Free Checklist

Pre-Operational Inspection Checklist

Line start up checks for hygiene, allergens, foreign bodies, equipment, area and people

A trained operator or line leader completes the checks. The appropriate stakeholder for your site verifies and signs off before start up; independent verification matters most after allergen changeovers. If a check fails, the line does not start: correct, recheck and record.

Demo template, not an in-app checklist. Sign off by the appropriate stakeholder for your site.

Document Control

Field	Entry
Site	
Prepared by (role)	
Version	
Date	
Review date	
Line	
Shift	
Product to run	

Demo template is for illustrative purposes. Not intended for legal advice. Adapt to your site.

1. Checks

Area	Check	Pass? (Y/N)	Comment
Hygiene	Food contact surfaces visibly clean and dry		
Hygiene	No residue in hard to clean points		
Hygiene	Drains clear; cleaning chemicals removed		
Allergens	Previous allergen removed; changeover clean signed off		
Allergens	Correct utensils and colour coded equipment		
Allergens	Correct packaging and labels for the next product		
Foreign Bodies	No loose parts, tools or packaging on or near the line		
Foreign Bodies	Screens, sieves and guards intact		
Foreign Bodies	Glass and hard plastic register checked		
Foreign Bodies	Metal detector or X-ray tested		
Equipment	Guards in place; no leaks or damage		
Equipment	Maintenance work signed off as hygienically clear		
Equipment	Calibrated instruments in date		
Area and People	Lighting working; no pest activity		
Area and People	Correct protective clothing; hand wash stations stocked		

2. Failed Checks

Check	Issue	Correction	Rechecked by (role)	Time

Verification

Role	Signature	Time
Completed by (operator or line leader)		
Verified by (appropriate stakeholder for your site)		

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