

## Quality Assurance Checklist for Food Safety & Compliance

A practical checklist to help mentees maintain food quality and safety standards in food manufacturing and processing environments.

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### 1. Raw Materials & Supplier Control

- ✓ Verify that all raw materials meet approved specifications before acceptance.
  - ✓ Ensure suppliers have relevant certifications (e.g., HACCP, ISO 22000, BRC, Organic, Kosher, Halal).
  - ✓ Maintain a record of Certificates of Analysis (COA) for each batch of raw materials.
  - ✓ Conduct periodic supplier audits and quality checks.
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### 2. Personal Hygiene & Staff Training

- ✓ Ensure all personnel wear proper PPE (gloves, hairnets, masks, aprons, safety shoes).
  - ✓ Enforce handwashing and sanitation procedures before handling food.
  - ✓ Conduct regular staff training on GMP, HACCP, and allergen management.
  - ✓ Monitor and document staff health status to prevent contamination.
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### 3. Good Manufacturing Practices (GMP)

- ✓ Keep processing areas clean and organized.
  - ✓ Maintain a pest control program with scheduled inspections.
  - ✓ Store raw materials and finished products under appropriate conditions (temperature, humidity, ventilation).
  - ✓ Ensure cleaning and sanitation procedures are followed and documented.
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### 4. Equipment & Facility Maintenance

- ✓ Implement a preventive maintenance schedule for all equipment.
- ✓ Use only food-grade lubricants and cleaning agents.
- ✓ Calibrate measuring instruments and equipment regularly.

- ✓ Keep maintenance logs updated and accessible.
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### **5. Food Safety Hazard Control (HACCP Implementation)**

- ✓ Identify critical control points (CCPs) and establish limits.
  - ✓ Monitor temperature, pH, and other critical parameters at each stage.
  - ✓ Maintain proper documentation of hazard analysis and preventive actions.
  - ✓ Take corrective action immediately if a deviation occurs.
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### **6. Allergen Control & Cross-Contamination Prevention**

- ✓ Store allergenic ingredients separately from non-allergenic ones.
  - ✓ Label allergen-containing products clearly.
  - ✓ Implement separate processing lines or thorough cleaning procedures between allergen and non-allergen production.
  - ✓ Train employees on allergen management and cross-contact risks.
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### **7. Traceability & Recall Plan**

- ✓ Assign batch/lot numbers to all raw materials and finished products.
  - ✓ Maintain accurate records of production and distribution.
  - ✓ Establish a recall plan and conduct mock recall drills regularly.
  - ✓ Ensure all products are labeled with production and expiry dates.
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### **8. Product Testing & Quality Control**

- ✓ Conduct microbiological, chemical, and physical testing of products at various stages.
  - ✓ Use only accredited labs for third-party testing when necessary.
  - ✓ Perform sensory evaluation (color, taste, texture) for product consistency.
  - ✓ Record and review test results before product release.
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## 9. Storage & Distribution

- Store perishable items at the correct temperature to prevent spoilage.
  - Use FIFO (First-In, First-Out) and FEFO (First-Expired, First-Out) inventory systems.
  - Ensure packaging integrity to prevent contamination during storage and transport.
  - Monitor transportation conditions (temperature, humidity, hygiene).
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## 10. Continuous Improvement & Compliance

- Conduct internal audits to identify gaps and areas for improvement.
  - Stay updated on local and international food safety regulations.
  - Encourage staff feedback for process improvements.
  - Document and implement corrective actions for any non-conformances found.
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## Final Review

- Did you document all quality checks and corrective actions?
- Have all staff been trained and updated on the latest food safety protocols?
- Are all food safety records organized and accessible for audits?

By following this checklist consistently, food processors and manufacturers can ensure compliance with global food safety standards while maintaining product quality and consumer trust.