

## Factory Inspection Guidelines

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**Ref:**

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**Date and time of inspection:**

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**Plant Name:**

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**Location:**

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**Contact person:**

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**Product:**

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<b>Status of the plant on Date of Visit:</b>	Working Not Working Working on non-WFP products Other:
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<b>Production capacity</b>	MT/d Number of shift [1] / [2] / [3] Number of d/week [5] / [6] / [7]
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<b>Spare capacity</b>	MT/month (or MT/d)
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<b>Certifications</b>	National (explain) HACCP ISO GMP Data available	Copy of accreditations and copy of the scope of accreditations
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<b>Quality Control</b>	Lab in house Data available Equipment Staff (number and qualifications)	Copy of Lab records / Log book / Frequency of analysis
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**Observations:**

Hygiene of production

**Building location**

Topics	Yes	No
Areas are not subject to flooding		
Areas are not prone to infestations of pests		
Areas where wastes, either solid or liquid, cannot be removed effectively		

**Observations:**

Take a picture

**Equipment location**

Topics	Yes	No
Equipment location permits adequate maintenance and cleaning		
Equipment location facilitates good hygiene practices, including monitoring		

**Observations:**

Take a picture

**Building design and layout**

Topics	Yes	No
Surfaces of walls, partitions and floor are made in impervious material		
Walls and partitions have a smooth surface up to a height appropriate to the operations		
Floors are constructed to allow adequate drainage and cleaning		
Ceilings and overhead fixtures are constructed and finished to minimize the build up of dirt and condensation, and the shedding of particles		
Windows are easy to clean, are constructed to minimize the build up of dirt and where necessary, be fitted with removable and cleanable insect-proof screens.		
Doors have smooth, non-absorbent surfaces, and be easy to clean.		
Working surfaces that come into direct contact with food are in sound condition, durable and easy to clean, and maintain.		

**Observations:**

Take a picture

### Equipment and food containers

Topics	Yes	No
Equipments are clean and maintained		
Equipments are capable of being disassembled to allow for maintenance, cleaning, disinfection and monitoring.		
Food containers are clean and maintained		

**Observations:**

Take a picture

### Containers for waste and inedible substances

Topics	Yes	No
Containers for waste, or inedible substances are specifically identifiable, and suitably constructed.		
Containers used to hold dangerous substances are identified, and where appropriate are lockable to prevent accidental contamination of food		

**Observations:**

Take a picture

### Water supply

Topics	Yes	No
Non potable water can not contaminate food		

**Observations:**

### Drainage and waste disposal

Topics	Yes	No
Adequate drainage and waste disposal are constructed		

**Observations:**

## Cleaning

Topics	Yes	No
Facilities are constructed to clean utensils and equipments		
Storage facility is constructed to store cleaning products		

**Observations:**

Take a picture

## Personnel hygiene facilities and toilets

Topics	Yes	No
Adequate means of hygienically washing and drying hands, including wash basins and a supply of water are available		
Lavatories of appropriate hygienic design are available and clean		
Adequate changing facilities for personnel are available and clean		

**Observations:**

Take a picture

## Air quality and ventilation

Topics	Yes	No
Adequate aeration to avoid contamination of food by dust, droplets, etc.		
Adequate ventilation to control odours which might affect the suitability of food		

**Observations:**

Take a picture

## Lighting

Topics	Yes	No
Adequate lighting to avoid color misleading		
Lighting fixtures are protected to ensure that food cannot be contaminated by breakages		

**Observations:**

Take a picture

## Storage

Topics	Ye	N
Facilities are constructed to permit adequate maintenance and cleaning		
Storage facility is constructed to avoid pest access		
Storage provide an environment which minimizes the deterioration of food (e.g. by temperature and humidity control: A/C for instance)		

Commodity	In store	Condition
Wheat flour	Yes No	
Wheat	Yes No	
DSM	Yes No	
Sugar	Yes No	
Oil	Yes No	
Salt	Yes No	
Baking soda	Yes No	
Vitamins	Yes No	
Minerals	Yes No	
PE inner bag	Yes No	
Cartons	Yes No	
Adhesive tape	Yes No	
Others	Yes No	

Take a picture

Hygiene of personnel

**Personal cleanliness**

<b>Topics</b>	<b>Yes</b>	<b>No</b>
Food handlers wear suitable protective clothing (cap, footwear, apron, etc where appropriate)		
Personnel cuts and wounds are correctly covered		
Personnel wash their hands at the start of food handling activities, after using toilet, after handling raw food or contaminated material – especially people handling ready-to-eat food (such as HEB, or instant noodles)		

**Observations:**

Take a picture

**Personal behavior**

<b>Topics</b>	<b>Yes</b>	<b>No</b>
Personnel are not smoking within the production facility		
Personnel are not spitting within the production facility		
Personnel are not chewing or eating within the production facility		
Personnel are not sneezing or coughing over unprotected food		
Personnel are not wearing jewelry, watches, pins or other items within food handling areas		

**Observations:**

**Visitors**

<b>Topics</b>	<b>Yes</b>	<b>No</b>
Visitor adhere to hygiene provisions (same appropriate clothing)		

**Observations:**

Security and working conditions of the workers

### Working conditions

Topics	Yes	No
Temperature within the factory is adapted to proper working conditions		
Air quality and ventilation within the factory is adapted to proper working conditions		
Lighting within the factory is adapted to proper working conditions		
Toilet and hand washing facilities are available, clean, and well maintained		

**Observations:**

### Security

Topics	Yes	No
Fire extinguishers are easily accessible and in good condition		
Machines are equipped with electrical, mechanical, etc. protections		
Dangerous products (incl. Premix) are properly labeled and stored to avoid accidents		
Electrical cable are correctly fixed and far from water sources		
Staircases, etc banister are build to avoid accident		
Are workers wearing helmets, and other protection equipments where necessary		
Are floors, walls, roofs, in sound conditions to ensure that no accidents can happen		

**Observations:**

Take a picture

### Quality management

Topics	Yes	No
Does the factory have a quality manager		
Does the factory have a quality management system		
Can the factory show the records		
Is the factory certified HACCP, or ISO 9000, or GMP		
Is the factory equipped with laboratory equipment		
Are the lab equipments obviously used		

**Observations:**

Take a picture + Take a copy of log book, accreditations, and scope of accreditations

**Child labour**

Ask for the National regulation regarding child labor age. National regulations must be applied. According to ILO<sup>1</sup> and UNICEF all children below 12 years of age should not work in any economic activities, those aged 12 to 14 years should not be engaged in harmful work, and all children should not be engaged in the worst forms of child labor.

Topics	Yes	No
Do under age children work in the factory		
Are underage children present within (or around) the factory premises		

**Observations:**

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<sup>1</sup> International Labor Organization (ILO) Convention 138