

JFS-A Standard

[Requirements for Organizations]

Ver. 1.1

Japan Food Safety Management Association

July 14, 2017

1. Introduction

1.1 JFS-A Standard

This JFS-A Standard (hereafter referred as “this Standard”) is a food safety management standard developed by Japan Food Safety Management Association (JFSM) and is intended to assist organizations to improve their manufacturing of safe food products. In addition, this Standard can also be used for internal and external audits to verify and evaluate the safety of the food production processes of the organization*.

*‘Organization’ refers to a business entity to whom the requirements of this Standard apply.
In the manufacturing sector, it refers to a business entity who manufacture food products.

1.2 Scope of Application

This Standard applies to the “manufacturing sector” which consists of 4 categories, EI to EIV, which indicate businesses activities as follows:

EI	Processing of perishable animal products
EII	Processing of perishable plant products
EIII	Processing of perishable animal and plant products (mixed products)
EIV	Processing of ambient stable products

Note: Categories EI to EIV are cited from the GFSI Guidance Document (v6.4).

1.3 Structure of this Standard

This Standard consists of three layers of requirements, namely, Food Safety Management Systems (FSM), hazard control (Hazard Analysis and Critical Control Point; HACCP) and Good Manufacturing Practice (GMP).

This Standard only specifies common requirements for the manufacturing sector, and does not cover individual hygiene requirements for each product. Organizations shall use information appropriate for the organization (e.g. laws and regulations on food safety, standards specified by the relevant industry group) in addition to the requirements stipulated in this Standard. Furthermore, organizations are advised to refer to JFSM guidelines.

1.4 Exclusion from Application of Requirements

All the requirements in this Standard shall be applied in principle. However, if all the requirements in this Standard do not fully apply for reasons arising from the business scale, business form and so on of an organization, the organization shall provide proof of non-applicability with explanations demonstrating their proper maintenance of food safety.

1.5 Check List

At the end of this leaflet, there is a check List for organizations to complete to see if they are operating in accordance with the requirements of this Standard. Organizations are advised to complete this check list.

One of 5 boxes (conformity, minor nonconformity, major nonconformity, critical nonconformity, N/A) should be checked. There is also a space to write comments.

2. Requirements

I Food Safety Management Systems(FSM)

Number	Clause name	Requirements
FSM 2	Food Safety Policy	Top management shall have a clear, concise, documented food safety policy which states how the organization ensures safety of the product.
FSM 4	Top Management Responsibility	Top management shall establish a communication structure which enables directing, reporting and consulting. Top management shall appoint person(s) responsible for food safety management.
FSM 5	Top Management Commitment	Top management shall provide job descriptions (policies of dividing duties) for workers involved with food safety and make these fully known to workers. In addition, Top management shall keep records of job description notice.
FSM 7	Resource Management	Top management shall ensure to provide resources (man power, goods and capital) necessary to implement the organization's food safety practice (Hazard Control (HACCP) and Good Manufacturing Practices (GMP)) in accordance with this Standard.
FSM 8	Record Control	Records determined necessary to demonstrate implementation of food safety management shall be kept accessible.
FSM 12	Nonconformity Control	The rules shall be established and implemented to ensure that raw materials and ingredients (including packaging materials), partially processed products, work in progress, products being reprocessed, reworks, and finished products which are potentially unsafe shall not be used or delivered.
FSM 13	Corrective Action	The procedure of corrective action (to correct nonconformity, identify the causes of nonconformity and eliminate them) shall be documented and implemented in the event that any nonconformities occur.
FSM 14	Product Release	Control (including inspection, prevention of infestation and removal of pests) of the growth in building and intrusion into building shall be implemented to minimize the food safety risks caused by insects, rodents, birds and other pests in the site or the facilities.

Number	Clause name	Requirements
FSM 20	Serious Incident Management	<p>Effective incident response procedures shall be established and implemented in the event of an incident. A manual** detailing these procedures shall be kept up to date.</p> <p>Product withdrawal and product recall procedure shall be included in the manual if necessary.</p> <p>The effectiveness of the incident response manual shall be tested on products supplied by the organization at least once a year.</p> <p>** A written list of procedures to enable proper response (response to incidents) and control (preventing incidents from getting worse) when food safety problems occur.</p>
FSM 21	Control of Measuring and Monitoring Devices	<p>The measuring and monitoring equipment and devices to ensure food safety shall be calibrated with statutorily required methods or equivalent methods.</p>
FSM 24	Traceability	<p>A traceability system shall be established which identifies: a) manufacturing lot, b) connections between raw materials and ingredients (including packaging materials) and manufacturing lot, c) information on processing and distribution. Traceability system records shall include the following:</p> <ul style="list-style-type: none"> ◆ Identification of any outsourced raw materials and ingredients (including packaging materials), products or services. ◆ Identification of batches, partially processed products, work in progress, products being reprocessed, reworks, finished products, and packaging throughout the production process. ◆ A record of purchaser and delivery destination for all products released.

II Hazard Control (HACCP)

Number	Clause Name	Requirements
HACCP Procedure 1	Assembly HACCP Team	A HACCP team (food safety team) shall be assembled by competent staff.
HACCP Procedure 2	Product Description	Product specifications shall be described in writing. Product group, all raw materials and ingredients (including packaging materials), and requirements for storage and distribution shall be described in the product specifications.
HACCP Procedure 3	Identification of Intended Use	Intended use of the product and target consumers shall be clearly described in written document.
HACCP Procedure 4	Construction of Flow Diagram	The flow diagram that covers all steps in the operation shall be constructed.
HACCP Procedure 5	On-site Confirmation of Flow Diagram	The flow diagram shall be verified whether it correctly reflects the existing process steps of the operation.

III Good Manufacturing Practice (GMP)

Number	Clause Name	Requirements
GMP 2	Site Management	All grounds within the site shall be maintained according to appropriately established criteria.
GMP 3	Facilities, Equipment and Production	Site, building, and facility and equipment in the plant shall be maintained to enable controlling the risk of product contamination caused by external and internal environment and manufacturing flow.
GMP 7	Staff Facilities	Staff facilities shall be used so as to minimize food safety risks.
GMP 8	Identification and Control of Contamination Risks	All potential hazards encountered at any stage of the production process (from the reception of raw materials and ingredients to the release of products) including physical (e.g. metal fragments), chemical (e.g. chemicals, allergens), and biological (e.g. micro-organisms) shall be listed. Based on the list, necessary control methods, procedures and criteria for contamination risks shall be established.
GMP 9	Cross-contamination	Procedures to prevent contamination and cross-contamination shall be established for raw materials and ingredients (including packaging materials), partially processed products, work in progress, products being reprocessed, reworks and finished products, covering all aspects of food safety including micro-organisms, chemicals and allergens.
GMP 10	Stock Management	A system to use raw materials and ingredients (including packaging materials), partially processed products, work in progress, products being reprocessed, reworks, and finished products in a designated order and within the defined expiry period shall be established and these materials shall be stored under the proper conditions to avoid contamination and deterioration.

Number	Clause Name	Requirements
GMP 11	Housekeeping, Cleaning and Hygiene	Housekeeping, cleaning and disinfecting where necessary shall be carried out throughout all the processes and stages, and an appropriate hygiene level shall be maintained at all times. Cleaning tools, cleaning agents and disinfectants shall be suitable for their intended use and stored appropriately.
GMP 12	Water and Ice Management	Quality standards classified by application shall be established for water (including steam and ice; the same applies hereafter) used in food manufacturing, and the quality of water shall be regularly monitored and recorded. Water added to food and water that potentially comes into contact with food shall be potable. Facilities, tools and procedures used for handling water shall ensure to prevent contamination.
GMP 13	Waste Management	Adequate systems for segregation, collection and disposal of waste shall be established. Locations and containers for placing waste shall be controlled to prevent attraction of pests or growth of harmful organisms/micro-organisms. The traffic line of waste shall be established so as to prevent cross-contamination into food.
GMP 14	Pest Control	Food safety risk caused by insects, rodents and birds in the site or in the facilities shall be controlled (inspection and follow up action shall be taken if necessary). In the cases where chemicals are used, handling procedures shall be established so as not to affect food.

Number	Clause Name	Requirements
GMP 15	Transport	Containers and vehicles, including contracted out vehicles, used for the transportation of raw materials and ingredients including packaging materials, partially processed products, work in progress, products being reprocessed, reworks and finished products including packed fresh produce in final packaging, shall be suitable for the intended use, maintained and kept clean.
GMP 16	Personal Hygiene and Health Management	Documented appropriate personal hygiene criteria for workers shall be established and implemented. The requirements shall include hand washing methods and frequency, health status confirmation methods, rules on workwear and shoes, methods of entry to and exit from the production area, food handling methods and prevention of foreign material contamination. These requirements shall be made known to workers, and shall also apply to contractors and visitors without exception.
GMP 17	Training	<p>A system shall be established to ensure all workers are adequately educated and trained on food safety principles and practices commensurate with their activities.</p> <p>A system shall be established to ensure all workers are adequately instructed and supervised.</p> <p>This education and training shall ensure all workers are aware of their own roles in food safety and the significance of their activities.</p>

JFS-A Standard (Ver. 1.1) Self-check List

Select one of 5 boxes in the “Observations” column.

- Conformity: Requirement fully satisfied.
- Minor Nonconformity: Less likely to cause risk on food safety.
- Major Nonconformity: Likely to cause risk on food safety.
- Critical Nonconformity: Cause a direct impact on food safety, or legality being at stake.
- N/A: Requirement not applied.

Number / Clause Name / Requirements		Observations	Remarks
FSM 2 Food Safety Policy		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Top management shall have a clear, concise, documented food safety policy which states how the organization ensures safety of the product.			
FSM 4 Top Management Responsibility		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Top management shall establish a communication structure which enables directing, reporting and consulting.			
Top management shall appoint person(s) responsible for the food safety management.			
Guideline	FSM 4-1 Does the organization have an up-to-date chart which describes organizational structure?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
FSM 5 Top Management Commitment		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Top management shall provide job descriptions (policies of dividing duties) for workers involved with food safety and make these fully known to workers. In addition, top management shall keep records of job description notice.			
Guideline	FSM 5-1 Are the responsibilities for product safety and compliance clearly defined, documented, and communicated to the workers?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
FSM 7 Resource Management		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Top management shall ensure to provide resources (man power, goods and capital) necessary to implement the organization’s food safety practice (Hazard Control (HACCP) and Good Manufacturing Practices (GMP)) in accordance with this Standard.			
Guideline	FSM 7-1 Is there evidence that top management is committed to provide the resources necessary to implement and comply with the food safety program?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	

FSM 8 Record Control		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Records determined necessary to demonstrate implementation of food safety management shall be kept accessible.			
Guideline	FSM 8-1 Does the organization have records to support the compliance with the food safety management system which covers the regulatory and customer requirements applied?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	FSM 8-2 Does the organization have record retention period that complies with regulatory and customer requirements?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
FSM 12 Nonconformity Control		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
The rules shall be established and implemented to ensure that raw materials and ingredients (including packaging materials), partially processed products, work in progress, products being reprocessed, reworks, and finished products which are potentially unsafe shall not be used or delivered.			
Guideline	FSM 12-1 Does the organization have documented procedure in place to identify and manage all nonconformity of raw materials (including packaging materials), partially processed products, work in progress, products being reprocessed, reworks, and finished products?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	FSM 12-2 Is the control of nonconforming materials carried out by competent personnel?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
FSM 13 Corrective Action		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
The procedure of corrective action (to correct nonconformity, identify the causes of nonconformity and eliminate them) shall be documented and implemented in the event that any nonconformities occur.			
Guideline	FSM 13-1 Does the organization have documented procedure in place to investigate nonconformities and prevent recurrence?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	FSM 13-2 Does the organization specify root cause and take corrective action to prevent recurrence, on the incident related to raw materials and ingredients, finished product or procedure of manufacturing process.	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	

FSM 14 Product Release			
Control (including inspection, prevention of infestation and removal of pests) of the growth in building and intrusion into building shall be implemented to minimize the food safety risks caused by insects, rodents, birds and other pests in the site or the facilities.		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Guideline	FSM 14-1 Are the specifications defined for all raw materials and ingredients, additives, packaging materials, products being reprocessed, reworks and finished products?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	FSM 14-2 Does the organization have written specifications which complies with relevant food safety, regulatory and customer requirements?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	FSM 14-3 Does the organization have a system in place to communicate changes of written specifications of products to personnel in and out of the organization on update?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	FSM 14-4 Is there a designated person responsible for controlling specifications?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	FSM 14-5 Does the organization have a procedure in place to confirm if the releasing products conform the written specification?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	FSM 14-6 Does the organization have a written procedure in place for releasing products?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
FSM 20 Serious Incident Management			
Effective incident response procedures shall be established and implemented in the event of an incident. A manual detailing these procedures shall be kept up to date. Product withdrawal and product recall procedure shall be included in the manual if necessary. The effectiveness of the incident response manual shall be tested on products supplied by the organization at least once a year.		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Guideline	FSM 20-1 Does the organization have a written incident response manual to report incidents, withdraw products and recall products? Is a test or practice based on the manual done and the manual reviewed more than once a year?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	FSM 20-2 Are incident records kept and assessed to establish severity and consumer risks?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	

FSM 21 Control of Measuring and Monitoring Devices		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
The measuring and monitoring equipment and devices to ensure food safety shall be calibrated with statutorily required methods or equivalent methods.			
Guideline	FSM 21-1 Are measuring and monitoring devices critical to food safety and regulatory requirements reliable?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
FSM 24 Traceability		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
A traceability system shall be established which identifies: a) manufacturing lot, b) connections between raw materials and ingredients (including packaging materials) and manufacturing lot, c) information on processing and distribution. Traceability system records shall include the following: · Identification of any outsourced raw materials and ingredients (including packaging materials), products or services. · Identification of batches, partially processed products, work inprogress, products being reprocessed, reworks, finished products, and packaging throughout the production process. · A record of purchaser and delivery destination for all products released.			
Guideline	FSM 24-1 Does the organization have a written procedure for traceability in place for each product including identification of product, raw materials and ingredients, and outsourced materials and services?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	FSM 24-2 Is the traceability system effective including partially processed products, work in progress, products being reprocessed and reworks?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	FSM 24-3 Are products traceable (i.e. all the materials are identified and records are kept) through all processes from purchasing raw materials and ingredients to storage and release.	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	

HACCP Step 1 HACCP Team Assembly		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
A HACCP team (food safety team) shall be assembled by competent staff.			
Guideline	HACCP 1-1 Does a multi-disciplinary team with different responsibilities carry out the tasks described in HACCP Steps 2 to 12 in this check list?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
HACCP Step 2 Product Description		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Product specifications shall be described in writing. Product group, all raw materials and ingredients (including packaging materials), and requirements for storage and distribution shall be described in the product specifications.			
Guideline	HACCP 2-1 Does the organization identify all the regulatory and customer requirements relevant to the product or the product group? Does the product or the product group conform the requirements?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	HACCP 2-2 Does the organization have complete product specifications for all the products and product groups covering raw materials and ingredients, packaging materials, finished products and storage and distribution conditions?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
HACCP Step 3 Identification of Intended Use		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
The intended use of product and target consumers shall be clearly described in written document.			
Guideline	HACCP 3-1 Is the intended use of the product described, and are the target consumers identified?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
HACCP Step 4 Construction of Flow Diagram		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
The flow diagram that covers all steps in the operation shall be constructed.			
Guideline	HACCP 4-1 Does the organization have a flow diagram describing all the process steps of product manufacturing and processing?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
HACCP Step 5 On-site Confirmation of Flow Diagram		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
The flow diagram shall be reviewed whether it correctly reflects the existing process steps of the operation.			
Guideline	HACCP 5-1 Is an on-site verification carried out to make the flow diagram accurately reflect the existing process?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	

GMP 2 Site Management		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
An appropriate standard for all grounds within the site shall be established and maintained.			
Guideline	GMP 2-1 Are the surrounding areas of the facilities always controlled and kept free of hygienic problems? For instance, is vegetation periodically trimmed or mowed?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
GMP 3 Design, Construction and Layout of Facilities, Equipment and Production		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
The site, building, and facilities and equipment in the plant shall be maintained to enable the control of the risk of product contamination caused by the external and internal environment, and by the manufacturing process flow.			
Guideline	GMP 3-1 Are the facilities designed, constructed, layouted suitable to maintain and clean?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	GMP 3-2 Is the lighting adequate in brightness and color to prevent mistake?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	GMP 3-3 Is the drainage system designed and controlled to minimize potential risks of product contamination? Are the floor and catch basin sloped to facilitate water flow and cleaning?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
GMP 7 Staff Facilities		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Staff facilities shall be used so as to minimize food safety risks.			
Guideline	GMP 7-1 Does the organization have changing room located to enable personnel handling food to move to the production areas in such a way that cleanliness of their workwear is kept?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	GMP 7-2 Does the organization have hygienically designed toilets that are sufficiently isolated from food handling areas?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	GMP 7-3 Does the organization provide adequate numbers, locations and means of hygienic hand washing facilities?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	GMP 7-4 Are canteens and designated areas for food and drink storage and consumption apart from manufacturing, packaging and storage areas?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	

GMP 8 Identification and Control of Contamination Risks			
<p>All potential hazards encountered at any stage of the production process (from the reception of raw materials and ingredients to the release of products) including physical (e.g. metal fragments), chemical (e.g. chemicals, allergens), and biological (e.g. micro-organisms) shall be listed.</p> <p>Based on the list, necessary control methods, procedures and criteria for contamination risks shall be established.</p>		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Guideline	<p>GMP 8-1 Does the organization have physical barriers or effective procedures in place to eliminate potential hazard of physical, chemical or biological contamination or minimize the hazard to acceptable level?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
GMP 9 Cross-contamination			
<p>Procedures to prevent contamination and cross-contamination shall be established for raw materials and ingredients (including packaging materials), partially processed products, work in progress, products being reprocessed, reworks and finished products, covering all aspects of food safety including micro-organisms, chemicals and allergens.</p>		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Guideline	<p>GMP 9-1 Does the organization have a procedure of cross-contamination prevention which includes identification of the potentially hazardous areas due to flows of workers and materials in food manufacturing, and preparation of prevention plan?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Guideline	<p>GMP 9-2 Does the organization identify all the allergens that need to be controlled in products or processes through risk assessment?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Guideline	<p>GMP 9-3 On specifying allergens to be controlled, are specifications, including regulatory and customer requirements, taken into consideration?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Guideline	<p>GMP 9-4 Does the organization have a procedure to prevent cross-contamination in handling raw materials and ingredients including packaging materials, and products including partially processed products, work in progress, products being reprocessed, reworks, and finished products?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Guideline	<p>GMP 9-5 Does the organization have a written procedure of allergen control which includes method of cleaning to remove undeclared allergens and to prevent cross-contamination, and method of verification?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Guideline	<p>GMP 9-6 Is the product labeling of allergens that are based on risk assessment appropriate?</p>		

GMP 10 Stock Management		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
A system to use raw materials and ingredients (including packaging materials), partially processed products, work in progress, products being reprocessed, reworks, and finished products in a designated order and within the defined expiry period shall be established and these materials shall be stored under the proper conditions to avoid contamination and deterioration.			
Guideline	GMP 10-1 Does the organization have facilities to store raw materials and ingredients, partially processed products, work in progress, products being reprocessed, reworks and finished products without contamination and deterioration due to in appropriate temperature, relative humidity or other factors?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
GMP 11 Housekeeping, Cleaning and Hygiene		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Housekeeping and cleaning shall be carried out following the documented criteria throughout all the process steps and stages, and an appropriate hygiene level shall be maintained at all times by disinfecting where necessary. Cleaning tools, cleaning agents and disinfectants shall be suitable for their intended use and stored appropriately.			
Guideline	GMP 11-1 Does the organization have a procedure in place for housekeeping, cleaning and hygiene?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	GMP 11-2 Are the devices, equipment and tools used for cleaning and sanitizing kept clean and stored in designated areas?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	GMP 11-3 Are chemicals for cleaning and sanitizing identified and stored in the designated areas?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	GMP 11-4 Are cleaning and sanitizing carried out by trained or competent workers?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	

GMP 12 Water and Ice Management			
<p>Quality standards classified by applications shall be established for water (including steam and ice; the same applies hereafter) used in food manufacturing, and the quality of water shall be regularly monitored and recorded.</p> <p>Water added to food and water that potentially comes into contact with food shall be potable.</p> <p>Facilities, tools and procedures used for handling water shall ensure to prevent contamination.</p>		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Guideline	<p>GMP 12-1 Does the organization periodically test water for food manufacturing to verify the quality conforms to the regulation?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	<p>GMP 12-2 Does the organization have a written procedure to control waters for each purpose such as water added into food or water not come into contact with food such as cooling water?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
GMP 13 Waste Management			
<p>Adequate systems for segregation, collection and disposal of waste shall be established.</p> <p>Locations and containers for placing waste shall be controlled to prevent attraction of pests or growth of harmful organisms/micro-organisms. The traffic line of waste shall be established so as to prevent cross-contamination into food.</p>		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Guideline	<p>GMP 13-1 Does the organization have a suitable procedure in place for the storage and removal of waste (including inedible by-products)?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	<p>GMP 13-2 Does the organization periodically verify the result of waste control including the implementation of the procedure?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	<p>GMP 13-3 To prevent cross-contamination between waste and food, is waste stored not to affect food safety?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	

GMP 14 Pest Control		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Food safety risk caused by insects, rodents and birds in the site or in the facilities shall be controlled (inspection and follow up action shall be taken if necessary). In the cases where chemicals are used, handling procedures shall be established so as not to affect food.			
Guideline	GMP 14-1 Does the organization identify pests targeted through experience, scientific data and information of product characteristics, and establish an effective pest control plan?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	GMP 14-2 Does the organization monitor periodically if pests are controlled effectively?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	GMP 14-3 In case monitoring indicates infestation of pests and suggest control, does the organization prepare a plan to remove pests which does not have impact on food safety and facility operation? Does a competent or qualified personnel implement the plan?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	GMP 14-4 Does the organization have a procedure to treat pests with chemical and to restart production following the treatment?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
GMP 15 Transport		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Containers and vehicles, including contracted out vehicles, used for the transportation of materials and ingredients (including packaging materials), partially processed products, work in progress, products being reprocessed, reworks and finished products (including packed, fresh product in final packaging) shall be suitable for the intended use, maintained and kept clean.			
Guideline	GMP 15-1 Does the organization have a procedure to make containers and vehicles, which are used for transportation of raw materials and ingredient (including packaging material), and products (partially processed products, work in progress, products being reprocessed, reworks and finished products) suitable to the purpose, well maintained, and kept clean and hygienic? Is the procedure implemented effectively?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	GMP 15-2 Are the containers or vehicles equipped with temperature or relative humidity control if the products require? Are the measuring instruments in transport vehicles verified periodically, and the records kept?	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	

GMP 16 Personal Hygiene and Health Management			
<p>Documented appropriate personal hygiene criteria for workers shall be established and implemented. The requirements shall include hand washing methods and frequency, health status confirmation methods, rules on workwear and shoes, methods of entry to and exit from the production area, food handling methods and prevention of foreign material contamination. These requirements shall be made known to workers, and shall also apply to contractors and visitors without exception.</p>		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Guideline	<p>GMP 16-1 Do the organization's criteria for personal hygiene comply with legal and regulatory requirements?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	<p>GMP 16-2 Are the personal hygiene criteria applied and communicated to all the workers including contractors and visitors?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	<p>GMP 16-3 Does the organization have a procedure to announce to workers including contractors and visitors to take an action to prevent spread of infectious diseases and pathogen contamination into food.</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	<p>GMP 16-4 Does the organization have a procedure to report to the top management and/or persons in charge of food safety/production, as necessary, about a suspected worker of infection, and to keep the worker away from food handling areas?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	<p>GMP 16-5 Do workers including contractors and visitors change, as necessary, workwear and footwear which is clean, intact and suitable to the purpose?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	<p>GMP 16-6 Does the organization have a rule of laundering and/or switching workwear?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	

GMP 17 Training			
<p>A system shall be established to ensure all workers are adequately educated and trained on food safety principles and practices commensurate with their activities.</p> <p>A system shall be established to ensure all workers are adequately instructed and supervised.</p> <p>This education and training shall ensure all workers are aware of their own roles in food safety and the significance of their activities.</p>		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Guideline	<p>GMP 17-1 Does the organization provide training to all workers, including new members, to obtain necessary competence and knowledge for each specific role in food handling, and is it recorded?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
	<p>GMP 17-2 Does the organization implement a refresher training (including personal hygiene) to all relevant workers?</p>	<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	