



དཔལ་ལྷན་འབྲུག་གཞུང་། གསོ་བ་ལྷན་ཁག འབྲུག་བཟའ་ཚས་དང་སློན་རིགས་དབང་འཛིན།

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BASIC COMPLIANCE CHECKLIST
GHP/GMP Criteria for Licensing of Feed Mills

Name of The Feed Mill:	Registration Number:
Address :	Name of the Responsible Person:
Type of Audit:	Date of Audit:
Products:	Audit Team:

Design and Facilities

Clause #	Requirements	Yes	No	Remarks
3.1 Location				
3.1.a	Establishment with clearly defined boundaries away from toxic chemical industries and clean surrounding			
3.1.b	Open drains, garbage dumps, water logging; open spaces, such as yards, streets and roof tops are not used for storage of feed.			
3.2.1 Design and layout				
3.2.1 a	The buildings have sufficient space to allow a logical flow of materials, products and personnel and maintain flow of products in onedirection			
3.2.1 b	Adequate space for raw material receipt and storage, processing, final product storage, toilets which do not open directly into the processing, packing and storage areas.			
3.2.1 c	There is adequate separation between storage areas (raw			

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	material, packaging material and finished goods), processing area, packing area, utility area, etc.			
3.2.1 d	There is a provision of appropriate loading and unloading points suitably covered to provide adequate protection from pests, rain, etc.			
3.2.1 e	Openings intended for transfer of materials and products (e.g. transport hoses, conveyors) are designed to prevent entry of foreign matter and pests.			
3.2.2 Internal Structures and Fittings				
3.2.2 a	Floorings are concreted, impervious, with no crevices or damages to allow adequate drainage			
3.2.2 b	Roof is gap free, water resistant, and finished with no build-up of dirt and shedding of particles			
3.2.2 c	Walls and partitions have smooth surface without wall paint flaking off and no crevices to harbor pests.			
3.2.2 d	Windows and ventilators shall be easy to clean and mesh on windows/ventilator have no cuts or damages to avoid entry of pest.			
3.2.2 e	Doors shall have smooth non-absorbent surfaces.			
3.3 Equipment				
3.3 a	Equipment/machines are located to permit adequate maintenance and cleaning, functions in accordance with its intended use			
3.3b	Equipment and re-usable containers coming into contact with feed are durable, designed and constructed to ensure that they can be adequately cleaned, disinfected and maintained to avoid the contamination of feed.			



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	The equipment shall be movable or capable of being disassembled to allow for maintenance, cleaning, disinfection, monitoring, etc.			
3.3c	Equipment are made of materials that are impervious, non-reactive, with no toxic effect in intended use and do not pass colors, odors or taste to feed.			
3.3d	The feed product and process monitoring and measuring devices are periodically calibrated and records maintained based on the type of equipment, criticality of the measurement, location and extent of usage.			
3.4 Containers for waste and inedible substances				
3.4a	Containers for waste, by-products or dangerous substances are identifiable, suitably constructed and made of impervious material.			

Facilities

Clause #	Requirements	Yes	No	Remarks
3.5.1 Water supply				
3.5.1.a	An adequate supply of potable water with appropriate facilities for its storage and distribution are available.			
3.5.1.b	The water pipes are made of material that is non-toxic, corrosion resistant, free from cracks, impervious and sealed.			



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3.5.1 c	Separate water system is identified that does not connect with or allow reflux into, potable water systems.			
3.5.2 Drainage and waste disposal				
3.5.2 a	Drainage and waste disposal systems are appropriately designed and constructed.			
3.5.2 b	Drainage flow from clean to Contaminated areas.			
3.5.2 c	Drains in the processing area are made of impervious rust proof material and are covered that does not allow any stagnation or backflow of water.			
3.5.2 d	Waste bins of adequate size for different types of wastes are provided.			
3.5.3 Cleaning and washing				
3.5.3 a	Adequate facilities are provided for cleaning working areas, storage rooms, walkways etc.			
3.5.3 b	Adequate means of washing hands including wash basins and supply of adequate water of potable quality are provided.			
3.5.3 c	Toilets of appropriate hygienic design at suitable location with adequate ventilation, lighting and hand washing facilities are provided.			
3.5.4 Temperature control				
3.5.4 a	If any of the operations require heating, cooling, and refrigerating, adequate facilities shall be available for the same.			
3.5.5 Air quality and ventilation				
3.5.5 a	Adequate ventilation for feed/ingredients are provided for controlling ambient temperatures and humidity			



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3.5.5 b	Processing areas are equipped with an exhaust system or ventilation for steam/vapor			
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4.2 Physical and chemical contamination

3.5.5 c	Ventilation systems ensure that air does not flow from unclean to clean areas and they can be adequately maintained and cleaned.			
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3.5.6 Lighting

3.5.6 a	Lighting is provided for various operations adequate for the nature of operations			
3.5.6 b	Lighting fixtures are protected with shatter-proof covers to ensure that feed is not contaminated in the event of breakages.			

Control of operations

Clause #	Requirements	Yes	No	Remarks
4.1 Microbiological cross contamination				
4.1 a	When processing feed, adequate steps shall be taken to prevent the same from microbiological crosscontamination.			
4.1 b	Raw, unprocessed feed ingredients shall be effectively separated			
4.1 c	Unauthorized access to processing areas is restricted. Appropriate foot dipping facilities are provided at the main entrance gate to disinfect foot wares of visitors.			



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4.2 a	Feeds are not contaminated by foreign bodies such as glass, metal particles from machinery, plastic, dust, harmful fumes and hazardous chemicals.			
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4.3 Incoming materials requirements

4.3 a	Only sound, suitable incoming material like raw materials, ingredients and semi processed products are used.			
4.3 b	Raw materials are inspected, tested or covered by Certificate of Analysis at appropriate frequencies for verifying conformance to specified requirements prior to acceptance or use.			
4.3 c	No raw material or ingredient are accepted by an establishment if it is known to contain undesirable substances, microorganisms, pesticides, veterinary drugs, heavy metals, radioactive substance or toxic, decomposed or extraneous substances			
4.3 d	Records of raw materials, feed additives and ingredients as well as their source of procurement are maintained.			

4.4 Packaging

4.4 a	Packaging materials shall provide adequate protection for products to minimize contamination, prevent damage and accommodate proper labeling			
4.4 b	Packaging materials are stored and handled under hygienic conditions away from raw materials and finished products			
4.4 c	Re-usable packaging are suitably durable, easy to clean and disinfect.			

4.5 Water and steam



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4.5 a	Water, if used in feed processing are potable and are stored to protect them from contamination			
4.5 b	Water (not potable) for steam production, fire control and other similar purposes are not connected with feed processing.			
4.5 c	Water pipes are maintained in good condition and order at all times. Water storage tanks for potable water are cleaned and disinfected at least once in 6 months			
4.6 Management and supervision of operations				
4.6 a	All operations are monitored and supervised appropriately depending on the size.			

4.7 Documentation and records				
4.7 a	Different aspects of operations are documented in the form of protocols/SOPs/instruction manuals etc. along with appropriate forms/formats/check lists			
4.7.b	Appropriate records of material reception, processing, production, storage and distribution are kept and retained for a period onemonth beyond the shelf life of the batch of product.			
4.7 c	Records for the following processesare maintained: <ul style="list-style-type: none"> • Incoming material checks • Inspection and test • Product recall and traceability • Sanitization of the mill • Pest control • Training • Calibration • Complaint and customer feedback • Corrective and preventive action 			



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4.8 Product recall and traceability			
4.8 a	Raw materials, ingredients and finished products are clearly identified during all stages of receipt, production, storage, and dispatch.		
4.8 b	<p>The responsibility to trace product are documented and implemented to ensure:</p> <ul style="list-style-type: none"> Finished product is traceable at least one step forward to the customer and at least one step back to the supplier; The effectiveness of the product trace system is reviewed at least annually. Records of raw material receipt and use, and finished product dispatch and destination are maintained. 		
4.8 c	<p>The responsibility to withdraw or recall product are documented and implemented. The procedure shall:</p> <ul style="list-style-type: none"> Identify person responsible for initiating, managing, and investigating a product recall; Describe the management procedures to be implemented; Outline a communication plan to inform site personnel, customers, consumers, authorities, and other essential bodies in a timely manner; Ensure that all the relevant stakeholders are listed as essential organizations and notified in instances of a feed safety incident requiring product recall. 		



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4.8 d	The procedure in place to ensure complete and rapid recall of any			
	implicated lot/ batch of finished feed.			
4.8 e	Recalled products are held under supervision until they are destroyed, or, determined to be safe for animal feeding.			
4.8 f	Records are maintained of recalled feeds incidents, root cause investigations into actual withdrawals and recalls, and corrective and preventative actions applied and the action taken on recalled feeds.			
4.9 a	Feed storage facilities are designed and constructed to enable maintenance of cleanliness, ventilation, avoid pest access and harborage; prevent contamination and provide suitable conditions of temperature and humidity for minimizing deterioration of feed.			
4.9 b	Adequate facilities for storage of feed, ingredients, packaging material, nonconforming material and non-feed chemicals are provided, and segregated appropriately.			



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4.9 c	<p>Feeds are stored under conditions that prevent spoilage, protect against contamination and minimize damage. Feed stored:</p> <ul style="list-style-type: none"> • away from the wall, • not directly on the floor, • on pallets/racks or any other manner to facilitate cleanliness, avoid ingress of moisture, etc. • in clean areas and stacked in a 			
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	manner that facilitates ease of movement.			
4.9 d	All products in storage are clearly identified.			
4.9 e	Stocks of raw materials (including packaging material) and ingredients are subjected to effective stock rotation.			
4.9 f	Cleaning materials and hazardous chemical substances have restricted access and only to authorized personnel.			

Maintenance, cleaning and sanitation

Clause #	Requirements	Yes	No	Remarks
5.1 Maintenance				
5.1.a	<p>Establishment and equipment are maintained under an appropriate state of repair and condition to;</p> <ul style="list-style-type: none"> • Facilitate all sanitation procedures • Function as intended particularly at critical steps • Prevent contamination of feed 			



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5.1 b	Maintenance programmes are in place which shall cover maintenance schedule, responsibilities, tools and gadgets, etc. and appropriate records maintained.			
5.1 c	Consumables like lubricants that come in contact with feed are food grade, and spares parts of equipment which directly come in contact with feed are non-toxic, non-reactive and impervious			
5.2 Pest Control				

5.2 a	Suitable pest control program are in place			
5.2 b	The pest control activities are performed by trained personnel and are continuously monitored for their effectiveness			
5.2 c	The measures are documented and records maintained.			

5.3 Waste management				
5.3 a	Suitable waste management and waste disposal system are in place. Wastes are not accumulated in feed processing and storage areas. Waste bins and areas are identified, covered and kept clean.			

Personal hygiene

Clause #	Requirements	Yes	No	Remarks
6 a	Personnel while working in a feed processing area shall maintain personal cleanliness and shall wear clean uniform.			Personnel do not wear uniform in the feed processing area.

Quality Control

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Claus e #	Requirements	Ye s	N o	Remarks
7 a	The responsibility and procedure for selecting, evaluating, approving, and monitoring an approved supplier are documented and implemented. A current record of approved suppliers, receival inspections, and supplier audits are maintained.			
7 b	Verification of raw materials shall include certificate of analysis, or sampling and testing.			
7 c	The quality control programme includes inspection and testing of incoming, in process and finished product and maintenance of records.			
7 d	Infrastructures are available for carrying out testing. In case the same is not available, a proper system for testing in an accredited external laboratories are in place			
7 e	The laboratory have <ul style="list-style-type: none"> • Competent manpower, • Appropriate equipment , • Methods of sampling and testing, • Quality assurance through in-house or external program, • Records of testing, calibration, manpower competence, quality assurance program. 			

Transportation

Claus e #	Requirements	Ye s	N o	Remarks
8 a	Feeds are adequately protected during transport to ensure feed safety			



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8 b	Transport containers are designed and constructed so that they do not contaminate feed. Feeds and non-feed shall be suitably segregated during transportation where the same conveyance or container is used for transportation.			
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Product information, consumer awareness and complaints

9 a	All incoming, in process and finished products are suitably identified for product (batch/lot) identification. All statutory requirements are clearly given on the label of the final product as per the Food Rules and Regulations of Bhutan (2017). All finished products are given a unique batch number. Any special requirements of handling, transport and storage by customer etc. are clearly indicated on labels.			
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Feed Formulation

Clause #	Requirements	Yes	No	Remarks
10 a	The methods and responsibility for feed formulations and manufacturing processes are documented and implemented.			
10 b	Feed formulations and manufacturing processes for products are reviewed when there are changes in materials, ingredients, or equipment.			
10 c	Records of feed formulations, process flows, shelf life trials, and approvals for all new and existing products are maintained.			



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10 d	Specifications for all raw materials and packaging including ingredients, additives, hazardous chemicals, and packaging that impact finished product safety are documented and implemented.			
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Complaint Management

Clause #	Requirements	Yes	No	Remarks
11 a	The methods and responsibility for handling, investigating, and resolving feed safety complaints from customers and authorities arising from products manufactured on-site are documented and implemented.			
11 b	All customer complaints are investigated and analyzed and the root cause established about the incidents.			
11 c	Corrective and preventative action is implemented based on the seriousness of the incident and the root cause analysis done.			
11 d	Records of customer complaints, their investigation, and resolution are maintained.			

Competence and Training

Clause #	Requirements	Yes	No	Remarks
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12 a	Managers and supervisors have appropriate knowledge of feed hygiene principles and practices. Suitable training are given to all persons to enable them to have the required knowledge and skills in GHP and GMP for the tasks to be performed by them effectively to enable a safe feed.			
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Self-Evaluation

Clause #	Requirements	Yes	No	Remarks
13.1 Internal audits and inspections				
13.1 a	The responsibility for scheduling and conducting internal audits to verify the effectiveness of application of GMP and GHP criteria are documented and implemented. Internal audits are conducted in full and at least annually.			
13.1 b	Staff conducting internal audits is trained and competent in internal audit procedures. Staff conducting internal audits is independent of the function being audited.			
13.1 c	Records of internal audits and inspections and any corrective and preventative actions taken as a result of internal audits are recorded.			

Name & Signature of Inspection Team:

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