

# GMP AUDIT

Survey No.	DHorner: 0293	Date:	04/06/2022
Building:	Mobiess Office		
Address:	8 Holgate Court, 4 - 10 Western Road, Romford, Essex		

## Audit Summary

### Scoring by Section

#### Document Control & Completion of Paperwork



75.00%

#### Internal Standards & Hygienic Practices



77.78%

#### Hygiene and Housekeeping



86.67%

#### Engineering Practices



33.33%

#### Personal Hygiene



100.00%

#### Staff Facilities



50.00%

#### External Site Standards



71.43%

#### Control of Operations



66.67%

## General Comments

Overall looking better, with just a few minor issues that will be sorted immediately.

Document Control & Completion of Paperwork

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS AUDIT RESULTS				
1.1.	Are metal detector and check weigher bins locked? Is paperwork completed in a legible manner?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 C	Jan.04 C
Notes: Compliant, all paperwork completed in a legible manner.								
1.2.	Are correct versions in use?	(0/1)	NON-COMPLIANT	Mar.04 NC	Feb.16 NC	Feb.04 C	Feb.02 NC	Jan.04 NC
Notes: Please investigate.								
1.3.	Is CCP paperwork completed correctly by appropriate staff?	(1/1)	COMPLIANT	Mar.04 NC	Feb.16 C	Feb.04 C	Feb.02 C	Jan.04 C
1.4.	Are metal detectable pens in use?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 NC	Feb.04 C	Feb.02 NC	Jan.04 C

Internal Standards & Hygienic Practices

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS AUDIT RESULTS				
2.1.	Are internal walls clean and maintained in good repair?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 C	Jan.04 C
2.2.	Are floors and drains kept in good repair and hygienic condition?	(0/1)	NON-COMPLIANT	Mar.04 NC	Feb.16 NC	Feb.04 NC	Feb.02 NC	Jan.04 NC



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**Required Action:** Please can you investigate.



2.3.	Are ceilings and overheads in a clean and well-maintained condition which don't pose a risk from foreign bodies and allergenic contamination?	(1/1)	COMPLIANT	Mar.04 NC	Feb.16 C	Feb.04 C	Feb.02 C	Jan.04 C
2.4.	Is equipment in good working order?	(1/1)	COMPLIANT	Mar.04 NC	Feb.16 NC	Feb.04 C	Feb.02 NC	Jan.04 NC
2.5.	Are the mezzanine levels in good repair, tidy and hygienic practices being adhered to?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 -	Jan.04 C
2.6.	Is racking in good condition structurally and free from spillages?	(0/1)	NON-COMPLIANT	Mar.04 C	Feb.16 NC	Feb.04 NC	Feb.02 NC	Jan.04 C






02/08/2022 11:01



02/08/2022 11:01



<b>Required Action:</b>		Please can you investigate and clean up.							
2.7.	Are equipment and sinks in a hygienic condition and fully drainable?	(1/1)	COMPLIANT	Mar.04 NC	Feb.16 C	Feb.04 NC	Feb.02 C	Jan.04 C	
2.8.	Are materials kept directly off the floor?	(1/1)	COMPLIANT	Mar.04 -	Feb.16 C	Feb.04 NC	Feb.02 C	Jan.04 NC	
2.9.	Are baits and pest management devices in good working order? Rodent baits fixed, not damaged, EFK units working effectively Insect traps in good repair and free from damage	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 C	Jan.04 C	
Hygiene and Housekeeping									
Q#	QUESTION	SCORE	RESPONSE	PREVIOUS AUDIT RESULTS					
3.1.	Are lines tidy, free from rubbish, which show conformance to clean as you go practices?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 NC	Feb.02 C	Jan.04 C	
3.2.	Are lines hygienically clean, free from food debris which could cause contamination?	(1/1)	COMPLIANT	Mar.04 NC	Feb.16 NC	Feb.04 NC	Feb.02 C	Jan.04 NC	
3.3.	Are bins emptied on a regular basis to avoid accumulation of waste?	(0/1)	NON-COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 C	Jan.04 C	
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3.4.	Are lines free from items which are not permitted e.g. non factory issue pens or knives or any other item which may pose foreign body risk?	(1/1)	COMPLIANT	Mar.04 NC	Feb.16 NC	Feb.04 C	Feb.02 C	Jan.04 C	
3.5.	Are line toolboxes maintained in hygienic condition with only permitted items and kept off the floor?	(0/1)	NON-COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 -	Jan.04 C	
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<b>Required Action:</b>		Please investigate and fix.							
3.6.	Is cleaning equipment maintained and stored in a hygienic manner?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 NC	Feb.04 C	Feb.02 NC	Jan.04 NC	

3.7.	Are chemicals kept in a controlled manner, with access only to designated personnel?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 NC	Feb.02 C	Jan.04 C
3.8.	Are drains and floors in a hygienic condition with no accumulation of debris?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 NC	Feb.04 C	Feb.02 NC	Jan.04 C
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3.9.	Are packaging materials and blue roll suitably stored?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 -	Feb.04 C	Feb.02 -	Jan.04 NC
3.10.	Are all external doors kept closed when not in use?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 NC	Feb.04 C	Feb.02 C	Jan.04 C
Notes: Warehouse starting to keep door closed when not in use.								
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3.11.	Is there any evidence of pest activity? Gnawing marks, Feathers, Droppings, Casings, Footprints, Smear marks	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 NC	Jan.04 NC
3.12.	Are pallets and other large items kept at a suitable distance from the wall space as not to encourage pest activity?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 NC	Feb.04 C	Feb.02 C	Jan.04 C
Notes: Natural gap in the wall.								
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3.13.	Are allergen segregation and dedicated equipment practices being adhered to?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 -	Feb.04 C	Feb.02 NC	Jan.04 NC
3.14.	Are all goods labelled appropriately to ensure traceability requirements are met?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 C	Jan.04 C





## Staff Facilities

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS AUDIT RESULTS				
6.1.	Are hand wash sinks in working order with soap, sanitiser and drying facilities? Area locker areas/changing rooms in good order, no personal items stored inappropriately, sufficiently clean and tidy, with dirty overalls put into designated bin?	(0/1)	NON-COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 -	Feb.02 C	Jan.04 C
 02/08/2022 11:09		 02/08/2022 11:09						

**Required Action:** Please can you investigate.

6.2.	Is the canteen in a hygienic condition and all food within shelf life?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 NC	Feb.04 C	Feb.02 C	Jan.04 C
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## External Site Standards

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS AUDIT RESULTS				
7.1.	Are external walls and doors free from holes or ingress points?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 -	Jan.04 C
7.2.	Is vegetation around the building tended and not posing harbourage or access to pests?	(1/1)	COMPLIANT	Mar.04 NC	Feb.16 C	Feb.04 NC	Feb.02 -	Jan.04 NC
7.3.	Is the external area tidy, free from pooling water and disused equipment/pallets stored appropriately e.g. orderly and not against walls?	(1/1)	COMPLIANT	Mar.04 -	Feb.16 C	Feb.04 C	Feb.02 -	Jan.04 C
7.4.	Are the smoking areas well maintained, with no rubbish present? Are people using the smoking area?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 NC	Feb.04 C	Feb.02 -	Jan.04 NC
7.5.	Do external doors have tamper tabs in place to prevent staff accessing external areas?	(0/1)	NON-COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 -	Jan.04 C
7.6.	Are there any areas over the site boundaries which might warrant concern e.g. fly tipped rubbish, accumulation of materials, amenities work, noticeable pest activity?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 -	Jan.04 C
7.7.	Do external doors prevent nonemployees gaining access e.g. access restricted controls in working order?	(0/1)	NON-COMPLIANT	Mar.04 C	Feb.16 -	Feb.04 C	Feb.02 -	Jan.04 C

**Required Action:** Please can you investigate.

Control of Operations

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS AUDIT RESULTS				
8.1.	Is all packaging effectively controlled to avoid traceability? No packaging left around the line, end of run clean down procedure followed, all packaging placed in designated areas, waste, end of run pouches area, return to warehouse pallet.	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 -	Jan.04 C
8.2.	Are packaging materials being returned to warehouse pallet with sufficient information? Green label completed, quantity specified, GRN correct.	(1/1)	COMPLIANT	Mar.04 NC	Feb.16 C	Feb.04 C	Feb.02 -	Jan.04 C
8.3.	Are all packaging materials in correct locations / not mixed? Sample a section to find conformance / non conformance	(0/1)	NON-COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 -	Jan.04 C

# GMP AUDIT

## CORRECTIVE ACTIONS

### Internal Standards & Hygienic Practices

2.2. - Are floors and drains kept in good repair and hygienic condition?

Due Date: 02/09/2022  
Risk Rating: 3  
Assignee: Daniel Horner  
Status: Reported

Findings

Skirts have a lot of dust and dirt around them.

Required Action

Please can you investigate.

2.6. - Is racking in good condition structurally and free from spillages?

Due Date: 02/09/2022  
Risk Rating: 9  
Assignee: Daniel Horner  
Status: Reported

Findings

Spillages in racking unit 11.

Required Action

Please can you investigate and clean up.

### Hygiene and Housekeeping

3.5. - Are line toolboxes maintained in hygienic condition with only permitted items and kept off the floor?

Due Date: 02/09/2022  
Risk Rating: 6  
Assignee: Daniel Horner  
Status: Reported

Findings

Dayshift toolbox 6 left unlocked and on the floor near the line 4

Required Action

Please investigate and fix.

### Staff Facilities

6.1. - Are hand wash sinks in working order with soap, sanitiser and drying facilities? Area locker areas/changing rooms in good order, no personal items stored inappropriately, sufficiently clean and tidy, with dirty overalls put into designated bin?

Due Date: 02/09/2022  
Risk Rating: 4  
Assignee: Daniel Horner  
Status: Reported

Findings

Dirty overalls are not put into the laundry banks correctly.

Required Action

Please can you investigate.

### External Site Standards

7.7. - Do external doors prevent nonemployees gaining access e.g. access restricted controls in working order?

Due Date: 02/09/2022  
Risk Rating: 9  
Assignee: Daniel Horner  
Status: Reported

Findings

External door in unit 14 left open.

Required Action

Please can you investigate.