

JFS-B Standard

[Requirements for Organizations]

Ver. 1.1

Japan Food Safety Management Association

July 14, 2017

1. Introduction

1.1 JFS-B Standard

This JFS-B Standard (hereinafter referred to 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 activities on manufacturing safe food products. In addition, this Standard can also be utilized for internal and external audits to verify and evaluate the safety of the food production processes of the organization*. This Standard includes HACCP 7 principles and 12 steps.

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

1.2 Scope of Application

This Standard applies to the “food manufacturing sector (E)” and to the “manufacturing sector of chemical products (including biochemical products) (L)” as follows:

Food Manufacturing Sector (E)

- 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

Manufacturing Sector of Chemical Products (including biochemical products) (L)

- L Production of chemical products (including biochemical products).
(Production of additives, vitamins, minerals, bio-cultures, flavorings, enzymes and processing aids).
“Chemical products (including biochemical products)” herein refer to those related to food.

** Code “EI” to “EIV” and “L” are cited from GFSI Benchmarking Requirements.

1.3 Structure of this Standard

This Standard consists of three elements, namely, Food Safety Management Systems (FSM), 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 JFS Standards Interpretation of the Requirements and JFSM Guidelines.

1.4 Exclusion from Application of Requirements

All the requirements in this Standard shall be applied in principle. However, in case any of the requirements in this Standard is not able to apply for reasons arising from the business scale, business form and so on of an organization, the organization shall provide a document which indicates proof of non-applicability with explanations demonstrating the proper maintenance of food safety management.

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

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 the 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 evidence of job description having been made fully known.
FSM 7	Resource Management	Top management shall ensure to provide resources (manpower, 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	Document and Record Control	The organization shall have a documented procedure to control documents and records to prepare, maintain and keep them in order to control the process for ensuring food safety and demonstrate the effective operation. Records determined necessary to demonstrate implementation of food safety management shall be retained properly.
FSM 10	Procedures and Instructions	The organization shall design its products and manufacturing processes taking into account all relevant safety requirements. The organization shall establish an appropriate GMP for all processes and operations which has an effect on food safety. Work procedures and instructions shall be shown to workers in a visible way for implementing GMP and HACCP.
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 may possibly be unsafe shall not be used or delivered.
FSM 13	Corrective Action	The procedure of corrective actions (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	Appropriate product specifications shall be prepared in conformity with the requirements, laws and customer requirements and suitable procedures for product release (shipment) shall also be stipulated and implemented.
FSM 15	Purchasing	<p>The procedure for purchasing shall be established and implemented. Externally sourced raw materials and ingredients, supplies and services which have potential effect on food safety shall conform to all the purchasing requirements of the organization.</p> <p>In case the processes which have potential effect on food safety are outsourced, the control of the processes shall be properly implemented with specifications or contracts providing the requirements for control to the supplier, or by other ways.</p> <p>In case of emergency, such as a natural disaster, purchasing from non-approved suppliers is allowed. Under such situation, in order to ensure food safety, the organization shall assess the non-approved supplier facility and verify the conformity of the products to the given specification.</p>
FSM 16	Supplier Performance	The organization shall establish, implement and maintain procedures for the evaluation, approval and continual monitoring of suppliers which have an effect on food safety. The results of evaluations, investigations and follow-up actions shall be recorded.
FSM 18	Complaint Handling	A control system shall be established, implemented and maintained for controlling complaints and related data from customers and consumers in order to find, correct and control defects in food safety activities.
FSM 20	Serious Incident Management	<p>An incident response manual*** shall be established and implemented in the event of an incident and maintained being valid any time. Product withdrawal and product recall procedures 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 manual for proper response and control in order to prevent incidents from getting worse when food safety problems occur.</p>

FSM 21	Control of Measuring and Monitoring Devices	The organization shall identify the methods for measurement of parameters critical to ensure food safety, identify the measuring and monitoring devices required, and carry out calibrations of these devices by a method traceable to the national, international or equivalent standard.
FSM 22	Food Defense	Risks of intentional food contamination caused by workers or persons outside the organization shall be identified, evaluated and prioritized. The organization shall determine and implement measures to mitigate or eliminate the risks.
FSM 23	Product Labeling	All products shall have information that allow customers and consumers to handle, display, store, prepare and use the product in safe ways. In addition, procedures to provide correct information displayed or attached shall be established and implemented.
FSM 24	Traceability	A traceability system shall be established which identifies: a) manufacturing lot, b) connections between raw materials and ingredients (including packaging materials) and manufacturing lot and c) information on processing and distribution. The system shall be verified at least once a year. Records of the system 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 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.
FSM 25	Analysis of Input Materials	The process environments and foods (e.g. raw materials and ingredients, and finished products) which potentially have effects on food safety shall be appropriately tested. It is recommended that tests are conducted in compliance with ISO 17025.

II Hazard Control (HACCP)

Number	Clause Name	Requirements
HACCP Step 1	HACCP Team Assembly	A HACCP team shall be assembled with competent staff.
HACCP Step 2	Product Description	Product specifications shall be documented. The document shall describe all product information necessary to conduct hazard analysis. Scope of the HACCP system shall be defined per product or product group and per process line or process location.
HACCP Step 3	Identification of Intended Use	Intended use of product and target consumers shall be clearly described in written document.
HACCP Step 4	Construction of Flow Diagram	The flow diagram that covers all steps in the operation shall be constructed.
HACCP Step 5	On-site Confirmation of Flow Diagram	The flow diagram shall be verified whether it correctly reflects the existing process steps of the operation.
HACCP Step 6 (Principle 1)	Hazard Analysis	The HACCP team shall list all hazards that are likely to occur in each process steps, conduct an analysis, and identify any necessary means to control them. Hazards shall include allergens where required.
HACCP Step 7 (Principle 2)	Critical Control Points	Critical Control Points (CCPs) shall be determined.
HACCP Step 8 (Principle 3)	Establishment of Critical Limits	Critical limit(s) shall be specified for each CCP.
HACCP Step 9 (Principle 4)	Monitoring System	Monitoring procedures shall be established for each CCP.
HACCP Step 10 (Principle 5)	Corrective Actions	A procedure of corrective actions (correction, investigation and removal of root cause) shall be established for deviations from a critical limit.

HACCP Procedure 11 (Principle 6)	Verification	Verification procedures shall be established to confirm whether the defined handling (HACCP Plan) is carried out as specified and to judge whether it is necessary to modify the defined handling. Verification shall be carried out considering the design of equipment, change in processing method and technology development in the manufacturing process.
HACCP Procedure 12 (Principle 7)	Documents and Records	Necessary documents shall be prepared and maintained. Necessary records shall be taken and retained.

III Good Manufacturing Practice (GMP)

Number	Clause Name	Requirements
GMP 2	Site Management	All the establishment within the premises shall be maintained according to appropriately established criteria.
GMP 3	Design, Construction and Layout of Facilities, Equipment and Production	The site, buildings, and facilities and equipment in the plant shall be maintained to enable controlling the risk of product contamination caused by external and internal environments and manufacturing flows.
GMP 4		Specifications of manufacturing and storage areas shall meet the intended purpose of use. Control measures to prevent contamination and dew condensation shall be established and implemented, as necessary, for utilities such as air, compressed air and other gases which may come into contact with food.
GMP 5	Devices and Tools	Devices and tools shall be suitably designed for the intended uses and shall be used, maintained and stored so as to minimize food safety risks.
GMP 6	Maintenance	A system of planned maintenance covering all items of equipment which are critical to product safety shall be established.
GMP 7	Staff Facilities	Staff facilities shall be designed and used so as to minimize food safety risks including allergen.
GMP 8	Identification and Control of Contamination Risks	All potential hazards encountered at any stage of the production process (from the receiving 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.

Number	Clause Name	Requirements
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 to be used 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.
GMP 11	Housekeeping, Cleaning and Hygiene	Housekeeping and cleaning shall be carried out throughout all the process steps and stages, and an appropriate hygiene level shall be maintained at all times by disinfecting where necessary. Cleaning tools, detergents and disinfectants shall be suitable for their intended use and stored appropriately.
GMP 12	Water and Ice Management	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. Water added to food and water that potentially comes into contact with food shall be potable. Facilities, equipment 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 and microorganisms. The traffic line of waste shall be established so as to prevent cross-contamination into food.

Number	Clause Name	Requirements
GMP 14	Pest Control	<p>Food safety risks caused by insects, rodents and birds in the site or in the facilities shall be controlled (inspections and follow up actions shall be taken if necessary).</p> <p>In the cases where chemicals are used, handling procedures shall be established so as not to affect food.</p>
GMP 15	Transport	<p>A documented system shall be established to ensure that containers and vehicles, including outsourced 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 those packed, and fresh in final packaging) are suitable for the intended use, maintained in good repair and clean.</p>
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 working wear and shoes, methods of entry to and exit from the production area, food handling methods and prevention of foreign material contamination.</p> <p>These requirements shall be made known to workers, and shall also apply to contractors and visitors without exception.</p>
GMP 17	Training	<p>A system shall be in place to ensure that all workers are adequately trained on food safety principles (including HACCP) and practices, commensurate with the worker's activity.</p> <p>A system shall be established to ensure all workers are adequately instructed and supervised.</p> <p>Training shall ensure all workers to be aware of the roles in food safety and the significance of the activities.</p>

JFS-B 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			
Top management shall have a clear, concise, documented food safety policy which states how the organization ensures safety of the product.		<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 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 the food safety 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	
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 4-2 Does the organization have a communication system in place for directing, reporting and consulting?	<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			
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.		<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 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 5-2 Is there record or displayed information which demonstrates communication with the workers?		

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 Document and 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	
The organization shall have documented procedure to control documents, which enables effective operation, and records, which demonstrates conformity and effectiveness of the organization's activity. The procedure shall include ways to prepare and maintain documents, and ways to keep and retain records. Records determined necessary to demonstrate implementation of food safety management shall be retained properly.			
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 8-3 Does the organization have written document control procedures in place, and implement the procedure 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	
FSM 10 Procedures and Instrucriptions		<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 organization shall design its products taking into account all relevant safety requirements. The organization shall establish appropriate GMP for all processes and operations which has an effect on food safety. Work procedures and instructions shall be shown to workers in a visible way for implementing GMP and HACCP.			
Guideline	FSM 10-1 Does the organization have detailed procedures in place and implement the procedures effectively for all processes and operations that affect food safety?	<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 10-2 Are the procedures clearly communicated to relevant 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 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.		<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 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			
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.		<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 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		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
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.			
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 15 Purchasing		<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 for purchasing shall be established and implemented. Externally sourced raw materials and ingredients, supplies and services which have potential effect on food safety shall conform to all the purchasing requirements of the organization. In case the processes which have potential effect on food safety are outsourced, the control of the processes shall be properly implemented with specifications or contracts providing the requirements for control to the supplier, or by other ways. In case of emergency, such as a natural disaster, purchasing from non-approved suppliers is allowed. Under such situation, in order to ensure food safety, the organization shall assess the non-approved supplier facility and verify the conformity of the products to the given specification.			
Guideline	FSM 15-1 Do purchased material and services conform current written specifications and contracts?	<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 16 Supplier Performance		<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 organization shall establish, implement and maintain procedures for the evaluation, approval and continual monitoring of suppliers, which have an effect on food safety. The results of evaluations, inspections and follow-up actions shall be recorded.			
Guideline	FSM 16-1 Does the organization have a written procedure in place to evaluate and approve suppliers and implement the procedure?	<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 16-2 Does the organization have a written procedure in place to monitor suppliers and effectively implement?	<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 18 Complaint Handling		<input type="checkbox"/> Conformity <input checked="" type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
A control system shall be established, implemented and maintained for managing complaints and complaint data from customers and consumers in order to be aware of, correct and control defects in food safety activities.			
Guideline	FSM 18-1 Does the organization have a manual to handle complaints, and effectively implement?	<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 18-2 Are records of all customer and consumer complaints, result of investigations and corrective actions kept and retained?	<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		<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>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>			
Guideline	<p>FSM 20-1</p> <p>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?</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>FSM 20-2</p> <p>Are incident records kept and assessed to establish severity and consumer risks?</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>FSM 20-3</p> <p>Does the organization have capability of withdrawal and recall of products affected by an incident?</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>FSM 20-4</p> <p>Does the organization have a plan to enhance effective communication to customers, consumers and regulatory authorities by designating a person responsible to provide information?</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	
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	
<p>The organization shall identify the methods for measurement of parameters critical to ensure food safety, identify the measuring and monitoring devices required, and carry out calibration of these measuring and monitoring devices by a method traceable to a national, international or equivalent standard.</p>			
Guideline	<p>FSM 21-1</p> <p>Are measuring and monitoring devices critical to food safety and regulatory requirements reliable?</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>FSM 21-2</p> <p>Are measuring and monitoring devices critical to food safety identified, calibrated and traceable to national, international or other recognized standards?</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>FSM 21-3</p> <p>Are appropriate actions taken and recorded in case the measuring and monitoring devices are found to be out of specified limits?</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	

FSM 22 Food Defense		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Risks of intentional food contamination caused by workers or persons outside the organization shall be identified, evaluated and prioritized. The organization shall determine and implement measures to mitigate or eliminate the risks.			
Guideline	FSM 22-1 Does the organization identify potential risks of intentional food contamination and analyze the 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 22-2 Does the organization identify vulnerable points in intentional product tampering or contamination in the process, and take measures to mitigate the vulnerability?	<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 22-3 Does the organization have a procedure in place to deal with products which is suspected to be intentionally contaminated?	<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 23 Product Labeling		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
All products shall have information that allow customers and consumers to handle, display, store, prepare and use the product in safe ways. In addition, procedures to ensure the product to provide correct information shall be established and implemented.			

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	
<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.</p> <p>The system shall be verified at least once a year.</p> <p>Records of the system 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. 			
Guideline	<p>FSM 24-1</p> <p>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?</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>FSM 24-2</p> <p>Is the traceability system effective including partially processed products, work in progress, products being reprocessed and reworks?</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>FSM 24-3</p> <p>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.</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>FSM 24-4</p> <p>Does the organization verify the effectiveness of traceability system more than once a year, review the system as necessary, and retain the records?</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	
FSM 25 Analysis of Input Materials		<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>The process environments and foods (e.g. raw materials and ingredients, and finished products) which potentially have effects on food safety shall be appropriately tested. It is recommended that tests are conducted in compliance with ISO 17025.</p>			
Guideline	<p>FSM 25-1</p> <p>Does the organization have a procedure for analysis to ensure that products conforms all the specified requirements including food safety, regulatory and customer requirements for a determined period?</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>FSM 25-2</p> <p>Does the organization use appropriate methods for analysis which provide valid results for food safety? (e.g. procedure conforming ISO 17025 and/or methods recognized by the industry)</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	

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 shall be assembled with 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 documented. The document shall describe all product information necessary to conduct hazard analysis. Scope of the HACCP system shall be defined per product or product group and per process line or process location.			
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	

HACCP Step 6 (Principle 1) Hazard Analysis		<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 HACCP team shall list all hazards that are reasonably likely to occur at each process steps, conduct an analysis, and identify any necessary means to control them. Hazard shall include allergens where required.			
Guideline	HACCP 6-1 Is a hazard analysis implemented for each process step in food manufacturing?	<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 6-2 Is the hazard analysis performed by competent HACCP team members?	<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 7 (Principle 2) Critical Control Points		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Critical Control Points (CCPs) shall be determined.			
Guideline	HACCP 7-1 In case hazard analysis identifies significant hazards which are not eliminated nor minimized to acceptable level through controls in Good Manufacturing Practice (GMP), are the hazards specified as Critical Control Points (CCPs)?	<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 8 (Principle 3) Establishment of Critical Limits		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Critical limit(s) shall be specified for each CCP.			
Guideline	HACCP 8-1 Are Critical Limits established for each CCP?	<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 9 (Principle 4) Monitoring System		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Monitoring procedure shall be established for each CCP.			
Guideline	HACCP 9-1 Are monitoring procedures established for each CCP?	<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 9-2 Are the CCPs monitored 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	
HACCP Step 10 (Principle 5) Corrective Actions		<input type="checkbox"/> Conformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Critical Nonconformity <input type="checkbox"/> N/A	
Procedure of corrective action (correction, investigation and removal of root cause) shall be established for deviations from critical limit.			
Guideline	HACCP 10-1 Are corrective actions in deviation of critical limits established for each CCP?	<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 11 (Principle 6) Verification		<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>Verification procedures shall be established to confirm (1) whether the defined instructions (HACCP Plans) are kept and (2) whether the defined instructions are working as intended.</p> <p>Verification shall be carried out considering the design of equipment, change in processing method and technology development within the manufacturing process.</p>			
Guideline	HACCP 11-1 Are verification procedures established?	<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 11-2 Are the verification procedures 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	
HACCP Step 12 (Principle 7) Documents and Records		<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>Necessary documents shall be prepared and maintained. Necessary records shall be taken and retained.</p>			
Guideline	HACCP12-1 Are records and documents controlled to implement HACCP 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	
	HACCP12-2 Are all the procedures for HACCP-related record and document control 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 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	
<p>An appropriate standard for all grounds within the site shall be established and maintained.</p>			
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 4 Manufacturing and Storage Areas Specifications, and Utility 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	
Specifications of manufacturing and storage areas shall meet the intended purpose. Procedures to control contamination and condensation shall be established and implemented, as necessary, for utilities such as air, compressed air and other gases which may come into contact with food.			
Guideline	GMP 4-1 Is the boiler compound, a chemical agent for steam boiler, approved for food manufacturing use? Is the boiler designed to prevent contamination of the compound?	<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 4-2 Are air conditioning and/or ventilation systems designed and constructed, if necessary, to prevent air contamination?	<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 5 Devices and Tools			
Devices and tools shall be suitably designed for the intended uses and shall be used, maintained and stored so as to minimize food safety 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	
Guideline	GMP 5-1 Are the devices and tools designed to facilitate cleaning, sanitizing, maintenance and drainage?	<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 5-2 Are the food contact surfaces durable, easy to maintain, clean, sanitize and monitor, and made of materials that withstand cleaning materials and methods?	<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 6 Maintenance			
A system of planned maintenance covering all items of equipment which are critical to product safety shall be established.		<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	GMP 6-1 Does the organization have written procedure for maintenance of all equipment which have impact on food safety?	<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 6-2 Is the maintenance procedure effectively implemented?	<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 6-3 Does the maintenance procedure requires hygienic and clearance criteria for all maintenance activities?	<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 6-4 Are all the materials used in maintenance appropriate for 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	

GMP 7 Staff Facilities			
Staff facilities shall be designed and used so as to minimize food safety 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	
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			
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.		<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	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?	<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			
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.		<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	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?	<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 9-2 Does the organization identify all the allergens that need to be controlled in products or processes through risk assessment?	<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 9-3 On specifying allergens to be controlled, are specifications, including regulatory and customer requirements, taken into consideration?	<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 9-4 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?	<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 9-5 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?	<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 9-6 Is the product labeling of allergens that are based on risk assessment appropriate?		

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			
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.		<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	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			
<p>A documented system shall be established to ensure that 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 product in final packaging) are suitable for the intended use, maintained in good repair and clean.</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 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?</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 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?</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 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.</p> <p>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	GMP 16-1 Do the organization's criteria for personal hygiene comply with legal and regulatory 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	
	GMP 16-2 Are the personal hygiene criteria applied and communicated to all the workers including contractors and visitors?	<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 16-3 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.	<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 16-4 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?	<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 16-5 Do workers including contractors and visitors change, as necessary, workwear and footwear which is clean, intact and suitable to the purpose?	<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 16-6 Does the organization have a rule of laundering and/or switching workwear?	<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 in place to ensure all workers are adequately trained on food safety principles (including HACCP) and practices, commensurate with the worker's activity.</p> <p>A system shall be established to ensure all workers are adequately instructed and supervised.</p> <p>Training shall ensure all workers to be aware of the roles in food safety and the significance of the 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 have a plan for training in place and the plan is implemented effectively?</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 17-3 Is the HACCP training plan implemented?</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 17-4 Is training record kept properly and available?</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 17-5 Is a refresher training plan documented and implemented?</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	