

Personnel Practices & Hygiene

- ☐ Employees trained on GMPs relevant to their role
- ☐ Hands washed at required times; stations stocked and accessible
- ☐ Clean uniforms, hair restraints, beard nets, and PPE worn
- ☐ Jewelry, personal items, and cosmetics controlled
- ☐ No eating, drinking, or tobacco in production areas
- ☐ Illness and injury reporting enforced
- ☐ Visitors and contractors follow GMP rules

Facility, Grounds & Environment

- ☐ Grounds free of trash, standing water, and pest harborage
- ☐ Floors, walls, ceilings, and drains clean and in good repair
- ☐ Adequate lighting, ventilation, and airflow
- ☐ Doors, windows, and vents protected against pests
- ☐ Proper separation of raw, RTE, allergen, and high-risk areas
- ☐ Traffic flow minimizes cross-contamination
- ☐ Restrooms clean and not opening directly into production

Equipment, Tools & Maintenance

- ☐ Equipment suitable for food use and cleanable
- ☐ Food-contact surfaces clean, sanitized, and undamaged
- ☐ Preventive maintenance program implemented
- ☐ No rust, flaking paint, or exposed wood
- ☐ Food-grade lubricants used where required
- ☐ Equipment calibrated and verified as required
- ☐ Tools stored to prevent contamination

Cleaning, Sanitation & Pest Control

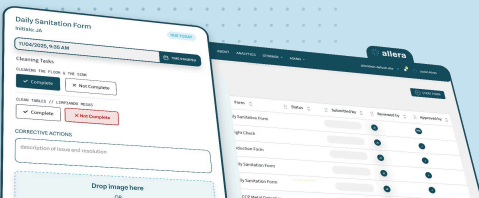
- ☐ Master Sanitation Schedule documented and followed
- ☐ Approved chemicals properly labeled and stored
- ☐ Correct chemical concentrations verified
- ☐ Cleaning tools segregated or color-coded
- ☐ Sanitation effectiveness verified (visual / ATP / micro as applicable)
- ☐ Pest control program active and documented
- ☐ No signs of pest activity; corrective actions documented

Materials, Storage & Allergen Control

- ☐ Approved supplier and receiving controls in place
- ☐ Incoming materials inspected and protected
- ☐ Ingredients, packaging, and chemicals properly labeled
- ☐ Raw materials, WIP, and finished goods segregated
- ☐ FIFO / FEFO followed
- ☐ Allergens identified, labeled, and controlled
- ☐ Validated cleaning or segregation between allergen changeovers

Operations, Process Control & Records

- ☐ Process parameters defined and followed
- ☐ Time and temperature controls monitored
- ☐ Cross-contamination risks controlled
- ☐ Foreign material controls in place (sieves, magnets, metal detection)
- ☐ Non-conforming product identified and controlled
- ☐ GMP, sanitation, and monitoring records completed and reviewed
- ☐ Corrective actions documented and closed



“With  allera, we digitized every form.”

Caitlin Edsall, Director of Food Safety at Edengreen

GET STARTED ▶