

FOOD PACKAGING FACILITY INSPECTION CHECKLIST

GENERAL INFORMATION

Name: _____

Date: _____

Location: _____

Facility Hygiene

- Yes No — Floors, walls, and ceilings are clean and sanitized
- Yes No — Handwashing stations are fully stocked and accessible
- Yes No — Waste disposal bins are covered and emptied regularly
- Yes No — Pest control measures are active and documented

Equipment & Maintenance

- Yes No — Packaging machinery is clean and free of debris
- Yes No — Conveyor belts are sanitized and in good repair
- Yes No — Lubricants used are food-grade and properly stored
- Yes No — Calibration of scales and sensors is up to date

Personnel & Safety

- Yes No — Staff are wearing appropriate PPE and hairnets
- Yes No — No jewelry or personal items are in production areas

Yes No — Employees demonstrate proper hygiene practices

Yes No — Safety guards are installed on all moving parts

Storage & Labeling

Yes No — Raw materials are stored off the floor and labeled

Yes No — Finished goods are stored in a temperature-controlled area

Yes No — Allergen labeling is accurate and clearly visible

Yes No — Inventory rotation follows FIFO principles

FINAL NOTES

Inspector Comments:

Inspector Name: _____

Inspector Email: _____

Inspection Date: _____

I confirm this inspection was completed accurately