

Food Manufacturing GMP & Sanitation Inspection Checklist

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

Facility Exterior & Grounds

☐ Perimeter fencing is intact and secure, preventing unauthorized access. (21 CFR 117.80(a)(1))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Waste disposal areas are clean, covered, and located away from production areas to prevent pest attraction. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ No standing water is present around the facility perimeter, eliminating potential breeding grounds for pests. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Vegetation around the building is trimmed and maintained to minimize pest harborage. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Loading dock seals are in good repair, effectively sealing gaps to prevent pest entry during loading/unloading. (21 CFR 117.80(a)(1))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Exterior lighting is adequate and functional, providing visibility and deterring pests. (21 CFR 117.80(a)(1))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Dumpsters are clean, properly covered, and emptied regularly to prevent pest and odor issues. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Exterior drainage systems are clear of debris and functioning properly to prevent water accumulation. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Rodent bait stations are present, properly maintained, and documented on a site map. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
--------------------------	---	-------------------------------	-------------------------------	------------------------------	--------------

☐	Bird control measures (netting, spikes) are in place and effective to prevent bird entry and nesting. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
--------------------------	--	-------------------------------	-------------------------------	------------------------------	--------------

Production Area Sanitation

☐	All food contact surfaces are visibly clean and free from product residue. (21 CFR 117.35(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
--------------------------	---	-------------------------------	-------------------------------	------------------------------	--------------

☐	Cleaning and sanitation schedules are followed and documented for all equipment and areas. (21 CFR 117.35(b))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
--------------------------	---	-------------------------------	-------------------------------	------------------------------	--------------

☐	Sanitizer concentrations are within the specified range and documented. (21 CFR 117.35(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
--------------------------	--	-------------------------------	-------------------------------	------------------------------	--------------

☐	ATP swab tests are conducted regularly, and results are within acceptable limits (specify RLU threshold). (21 CFR 117.35(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
--------------------------	--	-------------------------------	-------------------------------	------------------------------	--------------

☐	Hand-washing stations are readily accessible, stocked with soap and sanitizer, and functioning properly. (21 CFR 117.10(b))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
--------------------------	---	-------------------------------	-------------------------------	------------------------------	--------------

☐	Floor drains are clean and free from debris to prevent bacterial growth and odors. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
--------------------------	---	-------------------------------	-------------------------------	------------------------------	--------------

☐	Cleaning utensils are properly stored and sanitized to prevent cross-contamination. (21 CFR 117.35(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
--------------------------	--	-------------------------------	-------------------------------	------------------------------	--------------

☐	Trash receptacles are covered, emptied regularly, and cleaned/sanitized. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
--------------------------	---	-------------------------------	-------------------------------	------------------------------	--------------

☐	Floors are clean, dry, and free from cracks or damage that could harbor bacteria. (21 CFR 117.20(b)(4))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
--------------------------	---	-------------------------------	-------------------------------	------------------------------	--------------

☐	Walls and ceilings are clean, smooth, and free from condensation or peeling paint. (21 CFR 117.20(b)(4))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
--------------------------	--	-------------------------------	-------------------------------	------------------------------	--------------

☐	Air handling systems are clean and properly maintained to prevent dust and mold contamination. (21 CFR 117.20(b)(4))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
--------------------------	--	-------------------------------	-------------------------------	------------------------------	--------------

Allergen Control

☐	Allergens are clearly labeled and stored separately from other ingredients to prevent cross-contamination. (21 CFR 117.35(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
--------------------------	---	-------------------------------	-------------------------------	------------------------------	--------------

☐	Equipment used for allergen-containing products is thoroughly cleaned and sanitized after each use, with documented verification. (21 CFR 117.35(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Cleaning procedures for allergen removal are validated to ensure effectiveness (e.g., ELISA testing). (21 CFR 117.35(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	An allergen matrix is in place, identifying all allergens present in the facility and their potential cross-contact points. (21 CFR 117.35(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Employees are trained on allergen awareness, handling procedures, and cleaning protocols. (21 CFR 117.4(b))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Rework procedures prevent allergen cross-contamination. Rework is clearly labeled and tracked. (21 CFR 117.35(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Product labels accurately declare all allergens present in the product. (21 CFR 117.35(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Production lines are physically segregated when handling products with different allergen profiles. (21 CFR 117.35(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Spill control procedures are in place to contain and clean up allergen spills immediately. (21 CFR 117.35(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Incoming ingredients are verified to be free of undeclared allergens. (21 CFR 117.80(c)(2))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Line clearance procedures are documented and followed to ensure complete removal of allergens before switching products. (21 CFR 117.35(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Pest Control

☐	A written pest control program is in place and implemented by a licensed pest control operator. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Pest control records are maintained, including inspection reports, treatment details, and pesticide usage. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	All potential pest ingress points (holes, cracks, gaps) are sealed and maintained. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Insect light traps (ILTs) are properly located, maintained, and monitored. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Evidence of rodent activity (droppings, gnawing) is absent. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	No bird droppings are present inside the facility. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Stored product pests (e.g., weevils, moths) are absent in ingredients and finished products. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Screens on windows and doors are intact and properly fitted. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Air curtains at doorways are functioning correctly to prevent insect entry. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Pest activity trends are analyzed to identify and address potential problem areas. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Pesticides are applied only by trained and certified personnel, following label instructions. (21 CFR 117.35(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Personnel Practices

☐	Employees are observed washing hands properly and frequently, especially after breaks and using the restroom. (21 CFR 117.10(b))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Gloves are worn properly and changed frequently, especially when handling different products. (21 CFR 117.10(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Hair restraints (hairnets, beard covers) are worn properly to prevent hair contamination. (21 CFR 117.10(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Clean outer garments are worn in production areas. (21 CFR 117.10(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Jewelry is removed or covered to prevent physical contamination. (21 CFR 117.10(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Eating, drinking, and smoking are prohibited in production areas. (21 CFR 117.10(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Employees with signs of illness (e.g., diarrhea, vomiting) are excluded from food handling. (21 CFR 117.10(e))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Cuts and abrasions are properly covered with waterproof bandages. (21 CFR 117.10(c))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Personal items (purses, phones) are stored outside of production areas. (21 CFR 117.10(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Appropriate footwear is worn in production areas (closed-toe, non-slip). (21 CFR 117.10(a))	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____