**Self-Audit of Foreign Establishment**

**Health Conditions in Food Establishments and their Personnel INSPECTION FORM**

**General Information about the Establishment**

|  |  |
| --- | --- |
| Establishment Name |  |
| Registration No. |  |
| Country |  |
| City |  |
| Establishments Address |  |
| Establishment activity  |  |
| Establishment type |  |
| Approved suppliers(Farm/s Details: name and address)  | Zone | Address |
|  |  |
| Contact Info.Tel:Mob:Email: |  |
| Official Authority (C.A) (Name of all C.A. that control est. +issue health certificate) |  |
| Source of raw materials |  |
| Name of Quality & Control Manager: |  |
| Personnel Information  | Total No. of Workers:No. of Supervisors: | No of shifts: | No of workers per shift:No. of Supervisors per shift: |
| Actual daily Production (Tons) |  |
| Approved daily Production (Tons) |  |
| Countries import your products |  |
| Final products storage capacity (Tons) |  |
| Export to KSA since |  |
| Year of construction |  |
| Certified Quality System (HACCP, ISO22000, others) |  |
| No. of Official Government Inspectors: |  |

High Risk Medium Risk Low Risk

Establishment Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Description** | **Y** | **N** | **NA** | **Remarks** |
|  | **Location** |  |  |  |  |
| **1.** | Is the facility located away from any sources of pollution (e.g.: unpleasant smell, smoke, dusts ...etc)? |  |  |  |  |
| **2.** | Is the area where the facility is located not subject to environmental hazardssuch as flood? |  |  |  |  |
|  | **Size** |  |  |  |  |
| **3.** | Does the facility sufficiently accommodate for the personnel and equipment withoutcausing any congestion? |  |  |  |  |
| **4.** | Are there enough stores for raw materialsand final products? |  |  |  |  |
|  | **Roads and yards** |  |  |  |  |
| **5.** | Do the roads and yards inside the factoryensure smooth traffic for people and machines? |  |  |  |  |
|  | **Design** |  |  |  |  |
| **6.** | Does the design allow for proper maintenance, sanitary inspection, andcleaning at all stages of production? |  |  |  |  |
| **7.** | Does it allow for infestation of pests, insects, birds or environmental pollutantssuch as dust or smoke? |  |  |  |  |
| **8.** | Does it lead to the smooth application of healthy practices along the production line starting from the raw materials andending with the final product? |  |  |  |  |
| **9.** | Does it provide the required vitalconditions for manufacturing? |  |  |  |  |
|  | **Floorings** |  |  |  |  |
| **10.** | Are they waterproof? |  |  |  |  |
| **11.** | Are they easy to wash and scrub? |  |  |  |  |
| **12.** | Are they slippery? |  |  |  |  |
| **13.** | Are they free from cracks and holes? |  |  |  |  |
| **14.** | Are they affected by weak acids, alkaline,or steam? |  |  |  |  |
| **15.** | Are they well-slopped for properdrainage? |  |  |  |  |
|  | **Walls** |  |  |  |  |
| **16.** | Are they smooth and waterproof? |  |  |  |  |
| **17.** | Are they easy to wash and scrub? |  |  |  |  |
| **18.** | Do they have bright colors? Are they freefrom cracks? |  |  |  |  |
|  | **Ceilings** |  |  |  |  |
| **19.** | Are they designed in a way to prevent accumulation of dirt, condensation, andfungal growth, and rust? |  |  |  |  |
| **20.** | Are they easy to wash? |  |  |  |  |
|  | **Stairs, elevators, pavements, escalators,** **and ramps?** |  |  |  |  |
| **21.** | Are they designed in way to prevent foodcontamination? Are they easy to clean and maintain? |  |  |  |  |
|  | **Doors** |  |  |  |  |
| **22.** | Are they smooth, waterproof, and shutautomatically? |  |  |  |  |
|  | **Windows** |  |  |  |  |
| **23.** | Do they prevent accumulation of dirt? |  |  |  |  |
| **24.** | Are they made of stainless materials? |  |  |  |  |
| **25.** | Are they made of smooth material? |  |  |  |  |
| **26.** | Are they waterproof? |  |  |  |  |
| **27.** | Are windows equipped with appropriatewire mesh screens to prevent entry of rodents or insects? |  |  |  |  |
| **28.** | Are they easy to clean and maintain? |  |  |  |  |
| **29.** | Are the interior window sills slanted toprevent using them as shelves? |  |  |  |  |
| **30.** | Do they automatically close? |  |  |  |  |
|  | **Ventilation** |  |  |  |  |
| **31.** | Is the building well-ventilated to provide proper air circulation and prevent high temperature, condensation, accumulationof dirt? |  |  |  |  |
| **32.** | Does the air circulate from contaminatedto clean areas? |  |  |  |  |
|  | **Lighting** |  |  |  |  |
| **33.** | Is there enough natural and artificiallighting? |  |  |  |  |
|  | **Changing rooms and Showers?** |  |  |  |  |
| **34.** | Are there enough changing rooms andwardrobes for all workers? |  |  |  |  |
| **35.** | Do workers wear clean clothes? |  |  |  |  |
| **36.** | Is there enough supply of hot and coldwater in the showers? |  |  |  |  |
| **37.** | Are the showers directly overlooking food handling areas? |  |  |  |  |
| **38.** | Are the showers clean and provided withthe suitable detergents? |  |  |  |  |
| **39.** | Are the showers installed with brighttiles? Are they free from cracks? |  |  |  |  |
| **40.** | Do the showers accommodate for thenumber of employees? |  |  |  |  |
|  | **Water Closets** |  |  |  |  |
| **41.** | Are the toilets designed for propersanitation? |  |  |  |  |
| **42.** | Do the doors close automatically? |  |  |  |  |
| **43.** | Are there enough ventilation and lighting? |  |  |  |  |
| **44.** | Are they directly overlooking foodhandling areas? |  |  |  |  |
| **45.** | Are they clean? Are there toilet flushers,proper cooling and heating devices? |  |  |  |  |
| **46.** | Are there washbasins, toilet papers anddispensable towels? |  |  |  |  |
| **47.** | Is the number of toilets suitable for thenumber of employees? |  |  |  |  |
|  | **Wash Basins** |  |  |  |  |
| **48.** | Are there enough instruments for washingand drying hands? |  |  |  |  |
| **49.** | Are the basins installed in clear places? |  |  |  |  |
| **50.** | Are there dispensable towels? |  |  |  |  |
|  | **Waste Disposal** |  |  |  |  |
| **51.** | Are wastes disposed in such a way toprevent contamination of drinking water or food? |  |  |  |  |
| **52.** | Are the wastes covered properly to prevent release of unpleasant odors orinfestation of insects? |  |  |  |  |
| **53.** | Are the waste disposal methods in place approved by the competent healthauthorities? |  |  |  |  |
|  | **Water Sources** |  |  |  |  |
| **54.** | Is there enough water supply? |  |  |  |  |
|  | **Non-potable water** |  |  |  |  |
| **55.** | Is it compliant with the health conditions approved by the competent authority? Is it free from microbial contaminationfactors? |  |  |  |  |
|  | **Containing and disposing damaged** **materials and foods** |  |  |  |  |
| **56.** | Are the necessary sanitary means provided to collect damaged materials and foods? Are there designated areasfor disposal? |  |  |  |  |
|  | **Health Manufacturing Conditions** |  |  |  |  |
|  | **Preparation and processing** |  |  |  |  |
| **57.** | Are the various activities of preparation, processing and packing maintained in an orderly, sequential and swift manner so as to prevent contamination, spoilage, or growth of microbes, toxins or anypathogens? |  |  |  |  |
| **58.** | Are periodical samples collectedrandomly from the production line and final product to ensure product safety? |  |  |  |  |
|  | **Packing Methods and Final Product** **Protection**  |  |  |  |  |
| **59.** | Are the products packed in containers free from any articles which may lead toundesired biological or sensory changes? |  |  |  |  |
| **60.** | Are the products processed well to prevent poisoning and cross-contamination? |  |  |  |  |
| **61.** | Are the packing materials waterproof,tasteless and odorless to ensure product |  |  |  |  |
|  | safety from contamination? |  |  |  |  |
|  | **Packing** |  |  |  |  |
| **62.** | Is it carried out under suitable healthconditions? |  |  |  |  |
| **63.** | Do the applied storing methods ensure product safety from contamination, factors of spoilage and infection, and any risks topublic health? |  |  |  |  |
|  | **Product Coding** |  |  |  |  |
| **64.** | Is the product traceable (from manufacturing to retailing)? Are the final products, which are distributed during manufacturing or packing, coded to identify each batch and its date of production in case of contamination orany defect? |  |  |  |  |
|  | **Storing and Transporting the Final** **Product** |  |  |  |  |
| **65.** | Are the final products stored under conditions which prevent microbialgrowth, spoilage or damage of packages? |  |  |  |  |
| **66.** | Do the final products undergo periodical inspection during storage to ensure that they are fit for human consumption andcompliant with the final product standards? |  |  |  |  |
| **67.** | Are the storage areas free from moist? Are they equipped with well-functioning cooling devices? Are rodent controlstrategies applied? |  |  |  |  |
|  | **Personnel Hygienic Conditions** |  |  |  |  |
| **68.** | Do food-handling personnel undergo pre- employment check-ups administered by recognized health care providers aschosen by the Health Ministry? |  |  |  |  |
| **69.** | Is there a routine check-up for personal (once a year at least) to ensure they are healthy and free from epidemic diseases? |  |  |  |  |
| **70.** | Are personnel, who have contagious lesions, blisters or any symptoms of infectious diseases, excluded from workuntil they fully recover? |  |  |  |  |
| **71.** | Do personnel, working in perishable food factories, take showers prior and after operations? Do they wear mouth masks,head covers to prevent contamination? |  |  |  |  |
| **72.** | Do they maintain hand hygiene (clippedand clean nails)? |  |  |  |  |
| **73.** | Do they wash their hands with hot, soapywater before and after work? |  |  |  |  |
| **74.** | Are they allowed to wear jewelry? |  |  |  |  |
| **75.** | Do they wear clean uniforms? |  |  |  |  |
| **76.** | Do they put on clean, intact gloves? |  |  |  |  |
| **77.** | Do they put on clean head covers? |  |  |  |  |
| **78.** | Are clothes hanged in the operationsites? |  |  |  |  |
| **79.** | Do the personnel have any observable bad habits such as drinking, eating, nose picking, smoking while processing,handling, packing or storing food? |  |  |  |  |
| **80.** | Do they put their fingers in the mouth, eyes, ears, nose, or head during operations? Do they cough, sneeze nearthe food? |  |  |  |  |
| **81.** | Do they sleep; lie in their working areas, food preparation sites or in the foodstores? |  |  |  |  |
| **82.** | Are there any precautionary measures in place to prevent visitors fromcontaminating food? |  |  |  |  |
|  | **Pest Control** |  |  |  |  |
| **83.** | Is there a periodic probing for interior and exterior nesting places for pests? |  |  |  |  |
| **84.** | Are the walls, grounds, elevators and |  |  |  |  |
|   | transporting instruments regularly checked for cracks where insect eggsand secretions may be found? |  |  |  |  |
| **85.** | Are the pest control substances very effective on rodents? Are they used in a way so that they do not contaminate the food? Are they used within the humansafety limits? |  |  |  |  |
| **86.** | Are the contaminated pest control toolsand devices cleaned properly before re- using? |  |  |  |  |
| **87.** | Do the detergents have complete solubility? Do they have corrosion control qualities on metal surfaces? Do they have emulsifying effects on fats? Do they dissolve solid articles of food? Do theyhave powerful bactericidal effects? |  |  |  |  |
| **88.** | Are pesticides stored in designated,locked stores? |  |  |  |  |
| **89.** | Are pesticides handled by well-trained and experienced employees? Do they take extreme caution when they use themso as to prevent food contamination? |  |  |  |  |
|  | **Health Control Programs** |  |  |  |  |
| **90.** | Is there a particular person who is assigned only to the cleaning duties, and is not involved in the productionoperations? |  |  |  |  |
| **91.** | Does this person have two permanent assistants well trained in handling andusing cleaning instruments? |  |  |  |  |
| **92.** | Are critical areas, equipment, and articlesgiven special attention? |  |  |  |  |
|  | **Lab Control** |  |  |  |  |
| **93.** | Does the factory have a special |  |  |  |  |
|  | laboratory where the necessary basic tests are administered to ensure productsafety? |  |  |  |  |
| **94.** | Do the official competent authorities take routine samples from the production line for analysis to confirm products'compliance with standards? |  |  |  |  |
|  | **Personnel Health Education** |  |  |  |  |
| **95.** | Are the personnel familiarized about the ways to safeguard against contamination? Are they aware of the sanitary fundamentals which must be maintainedduring food manufacturing operations? |  |  |  |  |

**Name & Signature of Establishment representative:**

**Name Signature Date**

**Official Stamp**