GMP Self-Inspection Checklist

Monthly plant walk-through organized by 21 CFR Part 117, Subpart B. Mark Pass, Fail or N/A for each row; record every Fail with a corrective action, an owner and a due date.

Site: _____ **Date:** _____ **Completed by:** _____

117.10 Personnel

#	Requirement (plain English)	21 CFR	P / F / N/A	Finding	Corrective action	Owner	Due
1	Ill or infected employees are excluded from operations where they could contaminate food, and staff know to report illness or open wounds.	117.10(a)					
2	Outer garments are suitable for the operation and protect against contamination.	117.10(b)(1)					
3	Personal cleanliness is maintained by everyone who touches food, food-contact surfaces or packaging.	117.10(b)(2)					
4	Hands are washed thoroughly (and sanitized where needed) at the start of work, after breaks and after any contamination.	117.10(b)(3)					
5	Unsecured jewelry and hand jewelry that cannot be sanitized are removed or covered.	117.10(b)(4)					
6	Gloves, where used, are intact, clean and sanitary.	117.10(b)(5)					
7	Hair nets, beard covers or other effective restraints are worn where appropriate.	117.10(b)(6)					
8	Personal items and clothing are stored away from food, food-contact surfaces and washing areas.	117.10(b)(7)					
9	Eating, gum, drinking and tobacco are confined to designated areas away from food.	117.10(b)(8)					

117.20 Plant and grounds

#	Requirement (plain English)	21 CFR	P / F / N/A	Finding	Corrective action	Owner	Due
10	Grounds are kept so they do not contaminate food: equipment stored properly, litter removed, weeds cut where they could harbor pests.	117.20(a)(1)					
11	Roads, yards and parking areas are maintained so they are not a source of contamination.	117.20(a)(2)					
12	Areas that could contribute contamination by seepage or foot-borne filth are drained.	117.20(a)(3)					
13	Waste treatment and disposal systems operate so they are not a source of contamination.	117.20(a)(4)					
14	Plant has enough space for equipment, storage and maintenance.	117.20(b)(1)					
15	Operations that could cause cross-contact or contamination are separated by location, time, partition, air flow or other effective means.	117.20(b)(2)					
16	Floors, walls and ceilings are cleanable, in good repair, and do not drip or condense onto food; aisles are adequate.	117.20(b)(4)					
17	Lighting is adequate, and light fixtures over exposed food are shatter-resistant or otherwise protected.	117.20(b)(5)					
18	Dust, odors and vapors are controlled; fans and blowers are positioned so they do not contaminate food.	117.20(b)(6)					
19	Openings are screened or otherwise protected against pests where needed.	117.20(b)(7)					

117.35 Sanitary operations

#	Requirement (plain English)	21 CFR	P / F / N/A	Finding	Corrective action	Owner	Due
20	Buildings, fixtures and other facilities are kept clean, sanitary and in repair.	117.35(a)					
21	Equipment is cleaned in a way that prevents allergen cross-contact and contamination.	117.35(a)					
22	Cleaning and sanitizing agents are safe and adequate for use, and are verified free of undesirable microorganisms where required.	117.35(b)(1)					
23	Toxic materials (cleaners, sanitizers, pesticides) are identified, held and stored so they cannot contaminate food.	117.35(b)(2)					
24	Pests are excluded from all areas of the plant; pesticides are used only with precautions that protect food.	117.35(c)					
25	Food-contact surfaces in dry-processing areas are clean, dry and sanitized before use.	117.35(d)(1)					
26	Food-contact surfaces in wet processing are cleaned and sanitized before use and after any interruption that could contaminate them.	117.35(d)(2)					
27	Single-service articles are stored, handled and disposed of so they do not contaminate food.	117.35(d)(3)					
28	Non-food-contact equipment surfaces are cleaned as often as needed to protect food.	117.35(e)					
29	Cleaned portable equipment and utensils are stored where food-contact surfaces are protected.	117.35(f)					

117.37 Sanitary facilities

#	Requirement (plain English)	21 CFR	P / F / N/A	Finding	Corrective action	Owner	Due
30	Water supply is adequate and safe for its use, with running water at suitable temperature and pressure.	117.37(a)					
31	Plumbing is adequate, drains properly, and has no backflow or cross-connection between potable and non-potable water.	117.37(b)					
32	Sewage is disposed of adequately.	117.37(c)					
33	Toilet facilities are accessible, clean and not a source of contamination.	117.37(d)					
34	Hand-washing facilities are convenient, have running water at a suitable temperature, and are stocked.	117.37(e)					
35	Rubbish is conveyed, stored and disposed of to limit odor, pests and contamination.	117.37(f)					

117.40 Equipment and utensils

#	Requirement (plain English)	21 CFR	P / F / N/A	Finding	Corrective action	Owner	Due
36	Equipment and utensils are designed and maintained so they can be cleaned and so allergen cross-contact is prevented.	117.40(a)(1)					
37	Food is protected from contamination by lubricants, fuel, metal fragments, contaminated water or other contaminants.	117.40(a)(2)					
38	Equipment is installed so it and the surrounding space can be cleaned and maintained.	117.40(a)(3)					

#	Requirement (plain English)	21 CFR	P / F / N/A	Finding	Corrective action	Owner	Due
39	Food-contact surfaces are corrosion-resistant, nontoxic, durable and maintained against contamination.	117.40(a)(4)-(6)					
40	Seams on food-contact surfaces are smooth or bonded to limit food buildup and microbial growth.	117.40(b)					
41	Holding, conveying and manufacturing systems, including gravimetric, pneumatic and automated systems, are cleanable.	117.40(d)					
42	Freezers and cold-storage units holding growth-supporting food have accurate temperature-indicating devices.	117.40(e)					
43	Instruments that measure temperature, pH, acidity, water activity or similar factors are accurate, maintained and sufficient in number.	117.40(f)					
44	Compressed air or gases that contact food or food-contact surfaces are treated so food is not contaminated.	117.40(g)					

117.80 Processes and controls

#	Requirement (plain English)	21 CFR	P / F / N/A	Finding	Corrective action	Owner	Due
45	Sanitation principles are applied across receiving, inspecting, transporting, segregating, preparing, packaging and storing.	117.80(a)(1)					
46	Qualified person(s) are assigned to supervise overall sanitation.	117.80(a)(3)					
47	Production procedures prevent contamination and allergen cross-contact (time, temperature, humidity, flow rates and similar controls).	117.80(a)(4)					
48	Raw materials and ingredients are inspected, segregated and stored so they are protected from contamination; rework is identified.	117.80(b)(1),(5)					
49	Frozen raw materials are kept frozen and thawed in a way that prevents contamination or microbial growth.	117.80(b)(6)					
50	Food allergens and allergen-containing rework are identified and held to prevent cross-contact.	117.80(b)(8)					
51	Equipment is cleaned, sanitized and, where needed, disassembled between runs.	117.80(c)(1)					
52	Conditions that could allow microbial growth, contamination or deterioration are controlled (time, temperature, humidity, pH, water activity).	117.80(c)(2)					
53	Food that supports growth of microorganisms is held at temperatures that prevent it from becoming adulterated.	117.80(c)(3)					
54	Work-in-process, rework and finished food are protected from contamination, including on conveyors.	117.80(c)(5)-(6)					
55	Effective measures are taken against metal or other extraneous material in food.	117.80(c)(8)					
56	Adulterated food or ingredients are disposed of, or reconditioned in a way that makes them safe.	117.80(c)(9)					
57	Filling, assembling and packaging prevent contamination and microbial growth.	117.80(c)(13)					
58	Low-moisture foods are processed and maintained at safe water activity; acid and acidified foods are kept at pH 4.6 or below.	117.80(c)(14)-(15)					

117.93 Warehousing

#	Requirement (plain English)	21 CFR	P / F / N/A	Finding	Corrective action	Owner	Due
59	Storage and transport conditions protect food and containers against cross-contact and biological, chemical, radiological and physical contamination, and against deterioration.	117.93					
60	Vehicles, trailers and storage areas are inspected for cleanliness and condition before loading.	117.93					
61	Stored product is separated from chemicals and allergens, and held at the required temperature.	117.93					

117.110 Defect action levels

#	Requirement (plain English)	21 CFR	P / F / N/A	Finding	Corrective action	Owner	Due
62	Quality control operations reduce natural or unavoidable defects to the lowest level currently feasible.	117.110(a)					
63	Food containing defects at or above a level that makes it adulterated is not mixed into other lots.	117.110(b)					

Inspector signature / date: _____ **Reviewer signature / date:** _____

Based on: 21 CFR Part 117, Subpart B (Current Good Manufacturing Practice), eCFR, accessed Nov 2026. Rows paraphrase the rule in plain English; the regulation text controls. 117.95 (human food by-products held for animal food) is not covered here; add it if you sell by-products.
This template is a starting point. Adapt it to your own food safety plan, your product risks and your certification body or customer requirements. It does not make a facility compliant or certified.