



Good Manufacturing Practice Manual

Introduction to the Good Manufacturing Practice Manual

1. Design and Construction of Buildings

2. Environment

3. Site Location and Standards

4. Layout of Premises and Workspace

5. Internal Design and Layout

6. Internal Structure

- i. Ceilings
- ii. Floors
- iii. Internal Walls
- iv. Lighting
- v. Doors

7. Equipment Design and Location

8. Laboratory Facilities

9. Temporary Structures and Vending Machine Facilities

10. Maintenance System

11. Management of Critical Supplies

12. Monitoring Equipment

13. Site Services

- i. Control of Air Supply Prerequisite Programme
- ii. Control of Compressed Air and Gases Prerequisite Programme
- iii. Control of Water Supply Prerequisite Programme
- iv. Control of Boiler Chemicals Prerequisite Programme

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14. Purchasing

15. Supplier Approval and Monitoring

16. Control of Incoming Materials

17. Manufacturing Control

18. Raw Material Foreign Body Control Policy

19. Storage Prerequisite Programme

- i. Cold Storage Areas
- ii. Cold Storage Area Equipment Breakdown
- iii. Frozen Storage
- iv. Freezer Breakdown

20. Stock Control

21. Despatch and Distribution

22. Warehousing

23. Management of Cleaning

- i. Cleaning Agents
- ii. Cleaning Equipment
- iii. Cleaning Procedures
- iv. CIP Systems
- v. Monitoring of Cleaning Effectiveness

24. Equipment

- i. Equipment Hygienic Design
- ii. Food Contact Surfaces
- iii. Equipment Cleaning

25. Waste Management

- i. Waste Container Management
- ii. Waste Disposal

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iii. Drainage systems

26. Food Defence

- i. Visitor and contractor control
- ii. Vulnerability Assessment
- iii. Risk Analysis
- iv. Re-Evaluation of Risks
- v. Access Controls

27. Crisis Management

28. Hygiene and Housekeeping

- i. Personal Behaviour
- ii. Personal Cleanliness
- iii. Personal Hygiene and Personnel Facilities
- iv. Personnel Hygiene Facilities
- v. Personnel Canteen Facilities
- vi. Protective Work Wear
- vii. Procedure for Protective Clothing and Work wear
- viii. Control of First Aid Dressings
- ix. Illness Reporting Systems
- x. Employee Sickness Reporting
- xi. Visitor/Contractor Screening
- xii. Medical Screening

29. Pest Control

- i. Pest Control Programme
- ii. Prevention of Pest Harbourage
- iii. Pest Monitoring
- iv. Exterior Bait Stations
- v. Interior Monitoring
- vi. Electronic Flying Insect Killing Units (EFKs)
- vii. Pheromone Traps
- viii. Bird Control
- ix. Pesticide Management
- x. Pest Eradication

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30. Prevention of contamination

- i. Glass Policy
- ii. Glass Used in Equipment
- iii. Glass Windows
- iv. Lighting
- v. Electronic Fly-killing Units
- vi. Ingredient Containers
- vii. Glass Auditing and Recording Procedures
- viii. Glass Breakage and Investigation Procedures
- ix. Control of Brittle Materials
 - x. Brittle Material Used in Equipment
 - xi. Brittle Material Auditing and Recording Procedures
 - xii. Brittle Material Breakage and Investigation Procedures
- xiii. Control of Knives and Blades
 - xiv. Knife Loss/Blade Breakage Procedure
 - xv. Prevention of cross contact or contamination during processing
- xvi. Prevention of Microbiological Contamination
- xvii. Prevention of contamination
- xviii. Chemical Controls
 - xix. General Physical/ Chemical/ Microbiological
 - xx. HACCP Prerequisite GMP Programmes

31. Product Labelling Controls

32. Product Information

33. Allergen Control System

- i. Foods That Can Cause Reactions
- ii. Controlling Allergens
- iii. Checking and Managing Ingredients
- iv. Risk Assessment of Manufacturing Allergen free Food
- v. Identification and segregation of allergens during storage and handling

34. Rework

35. Product Recall