

PrimusGFS - Checklist - v 1.6

This Module should be completed for each one of the facility operations in the scope of the application done by the organization.

Module 2 - GMP Option (Sections 2.16 to to 2.31)

Good Manufacturing Practices Requirements

Available Answers: TC - Total Compliance, Mi - Minor Deficiency, Ma - Major Deficiency, NC - Non Compliance and N/A - Not Applicable

Section	Q #	Question	Total Points	Given Answer	Auditor Notes
General GMP	2.16.01	Is there a designated person responsible for the food safety program?	10		
General GMP	2.16.02	Are all chemicals (sanitizers, detergents, lubricants, etc.) stored securely, safely and are they labeled correctly?	15		
General GMP	2.16.03	Are "food grade" and "non-food grade" chemicals handled and stored in a controlled manner?	10		
General GMP	2.16.04	Are signs supporting GMPs posted appropriately?	10		
Pest Control	2.17.01	Are products or ingredients free of insects/rodents/birds/reptiles/mammals or any evidence of them? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	15		
Pest Control	2.17.02	Are packaging supplies free of insects/rodents/birds/reptiles/mammals or any evidence of them? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	15		
Pest Control	2.17.03	Are plant and storage areas free of insects/rodents/birds/reptiles/mammals or any evidence of them?	10		
Pest Control	2.17.04	Is the area outside the facility free of evidence of pest activity?	10		
Pest Control	2.17.05	Does the operation have a pest control program? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	15		
Pest Control	2.17.06	Are pest control devices (inc. rodent traps and electrical fly killers) located away from exposed food products? Poisonous rodent bait traps are not used within the facility?	10		
Pest Control	2.17.07	Are pest control devices maintained in a clean and intact condition and marked as monitored (or bar code scanned) on a regular basis?	5		
Pest Control	2.17.08	Are interior, exterior building perimeter and land perimeter pest control devices adequate in number and location?	5		
Pest Control	2.17.09	Are all pest control devices identified by a number or other code (e.g. barcode) ?	5		
Pest Control	2.17.10	Are all pest control devices properly installed and secured?	5		

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Storage Areas & Packaging Materials	2.18.01	Are ingredients (including ice), products, and packaging stored to prevent cross contamination (this includes iced product pallets stored above pallets of product without adequate protection as well any allergen cross contamination issues)?	15		
Storage Areas & Packaging Materials	2.18.02	Is the storage area completely enclosed?	10		
Storage Areas & Packaging Materials	2.18.03	Is the facilities use restricted to the storage of food products?	5		
Storage Areas & Packaging Materials	2.18.04	Are rejected or on hold materials clearly identified and separated from other materials?	10		
Storage Areas & Packaging Materials	2.18.05	Are products, ingredients (including ice) and food contact packaging within accepted tolerances for spoilage or adulteration? ANY DOWN SCORE IN THIS QUESTION RESULTS IN AUTOMATIC FAILURE OF THE AUDIT.	15		
Storage Areas & Packaging Materials	2.18.06	Are all storage areas clean, especially the racking structures, lights, ceilings, floor areas by the walls and other hard to reach areas?	10		
Storage Areas & Packaging Materials	2.18.07	Are materials (commodities, packaging, ingredients, processing aids, work in progress, etc.) properly marked with rotation codes (receipt dates, manufacture dates, etc)?	5		
Storage Areas & Packaging Materials	2.18.08	Are materials (commodities, packaging, ingredients, processing aids, work in progress, etc.) rotated using FIFO policy?	5		
Storage Areas & Packaging Materials	2.18.09	Are storage areas at the appropriate temperatures for the specific products being stored?	10		
Operational Practices	2.19.01	Does the process flow, facility layout, employee control, utensil control, internal vehicle use, etc. ensure that finished (processed) products are not contaminated by raw (unprocessed) products?	15		
Operational Practices	2.19.02	Are all exposed materials (product, packaging, etc.) protected from overhead contamination (e.g. ladders, motors, condensation, lubricants, walkways, loose panels, degrading insulation, etc.)?	15		
Operational Practices	2.19.03	Are packing and/or processing areas completely enclosed?	15		
Operational Practices	2.19.04	Are production areas clean and well maintained; especially lights, floor areas by the wall and equipment, and other hard to reach areas?	15		
Operational Practices	2.19.05	Is all re-work / re-packaging handled correctly?	10		
Operational Practices	2.19.06	Are raw ingredients examined before use?	5		

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Operational Practices	2.19.07	Are finished products coded (carton and unit packaging) for the day of production?	10		
Operational Practices	2.19.08	Are foreign material control methods (e.g. metal detectors, metal traps, visual inspection, etc.) in place? Are these systems regularly tested (where relevant) to ensure proper operation?	10		
Operational Practices	2.19.09	Does the facility have the appropriate test strips, test kits or test probes for verifying the concentrations of anti-microbial chemicals (product washing water, terminal sanitizers, dip stations, etc) being used and are they in operational condition?	10		
Operational Practices	2.19.10	Are hand washing stations adequate in number, appropriate in location, in working order, have warm water and adequately stocked (e.g. disposable towels, soap, etc.)?	15		
Operational Practices	2.19.11	Are toilet facilities adequate in number and location and are they adequately stocked (e.g. toilet paper, disposable towels, soap, etc.)?	15		
Operational Practices	2.19.12	Are secondary hand sanitation stations e.g. hand dip, gel or spray stations adequate in number and location? Are the stations maintained properly?	3		
Operational Practices	2.19.13	Are foot dip stations adequate in number and location? Are the stations maintained properly?	3		
Operational Practices	2.19.14	Are single services containers used for their intended purpose only so that potential cross contamination is prevented?	5		
Operational Practices	2.19.15	Are re-usable containers clearly designated for the specific purpose (trash, raw product, finished product, re-work, ice, etc.) such that cross contamination is prevented?	5		
Operational Practices	2.19.16	Are food safety measuring devices working properly?	3		
Employee Practices	2.20.01	Are employees washing and sanitizing their hands before starting work each day, after using the restroom, after breaks and whenever hands may be contaminated?	15		
Employee Practices	2.20.02	Are employees' fingernails clean, short and if gloves are not used, free of nail polish?	5		
Employee Practices NEW	2.20.03	Where gloves are used, are they latex-free (e.g. vinyl, nitrile) or powder-free latex?	3		
Employee Practices NEW	2.20.04	Are all cuts and wounds covered with waterproof detectable blue bandages (Band Aids) that contain a metal strip?	5		

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Section	Q #	Question	Total Points	Given Answer	Auditor Notes
Employee Practices	2.20.05	Are employees with boils, sores, open wounds or exhibiting signs of foodborne illness excluded from operations involving direct and indirect food contact?	10		
Employee Practices	2.20.06	Are employees wearing hair nets (or similar hair restraints) and beard-nets?	5		
Employee Practices	2.20.07	Is jewelry confined to a plain wedding band?	3		
Employee Practices	2.20.08	Are all employees wearing outer garments suitable for the operation (e.g. smocks, aprons, sleeves and gloves)?	5		
Employee Practices	2.20.09	Do employees remove protective outer garments e.g. smocks, aprons, sleeves and gloves when on break and before using the toilets and when going home at the end of their shift?	5		
Employee Practices	2.20.10	Is there a designated area for employees to leave protective outer garments e.g. smocks, aprons, sleeves and gloves when on break and before using the toilets?	5		
Employee Practices	2.20.11	Employees personal items are not being stored in the production and material storage areas?	5		
Employee Practices	2.20.12	Is smoking, eating, chewing and drinking confined to designated areas?	10		
Employee Practices	2.20.13	Are all items removed from shirt or blouse top pockets?	3		
Equipment	2.21.01	Are food contact surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g. tape, string, cardboard, etc.)?	15		
Equipment	2.21.02	Are non-food contact surfaces free of flaking paint, corrosion, rust and other unhygienic materials (e.g. tape, string, cardboard, etc.)?	10		
Equipment	2.21.03	Does equipment design and condition (e.g. smooth surfaces, smooth weld seams, non-toxic materials, no wood) facilitate effective cleaning and maintenance?	15		
Equipment	2.21.04	Are thermometers (independent of thermostat probes) present in all coolers and freezers?	5		
Equipment	2.21.05	Are all thermometers non-glass and non-mercury?	10		
Equipment Cleaning	2.22.01	Are food contact surfaces clean?	15		
Equipment Cleaning	2.22.02	Are non-food contact surfaces clean?	10		
Equipment Cleaning	2.22.03	Are items (barrels, bins, etc.) that are used to hold or store product clean?	10		
Equipment Cleaning	2.22.04	During cleaning are foods and packaging protected?	15		
Equipment Cleaning	2.22.05	Are cooling units including coils in coolers and freezers clean and free of aged, dirty ice?	5		

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Equipment Cleaning	2.22.06	Are all fan guards dust-free and the ceiling in front of the fans free of excessive black deposits?	5		
Equipment Cleaning	2.22.07	Is stored equipment that is not used on a daily basis stored in a clean condition with food-contact surfaces protected and/or are they retained on cleaning schedules in some manner, even though they are not in use?	10		
Equipment Cleaning	2.22.08	Are all utensils, hoses, and other items not being used stored clean and in a manner to prevent contamination?	10		
Equipment Cleaning	2.22.09	Are maintenance tools that are used in the production and storage areas of the facility clean, sanitary and corrosion free?	3		
Equipment Cleaning	2.22.10	Are excess lubricants and grease removed from the equipment?	5		
General Cleaning	2.23.01	Are spills cleaned up immediately?	10		
General Cleaning	2.23.02	Are waste and garbage frequently removed from packing and storage areas?	5		
General Cleaning	2.23.03	Do floor drains flow in a manner that prevents contamination (e.g. from high to low risk areas, from high risk directly to drain system), are they covered, appear clean, free from odors and well maintained?	5		
General Cleaning	2.23.04	Do high level areas including overhead pipes, ducts, fans, etc. appear clean?	10		
General Cleaning	2.23.05	Are plastic strip curtains maintained in a good condition, kept clean and mounted so that the tips are not touching the floor?	5		
General Cleaning	2.23.06	Is safety equipment for the sanitation crew adequate, in good condition and stored to prevent cross contamination to ingredients, packaging or product?	3		
General Cleaning	2.23.07	Is cleaning equipment available and stored properly?	5		
General Cleaning	2.23.08	Is cleaning equipment identified in order to prevent potential cross contamination issues e.g. production, maintenance, outside, restroom equipment?	5		
General Cleaning	2.23.09	Are all items used for sanitation appropriate for their designated purpose? (no steel wool, metal bristles, etc.)	5		
General Cleaning	2.23.10	Are toilet facilities and hand-wash stations clean?	15		
General Cleaning	2.23.11	Are employee locker and lunchroom facilities clean, including microwaves and refrigerators? No rotting or out of date foodstuffs?	5		
General Cleaning	2.23.12	Is the maintenance shop organized - i.e. equipment and spares stored in a neat and tidy fashion?	5		

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General Cleaning	2.23.13	Are internal transport vehicles (e.g. forklifts, bobcats, pallet jacks, trolleys, floor cleaners, etc.), clean, do not emit toxic fumes and being used in a sanitary manner?	5		
General Cleaning	2.23.14	Are shipping trucks clean and in good condition?	5		
Buildings and Grounds	2.24.01	Are all lights in the production, product storage areas, packaging storage areas and maintenance shops intact and protected?	15		
Buildings and Grounds	2.24.02	Has the facility eliminated or controlled any potential metal, glass or plastic contamination issues?	15		
Buildings and Grounds	2.24.03	Has the facility eliminated the use of wooden items or surfaces?	5		
Buildings and Grounds	2.24.04	Is there adequate lighting in the packing and storage areas?	5		
Buildings and Grounds	2.24.05	Is ventilation adequate to remove dust, steam, and odors?	3		
Buildings and Grounds	2.24.06	Are floor surfaces in good condition, with no standing water, no debris trapping cracks and are they easy to clean?	10		
Buildings and Grounds	2.24.07	Are the floor drains where they are needed for drainage and cleanup?	5		
Buildings and Grounds	2.24.08	Are doors to the outside pest proof?	5		
Buildings and Grounds	2.24.09	Are dock doors fitted with buffers to seal against trucks?	3		
Buildings and Grounds	2.24.10	Are dock load levelers and shelters maintained in a good condition, pest proof and debris free?	3		
Buildings and Grounds	2.24.11	Are exterior walls free of holes to exclude pests? Are pipes, vents, air ducts designed and protected in order to prevent pest entry e.g. by using fine mesh?	5		
Buildings and Grounds	2.24.12	Are interior walls and ceilings free of cracks and crevices to prevent pest harborage and allow proper sanitation?	5		
Buildings and Grounds	2.24.13	Do false ceiling areas have adequate access to allow for inspection and cleaning?	5		
Buildings and Grounds	2.24.14	Is an 18" internal wall perimeter being maintained within the facility, with adequate access to these wall perimeters thereby allowing inspection and cleaning ?	5		
Buildings and Grounds	2.24.15	Is the exterior area immediately outside the facility free of litter, weeds and standing water?	5		
Buildings and Grounds	2.24.16	Are control measures being implemented for the storage of pallets, equipment, tires etc. (i.e. out of the mud, stacked to prevent pest harborage, away from building perimeter)?	5		
Buildings and Grounds	2.24.17	Are pallets inspected to separate and replace dirty or broken pallets?	5		

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Buildings and Grounds	2.24.18	Is the area around the dumpster/cull truck/trash area clean?	3		
Buildings and Grounds	2.24.19	Are outside garbage receptacles and dumpsters kept covered or closed?	5		
Buildings and Grounds	2.24.20	Are all water lines protected against back siphonage?	5		
Buildings and Grounds	2.24.21	Is the on-site laboratory (where appropriate) completely enclosed and separated from production and storage areas?	5		
Chemicals Files	2.25.01	Are copies of all Materials Safety Data Sheets (detergents, sanitizers, pesticides, etc.) on file and fully accessible at all times with clear indexes?	5		
Chemicals Files	2.25.02	Are there copies of specimen labels for chemicals used, where the full label is not immediately accessible e.g. rodent chemicals, product sanitizers?	5		
Chemicals Files	2.25.03	Is there a chemical inventory and/ or usage log?	3		
Chemicals Files	2.25.04	Are there specific Standard Operating Procedures (SOPs) for the changing and testing of water and ice systems e.g. washing flumes, hydrovacuums, hydrocoolers, ice making machines, ice injectors, etc?	10		
Pest Control Documentation	2.26.01	Is there a documented pest control program, including a copy of the contract with the extermination company (if used), Pest Control Operator license(s) (if baits are used) and insurance documents?	15		
Pest Control Documentation	2.26.02	Is there a schematic drawing of the plant showing numbered locations of all traps and bait stations, both inside and outside the plant?	10		
Pest Control Documentation	2.26.03	Are service reports created for pest control checks detailing inspection records, application records, and corrective actions of issues noted (in-house and/or contract)?	10		
Operation Monitoring Records	2.27.01	Does the facility have incoming goods (products, ingredients and packing materials) inspection data?	5		
Operation Monitoring Records	2.27.02	Are there inspection logs on incoming trailers for rodents and insects, cleanliness, holes and temperature control?	10		
Operation Monitoring Records	2.27.03	Are there records for the necessary process monitoring activities (e.g. pH, water temperature, metal detection, labeling, heating processes, etc.) showing the monitoring frequencies, results and where necessary the corrective actions?	10		

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Section	Q #	Question	Total Points	Given Answer	Auditor Notes
Operation Monitoring Records	2.27.04	Are there records (with corrective actions) that show anti-microbial (e.g. free chlorine, ORP, peracetic acid) strength testing of wash water and ice solutions prior to start up and throughout the production runs?	10		
Operation Monitoring Records	2.27.05	Is there a hand/foot/tool dip station log?	3		
Operation Monitoring Records	2.27.06	Is there a tool accountability program for knives and similar hand tools used in the production area?	3		
Operation Monitoring Records	2.27.07	Is there a daily pre-operation inspection log?	5		
Operation Monitoring Records	2.27.08	If the site is new, has the site been risk assessed for adjacent land use, flooding, environmental pollutants and other food safety issues?	5		
Operation Monitoring Records	2.27.09	Does the facility have documented evidence to ensure that any food safety hazards relevant to waste water treatments (e.g. settling ponds, land applications, etc.) are controlled?	10		
Operation Monitoring Records	2.27.10	Is there an annual certificate of inspection for the backflow prevention systems on water lines into the facility?	3		
Maintenance & Sanitation Files	2.28.01	Does the facility have a preventative maintenance program and schedule?	10		
Maintenance & Sanitation Files	2.28.02	Is there a log of maintenance work or repairs ordered and is it signed off on work completed?	10		
Maintenance & Sanitation Files	2.28.03	Are there logs showing that equipment is cleaned and sanitized after maintenance work has been completed?	5		
Maintenance & Sanitation Files	2.28.04	Is there a written cleaning schedule (Master Sanitation Schedule) that shows what and where is to be cleaned and how often?	10		
Maintenance & Sanitation Files	2.28.05	Are there written cleaning procedures (Sanitation Standard Operating Procedures) for the facility and all equipment?	10		
Maintenance & Sanitation Files	2.28.06	Are sanitation logs on file that show what cleaning was done, when and who carried out the cleaning?	5		
Maintenance & Sanitation Files	2.28.07	Are there documented procedures and completion records for clean-in-place (CIP) activities, where applicable (e.g. cleaning recirculating water systems such as washing flumes, ice injectors, etc.)?	5		
Maintenance & Sanitation Files	2.28.08	Is there a routine program and written procedure to validate sanitation effectiveness using ATP bioluminescence?	5		

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Maintenance & Sanitation Files	2.28.09	Is there a log indicating that floor drains are cleaned on a regular basis (minimum daily in wet and fresh-cut production areas)?	5		
Maintenance & Sanitation Files	2.28.10	Are there records showing cooling units are serviced and cleaned at least on an annual basis or more frequently as required?	10		
Maintenance & Sanitation Files	2.28.11	Is there a documented glass management policy and procedure (including company glass policy, glass breakage procedure and where necessary glass register)?	5		
Employee Documentation	2.29.01	Do employee records have logs of new employee food safety (GMP) orientation training (with topics covered and attendees), and a document signed by each employee stating they will comply with the operations' personal hygiene and health policies?	5		
Employee Documentation	2.29.02	Are there logs of ongoing employee food safety education training with topics covered and attendees?	10		
Employee Documentation	2.29.03	Is there a documented training program with training logs for the sanitation employees including best practices and chemical use details?	5		
Employee Documentation	2.29.04	Are there written procedures in place that require food handlers to report any cuts or grazes and/or if they are suffering any illnesses that might be a contamination risk to the products being produced? (In the US, auditors can check procedure/policy but not actual records.	3		
Employee Documentation	2.29.05	Are there written sickness reporting and return to work procedures?	3		
Employee Documentation	2.29.06	Is there an employee non-compliance/disciplinary action procedure? (verbal confirmation accepted).	3		
Employee Documentation	2.29.07	Are visitors and contractors required to sign a log stating that they will comply with the operations' personal hygiene and health policies?	3		
Testing/ Analyses Records	2.30.01	Are there records of routine equipment microbiological testing?	5		
Testing/ Analyses Records	2.30.02	Are there records of routine environmental microbiological testing?	5		
Testing/ Analyses Records	2.30.03	Is there at least annual microbiological tests on water used in the facility (sampled from within the facility)?	10		
Testing/ Analyses Records	2.30.04	Is there (at least) an annual microbiological test for in-house produced ice or a letter of guarantee from external suppliers of ice?	5		

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Temperature Controlled Storage & Distribution Logs	2.31.01	Are there records of final product temperature checks for temperature sensitive product?	10		
Temperature Controlled Storage & Distribution Logs	2.31.02	Are there temperature logs for the packing room (if refrigerated)?	5		
Temperature Controlled Storage & Distribution Logs	2.31.03	Are there temperature logs for storage rooms?	5		
Temperature Controlled Storage & Distribution Logs	2.31.04	Are there records of shipping truck temperature checks, indicating that the truck was pre-cooled prior to loading?	5		
Temperature Controlled Storage & Distribution Logs	2.31.05	Are there sanitary condition logs for shipping trucks (cleanliness, trailer condition, odor, etc.)?	10		