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GFSI - SQF - Module 11-GMP - Food Manufacturing Set-up

Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
SQF Food Manufacturing Module 11		
11.1 Site Location and Premises	Premises Location and Approval Program	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
		Site Plan
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
	Landfill	
		Collect Records
Assess		
Develop		
Review		
Approve		
Implement		
Verify		
Validate		
Wastewater Treatment		Provide Records
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
	Locality Map	Provide Records
Collect Records		
Assess		
Develop		
Review		
Approve		



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
		Verify
		Validate
	Emergency Exit Route Floor Plan	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
		Premises Location and Approval Program Lesson
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Building Materials Program	Provide Records
Collect Records		
Assess		
Develop		
Review		
Approve		
Implement		
Verify		
Building Materials Program Lesson	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Lighting and Light Fittings Program	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items	
		Implement	
		Verify	
		Validate	
	Lighting and Light Fittings		Provide Records
			Collect Records
			Assess
			Develop
			Review
			Approve
			Implement
			Verify
			Validate
	Lighting and Light Fittings Program Lesson		Provide Records
			Collect Records
			Assess
			Develop
			Review
			Approve
			Implement
			Verify
Validate			
Inspection/Quality Control Area Program		Provide Records	
		Collect Records	
		Assess	
		Develop	
		Review	
		Approve	
		Implement	
		Verify	
		Validate	
Inspection/Quality Control Area		Provide Records	
		Collect Records	
		Assess	
		Develop	
		Review	
		Approve	
		Implement	
		Verify	
		Validate	
Inspection/Quality Control Area Program Lesson		Provide Records	
		Collect Records	
		Assess	
		Develop	
		Review	



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items	
		Approve	
		Implement	
		Verify	
		Validate	
	Dust, Insect, and Pest Proofing Program		Provide Records
			Collect Records
			Assess
			Develop
			Review
			Approve
			Implement
			Verify
	Dust Hazard Analysis		Validate
			Provide Records
			Collect Records
			Assess
			Develop
			Review
			Approve
			Implement
Dust, Insect, and Pest Proofing Program Lesson		Verify	
		Validate	
		Provide Records	
		Collect Records	
		Assess	
		Develop	
		Review	
		Approve	
Ventilation Program		Implement	
		Verify	
		Validate	
		Provide Records	
		Collect Records	
		Assess	
		Develop	
Assess			
Collect Records			
Provide Records			



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Air Filter Register and Monthly Inspection Form	Review Approve Implement Verify Validate
	Ventilation Program Lesson	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Equipment and Utensils Program	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Equipment and Utensils Program Lesson	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Grounds and Roadways Program	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
		Provide Records Collect Records Assess



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Exterior Grounds Monitoring Log	Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Grounds and Roadways Program Lesson	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
11.2 Site Operation	Repairs and Maintenance Program	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Equipment Maintenance Register	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Equipment Maintenance Plan	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Provide Records	
	Collect Records	



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Equipment Maintenance Checklist	Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Preventive Maintenance Checklist	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
	Chiller Filter Monitoring Form, if applicable	Verify
		Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
	Monthly Preventive Maintenance Checklist	Approve
		Implement
		Verify
		Validate
		Provide Records
		Collect Records
		Assess
Maintenance Request Form	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
	Provide Records	



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Repairs and Maintenance Program Lesson	Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Maintenance Staff and Contractors Program	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Equipment Maintenance Register	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Maintenance Staff and Contractors Program	Provide Records
		Collect Records
		Assess
		Develop
Review		
Approve		
Implement		
Verify		
Calibration Program	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Validate		



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Weights and Measures-Scale Calibration Log Sheet	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Verification Form-Thermometer Check Form	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Masterlist of Equipment Calibration Schedule	Provide Records
		Collect Records
Assess		
Develop		
Review		
Approve		
Implement		
Verify		
Validate		
Weight & Measure Calibration Policy	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
Weights and Measures-Approved Equipment Calibrated List	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
Verify		



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Pest Prevention Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Pest Prevention Daily Inspection Sheet	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Pest Prevention QC Inspection Report	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Pest Prevention - Internal Audit	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Pest Control Statement	Provide Records
		Collect Records
		Assess
		Develop
Review		
Approve		
Implement		



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
		Verify
		Validate
	Cleaning and Sanitation Program	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
		Toilet Daily Cleaning Schedule Record
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Daily Pre-Operation Audit-Packing Area	Provide Records
Collect Records		
Assess		
Develop		
Review		
Approve		
Implement		
Verify		
Daily Pre-Operation Audit-Processing Room	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Daily Pre-Operation Audit Weighing Area	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items	
		Implement	
		Verify	
		Validate	
	Cleaning and Sanitation		Provide Records
			Collect Records
			Assess
			Develop
			Review
			Approve
			Implement
			Verify
			Validate
	Cleaning and Sanitation - Department Cleaning		Provide Records
			Collect Records
			Assess
			Develop
			Review
			Approve
			Implement
			Verify
			Validate
Cleaning and Sanitation-Weekly-Bi Weekly-Monthly-Quarterly Department Cleaning		Provide Records	
		Collect Records	
		Assess	
		Develop	
		Review	
		Approve	
		Implement	
		Verify	
		Validate	
11.3 Personnel Hygiene and Welfare	Personnel Welfare Program	Provide Records	
		Collect Records	
		Assess	
		Develop	
		Review	
		Approve	
		Implement	
		Verify	
		Validate	
	Health Declaration Form		Provide Records
			Collect Records
			Assess
			Develop
			Review



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
		Approve
		Implement
		Verify
		Validate
	Health Contamination Log	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Health Notification Form	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
Personnel Welfare Program Lesson	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Coronavirus Disease Food Safety Procedures	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Provide Records	
	Collect Records	
	Assess	
	Develop	



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Stop the spread of germs - Posters	Review Approve Implement Verify Validate
	Symptoms of Coronavirus COVID 19	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	FDA- Use of Respirators Facemasks	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Coronavirus Disease Food Safety Procedures Lesson	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Personal Cleanliness- Personal Hygiene Policy	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
		Provide Records Collect Records Assess



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Facility Cleaning and Disinfection Program- COVID 19	Develop Review Approve Implement Verify Validate
	Personal Cleanliness- Personal Hygiene Policy Lesson	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Approved Chemicals for COVID-19 Program	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Approved Chemicals for COVID-19 Program Lesson	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	COVID 19 Prevention Program	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
		Provide Records Collect Records



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Health Declaration Form-COVID 19	Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Daily Temperature Monitoring Log	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
	COVID 19 Prevention Program Lesson	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
Implement		
Return to Work Safety Practices for Employees Program	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
Return to Work Safety Practices for Employees Program Lesson	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
	Provide Records	



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Handwashing Program	Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Handwashing Monitoring Record	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Handwash and Wellness Log	Provide Records
		Collect Records
		Assess
		Develop
Review		
Approve		
Implement		
Verify		
Handwashing Program Lesson	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Clothing and Personal Effects Program	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Validate		



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Clothing and Personal Effects Program Lesson	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Clothing Risk Analysis	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Gloves Policy	Provide Records
		Collect Records
Assess		
Develop		
Review		
Approve		
Implement		
Verify		
Validate		
Gloves Policy Lesson	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
Hair Restraint Policy	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
Verify		



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Hair Restraint Policy Lesson	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Jewelry and Personal Effects Program	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Jewelry and Personal Effects Program Lesson	Provide Records
		Collect Records
Assess		
Develop		
Review		
Approve		
Implement		
Verify		
Validate		
Jewelry (Wedding Bands) Statement Policy	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
Jewelry (Wedding Bands) Statement Policy Lesson	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
Implement		
		Verify



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Visitors Program	Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Visitors Sign In Sheet	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
		Visitors - Contractor GMP
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
	Drivers Daily Log	
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
		Visitors Program Lesson
	Collect Records	
	Assess	
Develop		
Review		
Approve		
Implement		



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Staff Amenities Program	Verify
		Validate
		Validate
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
	Staff Amenities Program Lesson	Verify
		Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
11.4 Personnel Processing Practices	Staff Engaged in Food Handling and Processing Operation Program	Verify
		Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
	Staff Engaged in Food Handling and Processing Operation Program Lesson	Verify
		Validate
		Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
11.5 Water, Ice, and Air Supply	Water Supply Program	Verify
		Validate
		Provide Records
		Collect Records
		Assess
		Develop
Review		
Approve		



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
		Implement
		Verify
		Validate
	Water Supply Program Lesson	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Water Treatment Program	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
Validate		
Water Treatment Program Lesson	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Validate		
Water Quality Program	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Validate		
Water Testing Result Log	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
		Approve
		Implement
		Verify
		Validate
	Risk Assessment Sheet	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Inspection and Maintenance Records	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
Ice Supply Program, if applicable	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Water Quality Program Lesson	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Provide Records	
	Collect Records	
	Assess	
	Develop	



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Air and Other Gases Program	Review Approve Implement Verify Validate
	Air and Other Gases Program Lesson	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
11.6 Receipt, Storage and Transport	Receipt, Storage and Handling of Goods Program	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Receipt, Storage and Handling of Goods Program Lesson	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Stock Rotation Procedure	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
		Provide Records Collect Records Assess



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Stock Records Log Sheet	Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Cold Storage Freezing and Chilling of Foods Program, if applicable	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Storage of Dry Ingredients, Packaging, and Shelf Stable Packaged Goods Program	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Stock Rotation Procedure Lesson	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
Implement		
Verify		
Storage of Hazardous Chemicals and Toxic Substances Program	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Provide Records	
	Collect Records	



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Chemical Inventory Log	Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Chemical Daily Usage Log	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
	Storage of Hazardous Chemicals and Toxic Substances Program Lesson	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
Implement		
Loading, Transport, and Unloading Practices Program	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
Daily Pre-Operational Inspection-Forklift	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
	Provide Records	



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Requirements	Programs/Policies/Procedures/Forms/Lessons	Action Items
	Daily-Receiving-Log	Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
	Driver Log	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
	Receiving Log Register	Provide Records
		Collect Records
		Assess
		Develop
Review		
Approve		
Implement		
Verify		
Shipping Log Register	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Daily Outgoing Log	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Validate		



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
	Loading, Transport, and Unloading Practices Program Lesson	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
11.7 Separation of Functions	High-Risk Processes Program	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	High-Risk Processes Program Lesson	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Control of Foreign Matter Contamination Program	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Utility Knife Control Log	Provide Records Collect Records Assess Develop Review Approve Implement Verify



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
		Validate
	Control of Foreign Matter Contamination Program Lesson	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
		Glass and Brittle Plastic Control Policy
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
	Glass and Plastic Brittle Inventory and Monitoring Log	
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
		Glass & Breakable Material Incident Report
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Validate	
	Glass and Brittle Plastic Breakage Incident Log	
		Collect Records
		Assess
		Develop
		Review
		Approve
	Implement	



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
		Verify
		Validate
	Glass, Hard Plastics and Ceramics Monthly Audit Form	Provide Records
		Collect Records
		Assess
		Develop
		Review
		Approve
		Implement
		Verify
		Validate
		Glass and Brittle Plastic Control Policy Lesson
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
	Detection of Foreign Objects Program	Provide Records
Collect Records		
Assess		
Develop		
Review		
Approve		
Implement		
Verify		
Metal Detector Monitoring Log	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	
	Implement	
	Verify	
Detection of Foreign Objects Program Lesson	Provide Records	
	Collect Records	
	Assess	
	Develop	
	Review	
	Approve	



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Requirements	Programs/Policies/Procedures/ Forms/Lessons	Action Items
		Implement Verify Validate
11.8 Waste Disposal	Waste Disposal Program	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Waste Treatment and Disposal Service Provider Register	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate
	Waste Disposal Program Lesson	Provide Records Collect Records Assess Develop Review Approve Implement Verify Validate

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