FREE SAMPLE — from ShiftBinder

Pre-Operational GMP Inspection Record

This is the complete form — print it and use it as-is. It is one of the forms included in the ShiftBinder GMP Template Pack, and it is also sold on its own as an editable Word document on Etsy.

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ShiftBinder

Pre-Operational GMP Inspection Record

Single-Form Edition

Complete before start-up for each line or area: verify sanitation, equipment condition, and facility readiness, then record the release decision. Supports good manufacturing practice programs under 21 CFR Part 117, Subpart B.

WHAT YOU GET: one editable Microsoft Word form — Pre-Operational GMP Inspection Record — ready to customize for your facility. This is a single form from the ShiftBinder GMP SOP Pack ($34.95, 8 forms); the full pack covers the complete program.

FRM-GM-03 | Pre-operational GMP inspection record

Complete before start-up for each line or area per your pre-operational inspection procedure (WI-GM-02 in the full ShiftBinder GMP SOP Pack). Record actual observations; do not enter only "done." Production does not start until the authorized verifier signs the release.

Line/area: _____ Date: _____ Shift: _____

Inspection site	Pass	Fail	Observations
Area clear of prior product, labels, waste, tools	☐	☐	
Sanitation log verified: chemicals, concentration, contact time	☐	☐	
Food-contact surfaces: no residue, film, or pooled water	☐	☐	
Hard-to-clean points opened and inspected	☐	☐	
Non-food-contact surfaces adequate	☐	☐	
Equipment condition: guards, utensils, instruments	☐	☐	
Cold storage at required temperature	☐	☐	
Hand-wash stations stocked and functional	☐	☐	
Lighting adequate; no condensation drip over exposed areas	☐	☐	
Pest devices in place; no pest evidence	☐	☐	

Release decision: ☐ PASS — line/area released for production ☐ FAIL — remains on hold (see your deviation and corrective action record)

Inspected by: _____ Verified/released by: _____ Time: _____

Completed by (print/sign): _____ Date/time: _____

Reviewed by (print/sign): _____ Date: _____
Review time limit: [facility-defined, e.g., within 7 days]

Single-facility buyer license

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Not a compliance guarantee

This file is an operational template, not legal advice, a hazard analysis, a food safety plan, or a substitute for review by a Preventive Controls Qualified Individual (PCQI) or other qualified food safety professional. It must be adapted to the facility, products, processes, equipment, and applicable federal, state, local, customer, and certification requirements. It does NOT guarantee compliance with 21 CFR Part 117, inspection outcomes, or audit results.

AI disclosure: this template was drafted with AI assistance and reviewed and edited by the seller.

This free sample is one form from ShiftBinder. The full editable version and 120+ more forms and packs are on Etsy: etsy.com/shop/ShiftBinder — see getshiftbinder.com for the full catalog.