

Self-Inspection Check List

DATE _____

	(GDP)	Compliance	Observations	CAPA
6.2.1	General Information.			
6.2.1.1	Any contract for warehouse			
6.2.1.2	Any contract for vehicles			
6.2.2	Personnel			
6.2.2.1	Name and designation of personnel			
6.2.2.2	Training program and records			
6.2.2.3	Hygiene			
6.2.3	Premises and Facilities			
6.2.3.1	Capacity			
6.2.3.2	Security			
6.2.3.3	Lights and ventilation			
6.2.4	Cleanliness			
6.2.4.1	Dry and clean			
6.2.4.2	Cleaning SOPs and program			
6.2.4.3	Cleaning records			
6.2.5	Storage of products			
6.2.5.1	Storage off ground			
6.2.5.2	Segregation			
6.2.5.3	Precautions against deterioration			
6.2.5.4	Storage – Sunlight, Security			
6.2.5.5	Identify materials that require special handling			
6.2.5.6	Temperature & Humidity Monitoring System			
6.2.5.7	Cold storage			
6.2.5.8	Materials labeled			
6.2.5.9	Written procedure on storage and distribution			
6.2.6	Pest Control			
6.2.6.1	Appropriate program			
6.2.6.2	Insect killers			
6.2.7	Receiving and Handling			
6.2.7.1	Procedure			
6.2.7.2	Appropriate types of checks conducted			
6.2.7.3	Distribution records and duration of storage			
6.2.8	Distribution records and duration of storage			
6.2.8.1	FEFO/FIFO			
6.2.8.2	Stock Reconciliation			
6.2.8.3	Cycle Count			

Self-Inspection Check List

DATE _____

6.2.9	Stock Reconciliation			
6.2.9.1	Written procedure			
6.2.9.2	security, Storage condition, Protection			
6.2.9.3	Specialized means for special products			
6.2.10	Disposal			
6.2.10.1	Written procedure for disposal			
6.2.11	Documentation			
6.2.11.1	Documentation system			
6.2.11.2	SOP signed and formalized			
6.2.11.3	Computerized record			
6.2.12	Product Complaints			
6.2.12.1	SOP and records			
6.2.12.2	System for investigation and review			
6.2.13	Recall			
6.2.13.1	SOP and records			
6.2.13.2	Designated person			
6.2.14	Returned Goods			
6.2.14.1	SOP and records			
6.2.14.2	Authorization for re-sale			
6.2.15	Self-Inspection			
6.2.15.1	SOP and records			
6.2.16	Availability of procedures and records			
6.2.16.1	Training			
6.2.16.2	Cleaning / Sanitization			
6.2.16.3	Pest Control			
6.2.16.4	Receiving, handling, delivery and disposal			
6.2.16.5	Complaints			
6.2.16.6	Recalls			
6.2.16.7	Returns			
6.2.16.8	Self-Inspection			
6.2.17	Environmental Conditions			
6.2.17.1	Hazardous Waste Management			
6.2.17.2	Recycling Wooden Pallets Plastic and Cardboard.			
6.2.17.3	Spill Oil management			
6.2.17.4	Diesel Tank			
6.2.17.5	Disposal of damage equipment/Furniture.			

Self-Inspection Check List

DATE _____

6.2.17.6	Safety Conditions			
6.2.17.7	Fire monitoring System			
6.2.17.8	Alarm Monitoring systems.			
6.2.17.9	AHU.			
6.2.17.10	Emergency Exit doors			
6.2.17.11	PPEs availability and usage			
6.2.17.12	Cartons Stockings			
6.2.17.13	Forklifts			
6.2.17.14	Emergency Lights			
6.2.17.15	First Aid Boxes			