

# Internal Plant Quality & Safety Audit Checklist

## Food Processing & Packaging Units

### CLEANING & SANITATION

Cleaning & sanitation SOPs available and followed

☐ Yes☐ No☐ NA

Responsible personnel identified for cleaning duties

☐ Yes☐ No☐ NA

Chemicals approved, fit for food use, and stored safely

☐ Yes☐ No☐ NA

Storage of cleaning tools in hygienic condition

☐ Yes☐ No☐ NA

MSDS available for all cleaning chemicals

☐ Yes☐ No☐ NA

Production areas visibly free of dirt/debris

☐ Yes☐ No☐ NA

Floors, ceilings, and walls cleaned properly

☐ Yes☐ No☐ NA

Segregation of wet/dry waste done as per SOP

Yes

No

NA

Cleaning records updated according to schedule

Yes

No

NA

Plumbing, sinks, and drainage areas cleaned and functional

Yes

No

NA

### CRITICAL CONTROLS (OPRPS & SHELF LIFE)

Roasting temp monitored/displayed, core temperature verified

Yes

No

NA

Raw materials screened with bar magnets

Yes

No

NA

Metal detector verified with test pieces

Yes

No

NA

Proper product labeling (MRP & shelf life) present

Yes

No

NA

Sealing temperature maintained as per standard

Yes

No

NA

### EQUIPMENT & UTENSILS

No wet trays/utensils stored inside production

Yes

No

NA

Trays/utensils not stored directly on floor or against wall

Yes

No

NA

All utensils in usable, undamaged, and sanitary condition

Yes

No

NA

Tools & items kept in designated areas (5S system followed)

Yes

No

NA

Machines cleaned, maintained, and functional

Yes

No

NA

Trolleys, crates & SS tables cleaned and maintained

Yes

No

NA

Air curtains present at all entry points and functional

Yes

No

NA

Only food grade lubricants/chemicals used in facility

Yes

No

NA

## FACTORY HYGIENE & PACKAGING

Policies for foreign material prevention (glass, wood, plastic, rubber, etc.) followed

Yes

No

NA

Packaging materials are food grade with specifications available

Yes

No

NA

Packaging and handling protect product from damage/contamination

Yes

No

NA

All packaging items stored safely and clearly labeled

Yes

No

NA

Metal detector checks performed, frequency documented, results valid

Yes

No

NA

Is scalping or sieving applied where required?

Yes

No

NA

Weighing devices checked/calibrated periodically

Yes

No

NA

Additional in-line processes verified during packing

Yes

No

NA

Waste disposal bins available and used properly

Yes

No

NA

FINISHED GOODS EVALUATION

Final product weight verified

Yes

No

NA

Leakage test conducted

Yes

No

NA

Sensory evaluation performed

Yes

No

NA

Taste & aroma assessed

Yes

No

NA

Texture & mouthfeel acceptable

Yes

No

NA

## INFRASTRUCTURE & MAINTENANCE

Floor, wall, and ceiling surfaces are intact, washable, and easy to clean

Yes

No

NA

Any cracks, peeling paint, or damages observed on structures?

Yes

No

NA

All electrical wiring secured and not left hanging

Yes

No

NA

Trays, molds & utensils cleaned; wash area sanitary and drains covered

Yes

No

NA

Glass panels, doors, and surrounding areas intact and cleaned

Yes

No

NA

Area beneath machines and tables free from dust and debris

Yes

No

NA

Exhausts are fitted with proper mesh/filters

Yes

No

NA

Sufficient lighting and ventilation provided in workspaces

Yes

No

NA

Emergency sirens/alarms available and functional

Yes

No

NA

No pest activity (flies, cobwebs, ants, rodents) seen

Yes

No

NA

Fire extinguishers available, in-service, and within validity

Yes

No

NA

Tools, materials, and equipment not stored on floor

Yes

No

NA

Tubelights/tubes fitted with protective covers and cleaned

☐ Yes☐ No☐ NA

Fly traps/catchers working, glue pads replaced on time

☐ Yes☐ No☐ NA

Indoor waste bins covered, functional, and clean

☐ Yes☐ No☐ NA

Disposal/dumping area maintained odor-free and hygienic

☐ Yes☐ No☐ NA

Calibration procedures implemented and documented

☐ Yes☐ No☐ NA

## OPENING REVIEW

Before starting the audit, confirm whether any scope modifications exist (e.g., staff shifts, product range, new suppliers/equipment, or packaging updates). If applicable, record details.

☐ Yes☐ No☐ NA

## PERSONNEL HYGIENE & CONDUCT

Employees maintain proper grooming standards (clean uniforms, trimmed nails/hair, no torn clothing)

☐ Yes☐ No☐ NA

Confirm absence of jewelry, watches, perfumes or personal ornaments inside production areas

☐ Yes☐ No☐ NA

Are hairnets, masks, and gloves worn correctly at all times?

Yes

No

NA

Handwashing facilities have running water available

Yes

No

NA

Handwash liquid/soap & sanitizer provided at designated stations

Yes

No

NA

Do staff follow defined handwashing frequency and technique?

Yes

No

NA

Hand sanitization performed after each wash

Yes

No

NA

Availability of paper towels or air dryers at washing stations

Yes

No

NA

Uniforms and PPE are free from contamination or damage

Yes

No

NA

No personal items (bags, lunchboxes, bottles) in processing zone

Yes

No

NA

Food handlers use gloves when touching unpacked food

Yes

No

NA

Employees show no illness, wounds, or conditions unfit for food handling

Yes

No

NA

First aid kit accessible, updated, and without expired stock

Yes

No

NA

Safety posters / Do's & Don'ts displayed in visible areas

Yes

No

NA

Visitor movement records maintained properly

Yes

No

NA

## PEST MANAGEMENT

Program in place to prevent entry of pests/birds

Yes

No

NA

Electronic insect devices properly positioned & effective

Yes

No

NA

Pest control chemicals approved & stored securely

Yes

No

NA

Timely removal of garbage to prevent pest harborage

Yes

No

NA

Pest control as per schedule and records updated

Yes

No

NA

Layout of pest control devices available

Yes

No

NA

MSDS available for all pest control chemicals

Yes

No

NA

## PROCESSING & PRODUCTION

Production SOPs available at shop floor

Yes

No

NA

All ingredients sourced from approved vendors

Yes

No

NA

Temperature of cocoa butter checked during weighing

Yes

No

NA

Random check of dough temperature post-grinding

Yes

No

NA

At least two product samples verified for weight/taste/appearance

Yes

No

NA

## PROCUREMENT

Vendor list for all raw & packaging materials available

Yes

No

NA

Specifications documented for RM & PM

Yes

No

NA

COA maintained for all RM received

Yes

No

NA

Rejection/return records maintained

Yes

No

NA

## RECORDS & COMPLIANCE

Visitor logs updated

Yes

No

NA

FSSAI license valid (if expired, note date)

Yes

No

NA

Medical records of staff maintained

Yes

No

NA

Inspection records for products available

Yes

No

NA

Monthly cleaning records updated

Yes

No

NA

Process logs (roasting, measuring, etc.) maintained

Yes

No

NA

Maintenance logs for equipment available

Yes

No

NA

Personal hygiene verification record maintained

Yes

No

NA

Traceability records for RM & FG updated

Yes

No

NA

Pest control service records filed

Yes

No

NA

Certificates of food-contact materials available

Yes

No

NA

External lab reports for FG & water available

Yes

No

NA

Calibration status shown on equipment (scales, chillers, etc.)

Yes

No

NA

Monthly training records filed

☐ Yes☐ No☐ NA

Plant layout plan available

☐ Yes☐ No☐ NA

Signature

SIGNATURE

## STORAGE & WAREHOUSING

GRN recorded for all raw & pre-processed materials

☐ Yes☐ No☐ NA

Food vs non-food items segregated; allergen control in place

☐ Yes☐ No☐ NA

All materials placed on pallets (not on floor)

☐ Yes☐ No☐ NA

COA available for RM & PM

☐ Yes☐ No☐ NA

Pallet spacing maintained (1 ft clearance from wall)

☐ Yes☐ No☐ NA

FIFO & FEFO stock rotation applied

☐ Yes☐ No☐ NA

Rejected/expired items labeled "Do Not Use" & segregated

Yes

No

NA

No broken tools, glass, or waste in store area

Yes

No

NA

## TRAINING & AWARENESS

Staff trained on emergency preparedness & crisis management

Yes

No

NA

Staff able to operate fire extinguishers

Yes

No

NA

Knowledge of SOPs, recipes, shelf life maintained

Yes

No

NA

Awareness on food safety, hygiene & grooming

Yes

No

NA

Staff aware of pest control program

Yes

No

NA

Knowledge of cleaning & sanitation SOPs verified

Yes

No

NA