



Line Clearance Checklist Template

Dolores Spencer

Complete

Score	11 / 14 (78.57%)	Flagged items	3	Actions	1
Product/item name					Oat Milk
Batch number					123ABC
Area					Production Floor 11
Conducted on					14.10.2024 17:00 PST
Prepared by					Dolores Spencer

Flagged items & Actions

3 flagged, 1 action

Flagged items

3 flagged, 1 action

Line Clearance Inspection / Machine Inspection

Are the transfer assembly lines clean, free from previous product and unwanted materials?

No

Some empty cartons from the previous production batch are still on the assembly lines.

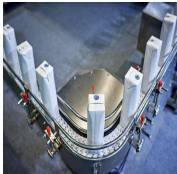


Photo 1

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 16.10.2024 05:30 PST | Created by: SafetyCulture Staff**Clear out transfer assembly line**

Please remove the excess packaging cartons on the line. These were from the previous production batch,

Closing Remarks

Is the production line ready for setting up the next batch?

No

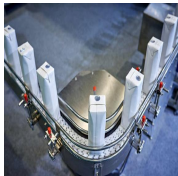
Closing Remarks

Overall rating

Fail

Other actions

0 actions

Line Clearance Inspection	1 flagged, 1 action, 11 / 12 (91.67%)
Area and Material Inspection	4 / 4 (100%)
Is the area clean, free from previous product and unwanted materials?	Yes
Is the equipment cleaned properly?	Yes
Is the temperature and humidity in the production area at the required specification?	Yes
Are the raw materials used labelled properly? (Material codes, expiry date, etc)	Yes
Have all samples been removed?	N/A
Machine Inspection	1 flagged, 1 action, 4 / 5 (80%)
Are the conveyors clean, free from previous product and unwanted materials?	Yes
Are the transfer assembly lines clean, free from previous product and unwanted materials?	No
Some empty cartons from the previous production batch are still on the assembly lines.	
	
Photo 1	
To do Assignee: SafetyCulture Staff Priority: High Due: 16.10.2024 05:30 PST Created by: SafetyCulture Staff	
Clear out transfer assembly line	
Please remove the excess packaging cartons on the line. These were from the previous production batch,	
Are the product retainers clean, free from previous product and unwanted materials?	Yes
Is the foil feed empty, free from previous product and unwanted materials?	Yes
Has the packaging leaflet feed been dismantled?	N/A
Has the waste bin been removed and emptied?	Yes

Personal Protective Equipment (PPE) Inspection

3 / 3 (100%)

Are there appropriate PPE designated for each personnel?

Yes

Are the PPE in good condition?

Yes

Is there a first aid kit present in the area?

Yes

Closing Remarks

2 flagged, 0 / 2 (0%)

Is the production line ready for setting up the next batch?

No

What else needs to be completed?

See assigned action and previous annotation.

Overall rating

Fail

Comments or suggestions

Be more mindful of transfer assembly lines and leaving behind empty packaging, even if unused.

Date completed

15.10.2024 17:30 PST

Sign off*Dolores Spencer*Dolores Spencer
01.11.2024 16:27 PST

Media summary



Photo 1