

Food Production Line Start-Up Checklist

Daily Operations

PRODUCTION LINE	DATE ___/___/___	SHIFT SUPERVISOR	PRODUCT / SKU
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LINE CLEARANCE

- | | |
|---|---|
| <input type="checkbox"/> Previous product fully removed from line | <input type="checkbox"/> Allergen changeover completed (if applicable)
<small>Follow allergen matrix for required clean type</small> |
| <input type="checkbox"/> Previous packaging materials cleared | <input type="checkbox"/> Line clearance verified by second person |
| <input type="checkbox"/> Previous batch labels and codes removed | <input type="checkbox"/> Line clearance form signed off |

SANITATION VERIFICATION

- | | |
|---|---|
| <input type="checkbox"/> Equipment cleaned per sanitation SOP | <input type="checkbox"/> Hoppers and chutes clear |
| <input type="checkbox"/> Contact surfaces swab-tested (if required)
<small>ATP or allergen swab — record results</small> | <input type="checkbox"/> Cleaning chemicals flushed from system |
| <input type="checkbox"/> Conveyor belts clean, no residue | <input type="checkbox"/> Sanitation sign-off on cleaning log |

EQUIPMENT READINESS

	OK	FAULT		OK	FAULT
Motors and drives start without fault	<input type="radio"/>	<input type="radio"/>	Labeller aligned and printing correctly	<input type="radio"/>	<input type="radio"/>
Conveyor speed set to spec	<input type="radio"/>	<input type="radio"/>	Metal detector tested with standards <small>Record Fe/Non-Fe/SS test results in CCP log</small>	<input type="radio"/>	<input type="radio"/>
Filler/dosing calibrated	<input type="radio"/>	<input type="radio"/>	Checkweigher calibrated	<input type="radio"/>	<input type="radio"/>
Sealer/closer functioning	<input type="radio"/>	<input type="radio"/>	Date coder set to correct batch/date	<input type="radio"/>	<input type="radio"/>

SAFETY SYSTEMS

- | | |
|---|---|
| <input type="checkbox"/> Emergency stop buttons tested | <input type="checkbox"/> Interlocks functioning |
| <input type="checkbox"/> Machine guards in place and locked | <input type="checkbox"/> Compressed air at operating pressure |

MATERIALS STAGED

- | | |
|---|--|
| <input type="checkbox"/> Raw materials matched to batch sheet | <input type="checkbox"/> Packaging materials correct (labels, film, cartons) |
| <input type="checkbox"/> Ingredient lot numbers recorded | <input type="checkbox"/> Sufficient stock to complete run |

AUTHORISATION

Line approved to start production Yes No — hold for resolution

Issues noted

QA sign-off

Supervisor sign-off

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Notes

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