



Instructions: Take this compliance assistance tool with you on an observational walkthrough of your DHEC-permitted premises and, as you notice deficiencies and hazards, add descriptive notes to the appropriate box(es). Use the completed tool to arrange correction of non-conformities, educate your staff, and improve your procedures.

Employee Completing Evaluation: _____ Date Completed: _____

	Cleanliness (e.g., Clutter, Material Buildup, Trash)	Broken, Missing, in Disrepair (e.g., Rust, Flaking Paint, Torn)	Improper: Materials, Repairs, Procedures	Unlabeled Container(s)	Other Deficiencies & Hazards
Storage: Ambient Ingredient(s)					
Storage: Refrigerated Ingredient(s)					
Boiler Room					
Compressor Room					
Well/Pump House					

Bottling Compliance Assistance Tool

	Cleanliness (e.g., Clutter, Material Buildup, Trash)	Broken, Missing, in Disrepair (e.g., Rust, Flaking Paint, Torn)	Improper: Materials, Repairs, Procedures	Unlabeled Container(s)	Other Deficiencies & Hazards
Treatment Room					
Holding/ Storage Tank(s)					
Floor Drains					
Bottle Washer					
Cap Hopper					
Blender Room					
Hoses & Caps					

Bottling Compliance Assistance Tool

	Cleanliness (e.g., Clutter, Material Buildup, Trash)	Broken, Missing, in Disrepair (e.g., Rust, Flaking Paint, Torn)	Improper: Materials, Repairs, Procedures	Unlabeled Container(s)	Other Deficiencies & Hazards
Piping & CIP (Clean-in-Place)					
Backflow Preventer(s)					
Platform Area(s)					
Depalletizer & Debagging Table(s)					
Conveyor Line(s)					
Filling Room					
Packaging/ Container(s)					

Bottling Compliance Assistance Tool

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Storage: Finished Product(s)					
Lab Area(s)					
Chemical Room(s)/ Area(s)					
Part(s) Storage					
Shipping/ Receiving Area(s)					
Restroom Area(s)					
Break/Locker Area(s)					

Bottling Compliance Assistance Tool

	Cleanliness (e.g., Clutter, Material Buildup, Trash)	Broken, Missing, in Disrepair (e.g., Rust, Flaking Paint, Torn)	Improper: Materials, Repairs, Procedures	Unlabeled Container(s)	Other Deficiencies & Hazards
Hand Wash Sink(s)					
Facility Surroundings					
Other Locations					
Other Equipment					
Other Utensils					

Additional Notes: _____
