

ISO 22716 Readiness Checklist

Cosmetics GMP — Carat Global Assurance

Use this checklist to gauge how ready your facility is for an ISO 22716 certification audit. Each item maps to a clause area an auditor will review.

Personnel

- Organization chart and defined GMP responsibilities
- Training program and records for all staff
- Hygiene and health rules for personnel

Premises

- Zoning that separates clean and support areas
- Surfaces, drainage, lighting and ventilation controlled
- Pest control program in place

Equipment

- Equipment suitable, maintained and calibrated
- Cleaning and sanitization procedures validated

Raw & packaging materials

- Approved supplier list and receiving controls

- Complaint handling and recall procedure
- CAPA / corrective and preventive actions

Documentation & internal audit

- Controlled documents and change control
- Internal audit schedule and management review

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