

GMP Food Manufacturing Audit Checklist

Template Information

Template ID	food-manufacturing-gmp-audit
Version	v1.0
Language	English (en)
Number of Check Items	120
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: Food manufacturing requires efficient processes and workers to be trained on proper sanitary procedures when handling raw products or when processing and packing food items. This digital GMP Food Manufacturing checklist was based on 21 CFR Part 110 and can be used as a guide when conducting food manufacturing audits. This checklist has been certified by HACCP International to meet their requirements. While you may customize it to better suit your workplace, such modifications may result in the checklist no longer meeting HACCP International standards.

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 120 check items. Record results in the 'Checklist' worksheet.
2. The source does not define fixed pass/fail options. Fill in results according to your own criteria (e.g. Pass / Fail / N.A.).
3. Scores, conclusions and signatures are entered manually in the 'Scoring & Sign-off' worksheet.
4. For photos or other evidence, enter the evidence number in the 'Notes / Evidence No.' column and archive photos by number.
5. Check item numbers are renumbered consecutively. The mapping to the source rows is recorded in '编号对应表.xlsx' in the delivery package.

GMP Food Manufacturing Audit Checklist — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
1	Current Good Manufacturing Practice	Has the food been manufactured under local food safety regulations?		
2	Current Good Manufacturing Practice	Has the food been prepared, packed, or held under sanitary conditions where it may become contaminated with physical, Microbiological or chemical contaminates and become a food safety risk to public health?		
3	Facility and Grounds	Are the grounds about your plant under your control kept in a condition that will protect against the contamination of food?		
4	Facility and Grounds	Are areas within the vicinity of the plant kept free from litter and waste with grass and weeds trimmed?		
5	Facility and Grounds	Are roads, yards and parking lots maintained to prevent sources of contamination?		
6	Facility and Grounds	Is there adequate drainage of outside areas that may contribute to contamination?		
7	Facility and Grounds	Are systems for waste treatment and disposal operated in a manner to protect against contamination?		
8	Facility and Grounds	Are steps taken to prevent sources of food contamination from bordering grounds not under the control of the facility?		
9	Facility and Grounds	Is there adequate lighting in all dressing and locker rooms and toilet areas?		
10	Facility and Grounds	Is there adequate lighting in all areas where food is processed, packed, or stored and where utensils and equipment are cleaned?		
11	Facility and Grounds	Are there safety-type light bulbs, safety fixtures, safety skylights or only shatter-proof glass suspended over areas where food is exposed provided to protect against food contamination?		
12	Facility and Grounds	Are the plant buildings and structures of suitable size, construction, and design to maintain sanitary operations and to produce safe food?		
13	Facility and Grounds	Does the plant building(s) provide sufficient space for placement of equipment and storage of materials to permit maintenance of sanitary operations and production of safe food?		
14	Facility and Grounds	Does the design of the plant permit the separation of operations in which contamination is likely to occur which may include a separation of operations by location, time, space, partition, air flow, or other effective means?		
15	Facility and Grounds	Are there proper precautions to protect food in outdoor bulk fermentation vessels?		
16	Facility and Grounds	Are floors, walls and ceilings constructed to facilitate adequate cleaning?		
17	Facility and Grounds	Does drip or condensate from fixtures, ducts and pipes cause or potentially cause contamination of food, food contact surfaces or food packaging materials?		
18	Facility and Grounds	Are aisles and working spaces unobstructed and of adequate width to permit employees to perform their jobs and protect against contamination?		
19	Facility and Grounds	Are buildings, physical facilities, fixtures, etc. maintained in a good state of repair?		
20	Facility and Grounds	Is plumbing of adequate size and design to: carry sufficient quantities of water to required locations; properly convey sewage and liquid disposable waste from the plant; provide adequate floor drainage; and prevent backflow or cross connections between piping systems carrying fresh and waste water or sewage?		
21	Facility and Grounds	Is sewage disposal made into an adequate sewage system or disposed of by other adequate means?		
22	Facility and Grounds	Are rubbish and offal conveyed, stored, and disposed of in a proper manner?		
23	Facility and Grounds	Is the facility's water supply sufficient for the intended operations and from an adequate source?		
24	Facility and Grounds	Is water used in processing food or cleaning equipment safe and of adequate sanitary quality? Is running water at suitable temperature and under pressure?		

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No.	Section	Check Item	Result	Notes / Evidence No.
25	Facility and Grounds	Is reused water maintained to prevent the increase of contamination of food?		
26	Facility and Grounds	Are there adequate, reasonably accessible toilet facilities?		
27	Facility and Grounds	Are toilet facilities maintained in a sanitary condition and in good repair?		
28	Facility and Grounds	Do toilet facilities have self closing doors?		
29	Facility and Grounds	Are doors to the toilet facilities designed not to open into areas where food is exposed to airborne contamination or have double doors or positive airflow systems?		
30	Facility and Grounds	Are hand-washing facilities adequate, convenient, and furnished with running water at a suitable temperature?		
31	Facility and Grounds	Are hand-washing facilities furnished with adequate hand cleaning and sanitizing preparations?		
32	Facility and Grounds	Are hand-washing stations equipped with sanitary towel service or suitable drying service?		
33	Facility and Grounds	Are devices and fixtures in toilet facilities designed to protect against recontamination of clean, sanitized hands?		
34	Facility and Grounds	Are there readily understandable signs directing employees to wash and, where appropriate, sanitize their hands?		
35	Facility and Grounds	Are rubbish containers constructed and maintained to protect against contamination of food?		
36	Facility and Grounds	Is there adequate screening or other protection against pests?		
37	Facility and Grounds	Are pests excluded from all areas of the food plant?		
38	Facility and Grounds	Are effective measures taken to exclude pests from processing areas?		
39	Facility and Grounds	Are there restrictions and precautions to insure that the use of insecticides and pesticides will not contaminate food, food product surfaces and food packaging material?		
40	Personnel	Does management take all reasonable measures and precautions to ensure disease control through medical exam, observation, exclusion, and reporting?		
41	Personnel	Are employees instructed to report health conditions that might contaminate food, food product surfaces or food packaging materials to their supervisor?		
42	Personnel	Does management take all reasonable measures and precautions to ensure cleanliness through hygienic practices?		
43	Personnel	Are employees trained to protect against contamination of food by properly wearing & suitable outer garments, hair nets, beard coverings, etc.?		
44	Personnel	Are employees trained to maintain adequate personal cleanliness?		
45	Personnel	Are employees trained to wash hands thoroughly before work and after each absence from their work station?		
46	Personnel	Are employees trained to remove unsecured jewelry and other objects that might fall into food?		
47	Personnel	Are single-use disposable gloves used for food handling made of an impermeable material and maintained in a clean sanitary condition?		
48	Personnel	Are employees trained to store clothing or other personal belongings away from areas where food is exposed or where equipment or utensils are washed?		
49	Personnel	Are employees trained to confine eating, drinking, gum chewing, and use of tobacco to areas where food is not exposed or equipment and utensils are not washed?		
50	Personnel	Are employees trained to protect against contamination of food, food contact surfaces, or food packaging materials from microorganisms or other foreign substances?		
51	Personnel	Do personnel responsible for identifying plant sanitation failures or food contamination have the combination of education and experience to produce clean, safe food?		
52	Personnel	Do food handlers and supervisors have appropriate training in proper food handling techniques and food protection principles?		

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No.	Section	Check Item	Result	Notes / Evidence No.
53	Personnel	Is the responsibility for assuring compliance by all personnel with the requirements & of the GMP regulation clearly assigned to competent supervisory personnel?		
54	Equipment	Are all plant equipment and utensils designed to be adequately cleanable and properly maintained?		
55	Equipment	Is equipment designed and constructed to preclude adulteration of food with: lubricants, fuel, metal fragments, and contaminated water?		
56	Equipment	Has equipment been installed in a way that facilitates cleaning of equipment and adjacent spaces?		
57	Equipment	Are food contact surfaces made of corrosion resistant and non-toxic material?		
58	Equipment	Are all equipment and utensils properly maintained?		
59	Equipment	Are holding, conveying, and manufacturing systems designed and maintained to ensure they remain in a sanitary condition?		
60	Equipment	Are seams on food contact surfaces, welds, ridges, grooves and seams smoothly bonded or otherwise maintained to minimize growth of microorganisms or accumulation of dirt, food particles, etc.?		
61	Equipment	Is equipment taken apart for thorough cleaning as necessary?		
62	Equipment	Are the non-food contact surfaces of equipment in the food handling are constructed that it can be kept in a clean condition?		
63	Equipment	Are non-food-contact surfaces cleaned as often as necessary to protect against the contamination of food?		
64	Equipment	Are freezers and cold storage compartments fitted with appropriate temperature measuring and/or recording devices to accurately show the compartment temperature?		
65	Equipment	Are freezers and cold storage compartments fitted with automatic controls for regulating temperature or, in the case of manual operations, with an automatic alarm system to indicate a significant temperature change?		
66	Equipment	Are instruments and controls for measuring, regulating, or recording temperature, pH, water activity, acidity, etc. accurate (i.e. calibrated)?		
67	Equipment	Are compressed air or other gases mechanically introduced into food or used to clean food contact surfaces or equipment treated to insure that food is not contaminated with unlawful food additives?		
68	Equipment	Are cleaning and sanitizing of utensils and equipment performed in a manner to protect against contamination?		
69	Equipment	Are cleaning compounds and sanitizing agents free from microorganisms and safe for use?		
70	Equipment	Are toxic cleaning compounds, sanitizing agents, and pesticide chemicals used, identified, held, and stored in a manner to protect against contamination of food, food contact surfaces, and food packaging materials?		
71	Equipment	Are food contact surfaces including utensils and equipment surfaces cleaned frequently to protect against contamination?		
72	Equipment	Are food contact surfaces used for manufacturing or holding low-moisture food dry and in a sanitary condition at the time of use?		
73	Equipment	In wet processing, are food contact surfaces cleaned and sanitized before use and after any interruption during which contamination could occur?		
74	Equipment	Are single-service items (paper cups, towels, etc.) stored, handled, and dispensed in an appropriate manner?		
75	Equipment	Are sanitizing agents safe and adequate under conditions of use?		
76	Equipment	Are cleaned and sanitized portable equipment with food contact surfaces and utensils stored in a manner that protects them from contamination?		
77	Equipment	Are fans and other air blowing equipment located in a manner to prevent contamination of food, food contact surfaces and food packaging materials?		

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No.	Section	Check Item	Result	Notes / Evidence No.
78	Equipment	Is there adequate ventilation or control equipment to minimize odors and vapors?		
79	Processes and Controls	Are operations conducted in accordance with adequate sanitation principles?		
80	Processes and Controls	Is there an appropriate quality control operation employed to ensure that food is suitable for human consumption and that food packaging material is safe and suitable?		
81	Processes and Controls	Are all reasonable precautions taken to ensure that production procedures protect from contamination from any source?		
82	Processes and Controls	Are raw materials micro checked and tested?		
83	Processes and Controls	Are ingredients that contain microorganisms that may cause disease pasteurized or otherwise treated?		
84	Processes and Controls	Are raw materials inspected, segregated or otherwise handled as necessary to ascertain that they are clean and ready for use?		
85	Processes and Controls	Is all food that does not meet local food safety regulations either rejected or treated/processed to eliminate contamination?		
86	Processes and Controls	Is appropriate chemical, microbial, or extraneous material testing conducted to identify sanitation failures or possible food contamination?		
87	Processes and Controls	Are containers inspected to ensure they do not contribute to contamination?		
88	Processes and Controls	Do raw materials and other ingredients comply with FDA regulations, guidelines, & and action levels for poisonous or deleterious substances?		
89	Processes and Controls	Are raw materials and other ingredients, including rework, held in bulk or in containers designed to protect against contamination?		
90	Processes and Controls	Are raw materials held at temperature and humidity levels that prevent food from being adulterated?		
91	Processes and Controls	Are raw materials scheduled for rework identified as such?		
92	Processes and Controls	Are frozen raw materials and other ingredients kept frozen?		
93	Processes and Controls	Is there careful monitoring of physical factors such as time, temperature, humidity, pH, pressure, and manufacturing operations such as freezing, dehydration, heat processing, etc.?		
94	Processes and Controls	Are foods that can support the rapid growth of microorganisms held in a manner to prevent adulteration?		
95	Processes and Controls	Are refrigerated foods kept at 41°F (5°C) or below as appropriate?		
96	Processes and Controls	Are hot foods maintained at 140°F (60°C) or above?		
97	Processes and Controls	Are acid or acidified foods held in hermitically sealed containers at ambient temperatures heat treated?		
98	Processes and Controls	Are measures such as sterilizing, irradiating, pasteurizing, freezing, refrigerating, control of pH or water activity adequate to prevent the growth of undesirable microorganisms?		
99	Processes and Controls	Is work in progress handled in a manner that protects against contamination?		
100	Processes and Controls	Are effective measures taken to protect finished food from contamination by raw materials, other ingredients or waste?		
101	Processes and Controls	Are equipment, containers, and utensils used to process food constructed, handled, and maintained in a manner that protects against food contamination?		
102	Processes and Controls	Are liquid or dry materials and other ingredients received and stored in bulk held in a manner to protect against contamination?		
103	Processes and Controls	Are traps, sieves, metal detectors, magnets, etc. used to detect the inclusion of metal or other extraneous material?		
104	Processes and Controls	Are food, raw materials and other ingredients that are adulterated disposed of in a manner to protect other food from contamination?		
105	Processes and Controls	When reconditioning of adulterated food is done, is a proven effective method used?		
106	Processes and Controls	Is reconditioned food examined and found free of contamination before being incorporated with other food?		
107	Processes and Controls	Are mechanical manufacturing steps performed so as to protect food from contamination?		

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No.	Section	Check Item	Result	Notes / Evidence No.
108	Processes and Controls	Is heat blanching, when required, performed in an effective manner and washed, when required, with water of safe and adequate sanitary quality?		
109	Processes and Controls	Are batters, breading, and other similar preparations treated or maintained in a manner that protects against contamination?		
110	Processes and Controls	Are filling, assembling, and packaging operations protected against contamination by use of safe and suitable material for food containers and packaging materials?		
111	Processes and Controls	Are critical control points identified and controlled for filling, assembling, and packaging operations?		
112	Processes and Controls	Are foods that rely on the control of water activity preventing the growth of undesirable microorganisms processed and maintained at a safe moisture level?		
113	Processes and Controls	Are foods that rely principally on the control of pH for preventing the growth of undesirable microorganisms monitored and maintained at pH 4.6 or below?		
114	Processes and Controls	Has ice in contact with food been made from water that is safe and of adequate sanitary quality and manufactured in accordance with GMPs?		
115	Processes and Controls	Are human food areas and equipment kept separate from those for animal feed or inedible products to prevent contamination?		
116	Processes and Controls	Are the conditions of storage and transportation of finished food under conditions that protect against physical, chemical, or microbial contamination?		
117	Processes and Controls	Is food containing defects above current defect action levels mixed with other lots of food?		
118	Processes and Controls	Does the finished product contain natural or unavoidable defects at low, non hazardous levels?		
	Processes and Controls	And how is this verified and documented?		
119	Processes and Controls	Have Good Manufacturing Practices been followed in producing the food?		
120	Processes and Controls	Has food containing defects above the current defect action level been mixed with another lot of food?		
	Completion	Recommendation		

GMP Food Manufacturing Audit Checklist — Scoring & Sign-off

Sign-off

Full Name and Signature of Inspector