**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 hazards  such as flood? | |  |  |  |  |
|  | **Size** | |  |  |  |  |
| **3.** | Does the facility sufficiently accommodate for the personnel and equipment without  causing any congestion? | |  |  |  |  |
| **4.** | Are there enough stores for raw materials  and final products? | |  |  |  |  |
|  | **Roads and yards** | |  |  |  |  |
| **5.** | Do the roads and yards inside the factory  ensure smooth traffic for people and machines? | |  |  |  |  |
|  | **Design** | |  |  |  |  |
| **6.** | Does the design allow for proper maintenance, sanitary inspection, and  cleaning at all stages of production? | |  |  |  |  |
| **7.** | Does it allow for infestation of pests, insects, birds or environmental pollutants  such as dust or smoke? | |  |  |  |  |
| **8.** | Does it lead to the smooth application of healthy practices along the production line starting from the raw materials and  ending with the final product? | |  |  |  |  |
| **9.** | Does it provide the required vital  conditions 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 proper  drainage? | |  |  |  |  |
|  | **Walls** | |  |  |  |  |
| **16.** | Are they smooth and waterproof? | |  |  |  |  |
| **17.** | Are they easy to wash and scrub? | |  |  |  |  |
| **18.** | Do they have bright colors? Are they free  from cracks? | |  |  |  |  |
|  | **Ceilings** | |  |  |  |  |
| **19.** | Are they designed in a way to prevent accumulation of dirt, condensation, and  fungal growth, and rust? | |  |  |  |  |
| **20.** | Are they easy to wash? | |  |  |  |  |
|  | **Stairs, elevators, pavements, escalators,**  **and ramps?** | |  |  |  |  |
| **21.** | Are they designed in way to prevent food  contamination? Are they easy to clean and maintain? | |  |  |  |  |
|  | **Doors** | |  |  |  |  |
| **22.** | Are they smooth, waterproof, and shut  automatically? | |  |  |  |  |
|  | **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 appropriate  wire mesh screens to prevent entry of rodents or insects? | |  |  |  |  |
| **28.** | Are they easy to clean and maintain? | |  |  |  |  |
| **29.** | Are the interior window sills slanted to  prevent 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, accumulation  of dirt? | |  |  |  |  |
| **32.** | Does the air circulate from contaminated  to clean areas? | |  |  |  |  |
|  | **Lighting** | |  |  |  |  |
| **33.** | Is there enough natural and artificial  lighting? | |  |  |  |  |
|  | **Changing rooms and Showers?** | |  |  |  |  |
| **34.** | Are there enough changing rooms and  wardrobes for all workers? | |  |  |  |  |
| **35.** | Do workers wear clean clothes? | |  |  |  |  |
| **36.** | Is there enough supply of hot and cold  water in the showers? | |  |  |  |  |
| **37.** | Are the showers directly overlooking food handling areas? | |  |  |  |  |
| **38.** | Are the showers clean and provided with  the suitable detergents? | |  |  |  |  |
| **39.** | Are the showers installed with bright  tiles? Are they free from cracks? | |  |  |  |  |
| **40.** | Do the showers accommodate for the  number of employees? | |  |  |  |  |
|  | **Water Closets** | |  |  |  |  |
| **41.** | Are the toilets designed for proper  sanitation? | |  |  |  |  |
| **42.** | Do the doors close automatically? | |  |  |  |  |
| **43.** | Are there enough ventilation and lighting? | |  |  |  |  |
| **44.** | Are they directly overlooking food  handling areas? | |  |  |  |  |
| **45.** | Are they clean? Are there toilet flushers,  proper cooling and heating devices? | |  |  |  |  |
| **46.** | Are there washbasins, toilet papers and  dispensable towels? | |  |  |  |  |
| **47.** | Is the number of toilets suitable for the  number of employees? | |  |  |  |  |
|  | **Wash Basins** | |  |  |  |  |
| **48.** | Are there enough instruments for washing  and 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 to  prevent contamination of drinking water or food? | |  |  |  |  |
| **52.** | Are the wastes covered properly to prevent release of unpleasant odors or  infestation of insects? | |  |  |  |  |
| **53.** | Are the waste disposal methods in place approved by the competent health  authorities? | |  |  |  |  |
|  | **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 contamination  factors? | |  |  |  |  |
|  | **Containing and disposing damaged**  **materials and foods** | |  |  |  |  |
| **56.** | Are the necessary sanitary means provided to collect damaged materials and foods? Are there designated areas  for 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 any  pathogens? | |  |  |  |  |
| **58.** | Are periodical samples collected  randomly 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 to  undesired 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 health  conditions? | |  |  |  |  |
| **63.** | Do the applied storing methods ensure product safety from contamination, factors of spoilage and infection, and any risks to  public 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 or  any defect? | |  |  |  |  |
|  | **Storing and Transporting the Final**  **Product** | |  |  |  |  |
| **65.** | Are the final products stored under conditions which prevent microbial  growth, spoilage or damage of packages? | |  |  |  |  |
| **66.** | Do the final products undergo periodical inspection during storage to ensure that they are fit for human consumption and  compliant with the final product standards? | |  |  |  |  |
| **67.** | Are the storage areas free from moist? Are they equipped with well-functioning cooling devices? Are rodent control  strategies applied? | |  |  |  |  |
|  | **Personnel Hygienic Conditions** | |  |  |  |  |
| **68.** | Do food-handling personnel undergo pre- employment check-ups administered by recognized health care providers as  chosen 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 work  until 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 (clipped  and clean nails)? | |  |  |  |  |
| **73.** | Do they wash their hands with hot, soapy  water 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 operation  sites? | |  |  |  |  |
| **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 near  the food? | |  |  |  |  |
| **81.** | Do they sleep; lie in their working areas, food preparation sites or in the food  stores? | |  |  |  |  |
| **82.** | Are there any precautionary measures in place to prevent visitors from  contaminating 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 eggs  and 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 human  safety limits? | |  |  |  |  |
| **86.** | Are the contaminated pest control tools  and 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 they  have 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 them  so 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 production  operations? | |  |  |  |  |
| **91.** | Does this person have two permanent assistants well trained in handling and  using cleaning instruments? | |  |  |  |  |
| **92.** | Are critical areas, equipment, and articles  given special attention? | |  |  |  |  |
|  | **Lab Control** | |  |  |  |  |
| **93.** | Does the factory have a special | |  |  |  |  |
|  | laboratory where the necessary basic tests are administered to ensure product  safety? | |  |  |  |  |
| **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 maintained  during food manufacturing operations? |  |  |  |  |

**Name & Signature of Establishment representative:**

**Name Signature Date**

**Official Stamp**