



Process and Controls

No	Sub	Inspection Criteria	Yes	No
29		Is responsibility for overall plant sanitation specifically assigned to an individual?		
	a	Does this person have a firm understanding of beer production and knowledge of federal, state, and local laws and regulations?		
	b	Does this person have formal education and/or training in beer/beverage/food industry processing plant sanitation? Best Practice - Assign an individual who has completed relational academic degree programs, workshops and/or training.		
	c	Does this person have the aptitude to develop a strong sanitation program and train staff accordingly? Best Practice - Assign an individual who has experience conducting routine inspections and reporting functions.		
30		Are raw materials and ingredients adequately inspected, processed as necessary, and stored to assure that only clean, wholesome materials are used?		
	a	Have all raw materials to be used in production been clearly identified as such?		
	b	Have raw materials and containers been inspected to ensure there is no visible contamination or deterioration? Best Practice - Containers such as silos and material storage units should be completely emptied and cleaned routinely.		
	c	Have raw materials been handled or processed in a manner that avoids contamination?		
	d	Have raw materials been stored in areas where there are inspections for possible contamination breaches? Best Practice - Assign staff to perform routine and scheduled storage area inspections with sign-off.		
	e	Have raw materials been washed, processed, or cleaned as necessary to remove soil or other contamination? Best Practice - Purchase raw materials and other ingredients under a supplier's guarantee or certification. Best Practice - Quality/food safety meetings are held with critical raw ingredient and packaging material suppliers at least annually.		
	f	Is water used for washing, rinsing, or conveying food safe and of adequate sanitary quality? Best Practice - Utilize an ATP-type swab technology for sanitization validation and/or microbiological stability testing.		
31		Is ice (where used) manufactured from potable water and stored and handled in a sanitary manner?		
	a	Is the water used to create ice safe and of adequate sanitary quality?		
	b	Has the water used to create ice been manufactured in accordance with current good manufacturing practices? Best Practice - Scheduled routine testing to provide a water potability certificate or report from a state or local health agency (or other accredited organization), keeping quickly producible result records.		
	c	Is ice being handled and stored in a clean, sanitary manner until use? Best Practice - Ensure sanitary guidelines (as referenced in the FDA Food Code: Chapter 1 part 1-201.10 defining ice as food, mandating ice to the same handling and cleanliness standards as everything else in retail food, including manufacturing equipment) are posted in plain view of work areas.		
32		Is food processing conducted in a manner to prevent contamination and minimize harmful microbiological growth?		
	a	Is careful monitoring of physical factors such as time, temperature, pH, pressure, and flow rate being conducted? Best Practice - Record all readings daily by appropriate and permanent means by properly trained staff. Best Practice - Record all readings in ongoing daily logbooks.		
	b	Is there a plan in place to prevent spoilage and contamination of ingredients, packaging materials, and beer during periods of mechanical failure?		
33		Are chemical, microbiological, or extraneous material testing procedures used where necessary to identify sanitation failures of food contamination?		
	a	Is the facility equipped with instruments or the means to test for chemical, microbiological, or extraneous material? Best Practice - Perform in-house testing when available or send to a third-party testing facility for verification. Best Practice - Perform in-house QA/QC testing when available or utilize third-party testing facilities for verification.		
	b	Are instruments such as sieves, traps, magnets, electronic metal detectors, or other suitable effective means being deployed? Best Practice - Ensure all instruments are calibrated or standardized before initial use (if required) and routinely tested for effectiveness in-house by properly trained staff. If required, perform routine third-party certification or recalibration.		
34		Are packaging processes and materials adequate to prevent contamination?		
	a	Is there a documented QC operation in effect at all critical control points to ensure consumer safety during packaging? Best Practice - Perform a critical control points analysis.		
	b	Is identification and traceability maintained for all packaging materials? Best Practice - Ensure all lot identifications, Julian dates, "born-on," and "best-by" dates are legible and easy to identify and interpret.		
	c	Are packaging materials safe and appropriate for the intended use? Best Practice v Consult § 130.3(d) of the Master Brewers Association Good Brewing Practices Document for materials reference guide .		
	d	Are products/materials receiving physical protection from contamination, particularly airborne contamination?		
	e	Are sanitary handling procedures being adhered to and materials not stored in direct contact with the floor? Best Practice - Ensure sanitary guidelines for food/material handling are posted in plain view of work areas.		

35	Are only approved food and/or color additives used?		
a	Are ingredients whose use is generally recognized as safe (where government approval is not needed) being used?		
b	Are ingredients whose use is not generally recognized as safe (where government approval is needed) being used?		
	Best Practice - Consult TTB e-CFR Title 27, Chapter I, Subchapter A, Part 25 for guidelines.		
	Best Practice - Exclusively use International Food Information Council (IFIC) and U.S. Food and Drug Administration approved food and/or color additives		
c	Are all products that are contain food and/or color additives labeled as such?		
	Best Practice - Reference the TTB Beverage Alcohol Manual (BAM) for standards.		
36	Are products coded to enable positive lot identification, and are records maintained in excess of expected shelf-life?		
a	Are all product labels in adherence to TTB compliance standards for alcoholic beverages?		
	Best Practice - Reference the TTB Beverage Alcohol Manual (BAM) for standards.		
b	Are all lot identifications, Julian dates, "born-on," and "best-by" dates legible, and easy to identify and interpret?		
	Best Practice - Ensure indelible ink is used in bottle/packaging labeling.		
	Best Practice - Ensure bottle/packaging labeling instruments are in proper working order at the start of each shift.		
c	Are all records of preceding lots kept in chronological order, and easy to access and interpret?		
37	Are weighing and measuring practices adequate to ensure the declared quantity of contents?		
a	Is there a standard "Maximum Allowable Variation" (MAV) for an individual package beyond which the deficiency is considered to be unreasonable?		
	Best Practice - Ensure MAV values are posted in clear sight of production areas responsible for these functions.		
b	Does the average net quantity of contents of packages in a lot at least equal the net quantity of contents as declared on the label?		
	Best Practice - Consult TTB e-CFR Title 27, Chapter I, Subchapter A, Part 25 for guidelines ($\pm 0.5\%$ declared fill volume).		
c	Are permitted variations limited so that the average of the quantities in the package is not below the stated label quantity?		
	Best Practice - Ensure all instruments used for weighing and measuring are calibrated or standardized before initial use and routinely calibrated and in-spec.		
38	Are labels of products covered during inspection in compliance?		
a	Are all beer labels and keg rings in compliance with the TTB and local regulations?		
	Best Practice - Reference the TTB Beverage Alcohol Manual (BAM) in order to post a checklist of all the mandatory requirements in clear view in the responsible work areas.		
	Best Practice - Although current regulations under the Federal Alcohol Administration Act (FAA Act) do not require the disclosure of major food allergens on alcohol beverage labels, TTB has issued a proposed rulemaking, Notice No. 62, 71 FR 42329, which proposes to make the labeling of major food allergens mandatory. Reference interim rule, T.D. TTB-53, 71 FR 42260, which sets forth standards for optional allergen labeling statements.		
	Best Practice - Have a complete listing of all allergens as described in interim rule, T.D. TTB-53, 71 FR 42260 posted in clear view in the responsible work areas.		
	Best Practice - Have all products randomly tested throughout the manufacturing process for all allergens as described in interim rule, T.D. TTB-53, 71 FR 42260 at a third-party testing laboratory.		
	Best Practice - All TTB approved label claims, such as gluten free, are backed up with proper in-house testing by trained staff per finished product lot. Third party verification plan is in place for all claims.		
39	Are finished products stored and shipped under conditions that will avoid contamination and deterioration?		
a	If there is a possibility of cross-contamination, are activities adequately separated by physical or other effective means?		
	Best Practice - Scheduling of storage and shipping activities to mitigate potential contamination risk.		
b	Are all findings recorded on a shipping report or receiving report to document deficiencies to management?		
	Best Practice - Designate an individual to monitor both the finished product shipping area and carriers.		
c	If used, are all tanker trucks and rail cars verified to be clean prior to loading with ingredients or beer?		
d	Is the loading of vehicles or shipping containers carried out in a manner that prevents damage and are loads secured to prevent movement during transit?		
e	Are staff notified and trained accordingly regarding products requiring special handling conditions?		