensure that no food shall come into the contact with temporary materials such as string, plastic, cardboard and other temporary materials. Site shall keep a record of work orders or repair requests and comply with temporary repair procedure.		
9)	Local safety, environmental or related regulation shall be complied while addressing the temporary fixes.		
10)	Temporary fixes are addressed as soon as practicable.		
11)	Local area pre-requisite programme (PRP) requirements shall apply to maintenance areas and maintenance activities in process areas. Maintenance personnel shall be trained in the product hazards associated with their activities.		
	F6: Application of Lubricants & Oil Leak Control		
1)	The site defined the control to identify and prevent oil and lubricant leaks and excessive application.		
2)	Lubricants, grease and heat transfer fluids shall be food grade where there is a risk of direct or indirect contact with the product. Allergen status shall be declared.		
3)	All lubricants, grease and heat transfer fluids containing allergen shall be adequately identified and labelled.		
4)	Food grade and allergen declaration documents such as declaration statement, compliance to ISO 21469 certification for lubricant, MSDS, certificate of analysis and other appropriate supporting documents from the supplier shall be kept for reference.		
5)	Lubricants, grease and heat transfer fluids containing allergenic compound shall not come into contact with the non-allergenic food.		
6)	No smear or excessive lubricant or grease is used on food processing equipment.		

7)	Appropriate measure is implemented (e.g. installation catch pan or deflector plates at the motor or conveyor structure) to prevent lubricant/grease product contamination.		
8)	Lubricants are labelled, segregated and stored in allocated storage area securely.		
9)	Food grade and non-food grade lubricants are stored separately.		
10)	Traceability process shall include the traceable record for use of food grade lubricants, grease and heat exchange fluid.		
	F7: Parts Storage		
1)	All food contact parts and equipment are stored in a hygienic area. They shall not be stored on the floor.		
2)	Used and damaged conveyor belt and equipment shall be discarded as per internal procedure. Evidence must be in place to show that these items are not being re-used to prevent product contamination.		
3)	Obsolete equipment shall be stored in appropriate location. Good housekeeping shall be practised to prevent pest harbourage inside this equipment. These equipment shall be stored separately from the active and functional parts.		
4)	Only clean and functional parts and equipment are stored in parts storage areas.		
	F8: Calibration of Measuring Equipment		
1)	Measuring equipment used to monitor critical control points, product safety and legality must be identified and controlled.		
2)	Evidence to show that the following elements are documented and implemented: • Master list measuring equipment which include its location and use • Equipment has a unique identification code and calibration due date • Equipment is prevented from being adjusted by unauthorised staff • Equipment is protected from damage, deterioration or mis-use • Appropriate handling of equipment is found to be outside specified limits • Action is taken to ensure at-risk product is not offered for sale, where the safety or legality of products is based on equipment found to be inaccurate • Records are kept of the actions taken to facilitate traceability		
3)	Work instruction is documented for equipment verified internally.		
4)	Evidence to show that all measuring equipment used to measure and control critical control point affecting food safety, quality and legality are calibrated as per calibration list and schedule.		
5)	Records of calibration or verification shall be maintained adequately.		
6)	Heat treatment equipment such as oven, cooker, steamer, fryer, steriliser, pasteuriser, water bath that have temperature measuring devices installed and are calibrated or verified at appropriate interval.		
7)	Reference measuring equipment is calibrated and traceable to a recognised national or international standard and records maintained.		
8)	The tolerance and correction factors of calibration shall be considered when equipment is used to assess critical control limits.		
9)	All identified measuring devices and new equipment are checked and where necessary adjusted: • Using where possible, a defined method traceable to a recognised national or international standard • Frequency of calibration is based on risk assessment		

10)	New measuring equipment shall be calibrated prior to use.		
11)	Automatic alarm trigger is installed in the production and storage area when the temperature is not able to meet the set temperature.		
12)	Freezers and cold storage units used for food must be equipped with a temperature monitoring device to measure the air temperature.		
13)	Temperature measuring devices used in processes for monitoring purpose (not critical to food safety) are calibrated using established calibration methods.		
	F9: Transporting Equipment		
1)	Transporting and handling equipment such as reach truck, tray, pallet jacks, trolleys and forklifts are maintained hygienically adequately to prevent product contamination.		
	Section G: Cleaning & Sanitation		
	G1: Cleaning & Housekeeping		
1)	The site has a documented cleaning and sanitation program.		
	The site has a documented master cleaning and sanitation schedule.		
2)	Cleaning procedures covering all processing equipment, food contact surfaces and environmental cleaning in high risk areas that includes: • Responsibility for cleaning • Item/area to be cleaned • Frequency of cleaning • Method of cleaning • Method of dismantling and reassembling of equipment for cleaning • Chemicals and concentrations • Cleaning tools • Cleaning records • Responsibility for verification • Corrective actions records		
3)	Post-cleaning verification, which could include: • Visual inspections • Allergen testing • Preoperative inspections • Adenosine triphosphate (ATP) testing • Equipment swabs		
4)	Cleaning is carried out in such a way that to prevents contamination of raw materials, products and equipment.		
	G2: Food Contact Cleaning Chemicals & Sanitizers		
1)	All food contact chemicals are food safe. Food grade/safe documentation is in place.		
2)	Sanitizer concentrations are tested to confirm that they are consistent with the product label.		
3)	All cleaning and sanitation chemicals are adequately labelled. The usage record is traceable to the chemical		

	lot number, date of use and where it is used.		
4)	All cleaning chemicals are stored securely in designated storage area and away from production and food storage areas when they are not in use.		
5)	The site follows verification procedures and maintains records of chemical concentration testing, retesting and corrective actions.		
6)	Equipment is rinsed adequately as required by label directions to remove chemical residues.		
	G3: Equipment		
1)	Cleaning equipment is suitable for use to achieve the expected level of cleaning.		
2)	All cleaning equipment is cleaned and properly stored after use. They must be stored off the floor. Proper storage includes segregation to prevent cross contamination.		
3)	Appropriate identification is in place to identify and separate cleaning utensils based on their intended use accordingly.		
4)	The use of water for cleaning controlled to reduce the risk of contamination to raw materials, work in progress or production equipment with droplets, mist or direct contact.		
5)	Cleaning equipment shall be maintained in good condition to prevent contamination. Cleaning equipment which may create debris such as sponges or metal brush shall be avoided. If it is used, the area is inspected after use to identify and eliminated any remaining debris that could contaminate the product.		
6)	Where tray/rack washes are used, checks to ensure that they are operating properly may include visual inspection of cleaned trays, monitoring of chemical concentration, water temperature or microbiological swabbing.		
7)	Equipment used of high-risk areas must be dedicated for use in that area.		
8)	High pressure hoses shall be avoided in the high-risk zone due to prevent aerosol formation and scattering of dirt or unclean particle onto the food contact equipment. If high water pressure is required for cleaning in the high risk zone, appropriate monitoring and control action to prevent cross contamination shall be implemented. It shall be supported by risk assessment and management documents.		
9)	Designated handling and cleaning equipment and ladders are used in contact with interior product contact surfaces and bulk transport vessels such as tankers.		
10)	Designated handling and cleaning equipment and ladders used in contact with interior product contact surfaces and bulk transport vessels such as tankers are stored in a clean and sanitary manner.		
11)	Personnel must have valid permit to work in confine space is in place prior to carrying out any cleaning and inspecting activity in the interior of tanker or storage tank. Safe operating procedure as per local regulation must be complied.		
12)	Appropriate protective clothing, head coverings and foot coverings are worn when entering vessels for cleaning to prevent foreign materials.		
13)	Utensils used to clean restrooms or floor drains must be not be for any cleaning in the production area. The utensils shall be stored separately from food contact cleaning equipment and tool.		
14)	Air hoses with controlled pressure are used to clean inaccessible equipment and facilities.		
15)	Air hoses are used for cleaning when the site is not in operation in order to prevent potential product contamination.		

16)	Master Cleaning and sanitation schedule shall include transporting and handling equipment such as reach truck, tray, pallet jacks, trolleys and forklifts.		
	G4: Daily Housekeeping		
1)	Current cleaning program shall include the procedure for routine housekeeping cleaning.		
2)	Housekeeping routine cleaning is carried out minimum daily. The cleaning shall be carried out to prevent contamination.		
3)	Responsibility of daily cleaning is defined adequately.		
4)	Housekeeping daily cleaning shall include work and support areas are cleaned adequately. Evidence of no sign of infestation and potential contamination.		
	G5: Food Contact Cleaning		
1)	Specific SSOP is established for cleaning food processing equipment and food contact surfaces including assigned cleaning and verification responsibilities, corrective action if any and record keeping.		
2)	Food contact surfaces and equipment that require sanitising are cleaned and sanitised as per master cleaning & sanitation schedule.		
3)	Cleaning records shall be complete and verified by authorized personnel.		
4)	Corrective action is recorded, investigated and verified.		
	Equipment and utensils that do not require sanitising are cleaned on a pre-planned cleaning schedule.		
5)	Verify cleaning & sanitation schedule, record, conduct onsite observation and visual inspection to verify effectiveness of implementation. Verify compliance with cleaning schedule, no evidence of debris build up, pest harbourage & infestation, no debris, stain and mould build up on cleaned equipment, no cross contamination risk and concern. The coverage shall include the following Food contact surfaces, equipment , tool and utensils: • Building interior such as floor, wall, window, door, ceiling are cleaned as scheduled • Structural overheads (e.g. lights, evaporators, pipes, exhaust, duct, ventilator, vent grids & etc) are cleaned as scheduled • Heat treatment machinery such as cooking tank, pasteurizer, heat exchanger are cleaned as per schedule • Pipelines, mixing, holding & storage tanks can be flushed, cleaned and sanitised as needed • Food handling trays, trolleys and dollies are cleaned and maintained • Utensils and containers are washed and dried between uses, or as appropriate, and stored in an inverted position off the floor • Wiping cloth is cleaned and sanitized as needed • Ice machine, ice making room, ice container/ tray and handling tool & utensils are cleaned and sanitized as required		
6)	Maintenance cleaning is carried out hygienically to prevent the risk of contamination. This include removal and cleaning of the followings: • Debris, dirt and stain • Bolts & nuts		

	• Wire rod, wire pieces • Electrical cables • Welding rods • Tape • Cleaning/sanitizer chemicals • Other maintenance loose items		
7)	Ceiling/wall and condition of ice making room must be free from condensates, dirt and debris.		
	G6: Non-Product Contact & Support Area Cleaning		
1)	Non-food contact surfaces and support area that require sanitising are cleaned and sanitised as per master cleaning & sanitation schedule.		
2)	Cleaning records shall be complete and verified by authorized personnel.		
3)	Corrective action is recorded, investigated and verified.		
4)	Equipment and utensils that do not require sanitising are cleaned on a pre-planned cleaning schedule.		
5)	Refrigeration equipment (e.g. condensers, blower fans, etc.) are cleaned based on schedule to prevent mould a defined frequency to prevent microbial and dirt accumulation.		
6)	Electrical panels and boxes are cleaned and inspected minimum monthly to ensure no sign of pest activity and dust accumulation.		
7)	Support areas are cleaned and sanitized as appropriate to prevent material, equipment and product from cross contamination and pest activity: • Washrooms • Changing room • Maintenance workshops • Equipment washing areas • Others		
8)	Storage and non-production areas are cleaned and sanitized as appropriate to prevent excessive debris build up, dirt, product spillage and pest activity: • Raw materials store • Packaging material store • Finished products store • Walk in chilled room/chillier for raw material • Walk in chilled room/chillier for WIP • Walk in chilled room/chillier for finished products • Walk in freezer/freezer for raw material • Walk in freezer/freezer for WIP • Walk in freezer/freezer for finished products • Equipment store • Chemical store • Loading & unloading bay		

	• Bulk liquid/dry receiving and dispatch area • Dock leveller • Others		
9)	Factory exterior are scheduled for good housekeeping and cleaning to prevent excessive debris build up, dirt and pest activity: • Walkway • Driveway • Parking lot • Other area		
10)	Rework areas are cleaned on a frequency to control spillage and damaged product to prevent development of sanitation issues that could lead to product contamination or pest activity.		
11)	Refrigeration equipment (e.g. compressor, fan blade, etc.) are cleaned on a defined frequency to prevent microbial and dirt accumulation.		
12)	Drains are cleaned and sanitised to prevent microbial and pest development.		
	G7: Clean In Place (CIP) Systems		
1)	Specific SOP is established for CIP cleaning including assigned cleaning and verification responsibilities, corrective action if any and record keeping.		
2)	A schematic diagram of the layout of the CIP system including process piping circuits shall be available.		
3)	Verify CIP records to check compliance with process requirements. The parameters include the following: • Recording charts of time & temperature • Flow rate • Chemical concentration • Other applicable requirements		
4)	CIP Cleaning records shall be complete and verified by authorized personnel.		
5)	Corrective action is recorded, investigated and verified if any.		
6)	Able to dismantle of processing equipment to allow thorough cleaning and inspection: • Pipe • Spray balls • Gaskets • Clamp • Couplings and connections • Other associated fittings		
7)	The food processing equipment designed for CIP cleaning shall comply with CIP cleaning and sanitation schedule and applicable regulatory requirements: • Process pipes • Processing vessels tanks • Spiral freezers • Mixers		

	• Blenders • Homogenizers • Roasters • Other associated fittings		
8)	Production changeover from allergen-containing products to non-allergen products or products that contain different allergens, verify to ensure that the system is thoroughly CIP cleaned and sanitized.		
9)	CIP system must be installed with strainers to prevent foreign material contamination of the spray balls or product contact surfaces. Evidence to show that spray balls to ensure they are in clean and good condition.		
10)	CIP operators are trained on the appropriate use of cleaning and sanitizing agents and proper operation of CIP equipment.		
11)	Verification of proper rinsing is completed and documented on a defined frequency.		
12)	CIP equipment is separated from active production lines (e.g. through the use of double seat valves, manually controlled links, blanks in pipe work or make-or-break connections with proxy switches as interlocks) to prevent cross-contamination. The system shall be revalidated following alterations or additions to the CIP equipment. A log of changes to the CIP system shall be maintained.		
13)	CIP systems are hygienically designed with no dead areas, limited interruptions to flow streams and allow good drainability.		
14)	Effectiveness of CIP cleaning is verified, validated and recorded.		
	Section H: Pest Management		
	H1: Pest Control Programme		
1)	The site has a documented pest control program.		
2)	All pest control activity must comply with legislative requirements.		
3)	Missing bait stations are recorded and investigated.		
4)	Effective pest control programme established to protect against birds, rodents, insects and other pests (e.g. appropriate barriers).		
5)	Evidence of frequent inspections and treatment of the site as a frequency based on the product risk assessment of based on the age, design and location of buildings and equipment.		
6)	External doors, windows or other openings are close fitting to prevent pest ingress.		
7)	Windows, doors and skylights that must be opened are screened to prevent pest entry both in production, storage area and in staff facilities.		
	H2: Pest Control		
1)	If external pest control service provider is engaged, the contract shall include the following details: • Site name & address • Site contact person • Frequency of services • Scope of target pest and methods to be applied to control each of pest • Terms of the contract • Equipment and material storage specifications • List of approved chemicals, prior to use		

	• List of licensed applicators • Emergency call procedures • Service records to be maintained • Requirement to notify site of any changes in service or materials used		
	H3: Competencies of Pest Control Personnel		
1)	Competency and responsibilities in controlling the pest for both internal and outsourced pest controllers shall be documented.		
2)	Pest controller & supporting personnel must be trained in developing and managing the pest control programme. Training records and training effectiveness evaluation records are maintained.		
3)	The Pest Control programme is written and implemented by trained in-house personnel or licensed and competent service provider.		
4)	Pest management services including chemical application are supervised by a licensed applicator, if required by regulation. Valid license shall be kept as record.		
5)	Pest control service provider must be approved and possess a valid pest control license from the government or as applicable to the country regulatory.		
6)	Valid insurance policy is available at the site which specifies the liability coverage for pest control services		
7)	Pest control service provider is able to maintain evidence of competency records, e.g. exam record from a recognized organisation.		
	H4: Pesticide Control		
1)	Pesticides used must be approved by the government where applicable. Evidence of approval, e.g.: registration number, validity period and record are maintained.		
2)	All pesticides name, specimen label, application quantity, method of usage, target pest, location, MSDS or equivalent, supplier name shall be current.		
3)	List of approved and licensed applicator and their valid license must be evident.		
4)	The language of the country is taken into consideration when providing Chemical Safety Data Sheets and labels.		
5)	The following data shall be recorded in pesticide application activities: • Name of pesticide • The product registration number as required by law • Target pest • Percent of concentration • Specific location of application • Method of application • Amount of pesticide used at the application site • Date and time of application • Name, signature and license number of applicator		
6)	If pesticides and application equipment are required to be stored onsite, the storage shall be locked and be accessed by competent and authorised personnel. Storage areas are constructed in proper ventilation and sufficient size.		

7)	Pesticides are stored according to MSDS and label directions.		
8)	All pesticide containers and application equipment must be labelled to identify contents. Application equipment is not used across multiple pesticides		
9)	Pesticide containers are disposed of according to label directions and regulatory requirements.		
10)	Warning signs as per legislative requirement are posted at the entrance of each pesticide storage area. Internal appropriate warning sign must be posted if no applicable legislative requirement is required on signage.		
11)	Current and complete inventory of pesticides are maintained.		
12)	Personal protective equipment, spillage control materials, emergency eye wash and procedures are available.		
	H5: Trend Analysis		
1)	Complete pest control service and monitoring reports including pest sighting logs for all target pest are available for reference. All records are available as hard copy or electronic files for review on request.		
2)	The pest-sighting log includes: • Date • Time • Type of pests observed • Location • Actions taken • Names of reporting personnel • Response taken by pest management personnel		
3)	Monitoring target control level wherever practicable is defined for each target pest, i.e.: low, moderate and high infestation.		
4)	Pest control service provider/field biologist to review the record each quarter to identify trends in pest activity. A report of findings is provided to the designated site personnel.		
5)	Corrective Actions are documented for identified issues.		
6)	All records pertaining to pest management activities are available as hard copy or electronic files for review on request.		
	H6: Monitoring Device Documentation		
1)	A comprehensive assessment is conducted and documented for use in determining the placement of monitoring devices for target pest.		
2)	Schematic layouts for all types of bait stations are documented and current.		
3)	Temporary placement of any pest monitoring devices for short-term monitoring is managed in a separate schematic layout.		
4)	Findings are recorded as per defined frequency by the pest management program.		
5)	Serviced performed on all pest-monitoring devices shall be recorded appropriately.		
6)	Service records in monitoring devices match the file record.		
	H7: Exterior Rodent Monitoring Devices		
1)	Exterior bait stations are placed along the foundation walls on the exterior of the site, based on the detailed site assessment.		

2)	Minimum monthly monitoring is carried out. Frequency of checking should be increased if the level of activity increases.		
3)	Exterior bait stations shall be tamper resistant and are positioned, anchored in place, locked, and labelled.		
4)	Bait station are placed at intervals of 15-30 m. Areas of high rodent detection should have more monitoring devices or as advised by the pest control service provider.		
5)	Exterior bait stations that use rodenticides are tamper resistant or locked with single-use cable ties, padlocks, bait station key or suitable devices.		
6)	All exterior bait station positioned, anchored in place, locked, and labelled.		
7)	Rodenticide/rodent bait shall be used shall be approved by appropriate governing authority. MSDS or equivalent shall be available.		
8)	Baits shall be securely fastened inside bait stations. It shall be maintained in good condition and to replace as appropriate to prevent deterioration.		
	H8: Interior Rodent Monitoring Devices		
1)	Chemical baits of any form poisonous or non-poisonous shall not be used in the building interior.		
2)	Interior monitoring could include the following devices unless prohibited by regulation: • Glue boards • Mechanical traps • Extended trigger traps		
3)	If there is any use of toxic or non-toxic treatments externally, it must comply with applicable regulatory requirements.		
4)	Based on the detailed site assessment, interior monitoring devices are placed in appropriate sensitive areas specific to the rodent species to ensure effective detection & monitoring: • Raw material store • Finished product warehouse • Staging areas for finished products • Both sides of doors that open to the exterior of the site. • Maintenance areas with exterior access • High traffic areas • Overhead areas for preventing roof rat activity • Areas with food sources such as canteen, food & beverage vending machines • Other areas with the potential for rodent access		
5)	Monitoring devices are placed at intervals of 6-12 m along exterior walls, and are strategically placed in sensitive areas toward the interior of the site or as advised by the pest control service provider. Areas of high rodent detection should have more monitoring devices or as advised by the pest control service provider.		
6)	Interior monitoring devices are placed along perimeter walls. Spacing and number of traps are based on activity levels		
7)	Minimum weekly monitoring is carried out to ensure that all interior devices are adequately cleaned and inspected.		
8)	Facilities in countries that prohibit the use of mechanical traps may consider the use of alternative devices,		

	subject to regulatory requirements, on a case-by-case basis. Other devices which may be considered as per internal risk assessment if the use of mechanical trap is banned by country regulation. These alternative options include: • Radio monitored trap (auto email or text alert) • Live catch traps • See-saw tubes • Carbon dioxide traps • Electrocution traps • Others		
	H9: Insect Light Traps		
1)	Insect light traps are installed in the designated area based on the detailed site assessment. Insect light traps are used to monitor flying insect activity at sensitive locations that are likely to allow access to the site.		
2)	Insect light tube shall be shatter-resistant. It shall be controlled in the glass and brittle plastic policy as appropriate. Insect light trap tubes are changed at least yearly or at the onset of active season.		
3)	Insect light traps are installed greater than 3 m from food contact surfaces, exposed products, packaging, food contact handling utensil, and raw materials in processing or storage areas.		
4)	Minimum weekly monitoring is carried out for warmer climate. Minimum monthly in colder climate. All service report and monitoring records shall be complete and maintained.		
5)	The following conditions are checked and recorded: • Glue board or collection devices • Condition of light tube to ensure no crack or breakage • Cleaning & repair the units		
6)	The site records the types and quantities of insects found in the light traps, and uses the information to identify the type (e.g. flies, stored product insects, etc.) and quantity trapped (qualitatively or quantitatively) in order to eliminate the source of activity more effectively.		
	H10: Pheromone Monitoring Devices		
1)	Pheromone monitoring devices are installed in the designated area based on the detailed site assessment.		
2)	Pheromone monitoring devices are installed according to manufacturer's label requirements.		
3)	Pheromone monitoring devices are inspected and recorded on a planned interval.		
4)	The site records the types and quantities of insects found in the Pheromone traps, and uses the information to identify the type and quantity trapped (qualitatively or quantitatively) in order to eliminate the source of activity more effectively.		
	H11: Bird Control		
1)	Appropriate bird control shall be implemented as per detailed site assessment if required.		
2)	Birds control method can include the following: • Traps • Nets • Proper structural modifications • Other approved legal methods		

3)	Avicides shall not used unless it is legal.		
4)	Avicides are used as per label instruction and legislative requirements.		
	H12: Control of Domestic Animal & Vermin		
1)	Based on onsite assessment, domestic animal or vermin prevention and control shall be established as appropriate as per legislative requirements. Domestic animal or wildlife can include stray dogs, cats, reptiles or other animals.		
2)	Wildlife control where appropriate can include the following options: • Barrier or materials that prevent entry • Wire • Repellents • Netting • Distracting devices		
	H13: Pest Habitat		
1)	The site actively monitors and eliminates any rodent burrows and conditions that provide harbourage, staging or may attract rodents or other pests in both building exterior and interior.		
2)	Evidence of building structure interior and exterior maintained in good condition, e.g.: no cracked/crevices. Vegetation in the factory surrounding are trimmed and managed adequately to prevent pest attraction, staging and harbourage. External storage of obsolete equipment or parts are kept at the minimum and managed in good housekeeping with no sign of pest harbourage.		
3)	Waste storage area shall be clean, covered and without unpleasant odour to attract pest.		
	Section I: Prevention of Cross Contamination		
	I1: Cross Contamination Prevention Practice		
1)	Programmes shall be in place to prevent, control and detect contamination. Measures to prevent physical, allergen and microbiological contamination shall be included.		
2)	A current process map shall be maintained, reviewed and available.		
3)	The process flow from receiving to dispatch is arranged to prevent product contamination. High-risk and low-risk areas are segregated to minimise product contamination.		
4)	Adequate movement of personnel, raw materials, packaging, rework and/or waste that do not jeopardize food safety. The process flow, supporting procedures, are in available to place to minimise the risk of the contamination of raw materials, intermediate/semi-processed products, packaging and finished products. A movement map shall be maintained, reviewed and available.		
5)	Adequate storage and movement control to prevent cross contamination of raw and cooked products.		
6)	Measures are taken to prevent cross contamination by sensitive ingredients, such as allergens in production, packaging and storage areas.		
7)	Cleaning and production areas shall be segregated appropriately to prevent cross contamination.		
8)	Washing and cleaning areas are located away from production, where possible, and where not risk assessed controls implemented. Clean equipment shall be stored adequately away from the dirty or soiled equipment to prevent contamination.		
9)	If footbath is sued, verification of effective concentration of the foot bath or sanitizers is monitored and		

	documented.		
10)	If foot baths and sanitizers are not used for cross contamination control in a sensitive operation, a captive footwear program shall be practiced to prevent microbial contamination of product and processing areas.		
11)	Washroom and changing facilities are provided with functional exhaust fans that exhaust to the outdoors or do not open directly into production, packaging or raw material storage areas.		
12)	Adequate drainage flow in high risk area or laboratory to prevent back flow which may lead to cross contamination. There shall be a schematic map to show the direction of flow and location of any equipment fitted to prevent the back-flow of waste water which could lead to the risk of contamination of the high-risk/care area.		
13)	Drainage is designed and maintained to minimise risk of product contamination and does not compromise product safety.		
14)	Prevention includes the additional enclosure control in the high risk area such as filling, packing and sealing areas.		
15)	Control measure of dirt, dust and micro-organisms in filling and sealing areas to prevent product contamination.		
16)	Prevention to include action to avoid customer dissatisfaction incidence such as meat in vegetarian food and other potential concerns.		
	I2: Chemical Control		
1)	The site has a documented procedures for the control of chemicals.		
2)	Procedures shall include the following elements, as applicable: • An approved list of chemicals • Material safety data sheets and specifications provided by the supplier • Support document, test certificate and confirmation that the chemicals are suitable for use in a food-processing area (i.e. Non toxin or food safe for food contact surfaces) • Avoid using strong-scented products • Identification and labelling of chemicals (including secondary container) • Designated storage with restricted access limited to authorised personnel • Use of chemicals by trained personnel only • Labelling of chemicals, MSDS shall be, where possible, in local language. Consideration may need to be given to the legislative requirements of specific countries.		
3)	Strong scented chemical including maintenance and building construction/renovation material shall be avoided to prevent the risk of taint contamination of products. It shall be addressed in the chemical control procedure.		
	All chemical shall be traceable to its production lots / batch number		
	I3: Microbiological Control		
1)	Based on the onsite risk assessment, the site has a documented microbiological programme for the following area: • Raw materials • Packaging material		

	• Work in process • Finished product • Environment • Food contact surface and processing equipment • Others		
2)	Microbiological test records shall be maintained. Records shall be retained as per record retention procedure.		
3)	Test samples are retained as per Microbial Control Program.		
4)	On site laboratory shall not be located in the production area. Adequate segregation shall be implemented to prevent the risk of product contamination.		
5)	Where samples are tested by in house microbiologist, the competency, training and proficiency test shall be adequately documented and recorded.		
6)	Where samples are tested by the third party laboratory, they shall be accredited to ISO/IEC 17025.		
7)	Proper hold and release are implemented as per documented release procedure. On hold shall be clearly identified with product details, test status with supporting test reports and documents. Product that fails the pathogen test must be withheld until receiving acceptable test results. Release of product or material shall be supported by acceptable test results, approval signatory and release documents.		
8)	Products that test positive for pathogens shall be appropriately reprocessed as per rework procedure or destroyed. Disposition and corrective action records shall be maintained. Re-processing records shall contain the product details and total quantity, batch number reworked and final test status to enable full traceability.		
	I4: Management of Allergens		
1)	Documented allergen controls including specific allergen labelling process are established based on legislative requirement.		
2)	Procedures shall include the following requirements: • Allergen risk assessment. Safe handling of allergen during raw material receiving & storage, internal transfer and handling which include proper labelling and segregation • Prevention of cross contact or contamination during processing through production scheduling, control of rework, dedicated production lines, changeover procedures, cleaning & sanitation procedure, equipment and utensils management, product label reviews and control, personnel awareness training and education, verification of cleaning procedures for food contact equipment, approved supplier and monitoring system for ingredients and labels • Allergen validation test is conducted appropriately to ensure that the implementation is effective		
3)	The site has the updated list of identified allergen onsite. The list shall include raw materials, processing aids, work in process and finished products and any new product development ingredients or products.		
4)	The procedure is revised when there are changes in the following: • Ingredients • Products • Processing aids • Ingredient suppliers • Processes		

	• Labelling • Others		
5)	Any claim must be validated and be supported by appropriate documentation.		
6)	Proper labelling shall be applied where allergen cross contact/cross contamination cannot be eliminated.		
7)	Complete record of compliance and evidence of corrective action taken are maintained.		
	I5: Control of Glass, Hard Plastics and Ceramics		
1)	If any glass material is used in the production area, it shall be controlled by documented procedure for glass, hard plastics and ceramics. The procedure content shall address the following controls: • Handling of broken glass, hard plastic or ceramics in production, storage and support area • A register of glass, brittle plastics and ceramics materials • Minimum monthly inspection of all glass, brittle plastics and ceramics materials • Record keeping of scheduled inspection and corrective action		
2)	If packaging material are in the form of glass, hard plastic or ceramics, proper handling these materials shall be documented. Personnel handling them shall be adequately trained.		
3)	Written policy statement shall be implemented: • No glass, hard plastics, or ceramics are to be used in the site, except where exclusion is not possible • No glass, hard plastics, or ceramics will be brought in with personal belongings		
4)	Broken glass storage containers are labelled and placed in a dedicated area and adequately segregated.		
5)	Records are complete and accurate to demonstrate compliance.		
	I6: Foreign Material Control Devices		
1)	Based on risk assessment, where appropriate a documented procedure is established to address the control and use of foreign material control devices.		
2)	When staples or items are used in packaging materials, proper control shall be implemented to prevent the risk of product contamination.		
3)	Foreign material control devices shall be appropriate to the product or the process and able to detect metal contaminants from processing equipment and foreign matter effectively.		
4)	Foreign material control devices which come into with the food or packaged food shall be maintained in hygienic condition to prevent the risk of contamination.		
5)	Metal detectors or X-ray machines shall contain one of the following design: • An automatic stop of conveyor belt stop with triggered alarm when product cannot be automatically rejected due to large size • An automated rejection system that diverts contaminated product to an allocated compartment which can only be assessed by authorised personnel • In-line detectors which identify the location of the contaminant to allow effective segregation of non-conforming product		
6)	If automatic rejection or immediate rejection is not feasible for continuously production line, a identification mark is used to identify the location of the contamination.		
7)	Foreign material control devices shall be installed at the last possible point on all production lines.		
8)	Foreign material control devices are regularly monitored and maintained in good condition. It shall be included		

	in the preventive maintenance program.		
9)	The device shall be calibrated according internal calibration program. Calibration records shall be maintained.		
10)	Frequency of testing is based on risk assessment or if identified as CCP as per HACCP Plan.		
11)	When staples or items are used in packaging materials, proper control shall be implemented to prevent the risk of product contamination.		
12)	Root cause investigation and corrective action must be carried out for rejected food material due to detected metal contaminants. The rejected material shall be segregated, labelled, quarantined and retesting of all food since the last acceptable test of the metal detector.		
	I7: Control of Ingredient Scoops		
1)	Cleaning and sanitation program shall include all the ingredient scoops.		
2)	Ingredient scoops are maintained in sanitary and in good condition.		
3)	All ingredient containers shall have individual handling scoops to prevent cross-contamination.		
4)	The scoop used for handling allergenic ingredient shall be identified, segregated and maintained adequately.		
5)	Proper identification method is used to differentiate the scoop in handling regular, allergenic or sensitive ingredient to prevent cross-contamination.		
	I8: Control of Pallets		
1)	Cleaning and sanitation program shall include all the pallets.		
2)	Pallets are maintained in hygienic and good condition.		
3)	No wooden is allowed to be used in production area.		
4)	Only wooden pallet of clean and good condition is allowed to be used in non-production area		
5)	When pallets are stored outside, they shall be inspected for evidence of no pest infestation and contamination before being transferred into the factory area for use.		
6)	After washing process, all pallets including other wooden surfaces are dried adequately before being used.		
7)	Protective sheets are placed between pallets and bags of ingredients, and between double-stacked pallets to prevent material and product from being damage by the pallet during the handling process.		
	I9: Control of Rigid Packaging		
1)	Cans, bottles & rigid packaging are stored in inverted position and transferred via a covered conveyor to prevent foreign matter contamination. They shall be inverted and pre-cleaned with rinsing of high pressured water or use of air jet.		
2)	The filtering systems or air/water traps on cleaning systems used with rigid packaging shall be maintained in good condition. Regular maintenance shall be carried out as appropriate as part of the preventative maintenance program.		
3)	After cleaning, rigid packaging shall be protected (e.g.: inverted position or covered) from foreign material contamination until filled or capped.		
4)	Durable packaging carton and inner liners shall be used for product containers or packaging materials to prevent risk of product contamination.		
5)	Caps and label received shall be kept in hygienic condition. Unused material shall be properly stored to prevent cross contamination.		
6)	Single-service containers which are not washed or air (or water) rinsed prior to use shall be received with a		

	tight-fitting protective cover. They are adequately protected from foreign matters and airborne particles during the storage and handling process.		
	I10: Visual Inspection		
1)	If foreign material control device is not feasible to be used to detect, remove or prevent foreign materials from food material, then visual examination shall be conducted prior to process or dispatch the food products. Examples of these foods may include fruits, fresh produce, nuts, coconut and similar materials which are visually examined before use.		
2)	Records of visual inspection shall be maintained.		

GMP INSPECTION CHECKLIST FOR FOOD MANUFACTURING

COMPANY NAME:		**DATES OF AUDIT:**		**FOLLOW UP ACTIVITY DATE:**	
COMPANY REPRESENTATIVE:		**LEAD AUDITOR:**		**NUMBER OF NON-CONFORMITIES:**	**Minor-** **Major-** **Critical-**

Final Score and Grade

GMP Requirements	Satisfactory	Minors	Majors	Critical	N/A	No. of Item Rated
Section A: Construction and Layout of Buildings						/
Section B: Layout of Premises and Workspace						/
Section C: Manufacturing & Operational Control						/
Section D: Personnel Practice & Training						/
Section E: Utilities						/
Section F: Equipment & Maintenance						/
Section G: Cleaning & Sanitation						/
Section H: Pest Management						/
Section I: Prevention of Cross Contamination						/
Total Number of Rating:						/

Final Score %:	
Grade:	

Non-conformity Reports and Corrective Action

No.	Clause #	Grade	Detail of Non-Conformity	Correction (Immediate Action)	Root Cause	Corrective action (Long Term Solution)	Evidence/activity reviewed to verify corrective action taken adequately addresses the non-conformity	Closed Yes/No

Summary Non-conforming Finding

Categories	Minor	Major	Critical	Remark
Facility Operational and Personnel Practices				
Maintenance for Food Safety				
Cleaning Practices				
Integrated Pest Management				
Adequacy of Prerequisite and Food Safety Programs				
Total Number of Finding:				