

PRP Template - Good Manufacturing Practices (GMP)

Food Safety & Quality Template · Provided by GIFSQ

GMP is the unglamorous foundation everything else stands on - and the first document an auditor asks for. This PRP lays out the people, premises and operational rules in plain language your whole team can actually follow.

Before sign-off, read it as the person doing the work at 5am. If a step is vague, tighten it. Replace every [bracketed] entry, train the team, and review the program after its first month of real use.

1. Document control

Field	Details
Document title	PRP Template - Good Manufacturing Practices (GMP)
Document no.	[QA-PRP-001]
Version	[1.0]
Effective date	[YYYY-MM-DD]
Prepared by	[Name / Title / Date]
Approved by	[Name / Title / Date]
Review date	[YYYY-MM-DD]

2. Purpose

To define the baseline hygienic and operational practices that prevent contamination of food at this site.

3. Scope

Applies to all personnel (including contractors and visitors), all production, storage and welfare areas, and all equipment used at [site name].

4. Responsibilities

Role	Responsibility
Site / QA Manager	Owns this PRP; ensures resources, training and compliance.
Supervisors	Enforce GMP rules daily in their areas; correct breaches on the spot.
All employees	Follow GMP rules; report breaches and hazards.
Maintenance	Keep premises and equipment in hygienic, working condition.

5. Procedure

1. Control access to production areas - only authorized, inducted personnel enter.
2. Enforce personal hygiene rules (see PRP personnel hygiene): clean protective clothing, hair and beard covering, no jewellery except a plain wedding band [adapt to your policy].
3. Keep floors, walls, ceilings and drains clean, dry and in good repair; report damage immediately.
4. Store raw materials, packaging and finished product off the floor, away from walls, and segregated by type and allergen status.
5. Use only food-grade lubricants on food-contact equipment; keep lubricant use points identified.
6. Protect open product from contamination - cover, close or shield lines during breaks and maintenance.
7. Control glass and brittle materials per the glass register; no glass containers in production areas.
8. Manage waste so it never contacts open food or food-contact surfaces; remove waste at least [daily].
9. Keep chemicals locked away from food areas and clearly labelled.
10. Prohibit eating, drinking (other than from designated closed containers), smoking and chewing gum in production areas.

6. Monitoring

Every entry dated and initialled by the person who did the check - in our experience, unsigned logs are the first thing an auditor questions.

What is monitored	How	Frequency	Responsible
GMP compliance walk	Visual inspection against GMP checklist	Weekly	QA / Supervisor
Protective clothing and hygiene	Spot checks at shift start	Daily	Supervisor
Premises condition	Walk and record defects	Monthly	Maintenance / QA

7. Corrective action

When monitoring shows the program slipping, don't just fix the symptom - the follow-up below matters more than the immediate correction.

1. Stop the non-compliant activity immediately and correct it on the spot where safe to do so.
2. Segregate and assess any product that may have been affected; QA decides disposition.
3. Retrain the personnel involved and record the briefing.
4. Fix the root cause (e.g., repair, re-layout, new equipment) and verify the fix.

8. Verification

- Monthly review of GMP checklists and corrective actions by QA.
- GMP covered in the internal audit program at least [annually].
- Trend nonconformances quarterly and act on repeat findings.

9. Records

- GMP inspection checklists
- Corrective action records
- Training and briefing records
- Maintenance work orders arising from GMP walks

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for [Define retention period, e.g., 2 years beyond shelf life] at [defined location] - and make sure someone besides you knows where that is.

General use: This template contains no country-specific laws or regulator names and suits any food business — restaurant, catering, food manufacturing, retail, or food service. Adapt temperature limits, legal references, and record-retention periods to your local regulations. Provided by GIFSQ · v1.0 · September 2026