

## Inspection reporting: Checklist

<b>For Processed Foods</b>	
<i>Certificate of Analysis of the Premix with all minerals and vitamins analyzed has been collected</i>	
<i>Proof of purchase of the premix (quantity, origin) matches the contract</i>	
<i>GMP / HACCP records have been checked</i>	
<i>If need be 'corrective actions' have been proposed and are attached</i>	
<i>Statement of quality of raw material</i>	
<b>All foods</b>	
<i>A sampling report is attached</i> <ul style="list-style-type: none"> <li>- <i>Sampling location,</i></li> <li>- <i>Total quantity sampled,</i></li> <li>- <i>Name of the officer,</i></li> <li>- <i>Lab sample and retention sample size and seal number,</i></li> <li>- <i>Commodity</i></li> <li>- <i>Contract number (SI, PO, etc.)</i></li> <li>- <i>Date of sampling</i></li> <li>- <i>Lot size</i></li> <li>- <i>Transport and storage conditions of the samples</i></li> <li>- <i>Comments / Remarks:</i></li> </ul>	
<i>Lab report is attached</i>	
<i>Daily reports were performed</i>	
<i>Complete tally sheet is attached</i>	
<i>Loading report is attached (referred to the checklist)</i>	
<i>Fumigation report is attached</i>	
<i>Other relevant supporting document are attached (photos, records)</i>	
<i>Other observations / comments:</i>	

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_