



## REPUBLIC OF KENYA

### MINISTRY OF AGRICULTURE, LIVESTOCK FISHERIES & COOPERATIVES *STATE DEPARTMENT OF LIVESTOCK* *Office of the Director of Veterinary Services*

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### CHECKLIST FOR INSPECTION OF MILK PROCESSING PLANTS AND MILK STORAGE PLANTS

#### Introduction

This checklist is categorized based on 5 P's of good manufacturing practices as follows: -

#### i. People

- What category of technical staff do you have at the facility?
- Do they possess current medical examination certificate?
- Are the staff provided with appropriate Personnel Protective Equipment?
- Are there staff induction and training procedures?

#### ii. Premise

- Which current operations licences does the facility possess?
- Is the premises a milk products processing or storage facility?
- Is the premise located in area free from possible sources of pollution?
- Does the facility have adequate amount of space for equipment, food processing and orderly receipt and storage?
- Is the building surfaces and equipment made of food grade material?
- Are the buildings designed, construction and maintained to ensure safe food production?
- How are the wastes (solid/liquid) disposed?

#### iii. Processes

- What is the key raw materials?
- What is the source of raw materials (locally sourced or imported)?
- If imported, do you follow the Directorate of Veterinary Services importation procedure?

- How is the raw material transported to the facility?
- How is the raw milk/imported milk and milk products stored- chilling and freezing facilities?
- How do you store raw material and especially high risk chemicals pesticides, lubricants, petroleum products, caustic chemicals and cleaning agents?
- Is the process flow unidirectional?
- Are supplier/customer audited? If yes, are the procedures available?

#### **iv. Product**

- What is the range of products handled at the facility?
- What are your distribution channels?
- Do you have a post market monitoring program? } Traceability systems
- How are the finished goods transported to maintain cold chain and minimize contamination?
- How do you handle/dispose rejected materials?
- If processing, do you retained reference sample for each batch?

#### **v. Procedures (show paperwork/ records)**

- Do you have any food safety management system such as HACCP, ISO 22000, FSCC?
- Is the facility accredited? If yes, which is the accreditation organization?
- Is there a system for separation of processing of food and non-food products?
- What is the store management procedure?
  - Do you follow- First In First Out (FIFO) in your store management procedure?
- Do you have a quality assurance program (samples taking)?
  - Internal labs
  - External labs
- Do you have a product recall program?
- Are Standard Operational Procedures (SOPs) available/displayed?
- Do you have a pest control program - flying insects, crawling insects, birds, rodents e.t.c?
- Do you have a food defense program-control entry/exit, CCTV cameras, security system e.t.c?
- What are different types of records maintained at the facility?