

Items	Requirements	Comments and Observations	Meets Requirement?
A. Food Safety Management Systems			
B.A 1 Specifications including product release			
The business shall ensure that product specifications are adequate, accurate and ensure compliance with relevant safety, legislative and customer requirements. The business shall prepare and implement appropriate product release procedures.			
B.A 1.1	Are specifications available for all product inputs (raw materials, ingredients, additives, packaging materials, rework) and finished products?		
B.A 1.2	Are the available specifications compliant with relevant safety, legislative and customer requirements?		
B.A 1.3	Are specifications up to date, unambiguous and available to relevant staff?		
B.A 1.4	Are changes to specifications clearly communicated both internally and externally?		
B.A 1.5	Is there a documented product release procedure in place? Does it effectively ensure that the final product meets the specification?		
B.A 1.6	Is there a designated person with responsibility for controlling specifications?		
B.A 2 Traceability			
The business shall establish a traceability system which enables the identification of product lots and their relation to batches of raw materials, primary and final packaging materials, processing and distribution records. Records shall include:			
<ul style="list-style-type: none"> • Identification of any out sourced product, ingredient or service. • Records of batches of in process or final product and packaging throughout the production process. • Records of purchaser and delivery destination for all products supplied. 			
B.A 2.1	Is a documented traceability system in place for every product that meets regulatory and customer requirements? Required Element - Major deduction if missing		
B.A 2.2	Is the traceability system, including work in progress, post-treatment and rework, fully operational and effective?		
B.A 2.3	Are records enabling product identification available through all production stages: stock / inventory, work in progress, post processing, rework. Are records available from purchase through production and to immediate destination for all raw materials and packaging materials (primary and final product)?		
B.A 2.4	Are there clear labelling procedures that ensure continuous identification of the product through all stages of production and delivery?		

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IA 2	<p>Traceability</p> <p>The business shall establish a traceability system which enables the identification of product lots and their relation to batches of raw materials, primary and consumer unit packaging materials, processing and distribution records.</p> <p>The business shall ensure the traceability system is tested at least annually and updated as necessary. Records shall include:</p> <ul style="list-style-type: none"> • Records of annual testing of the traceability system. • Records of updating the system as applicable. 		
IA 2.5	<p>Is the traceability system tested at least annually?</p> <p>Required Element - Major deduction if missing</p> <p>Is the system updated as necessary and records maintained?</p>		
B.A 3	<p>Food Safety Incident Management</p> <p>The business shall demonstrate the ability to withdraw and recall affected product, contact relevant customers and maintain records of these incidents.</p>		
B.A 3.1	Can the business withdraw and recall affected product?		
B.A 3.2	Are records of incidents maintained?		
IA 3	<p>Food Safety Incident Management</p> <p>The business shall have an effective incident management procedure for all products including reporting, communicating with customers, product withdrawal and recall.</p> <p>Records of annual review, testing and verification of the system shall be available.</p>		
IA 3.3	<p>Is a documented incident management system in place that addresses incident reporting, product withdrawal and product recall?</p> <p>Required Element - Major deduction if missing</p>		
IA 3.4	Is an effective communication plan in place with a designated, responsible person identified to provide information to customers, consumers and regulatory authorities?		
IA 3.5	<p>Is the incident management system reviewed, tested and verified at least once a year?</p> <p>Required Element - Major deduction if missing</p>		
IA 3.6	Are all incidents recorded and assessed to establish their severity and consumer risk?		
B.A 4	<p>Control of non-conforming product</p> <p>The business shall ensure that any product which does not conform to requirements is clearly identified and controlled to prevent unintended use or delivery.</p>		
B.A 4.1	<p>Is a documented procedure in place to identify and manage all non-conforming raw materials, product inputs, semi-finished and finished products, processing equipment and packaging materials?</p> <p>Required Element - Major deduction if missing</p>		
B.A 4.2	Is the control of non-conforming product managed by competent people?		

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B.A 5	Corrective Action The business shall ensure that corrective action be undertaken as soon as possible to prevent recurrence of non-conformity.		
B.A 5.1	Is a documented corrective action procedure in place to analyse any complaints and investigate non-conformities to prevent recurrence?		
B.A 5.2	Are corrective actions (i.e. release, rework, quarantine, rejection/disposal) identified and effectively implemented?		
B.A 6	Management Responsibility The business shall ensure there is management commitment to provide the resources to develop, implement and comply with their food safety programme.		
B.A 6.1	Is there evidence that management is committed to provide the resources to implement and comply with their food safety programme?		
I.A 6	Management Responsibility The business shall ensure there is management commitment to provide the resources to develop, implement and comply with their food safety programme. The business shall establish a clear organizational structure with job descriptions, responsibilities and reporting relationships of at least those staff whose activities affect product safety.		
I.A 6.2	Is an up-to-date organizational chart outlining the business' structure available?		
I.A 6.3	Are documented, clearly defined responsibilities regarding product safety and legality available and communicated to staff?		
B.A 7	Record Keeping Requirements The business shall ensure that records are available to prove the business is complying with the food safety system which includes all relevant regulatory and customer food safety requirements.		
B.A 7.1	Are records available to support the compliance of the business with the food safety system which includes all regulatory and customer food safety requirements that apply?		
B.A 7.2	Has the business set timescales for record retention which comply with regulatory or customer requirements?		
I.A 7	General Documentation Requirements The business shall establish and implement procedures to ensure that all documents are maintained and kept up to date.		
I.A 7.1	Is a written documentation procedure in place and effectively implemented?		
B.A 8	Control of Measuring & Monitoring Devices Measuring and monitoring devices critical to food safety and regulatory requirements shall be reliable.		

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B.A 8.1	Are measuring and monitoring devices critical to food safety and regulatory requirements reliable?		
I.A 8	Control of Measuring & Monitoring Devices The business shall identify measuring and monitoring devices critical to food safety, ensure that they are calibrated and traceable to a recognised national or international standard.		
I.A 8.2	Are measuring and monitoring devices critical to food safety identified, calibrated and traceable to recognised standards and are they effectively controlled?		
I.A 8.3	Are actions taken and recorded when measuring and monitoring devices are found to be outside of specified limits?		
B.A 9	Training The business shall ensure that all people are adequately trained in food safety and practices according to their job responsibilities.		
B.A 9.1	Have all new people been effectively trained?		
B.A 9.2	Have all relevant people received refresher training?		
I.A 9	Training The business shall implement a system to ensure that all people are adequately trained, instructed and supervised in food safety principles and practices that matches their work.		
I.A 9.3	Is a people training programme in place and effectively implemented? Required Element - Major deduction if missing		
I.A 9.4	Is a HACCP training programme in place? Required Element - Major deduction if missing		
I.A 9.5	Are adequate training records available?		
I.A 9.6	Is a refresher training programme documented and implemented?		
I.A 10	Procedures The business shall prepare and implement detailed procedures and instructions for all processes and operations having an effect on product safety.		
I.A 10.1	Are detailed procedures developed and effectively implemented for all processes and operations that affect food safety?		
I.A 10.2	Are procedures clearly communicated to relevant people?		

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I.A 11	<p>Complaint Handling</p> <p>The business shall prepare and implement an effective programme for the management of customer and consumer complaints.</p> <p>Data shall be controlled and managed to ensure that there are corrective actions for compliance and food safety issues.</p>		
I.A 11.1	Is a documented complaint management programme in place and effectively implemented?		
I.A 11.2	Are records of all customer and consumer complaints, investigations and corrective actions maintained?		
I.A 12	<p>Product Analysis</p> <p>The business shall implement a programme to ensure that analysis of products and ingredients is systematically undertaken for issues that are identified as being critical to food safety and legal requirements as well as customer specifications.</p> <p>The business shall ensure that the methods used provide valid results (e.g. by procedures set forth in ISO 17025 and/or industry recognised methods).</p>		
I.A 12.1	Are analysis procedures in place to ensure that all specified product requirements are met, including legal requirements and customer specifications throughout the whole shelf life?		
I.A 12.2	Are methods, relevant for food safety, used to provide valid results (e.g. by procedures set forth in ISO 17025 and/or industry recognised methods)?		
I.A 13	<p>Purchasing</p> <p>The business shall control purchasing processes to ensure that all externally sourced items and services conform to written requirements.</p>		
I.A 13.1	Do purchased products and services meet current specifications and contractual agreements?		
I.A 14	<p>Supplier Approval and Performance Monitoring</p> <p>The business shall operate procedures for approval and monitoring of all its suppliers whose products or services may affect product safety and quality.</p> <p>The results of evaluations and follow-up actions shall be recorded.</p>		
I.A 14.1	Is a documented supplier approval programme in place and effectively implemented?		
I.A 14.2	Is a documented supplier monitoring programme in place and effectively implemented?		

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B. Good Manufacturing Practices (GMPs)			
B.B 1	Personal Hygiene The business shall ensure the implementation of appropriate hygiene practices for all its people and visitors. Such practices shall result in sanitary handling and delivery of safe and quality products to customers. The Codex Alimentarius Commission's recommendation on personal hygiene shall be followed.		
B.B 1.1	Are personal hygiene requirements in place and applicable to all relevant people, contractors and visitors? Required Element - Major deduction if missing		
B.B 1.2	Are personal hygiene requirements compliant with legal requirements, if applicable?		
B.B 1.3	Are communication procedures in place for people, contractors and visitors addressing actions to be taken in the case of an infectious disease?		
B.B 1.4	Is a qualified person responsible to decide if individuals with a suspect illness may enter food areas and how these individuals are controlled?		
B.B 1.5	Are people, contractors and visitors aware of and complying with the personal hygiene requirements?		
B.B 1.6	Are people, contractors and visitors aware of and complying with the requirements for the wearing and changing of protective clothing in specified work areas?		
B.B 2 Facility Environment The business facilities shall be located and maintained so as to reduce the risk of contamination and enable the production of safe and legal products.			
B.B 2.1	Is the facility located, designed, constructed and maintained to ensure product safety?		
B.B 2.2	Is the facility effectively maintained, cleaned and disinfected to prevent physical, chemical and microbiological product contamination?		
B.B 2.3	Is the lighting of the appropriate intensity and design to ensure that food safety practice is effective?		
B.B 2.4	Are structures, surfaces and materials that come in contact with food easy to maintain, clean and where appropriate disinfect?		
B.B 2.5	Is the equipment positioned to ensure that there is no compromise to food safety from waste water or drainage?		

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B.B 2.6	Are the grounds and surrounding areas of the facility maintained and kept free of waste and accumulated debris?		
B.B 3	Cleaning & Disinfection The business shall ensure appropriate standards of cleaning and disinfection shall be maintained at all times and throughout all production stages.		
B.B 3.1	Are documented cleaning and disinfection procedures in place and effective, including verification activities, to ensure the cleanliness of the facility, utilities and equipment?		
B.B 3.2	Are cleaning equipment, utensils and chemicals clearly marked, stored in a segregated area away from product, equipment, packaging and suitable for intended use?		
B.B 3.3	Are qualified, trained people used for cleaning and disinfection?		
B.B 4	Product Contamination Control The business shall ensure appropriate facilities and procedures are in place to minimise the risk of physical, chemical, or microbiological contamination of product.		
B.B 4.1	Are physical barriers or effective procedures in place to reduce and avoid the risk of any potential physical, chemical or microbiological contamination? Required Element - Major deduction if missing ; Critical if product contamination is found		
B.B 5	Pest Control The business shall ensure controls are in place to reduce or eliminate the risk of pest infestation (including rodents, insects and birds).		
B.B 5.1	Is there evidence of pest infestation? Major deduction if pest infestation is present		
B.B 5.2	Is an effective pest control programme in place?		
B.B 5.3	Are the controls appropriate in relation to the product, raw material and facility?		
B.B 5.4	Is the inspection programme undertaken by a competent person at an appropriate frequency and are findings addressed?		
B.B 6	Water Quality The business shall ensure that the quality of water, ice or steam in contact with food product is suitable for its intended use. All food contact water, ingredient water and water used in cleaning and sanitising operations shall be from a potable source.		
B.B 6.1	Are there processes in place to ensure that the quality of water, steam and ice does not compromise the food safety of the finished product?		
B.B 6.2	Are documented procedures in place to prevent the cross-contamination of potable water by non-potable water?		

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B.B 7	Staff Facilities The business shall ensure that staff facilities be designed and operated so as to minimise food safety risks.		
B.B 7.1	Are suitable changing rooms provided for staff?		
B.B 7.2	Are toilets provided, operational, accessible and adequately segregated from processing and food handling areas?		
B.B 7.3	Are suitable and sufficient hand-washing facilities provided and accessible?		
B.B 7.4	Are separate lunch room facilities provided away from production, packaging and storage areas?		
B.B 8	Waste Management The business shall have a programme in place for the collection and disposal of waste material.		
B.B 8.1	Are suitable provisions in place for the storage and removal of waste?		
B.B 8.2	Are containers designated for inedible products, waste or by-products clearly marked and properly utilised?		
B.B 9	Storage and Transport The business shall ensure that all raw materials (including packaging), semi processed product and finished product be stored and transported under conditions that protect the product.		
B.B 9.1	Are there adequate facilities for the storage of food and ingredients?		
B.B 9.2	Are the food storage facilities constructed to effectively protect materials and finished product from contamination during storage?		
B.B 9.3	Is the food transport appropriate to minimize deterioration of food (e.g., by temperature and humidity control).		
I.B 9	Storage and Transport The business shall ensure that all raw materials (including packaging), semi processed product and finished product be stored and transported under conditions that protect product integrity. All vehicles, including contracted vehicles used for the transportation of raw materials (including packaging), rework, semi processed product and finished product shall be suitable for the purpose, maintained in good repair and be clean.		
I.B 9.1	Is there a product transport procedure and is it effectively implemented?		

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I.B 9.2	Is there a transport vehicle procedure and is it effectively implemented?		
I.B 9.3	Are there maintenance and hygiene processes for vehicles and equipment used for loading and unloading? Are they effectively implemented?		
I.B 10	Facility and Equipment Maintenance The business shall implement a system of planned, preventive and corrective maintenance to ensure an adequate level of food safety in the facility.		
I.B 10.1	Is a documented maintenance programme established?		
I.B 10.2	Is an effective maintenance programme implemented?		
I.B 10.3	Is a documented hygiene and clearance procedure in place for all maintenance activities?		
I.B 10.4	Are effective hygiene procedures for maintenance activities?		
I.B 10.5	Are all materials used for maintenance and repair appropriate for their intended use?		

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C. Control of Food Hazards			
B.C 1	<p>Preliminary tasks</p> <p>The business shall identify and comply with regulatory and customer requirements related to the product and to the product category.</p> <p>For all products, the following shall be included:</p> <ul style="list-style-type: none"> • Task 1: Establish a multi-disciplinary food safety team. • Task 2: Describe the product and product category of all ingredients (including raw materials, packaging, finished product) and the required conditions for storage and distribution. • Task 3: Describe the intended use of the product and identify the target consumer. • Task 4: Describe all of the steps taken to produce the product in a process flow diagram. • Task 5: Compare the process flow diagram with the production process to ensure it is accurate. 		
B.C 1.1	Has the business identified and complied with regulatory and customer requirements related to the product and product categories?		
	Required Element - Major deduction if missing		
B.C 1.2	Has a team with different responsibilities for food safety undertaken the tasks described in this section of the checklist (Tasks 2-5)?		
B.C 1.3	Is there a complete product description available of the product/product category including all ingredients including raw materials, packaging, finished product and conditions for stage and distribution?		
B.C 1.4	Has the intended use of the product been described and the target consumer been identified?		
B.C 1.5	Have all of the process steps taken to produce the product been described in a process flow diagram?		
B.C 1.6	Has the process flow diagram(s) been compared to assure it accurately reflects the process?		
B.C 2	<p>Control of Allergens</p> <p>The business shall ensure that there are adequate control measures in place to prevent cross contamination of allergens.</p> <p>All ingredients known to cause food allergies in the product shall be clearly identified and communicated to the customer.</p>		
B.C 2.1	Is a documented programme in place to control allergens and prevent cross-contamination of product through all stages of production?		
	Required Element - Major deduction if missing		
B.C 2.2	Were regulations and appropriate customer requirements addressed in the development of the allergen control programme?		
B.C 2.3	Are potential causes of cross contamination identified and procedures established for the handling of raw materials, intermediate and finished products to avoid cross contamination?		
B.C 2.4	Are procedures relating to the cleaning and sanitation of product contact surfaces in place and effective to remove all potential allergens from food contact surfaces?		
B.C 2.5	Is a clear labelling system in place ensuring continuous identification of the product through all stages of production and delivery?		

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LC 3	<p>HACCP</p> <p>The business shall perform a hazard analysis of their food manufacturing process as a minimum step in order to determine if there are any hazards associated with the production of their food item.</p> <p>The business shall use the HACCP [Hazard Analysis Critical Control Point] tool to accomplish this assessment.</p> <p>If hazards are identified within the manufacturing process, it is expected that the business will take appropriate action necessary to develop a HACCP Plan that meets the 7 principles reflected within Codex Alimentarius.</p>		
I.C 3.1	<p>Principle 1: Is a hazard analysis conducted for each process step in the manufacturing of the food item?</p> <p>Required Element - Major deduction if missing</p>		
I.C 3.2	Was the hazard analysis conducted by a competent team?		
I.C 3.3	<p>Principle 2: If the hazard analysis indicates any significant hazards not minimised or eliminated by Good Manufacturing Practices (GMPs) that are present within the food manufacturing process, are they identified as-Critical Control Points (CCPs)?</p> <p>Required Element - Major deduction if missing</p>		
I.C 3.4	<p>Principle 3: Are Critical Limits established for each CCP?</p> <p>Required Element - Major deduction if missing</p>		
I.C 3.5	<p>Principle 4: Are monitoring procedures established for each CCP?</p> <p>Required Element - Major deduction if missing</p>		
I.C 3.6	<p>Are CCPs effectively implemented?</p> <p>Required Element - Major deduction if missing</p>		
I.C 3.7	<p>Principle 5: Are corrective actions established for each CCP in the event critical limits are exceeded?</p> <p>Required Element - Major deduction if missing</p>		
I.C 3.8	<p>Principle 6: Are verification procedures established ?</p> <p>Required Element - Major deduction if missing</p>		
I.C 3.9	<p>Are verification procedures effectively implemented?</p> <p>Required Element - Major deduction if missing</p>		
I.C 3.10	<p>Principle 7: Are record keeping and documentation for HACCP procedures established?</p> <p>Required Element - Major deduction if missing</p>		
I.C 3.11	<p>Are all HACCP-related record-keeping and documentation procedures effectively implemented?</p> <p>Required Element - Major deduction if missing</p>		
I.C 3.12	Has the business implemented specific control measures for all relevant steps not identified as CCPs?		

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I.C 4	Food Defense The business shall assess its ability to prevent intentional product tampering/intentional contamination and put in place the appropriate preventive control measures.		
I.C 4.1	Have the threats to the product as a result of intentional product tampering or intentional contamination been assessed?		
I.C 4.2	Have those points in the process which are vulnerable to intentional product tampering/intentional contamination been identified and subjected to additional access control?		
I.C 4.3	Are measures in place to address what to do with the product, if prohibited access took place and the product may have been tampered with or intentionally contaminated?		