

CO-PACKER AUDIT REPORT (FOOD)

Date _____

Factory Information

| | | |
|-------------------------|-------------------|----------------|
| Factory Name | Factory Contact | |
| Factory Location | | |
| Contact Phone | Contact Email | |
| Factory Website | | |
| Factory Members Present | | |
| Number of Factory Sites | Years in Business | Annual Revenue |

Project Information

| |
|-----------------------|
| Project Name |
| Required Capabilities |
| Specs |
| Storage Requirements |
| Projected Volume |
| Delivery Date |

Factory Certifications and Licenses

- | | |
|--|---|
| <input type="checkbox"/> GFSI certificate (either an SQF, BRC, FSSC22000 or IFS) <input type="checkbox"/> FDA registration # with matching address <input type="checkbox"/> Allergen Plan <input type="checkbox"/> Product Traceability and Recall Plan <input type="checkbox"/> HACCP Flow Chart and CCP Plan | <input type="checkbox"/> an alternative 3rd Party Audit if a GFSI cannot be provided <input type="checkbox"/> HACCP Training certificate of the technician in charge of this procedures. <input type="checkbox"/> Organic, Fair Trade, Non-GMO and/or Kosher Certificates <input type="checkbox"/> Letter of Guarantee ensuring products for your company comply in all respects with the Federal Drug & Cosmetic Act and that the products have not been adulterated or misbranded within the meaning of the act. |
|--|---|

Notes:

Factory Product Experience

Find out what other products this co-packer has made and what brands they have worked with.

| | |
|---|-------|
| What products have they made that are similar to yours? | Notes |
|---|-------|

Capacity

Ask them about their process for meeting deadlines and stories of how they've handled spikes in demand.

Production Timeline / Lead Time

Notes:

Volume Capacity and Scalability

Notes:

Comments

Pricing

Understand full costs and make sure your pricing will support them.

Ingredients

Notes:

Packaging

Labor

Shipping

Fulfillment

Administrative

Research and Development

Incoming Quality Control

This department is responsible for inspecting quality and validity of the materials and ingredients received from outside suppliers, before production begins.

Ingredients are being inspected for correct part number, and to confirm that they are the right ingredients

Ingredients are being inspected to meet specs

Comments

Storage

This department is responsible for inventorying purchased and produced product.

Co-packer has the storage capacity required

Ingredients and product can be stored according to spec

Storage area keeps record of temperature and humidity

Customer-consigned ingredients are labeled and stored separately

Comments

Equipment

| Types of Equipment Provided By Co-Packer | Number of Machines | Maintenance Routine | Age of Equipment |
|---|-----------------------|------------------------|---------------------|
|---|-----------------------|------------------------|---------------------|

Backup plan if machine(s) break:

Comments

Packaging Equipment and Capabilities

Packaging Equipment Types

Packaging Capabilities

Comments

Quality Control

This department is responsible for inspecting product for quality before it leaves the co-packer.

-
- Co-Packer Inspects
 - Client Inspects

Comments

Product Development Support

A co-packer rarely gets a product right on the first pass. What kind of support are they offering during research and development?

Comments

Worker Shifts

Two or three 8-hour shifts are common for factories. This information is important to know the production capacity.

Shift Duration:

Number of Shifts, Normal Work:

Number of Shifts, Overtime Work:

Comments

Insurance

On-Site: Yes No

Insurer Name:

General Comments
