



**AGRICULTURE AND FOOD AUTHORITY-
NUTS AND OIL CROPS DIRECTORATE
PROCESSING FACILITY INSPECTION CHECKLIST**

	Compliance Criteria	Description	Conformity		REMARKS
			Yes	No	
1	Environment	Accessibility, surrounding area cleanliness and activities			
2	Internal design, layout and traffic patterns	Is the design, process flow for materials, products and personnel adequate and well organized?			
3	Internal structures and fittings	Process area walls and floors shall be washable or cleanable, as appropriate for the process or product hazard.			
		External opening windows, roof vents or fan, where present, shall be insect screened.			
4	Laboratory facilities	There should be In-line and on-line test facilities that shall be controlled to minimize risk of product contamination.			
5	Storage of food, packaging materials, ingredients and non-food chemicals	A separate, secure (locked or otherwise access controlled) storage area shall be provided for cleaning materials, chemicals and other hazardous substances.			
		All materials and products shall be stored off the floor and with sufficient space between the material and the walls to allow inspection and pest control activities to be carried out.			
6	Water supply	Water used in the premises shall meet specified quality and microbiological requirements			
7	Ventilation	Ventilation (natural or mechanical) shall be provided to remove excess or unwanted steam, dust and odours, and to facilitate drying after wet cleaning. Light fixtures shall be protected to ensure that materials, product or equipment are not contaminated in the case of breakages			
8	Compressed air and other gases	Compressed air, carbon dioxide, nitrogen and other gas systems used in manufacturing and/or filling shall be from a source approved for food			

		contact use and constructed and maintained so as to prevent contamination.			
9	Waste disposal	Systems shall be in place to ensure that waste materials are identified, collected, removed and disposed of in a manner which prevents contamination of products or production areas.			
10	Preventive and corrective maintenance	A preventive and corrective maintenance programme shall be in place and shall include all devices used to monitor and/or control food safety hazards like screens and filters (including air filters), magnets, metal detectors and X-ray detectors.			
11	Measures for prevention of cross-contamination	Programmes shall be in place to prevent, control and detect contamination. Measures to prevent physical, allergen and microbiological contamination shall be included.			
		Glass breakage records shall be maintained.			
12	Cleaning and sanitizing	Cleaning and sanitizing agents and chemicals shall be clearly identified, food grade, stored separately and used only in accordance with the manufacturer's instructions.			
13	Pest control	The establishment shall have a nominated person to manage pest control activities and/or deal with appointed expert contractors			
14	Personnel hygiene and employee facilities	Personnel hygiene facilities shall be available to ensure that the degree of personal hygiene required by the organization can be maintained.			
		The facilities shall be located close to the points where hygiene requirements apply and shall be clearly designated			
		Personnel who work in, or enter into, areas where exposed products and/or materials are handled shall wear work clothing that is fit for purpose, clean and in good condition (e.g. free from rips, tears or fraying material).			
		Employees shall undergo a medical examination prior to employment in food contact operations. Additional medical examinations, shall be carried out at intervals defined by the organization or law			
		Personnel in food production areas shall be required to wash and, where required, sanitize hands			
15	Warehousing	Materials and products shall be stored in clean, dry, well-ventilated spaces protected from dust, condensation, fumes, odours or other sources of contamination			

Inspectors			Company Representatives		
Name			Name		
Organization			Organization		

Designation			Designation		
Sign			Sign		
Date			Date		