



GMP (Good Manufacturing Practices) Facility & Hygiene Standard Checklist

Personnel Hygiene & Training

Verification of employee handwashing protocols, use of required Personal Protective Equipment (PPE), hairnets, and glove compliance, as well as records of mandatory GMP training and health screening.

Last Hygiene Training Date

Training Certification Level

- ☐ Basic
- ☐ Intermediate
- ☐ Advanced

Topics Covered

- ☐ Hand Washing Protocols
- ☐ Cross-Contamination Prevention
- ☐ Personal Protective Equipment (PPE)
- ☐ Sanitization Procedures

Instructor Name

Write something...

Training Certificate Upload

 Upload File

Employee Acknowledgment

Facility Design & Infrastructure

Inspection of building integrity, including walls, floors, and ceilings, to ensure they are non-porous, easy to clean, and free from cracks, leaks, or pest entry points.

Facility Name

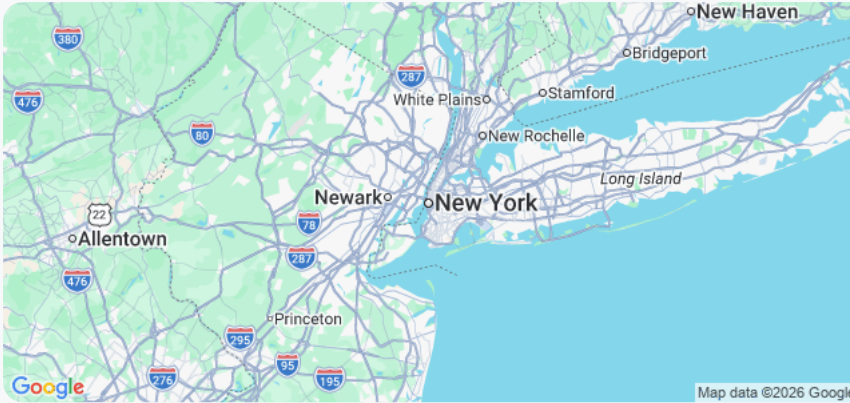
Write something...

Infrastructure Description

Write something...

Facility Address

 [Set My Current Location](#)



Total Floor Area (sqm)

Enter a number...

Available Utilities

- ☐ Electricity
- ☐ Water Supply
- ☐ Gas Line
- ☐ High-Speed Internet
- ☐ Waste Management

Floor Plan Blueprints

 [Upload File](#)

Last Infrastructure Inspection Date

Enter date...

Cleaning & Sanitation Protocols

Audit of Master Sanitation Schedules (MSS), verification of cleaning agent concentrations, effectiveness of sanitation procedures for food-contact surfaces, and equipment disinfection logs.

Cleaning Date

Cleaning Frequency

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ As Needed

Areas Sanitized

- ☐ Floors
- ☐ Work Surfaces
- ☐ Equipment
- ☐ Restrooms
- ☐ High-Touch Points

Cleaning Agent Used

Dilution Ratio (if applicable)

Cleaning Notes/Observations

Write something...

Photo of Cleaned Area

 Upload File

Sanitation Officer Signature

Equipment & Tool Maintenance

Review of equipment calibration status, inspection of food-grade lubricants, prevention of cross-contamination from tools, and verification of preventive maintenance schedules.

Last Maintenance Date

Enter date...

Equipment Status

- ☐ Operational
- ☐ Needs Repair
- ☐ Out of Service

Equipment ID

Write something...

Maintenance Description

Write something...

Next Inspection Due (Days)

Enter a number...

Service Report/Invoice

 Upload File

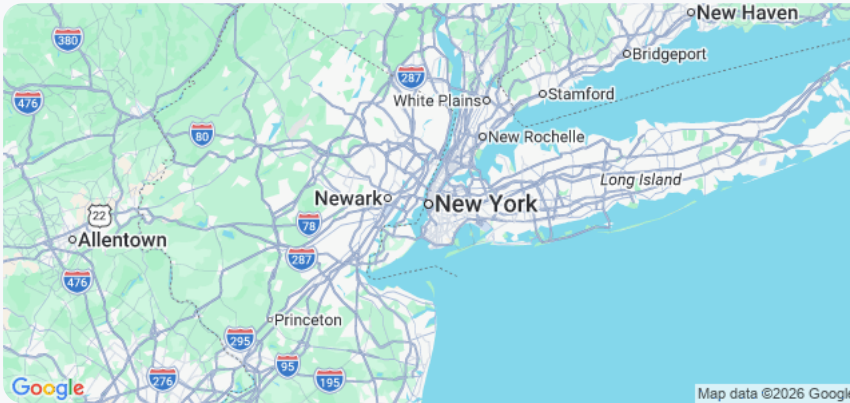
Technician Signature

Environmental & Air Quality Control

Monitoring of temperature, humidity, and ventilation systems to prevent condensation, mold growth, and airborne contamination within the production zone.

Monitoring Site Name

Site Coordinates

[Set My Current Location](#)

Sampling Date

PM2.5 Concentration ($\mu\text{g}/\text{m}^3$)

CO2 Levels (ppm)

Air Quality Status

- ☐ Good
- ☐ Moderate
- ☐ Unhealthy
- ☐ Hazardous

Observation Notes

Write something...

Lab Analysis Report

 Upload File

Pest Control Management

Assessment of pest monitoring stations, integrity of exclusion barriers (screens/doors), and review of recent pest activity reports and professional service logs.

Inspection Date

Enter date...

Pest Type Identified

- ☐ Rodents
- ☐ Insects (Ants, Roaches, etc.)
- ☐ Birds
- ☐ None Detected

Treatment Applied

- ☐ Baiting
- ☐ Spraying
- ☐ Trapping
- ☐ Sealing Entry Points

Detailed Findings and Observations

Write something...

Chemical Concentration (ppm)

Enter a number...

Evidence Photos

 Upload File

Technician Signature

Raw Material & Inventory Handling

Verification of incoming material inspection, proper labeling (lot/batch numbers), storage temperature compliance, and segregation of allergens or hazardous substances.

Material Name

Material Category

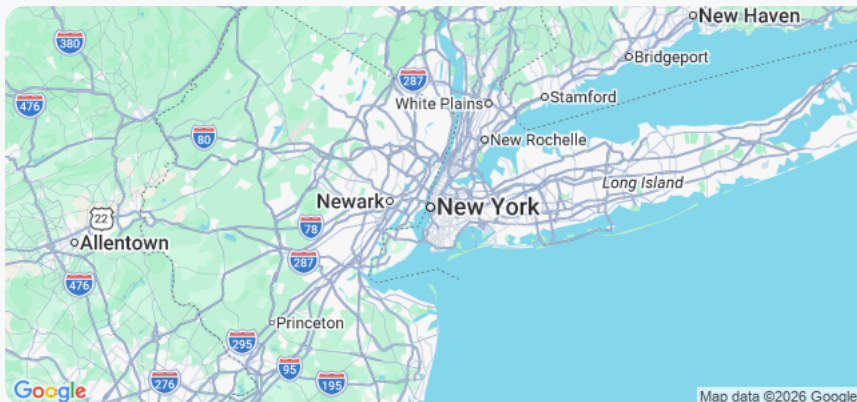
- ☐ Chemical
- ☐ Metal
- ☐ Plastic
- ☐ Packaging

Quantity Received

Arrival Date

Storage Warehouse/Bin ID

 [Set My Current Location](#)



Batch Certificate / COA

 [Upload File](#)

Receiver Signature

Waste Management & Disposal

Inspection of waste bin containment, frequency of waste removal, separation of hazardous vs. non-hazardous waste, and prevention of waste accumulation near production areas.

Disposal Date

Enter date...

Waste Category

- ☐ Hazardous
- ☐ Non-Hazardous
- ☐ Recyclable
- ☐ Organic

Quantity Disposed (kg)

Enter a number...

Disposal Method Details

Write something...

Disposal Certificate/Manifest

 Upload File

Authorized Supervisor Signature

Documentation & Record Keeping

Audit of batch records, cleaning logs, training certificates, and traceability documentation to ensure all GMP-related activities are fully traceable and auditable.

Date of Documentation

Enter date...

Document Reference Number

Write something...

Document Type

- ☐ Report
- ☐ Invoice
- ☐ Permit
- ☐ Contract

Summary of Records

Write something...

Upload Supporting Documents

 Upload File

Authorized Signature