

YES NO N/A

NOTES / COMMENTS

ORGANISATION / STRUCTURE OF COMPANY

- Is there a defined structure showing accountability relating to quality ?
- Is there a named person responsible for the implementation and maintenance of quality / food safety?
- Are training records kept ?

QUALITY SYSTEMS

- Is there a formal quality system in place (e.g. ISO series)?
- Is there a HACCP plan in operation ?
- Is it reviewed on a regular basis by senior management ?

ENVIRONMENTAL CONTROLS

- Are personal hygiene regulations documented ?
- Are they understood by all staff ?
- Is there a formal training programme for food handlers ?
- Are adequate handwash facilities available ?
- Is there a pest control service in operation ?
- Is the building adequately screened for pests, insects etc. ?
- Are insectocutors fitted and working?
- Are light fittings covered/sealed ?
- Is the fabric of the building in good order ?
- Is wood kept out of the process areas ?
- Is glass kept out of the process areas ?

PROCESS CONTROL

- Are the Process Controls documented ?
- Are magnet/metal detection procedures in place ?
- Are sieving procedures in place ?
- Are temperature control procedures in place ?

YES NO N/A

NOTES / COMMENTS

BATCH TRACEABILITY

- Are finished products identified with batch/lot numbers ?
- Can product despatched be traced back to raw materials ?
- Is there a documented product recall system ?

COMPLAINTS

- Is there a documented customer complaint system ?
- Is corrective action documented ?

SYSTEM AUDITS

- Does the company carry out internal quality audits ?
- Does the company carry out internal hygiene audits ?
- Are such audits scheduled ?
- Is corrective action and time scale agreed and followed up ?
