Free Checklist

GFSI Readiness Checklist

Check your site against the core areas every GFSI-recognised scheme covers

Rate each area Ready, Partly or Not yet, then record the gap and an owner. Check the detail against the current issue of the scheme you choose.

Demo template. Illustrative method content written in our own words. GFSI benchmarks schemes and does not certify sites. Check the current standard of the scheme your site is aligned with.

Scheme and Scope

Field	Entry
Scheme and issue chosen (BRCGS, IFS, FSSC 22000, SQF)	
Customer requirements confirmed (who, which schemes)	
Site, products and processes in scope	
Target audit date and certification body	

Readiness Areas

#	Area	Status (Ready/Partly/Not yet)	Gap and owner
R1	Senior management commitment, policy and management review		
R2	Food safety culture evidence		
R3	Document control, records and internal audits		
R4	HACCP team, hazard analysis and HACCP plan		
R5	Prerequisite programs (premises, cleaning, pest control, hygiene, maintenance)		
R6	Supplier approval, specifications and outsourced processes		
R7	Allergen management, foreign body control and labelling		
R8	Traceability, incidents, withdrawal and recall (tested)		
R9	Food fraud vulnerability assessment and Food Defense plan		
R10	Training and competence records		
R11	Corrective action and complaint handling		
R12	Record history long enough to show the system running		

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