Self-examination for compliance with GMP/GHP

The questions in the self-examination questionnaire in the following pages go through the key requirements of GMP/GHP; they are the kind of questions which you should be asking yourself, as an organization, as you try to decide where you are GMP/GHP compliant. This will give pointers to where you need to make changes. It cannot be emphasized too strongly that there are no standard ways of achieving compliance; rather there are hundreds of approaches to complying with any particular requirement. You need to focus on the requirement itself and to find the most convenient and cost-effective way to meet it in your particular situation.

With each question, tick one of the boxes numbered 1 to 4, based on the following code:

1 mark	No we do not meet this requirement at all
2 marks	We meet some parts of this requirement- some level of implementation is in place
3 marks	We meet most parts of this requirement- some level of implementation and documentation is in place
4 marks	We meet this requirement fully- all requisite documents and implementation requirements have been met

The numbers in brackets in the questionnaire refer to the relevant clauses in GMP/GHP

The higher your total score on this questionnaire, the less you will have to do to become compliant. However, this questionnaire is only intended to form an *initial* audit in key areas and does not cover the whole of GMP/GHP, so even if your answers are all 4s this does not mean that you already comply—but you are very well placed to make the final adjustments. The maximum score is **364** by the way!

Some general thoughts to bear in mind

GMP/GHP is very much a standard to which you adhere by your own efforts. You document how you will meet the requirements of the standard and how you will manage your activities to maintain compliance. You then commit to monitoring your own compliance through audit and related activities and to taking corrective action when you move out of compliance.

When you are assessed, the certification body will, of course, determine whether you are compliant on the day of audit. However, the auditors will be far more interested in satisfying themselves that you have a robust system which will maintain compliance on a routine basis. The auditors normally visit only once a year so the steps which you take to maintain and monitor compliance between visits are a key issue with them.

A well-managed quality system should pay for itself by reducing the amount of re-testing or re-calibration a organization needs to do and by improving its clients' confidence and hence its success as a business.

NOTE: In this context "document" could be policy statements, procedures, specifications, calibration tables, charts, text books, posters, notices, memoranda, software, drawings, plans, etc. These may be on various media, whether hard copy or electronic, and they may be digital, analog, photographic or written.

Key to understanding your level of implementation

Mostly 1s	Further training and implementation need to be taken up
Mostly 2s	You can begin the initial certification application process, but training should be taken up to document the system
Mostly 3s	You are ready for the certification application process, but you should focus on establishing consistency in operations
Mostly 4s	You are ready for the certification application process, and you should focus on continual improvement

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
GMP Requirements			
1.	Personnel Hygiene Has the organization developed, implemented and documented a personal hygiene policy and procedure that covers the following criteria as a minimum: i) Staff illness? ii) Eating, drinking & smoking restrictions? iii) Hand-washing requirements? iv) Sneezing, coughing & blowing of noses? v) Cuts, wounds & bandage requirements? vi) Clothing requirements? vii) Jewellery restrictions? including watches) viii) Control of personal items including medication and mobile phones? ix) False nails (including acrylics) and false eyelashes? x) Staff movement? xi) Control of visitors and contractors? xii) PPE storage – to ensure no cross contamination between low and high risk PPE? xiii) Returning to work after breaks? xiv) Signage? Are staff hygiene compliance checks undertaken? What's the frequency of these checks? Is the frequency defined in the policy? Are records maintained?		
2.	**Cleaning** Has the organization developed, documented and implemented a cleaning program? Does this program have the following in place: i) Areas within and outside the building that require cleaning? ii) Equipment that requires cleaning? iii) Between batch cleaning? iv) Method of cleaning? v) Frequency of cleaning? vi) Chemicals used? vii) Chemical concentrations, dwell times and temperatures? viii) Persons responsible for cleaning? ix) Records of monitoring of cleaning and pre-op checks? x) Personnel responsible for review of cleaning records? xi) Training of cleaners? How is cleaning monitored? What is the frequency of monitoring? What corrective actions will be taken if cleaning monitoring		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	indicates that cleaning is ineffective? Does the organization have a documented schedule of microbiological swabbing in place for the verification of the cleaning program which includes: i) Records of swab locations? ii) Methodology? iii) Corrective actions? iv) Retests of swab locations maintained? Are product contact, non-product contact surfaces and cleaning equipment included in the verification program? Are steel wool / wire brushes eliminated within the processing areas? How often and how are cleaning utensils and equipment assessed to ensure any worn utensils and equipment do not pose a risk of cross contamination to the production process? Is cleaning carried out in a way that does not pose a hazard to food production? Are high risk hoses used during production or when product is exposed?		
3.	**Clean in Place (CIP) Systems** Are the CIP systems implemented and documented to ensure product first through the line is free of residual cleaning chemicals? Is verification of the CIP system carried out? (required at least annually)		
4.	**Approved Supplier Program** Does the organization have a documented and implemented approved supplier program in place? Does this program include all products and services that could affect food safety or quality of the finished product? Are the following reviewed as a minimum: i) Raw ingredients? ii) Packaging? iii) Chemicals? iv) Service providers? v) Third party contractors? vi) Outsourced processing activities? Have the following requirements been defined for each		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	supplier: i) The selection and approval of suppliers and service providers? ii) Emergency suppliers/providers? iii) Removing suppliers/providers? Does the organization have a documented and maintained approved suppliers list which is reviewed annually at a minimum? Is the approved supplier program reviewed annually as part of the internal audit program? Are requirements on suppliers, if applicable, for product verification (domestic and international) documented to ensure compliance to relevant regulatory requirements in the country of manufacture and sale? Are methods for monitoring incoming products and services documented and implemented and records maintained? Have suppliers been risk assessed and assigned a risk rating? Are records of approval evidence maintained? Including for example: i) GMP/GHP Certificates? ii) Questionnaires? iii) Formal agreements? iv) Methods of insurance? v) Licenses for service contractors?		
5.	**Specifications** Does the organization have specifications available for all raw materials (including packaging) and finished products that are handled on site? Do these specifications contain appropriate information to ensure compliance to relevant food safety and legislative requirements?		
6.	**Labelling** Has the organization developed, implemented and documented a procedure for the preparing of and the reviewing of labels?		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	Does this procedure include how labels are prepared to comply with: i) UNBS Food Standards Code? ii) Weights & Measures requirements? iii) Other regulations that may apply in certain specific sectors? iv) Country of sale? Are labels reviewed annually if any of the following occur: i) Changes to laws in relation to labelling? ii) Changes in raw materials? iii) Changes to recipes including the introduction of ingredients that contain allergens? iv) Changes to the labels/packaging are made? v) Nutritional Claims on labels/packaging shall be validated? Are labels checked prior to production commencing for: i) Correct label? ii) Use by/best before date? iii) Legibility? Are records of label reviews maintained?		
7.	**Allergen Management Program** Does the organization have a documented and implemented Allergen Management program which includes a risk assessment for raw materials that includes the following: i) Receipt & storage of allergenic raw materials? ii) A list of all allergenic ingredients? iii) Control measures to prevent cross contamination of non-allergenic raw material from allergenic raw material during production? iv) Scheduling of production around allergens? v) Policies relating to the use of allergenic ingredients in rework? vi) Consideration of allergens during product development? vii) Mandatory declaration of allergens on product labels? viii) Allergens claims shall be validated on at least an annual basis? Is staff training available for the Allergen management program?		
8.	**Packaging**		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	Have product characteristics been taken into account when the packaging is being developed to ensure that it is fit for the intended use? Is packaging stored away from raw materials and finished products? Is packaging protected from contamination?		
9.	**Control of Non-Conforming Product** Has the organization developed, documented and implemented a procedure for Control of Non-Conforming Product that defines actions to be taken when monitoring and verification procedures reveal that products do not meet specifications? Does the procedure state action to be taken regarding the affected product? Does the procedure state action to be taken to determine the root cause of problem and prevent re-occurrence? Does the procedure indicate the personal responsible for the control of non-conforming product? Are records of non-conforming product from raw material, work in progress, packaging, through all stages of the process maintained to ensure full traceability?		
10.	**Traceability** Does the organization have a process in place for traceability that ensures, for all stages of production from receival through to finished goods, products are clearly identified including: i) Raw material receival? ii) Storage? iii) Work in progress? iv) Rework? v) Final product? vi) On hold product? vii) Reject product, quarantined / non-conforming product? viii) Returned product, downgraded/damaged stock? ix) Pet food/animal feed? x) Waste product(s)? xi) Cleaning chemicals? xii) Packaging? xiii) Research and development materials?		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	Does the process demonstrate how product is traced one step back and one step forward? Are records of traceability maintained? Is the traceability procedure reviewed annually? Does this review include a test of the traceability system at least annually?		
11.	**Corrective Action** Does the organization have a corrective action procedure in place in addition to the corrective action requirements detailed in the GMP/GHP Audit Plan and prerequisite programs? Does the procedure describe how corrective actions are recorded, reviewed and investigated? Are records of corrective actions maintained? Does this procedure describe how corrective actions are to be recorded, reviewed and investigated, and how records are maintained? Can the company demonstrate that they are able to use information from identified failures in the food safety system to identify the root cause, make necessary corrections and prevent re-occurrence? Are corrective actions implemented for the following situations: i) Customer complaints? ii) Continual product rejections? iii) Production of unsafe products? iv) GMP/GHP Food Safety System failures? Who has authority to investigate and address the corrective action? Are corrective actions completed in a timely manner?		
12.	**Recall** Does the organization have a recall procedure in place? Has the organization completed an annual mock recall to demonstrate effectiveness of the recall procedure?		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	Are clear and accurate records of recalls, withdrawals and mock recalls kept and available?		
13.	**Premises** Is the premise suitable for the type of product being manufactured? (Premise must be of appropriate size and design to reduce risk of contamination and ensure the production of safe and legal food stuffs) Where appropriate, has the organisation been registered with the local council or government department? Has the organisation have a documented process for monitoring the condition of the premise in place? Is the monitoring frequency documented? Are records kept and corrective actions addressed in an appropriate time frame?		
14.	**External Areas** Are the external areas around the facility maintained in a clean and tidy manner that does not pose a risk to the products?		
15.	**Layout and Product Flow** Has the premise ensured that the product flow from Recieval to dispatch does not pose a contamination risk to the products? Is appropriate segregation maintained between areas of low risk, high risk and high care?		
16.	**Building Fabric** Are walls light in colour, smooth, impervious to water, in good condition and easy to clean? Are floors smooth, impervious to water, in good conditionwith and easy to clean? Is coving in place between the floor and wall joins to facilitate cleaning?		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	Are drains in good condition? Flowing water to be directed into drains. Fall of floor shall be to the drains of an appropriate gradient. Are ceilings light in colour and easy to clean? Do ceilings preclude pest or dust ingress? Are windows in processing areas kept closed or have adequate pest proofing? Are glass windows kept to a minimum (or eliminated) within the processing areas? Are doors close fitting? Are doors kept closed at all times? Is lighting adequate for the activities being carried out? Are lights protected from breakage? (including electric fly killing devices)		
17.	**Staff Amenities** Are staff amenities of a sufficient size to accommodate the number of personnel? Are the facilities maintained in a clean and tidy manner? Are toilets designed so they don't open directly to processing areas? Is the toilet area equipped with hand washing facilities? Are hand washing stations located in appropriate locations throughout site and are they: i) Made of suitable construction? ii) Equipped with a supply of warm, running, potable water with liquid soap and a suitable method of drying hands? Do hand wash stations in high risk areas have hands free operation? Are hand sanitisers in place in high risk areas? Have facilities for eating, drinking and smoking been		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	located away from food production areas? Is personal outdoor clothing kept separate from protective clothing? Is there an appropriate amount of personal protective clothing available for staff and visitors? Are appropriate receptacles available for staff and visitors to place dirty personal protective clothing? Do lunchrooms have adequate refrigeration facilities available for staff to store perishable food items?		
18.	**Receiving & Storage** Are documented processes in place for the storage of products? Does this procedure include: i) Stock rotation? ii) Allergen management? iii) Cleaning stock/inventory control? iv) Segregation of non-conforming product? v) Handling to minimise stock damage? Are facilities for the storage of ingredients, packaging, work in progress and finished product fit for purpose, clean and large enough for use at the busiest time of year? Are temperature controlled facilities able to maintain temperatures? Are monitoring records of temperature controlled areas maintained? Are ingredients, raw materials, work in progress, finished product and packaging are stored in such a manner that they do not pose a food safety (or quality) risk to the product? Are receival records maintained? If deliveries are unloaded outside the facility, are controls in place to ensure that the product is moved inside as soon as practical? Have contingencies for inclement weather been		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	determined? Is there a stock rotation system in place that ensures the oldest stock, ingredients and packaging are used first? Does the organisation use alternative storage facilities? If yes are these included in the GMP/GHP plan and monitoring for GMP? Where the alternative facility is owned by a third party are they included in the approved supplier program?		
19.	**Dispatch & Transport** Have all vehicles used to transport raw materials, packaging, work in progress and/or finished product shall be maintained in a good state of repair and in a clean and hygienic condition? Are any vehicles required to transport chilled, frozen or hot food? If yes are the following adhered to: i) Chilled product transport to maintain temperature at or below 5°C? ii) Frozen product transport to maintain temperature of product? iii) Hot product transport to maintain temperature at or above 60°C? Are records maintained of all cleaning, maintenance (including calibration), inspection and temperature of the vehicle(s)? Are there documented security protocols and records of checks maintained for the transportation of interim products that are transported to a 3rd party for part of the process? Is there an implemented and documented procedure in place for breakdown of transport vehicles? Where applicable, are transport vehicles registered with the local authorities?		
20.	**Control of Water** Does the organization have an adequate supply of potable		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	water for use in the following – post harvest washes treatments, hand-washing, cleaning, as an ingredient, or to make ice? If recirculated water is used for reuse in production, handwashing and/or cleaning has the water been treated? How is the treatment effectively monitored? Is the treated water tested to verify its safety? Is a water (including ice where applicable) testing program in place that is inclusive of frequency of testing, test methods, limits and action to be taken for results that are outside limits? Is water (including ice where applicable) tested at least annually? Is the frequency of testing determined by risk of the product? Are records of testing maintained? Is there any source of non-potable water used on-site? If yes: Has this water been risk assessed and monitored to ensure that there is no risk of cross contamination with product? If ice is manufactured on site is part of the raw material risk assessment?		
21.	**Control of Air & other Gases** Does the organization use air, steam or any other gas in direct contact with the product? If yes: i) Are gases food grade? ii) Are gases verified annually? (frequency testing, test, test methods, limits and action to be taken for results that are outside limits iii) Are filters and equipment used included in the maintenance and calibration procedures?		
22.	**Control of Foreign Materials** Has the GMP/GHP plan considered all foreign material hazards in the plan as separate hazards at each step?		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	Does the organization have a documented procedure with all equipment that is used for the control of foreign materials (i.e. metal detection, sieves, and optical sensors) listed? Does this procedure outline the controls and methods that are used for control of foreign materials? Are these control methods validated and verified? If metal detectors, x-rays, magnets and optical sorters are used, are they serviced at least annually? Has training for responsible staff been completed for monitoring equipment related to control of foreign material? Does the training include: i) Use of the equipment? ii) Monitoring methods? iii) Corrective actions?		
23.	**Metal** Does the organization have a documented policy for the control of metal items including knives, needles, wires, staples and knife sharpening equipment?		
24.	**Glass, Brittle Plastic, Ceramics and Similar Products** Have glass and other brittle plastics where possible been excluded from the processing areas or protected against breakage? Does the organization have a documented policy for the use of glass and brittle plastic in processing areas which includes handling of breakages? Is the final product packed into glass packaging? If yes: Are appropriate controls in place for line cleaning following breakages?		
25.	**Soft Plastics** Does the organization have a policy in place for the use and control of soft plastic items?		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	Are soft plastic items of appropriate gauge to prevent tears and rips and used for the intended purpose? (soft plastic includes but is not limited to gloves, aprons, product liners) Where possible are soft plastic items a contrasting colour to the product?		
26.	**Wood** Does the organization have a policy in place for the control of wood in processing areas? Has wood been excluded from processing areas? (wood is permitted if it is part of the processing equipment) Where wooden pallets cannot be excluded from the processing area are adequate controls in place to ensure that the pallets are in good condition and free from damage and dry?		
27.	**Control of Chemicals** Does the organization have a documented list of chemicals including dilutions and intended use of chemicals? Are current Material Safety Data Sheets (MSDS) available for any chemical that is being used or stored on site? Is evidence available to demonstrate that the chemical is suitable for use in food premise and appropriate for the intended use by the organization? Are chemicals stored to manufacturer's instructions and stored in a locked cupboard when not in use? Are all chemicals labelled? What controls are in place for the dilution of chemicals? Are chemicals odour free? Have all staff/contractors who handle chemicals received appropriate training?		
28.	**Maintenance** Is equipment used to produce, prepare, store, process, or pack food suitable for purpose, food grade (if in direct		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	contact with food), easily cleaned and assessed regularly to ensure it is in good working order? Is maintenance conducted to ensure it does not pose a safety risk to food production? Where maintenance is to be carried out do all food products, ingredients and packaging get removed from the area of maintenance activity? Has the organization implemented a planned maintenance procedure and schedule for all food processing plant, equipment, services, premises and surrounds? Are records kept of equipment inspections, planned maintenance and breakdowns? Do staff or contractors involved in maintenance activities adhere to the personal hygiene requirements outlined in requirements for Personal Hygiene? Are temporary repairs controlled to ensure the food safety and legality of the product? Temporary repairs shall be permanently repaired as soon as practicable. Are measures in place to ensure maintenance staff and contractors use tools that are suitable for a food production and ensure they remove all equipment, utensils when maintenance is completed? Is the maintenance workshop maintained in a clean and tidy manner and pest proofed? Has steel wool (if used outside the processing area) been maintained in a good condition?		
29.	**Calibration** Does the organization have a documented process to ensure all equipment used to inspect, measure or test the product is reading accurately so that the results of these readings can be relied upon? (E.g. temperature measuring equipment, pH meters, flow meters, boom sprayers, weighing scales, data loggers, etc.) Is there a calibration schedule available that includes: i) A list identifying all equipment that requires calibration?		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	ii) Frequency of calibration? iii) Method of calibration? iv) Acceptable degree of accuracy? iv) A method of identifying equipment that is out of calibration? v) A method for taking corrective action on product produced whilst equipment was out of calibration? Have staff who conduct or review calibration been appropriately trained? Are records available of all calibrations, calibration checks and any corrective action taken when equipment is found to be out of calibration?		
30.	**Training** Does the organisation document the responsibility and the process for ensuring that the appropriate personnel have been trained in any changes to legislations and documentation? Is this documentation reviewed and updated? Does the organization have an appropriate induction program in place? Does the organization have a developed a skills and knowledge assessment program to ensure that all staff members whose actions directly or indirectly impact on food safety of the food and/or ingredient, are competent in food safety at a level appropriate to the role they perform? Does the organization have a training program in place that contains but is not limited to: i) Food Safety? ii) GMP/GHP? iii) Allergens? iv) Cleaning? v) GMP/GHP? Are staff that move into new roles trained in that role? Are staff who are responsible for an activity that is associated with a CCP or responsible for the implementation of a prerequisite program, competent in that role?		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	Is refresher training carried out commensurate with the product risk and role at least annually? Does the food safety skills training program include a review of staff food safety competence as part of the internal audit program and the GMP/GHP Food Safety Management System Review? Are records of all training and qualifications undertaken by staff and records of competence reviews maintained? Do these records include a Training Matrix or equivalent for all staff which includes an inventory of skills on site?		
31.	**Waste Management** Does the organization have a documented waste management system in place? Is waste removed from processing areas at regular intervals to avoid accumulation? Are waste receptacles clearly identified from work in progress or rework receptacles? Do external waste bins have a lid and are they kept closed at all times? Are external waste bins (including recycling) emptied at an appropriate frequency and is the area kept clean? Is equipment used in waste management included in the cleaning program?		
32.	**Pest Management** Does the organization have a pest management program in place that covers the entire premise and includes roof tops? Does this program include a schedule for the application and frequency of treatments? Does the program state how monitoring is undertaken, the frequency of monitoring and the corrective action to be taken if monitoring indicates the program is not effective? Does the program include:		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	i) Bait maps depicting the type and location of treatments? ii) Bait stations secured against movement and tampering? iii) Chemicals used, the concentration and the batch details? iv) A current Material Safety Data Sheet (MSDS) for any pest control chemical that is being used or stored on site? v) Chemical storage away from processing areas and chemicals used for production and maintenance purposes? vi) a copy of the contractor's current license available and is it valid for the state in which the premise is located if using an external pest control contractor is there? vii) Suitable training and training records maintained if pest control activities are carried out by internal personnel? viii) records of monitoring and corrective action? ix) Suitable chemicals for use on or near food, food packaging, or food contact surfaces? x) Control of toxic bait stations so they are not located in the production and storage areas? xi) Staff training to report pest sightings? xii) Are electronic fly control units used inside food manufacturing areas?		
GMPs- Personnel			
33.	Are the employees well-trained in what they do? You can avoid many problems by making sure that your employees clearly understand their functions		
34.	In handling food products, do your employees wear the proper hair covering, beard covering, disposable gloves and clean uniforms?		
35.	Are your employees wearing jewelry, rings, watches, fingernail polish or bandages? Do your employees have any illnesses, infections or injuries (i.e., boils, cuts) that can contaminate foods in the production area?		
36.	Do your employees wash and sanitize their hands after each visit to the toilet? Do you have washing facilities available for your employees near their work stations?		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	Do they use them when their hands become soiled or contaminated?		
37.	Do your employees maintain clean personal habits?		
38.	Is the traffic within your plant controlled to prevent contamination of the production area? Do visitors wear proper outfits and hairnets?		
39.	Have your employees been told the reasons why they should undertake the above precautions? Has this training been done through GMP classes? Is the training documented		
GMPs: Building & Facilities , Plant & Grounds			
40.	Is the area around your firm clear of litter, weeds, grass and brush?		
41.	Is there any standing water on your grounds (which also attracts pests)?		
42.	Are floors, walls, ceilings, windows and screens properly maintained and cleaned? There should be no flaking paint anywhere above the production area.		
43.	Do production area doors and windows to the outside have fine mesh screens to keep out insects? If not, are they tightly sealed?		
44.	Will a pencil pass under the door?		
45.	Have all holes and cracks been filled so as not to provide hiding places or entry points for pests?		
46.	Are there any evidence of the presence of domestic animals such as cats and dogs?		
47.	Are rest rooms cleaned regularly?		
48.	Are the hand-washing facilities furnished with paper or air hand dryers and soap?		
49.	Are there any leaks in the roof, sky lights, windows, screens or overhead piping?		
50.	Are the overhead lights covered with shields to prevent contamination of products by broken glass in case the lamps burst?		
GMPs – Buildings and Facilities, Pest Control			
51.	Do you have professional pest control services?		
52.	Do you check regularly on what the pest control operator is doing?		
53.	Do you have documentation on what chemicals are being used?		
54.	Are mites, weevils or roaches apparent in the plant? There		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	should be no evidence of their presence.		
55.	Do you have enough bait stations?		
56.	Are you using fumigation safety?		
57.	Are the pest control logs and documentation readily available?		
58.	Are pesticides or application equipment stored safely?		
59.	Are products stored on pallets and at least 18 inches away from the walls?		
60.	Is your facility well-maintained?		
GMPs Buildings and Facilities, Sanitary Facilities & Controls			
61.	Is trash, debris and clutter picked up, both inside and outside the plant, so as not to provide hiding places for pests?		
62.	Are all sanitation chemicals used in the plant MAAIF approved?		
63.	Do employees eat, drink and use tobacco products only in designated areas, and not in the production area or warehouse?		
64.	Is the food spilled or uneaten by employees cleaned up quickly so as not to attract pests or breed bacteria?		
65.	Has old rodent excreta been cleaned up so you can spot any new activity?		
66.	Is garbage quickly removed and dumped in appropriate bins? It should not sit around your facilities to attract pests and develop odors.		
67.	Is the garbage kept covered? An open garbage pile is an excellent breeding ground for insects and rodents.		
68.	Is the water used in your firm from an approved source (either municipal supply or tested private source)?		
69.	Have you made sure there are no hoses left dangling in sinks or on the ground? Loss of pressure can cause a back flow that will contaminate your water supply.		
70.	Do your facilities have back flow and vacuum breaker valves to prevent contaminate your water supply?		
71.	Is there standing water around your firm (particularly in the production area, warehouse and pack-off area)?		
GMPs: Equipment			
72.	Is all equipment that comes in contact with food cleaned and sanitized as often as necessary to prevent contamination of the product? You should follow appropriate cleaning schedules for each piece of equipment.		
73.	Is the equipment designed, or otherwise suitable, for use in a food plant? For example, equipment for handling or processing foods cannot contain polychlorinated biphenyls (PCBs), which are very toxic (this does not apply to		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
	electrical transformers and condensers containing PCBs in sealed containers).		
74.	Is there a build-up of food or other material on the equipment? This can serve as a breeding place for insects and bacteria.		
75.	Is there any build-up or seepage of cleaning solvents or lubricants on your equipment, which can contaminate foods? All repairs on equipment should be of a permanent nature (e.g., no bobby pins in place of cotter pins), as temporary repair parts can break or rupture and get in the food product.		
76.	Is the equipment hard to disassemble for clean-up and inspection? The more difficult it is, the less inclined you or an employee will be to clean it.		
77.	Is there a lot of "dead space" in or around the machinery where food and other debris can collect as a nest for insects and bacteria?		
78.	Can the surface of the equipment be sanitized?		
GMPs : Production & Process Control			
79.	Are products stored on a first-in, first-out basis to reduce the possibility of contamination through spoilage? Are old products kept in front of the new to help in the rotation process?		
80.	Are all incoming products dated to ensure a proper rotation of stocks and for internal tracking purposes?		
81.	Are items overstocked? This increases the chances of spoilage and contamination		
82.	Are incoming vehicles inspected?		
83.	Are dusty, faded or discolored containers checked regularly?		
84.	Are all products spoiled by damage, insects, rodents or other causes stored in a designated "Quarantine Area" to prevent their contact with safe products?		
85.	Are such quarantined items disposed of quickly to prevent the development of pest breeding places?		
86.	Are incoming materials inspected for damage or contamination so that they can be rejected?		
87.	Are unused materials properly resealed to prevent contamination?		
88.	Are materials stored in a safe manner? Food related items should not be stored with non-food related items. Materials should be stacked so that vents and blowers are		

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	not blocked. Stacks of materials should be orderly for safety purposes.		
89.	Do you have an effective recall procedure set up?		
	SUB TOTAL GOOD MANUFACTURING PRACTICES		
GAP- Field Operations only			
Agricultural Water			
90.	Are sources and distribution of water usage identified?		
91.	Are you aware of current and historical use of the land?		
92.	Are existing practices and conditions for potential success of contamination identified?		
93.	Are wells in good working condition?		
94.	Is the irrigation water contaminated?		
Animal Faeces			
95.	Is all animal life excluded from fresh produce production areas?		
96.	Are GAPs followed to ensure that animal waste from adjacent fields, pastures or waste storage facilities does not contaminate fresh produce production areas? Where necessary, consider physical barriers such as ditches, mounds, grass/sod waterways, diversion berms and vegetative buffer areas.		
97.	Are you considering practices to deter or redirect wildlife to areas where crops are not destined for fresh produce markets?		
Worker Health & Hygiene			
98.	Are employees who work with fresh produce infected?		
99.	Are employees trained to follow good hygienic practices?		
100.	Are training programs established and directed towards health and hygiene – including basics such as proper hand washing techniques and the importance of using toilet facilities?		
101.	Are you familiar with typical signs and symptoms of infectious diseases?		
102.	Is protection offered to workers with cuts or lesions on parts of the body that may make contact with fresh produce?		
103.	Are gloves properly used so hands will not become a vehicle for spreading pathogens?		
Field Sanitation			
104.	Are harvest storage facilities and containers or bins cleaned prior to use?		
105.	Is harvesting and packing equipment appropriately and kept clean?		

SNo.	GMP/GHP Requirement	Score (1-4)	Objective evidence (name the document (s))
Trace Back			
106.	Is there a procedure in place to track produce containers from the farm to the packer, distributor and retailer?		
107.	Does this documentation indicate the source of the product and other information, such as date of harvest, farm identification and who handled the produce?		
108.	Is this establishment partnering with transporters, distributors and retailers to facilitate the trace back process?		
SUB TOTAL GOOD AGRICULTURAL PRACTICES			
TOTAL FOR GMP/GHP REQUIREMENTS			