#### **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**

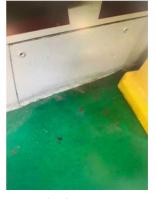


66.67%

#### **General Comments**

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

Docur	ment Control & Completion of Paperwork							
Q#	QUESTION	SCORE	RESPONSE	PREV	IOUS	AUDIT	RESUL	_TS
1.1. Notes:	Are metal detector and check weigher bins locked? Is paperwork completed in a legible manner?  Compliant, all paperwork completed in a legible manner.	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 C	Jan.04 C
1.2. Notes:	Are correct versions in use? Please investigate.	(0/1)	NON-COMPLIANT	Mar.04 NC	Feb.16 NC	Feb.04 C	Feb.02 NC	Jan.04 NC
1.3.	Is CCP paperwork completed correctly by appropriate staff?	(1/1)	COMPLIANT	Mar.04 NC	Feb.16	Feb.04	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	Jan.04 C
Intern	al Standards & Hygienic Practices							
Q#	QUESTION	SCORE	RESPONSE	PREV	/IOUS	AUDIT	RESUL	_TS
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





02/08/2022 10:59

Requi	ired Action:	Please can you investigate.							
2.3.	condition	ngs and overheads in a clean and well-maintained n which don't pose a risk from foreign bodies and c contamination?	(1/1)	COMPLIANT	Mar.04 NC	Feb.16 C	Feb.04 C	Feb.02 C	Jan.04 C
2.4.	ls equipr	nent in good working order?	(1/1)	COMPLIANT	Mar.04 NC	Feb.16	Feb.04	Feb.02	Jan.04 NC
2.5.		nezzanine levels in good repair, tidy and hygienic being adhered to?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 -	Jan.04 C
2.6.	ls rackin spillages	g in good condition structurally and free from ?	(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

Requi	ired Action:	Please can you investigate and clean up.							
2.7.	Are equi	pment and sinks in a hygienic condition and fully e?	(1/1)	COMPLIANT	Mar.04 NC	Feb.16 C	Feb.04 NC	Feb.02 C	Jan.04 C
2.8.	Are mate	erials kept directly off the floor?	(1/1)	COMPLIANT	Mar.04 -	Feb.16 C	Feb.04	Feb.02 C	Jan.04 NC
2.9.	Rodent k	s and pest management devices in good working order? paits fixed, not damaged, EFK units working effectively aps 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
Hygie	ene and H	ousekeeping							
Q#	QUESTIC	ON	SCORE	RESPONSE	PREV	'IOUS	AUDIT	RESUI	LTS
3.1.		stidy, free from rubbish, which show conformance to you go practices?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 NC	Feb.02 C	Jan.04 C
3.2.		hygienically clean, free from food debris which could ontamination?	(1/1)	COMPLIANT	Mar.04 NC	Feb.16 NC	Feb.04 NC	Feb.02 C	Jan.04 NC
3.3.	Are bins waste?	emptied on a regular basis to avoid accumulation of	(0/1)	NON-COMPLIANT	Mar.04	Feb.16	Feb.04	Feb.02	Jan.04 C



02/08/2022 11:03

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	Feb.04		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				Feb.02 -	



02/08/2022 11:04

Requi	red Action:	Please investigate and fix.						
3.6.	Is cleani manner?	ng equipment maintained and stored in a hygienic	(1/1)	COMPLIANT	Mar.04 C	Feb.16 NC	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
	02/08/2022 11:05							
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. Notes:	Are all external doors kept closed when not in use?  Warehouse starting to keep door closed when not in use.	(1/1)	COMPLIANT	Mar.04	Feb.16	Feb.04	Feb.02 C	Jan.04
7	02/08/2022 11:05							
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. Notes:	Are pallets and other large items kept at a suitable distance from the wall space as not to encourage pest activity?  Natural gap in the wall.	(1/1)	COMPLIANT	Mar.04 C	Feb.16 NC	Feb.04 C	Feb.02 C	Jan.04 C
	02/08/2022 11:06							
3.13.	02/08/2022 11:06  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.00

2.15								
3.15.	Are pallets in acceptable condition, not presenting a foreign body risk?	(1/1)	COMPLIANT	Mar.04 NC	Feb.16 C	Feb.04 C	Feb.02 C	Jan.04 NC
Engin	eering Practices							
Q#	QUESTION	SCORE	RESPONSE	PREV	/IOUS	AUDIT	RESUI	.TS
4.1.	Are there temporary fixes, if so, are they fit for purpose, no cellotape engineering?	(-/-)	N/A	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 C	Jan.0
4.2.	Are there any temporary structures used during maintenance works, if so, are they suitable?	(0/1)	NON-COMPLIANT	Mar.04 NC	Feb.16 NC	Feb.04 NC	Feb.02 C	Jan.04
4.3.	Are tools kept in hygienic, organised condition (to avoid cross contamination and to easy identify missing pieces which could constitute a physical hazard)?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 C	Jan.04
4.4.	Are engineering workshops in good order with doors closed to avoid pest ingress/unauthorised access to personnel, and are swarf mats in good condition in appropriate positioning?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 NC	Feb.04 C	Feb.02 NC	Jan.0 C
Perso	nal Hygiene							
Perso Q#	nal Hygiene QUESTION	SCORE	RESPONSE	PREV	/IOUS /	AUDIT	RESUI	.TS
		SCORE (1/1)	RESPONSE COMPLIANT	PREV Mar.04		AUDIT Feb.04 C	RESUI Feb.02 C	Jan.0
Q#	QUESTION  Are staff wearing correct protective clothing, in the correct manner? To include allergen specific aprons, does clothing or protective wear pose physical hazard to the product, removing			Mar.04 C	Feb.16	Feb.04	Feb.02	Jan.0 C
Q# 5.1.	QUESTION  Are staff wearing correct protective clothing, in the correct manner? To include allergen specific aprons, does clothing or protective wear pose physical hazard to the product, removing before going to the toilet?	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 C	Jan.0
Q# 5.1. 5.2.	QUESTION  Are staff wearing correct protective clothing, in the correct manner? To include allergen specific aprons, does clothing or protective wear pose physical hazard to the product, removing before going to the toilet?  Are staff seen to be washing hands appropriately?  Staff are washing hands every time they enter the shop floor and when touching	(1/1)	COMPLIANT	Mar.04 C	Feb.16 C Feb.16 NC	Feb.04	Feb.02	Jan.0 C Jan.0 C
Q# 5.1. 5.2. Notes:	QUESTION  Are staff wearing correct protective clothing, in the correct manner? To include allergen specific aprons, does clothing or protective wear pose physical hazard to the product, removing before going to the toilet?  Are staff seen to be washing hands appropriately?  Staff are washing hands every time they enter the shop floor and when touching allergens.	(1/1) (1/1) g product, a	COMPLIANT and changing	Mar.04 C Mar.04 NC	Feb.16 C Feb.16 NC	Feb.04 C Feb.04 NC	Feb.02 C Feb.02 C	Jan.0 C Jan.0 C
Q# 5.1. 5.2. Notes:	QUESTION  Are staff wearing correct protective clothing, in the correct manner? To include allergen specific aprons, does clothing or protective wear pose physical hazard to the product, removing before going to the toilet?  Are staff seen to be washing hands appropriately?  Staff are washing hands every time they enter the shop floor and when touching allergens.  Are staff wearing inappropriate jewellery?	(1/1) (1/1) g product, a	COMPLIANT and changing  COMPLIANT	Mar.04 C Mar.04 NC Mar.04 C	Feb.16 C Feb.16 C Feb.16 C Feb.16 C	Feb.04 C Feb.04 C Feb.04 C	Feb.02 C Feb.02 C Feb.02 Feb.02	Jan.00 C Jan.00 NC Jan.00
Q# 5.1. 5.2. Notes: 5.3. 5.4.	QUESTION  Are staff wearing correct protective clothing, in the correct manner? To include allergen specific aprons, does clothing or protective wear pose physical hazard to the product, removing before going to the toilet?  Are staff seen to be washing hands appropriately?  Staff are washing hands every time they enter the shop floor and when touching allergens.  Are staff wearing inappropriate jewellery?  Are staff eating, drinking and smoking in designated areas?	(1/1) (1/1) g product, a (1/1) (1/1)	COMPLIANT and changing  COMPLIANT  COMPLIANT	Mar.04 C Mar.04 NC Mar.04 C Mar.04 NC	Feb.16 C Feb.16 C Feb.16 C Feb.16 Feb.16 Feb.16	Feb.04 C Feb.04 C Feb.04 C Feb.04 Feb.04 Feb.04	Feb.02 C Feb.02 C Feb.02 C Feb.02 Feb.02	Jan.0 C Jan.0 NC Jan.0

Staff	Facilities							
Q#	QUESTION	SCORE	RESPONSE	PREV	IOUS /	AUDIT	RESUI	_TS
6.1.	Are hand wash sinks in working order with soap, sanitiser a 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?		NON-COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 -	Feb.02 C	Jan.04 C
	02/08/2022 11:09							
Requi	ired Action: Please can you investigate.							
6.2.	Is the canteen in a hygienic condition and all food within sh life?	elf (1/1)	COMPLIANT	Mar.04	Feb.16 NC	Feb.04 C	Feb.02 C	Jan.04 C
Exteri	nal Site Standards							
Q#	QUESTION	SCORE	RESPONSE	PREV	IOUS /	AUDIT	RESUI	_TS
7.1.	Are external walls and doors free from holes or ingress poin	its? (1/1)	COMPLIANT	Mar.04 C	Feb.16 C	_		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
7.3.	Is the external area tidy, free from pooling water and disuse equipment/pallets stored appropriately e.g. orderly and not against walls?		COMPLIANT	Mar.04 -	Feb.16 C	Feb.04 C	Feb.02 -	Jan.04
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 stat accessing external areas?	f (0/1)	NON-COMPLIANT	Mar.04 C	Feb.16 C	Feb.04 C	Feb.02 -	Jan.04
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.a access restricted controls in working order?	g. (0/1)	NON-COMPLIANT	Mar.04 C	Feb.16 -	Feb.04	Feb.02 -	Jan.04 C
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Contr	ol of Operations							
Q#	QUESTION	SCORE	RESPONSE	PREV	'IOUS	AUDIT	RESUI	LTS
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	Feb.02 -	Jan.04
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 Standard	ds & Hygienic Practices		
2.2 Are floors and drain	s kept in good repair and hygienic condition?	Due Date:	02/09/2022
		Risk Rating:	3
Findings	Skirts have a lot of dust and dirt around them.	Assignee:	Daniel Horner
Required Action	Please can you investigate.	Status:	Reported
2.6 Is racking in good co	ondition structurally and free from spillages?	Due Date:	02/09/2022
		Risk Rating:	9
Findings	Spillages in racking unit 11.	Assignee:	Daniel Horner
Required Action	Please can you investigate and clean up.	Status:	Reported
Hygiene and Hou	rsekeening		
Trygletic and Tioc	is excepting		
3.5 Are line toolboxes m	naintained in hygienic condition with only permitted items and kept off the floor?	Due Date:	02/09/2022
		Risk Rating:	6
Findings	Dayshift toolbox 6 left unlocked and on the floor near the line 4	Assignee:	Daniel Horner
Required Action	Please investigate and fix.	Status:	Reported
Staff Facilities			
	s in working order with soap, sanitiser and drying facilities? Area locker areas/changing rooms items stored inappropriately, sufficiently clean and tidy, with dirty overalls put into designated	Due Date:	02/09/2022
bin?		Risk Rating:	4
Findings	Dirty overalls are not put into the laundry banks correctly.	Assignee:	Daniel Horner
Required Action	Please can you investigate.	Status:	Reported
External Site Sta	ndards		
7.7 Do external doors pr	revent nonemployees gaining access e.g. access restricted controls in working order?	Due Date:	02/09/2022
		Risk Rating:	9
Findings	External door in unit 14 left open.	Assignee:	Daniel Horner
Required Action	Please can you investigate.	Status:	Reported