



# Internal Audit Module for Food Operations

## Food Safety System Audit Form

Completed Food Safety Quality System Audit Form Example		
Date of Audit: 7 <sup>th</sup> November 2023	Time of Audit: 14:00Hrs	
Area Audited: Manufacture, warehousing and transport of branded ice cream.		
Audit Scope: Manufacture, warehousing and transport of branded ice cream (Food Safety, Legislation, Quality)		
Auditor: Andy Auditor	Auditee Name: Olly Peraman Paul Prod	Auditee Job Title: Operations Manager Supervisor
<b>Audit Summary</b>		
Significant parts of the systems for the manufacture, warehousing and transport of branded ice cream were found to be compliant. A Major and a minor Non-compliance have been raised as well as 5 observations. The major non-compliance relates to inadequate pasteurization temperature control. A follow up audit is recommended to ensure adequate corrective action has been implemented.		
<b>Document Review</b>		
All the following documents were found to be current and compliant: SPEC 001 Ice Cream Specification Revision 0 7 <sup>th</sup> November 2023 CCP 1 Ice Cream Critical Control Plan Sample Revision 0 7 <sup>th</sup> November 2023 QM 1 Ice Cream Pasteurization Procedure Revision 0 7 <sup>th</sup> November 2023 QM 2 Ice Cream Filling Procedure Revision 0 7 <sup>th</sup> November 2023 QM 3 Ice Cream Warehousing Procedure Revision 0 7 <sup>th</sup> November 2023 Pasteurization Record in use - QMR 1 Pasteurization Record Blank Revision 0 7 <sup>th</sup> November 2023 <b>* Observation - Quality</b> CCP 1 Ice Cream Critical Control Plan Control Plan could include ice cream is stored and delivered at a maximum of -18 °C		

Document Reference Food Safety Quality System Audit Form QMR 010  
Revision 0 1<sup>st</sup> November 2023  
Owned by: Technical Manager  
Authorized by: General Manager



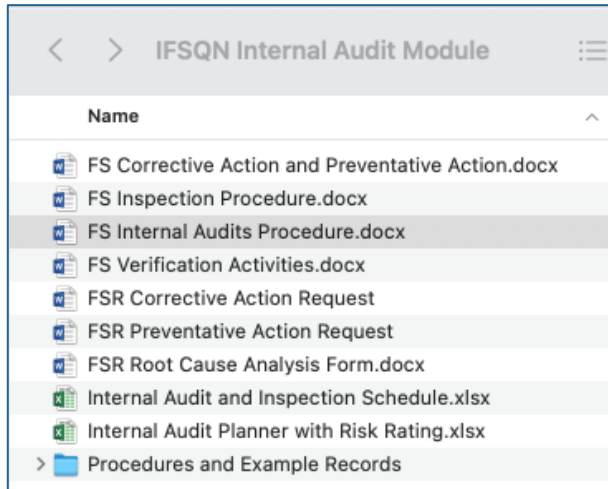
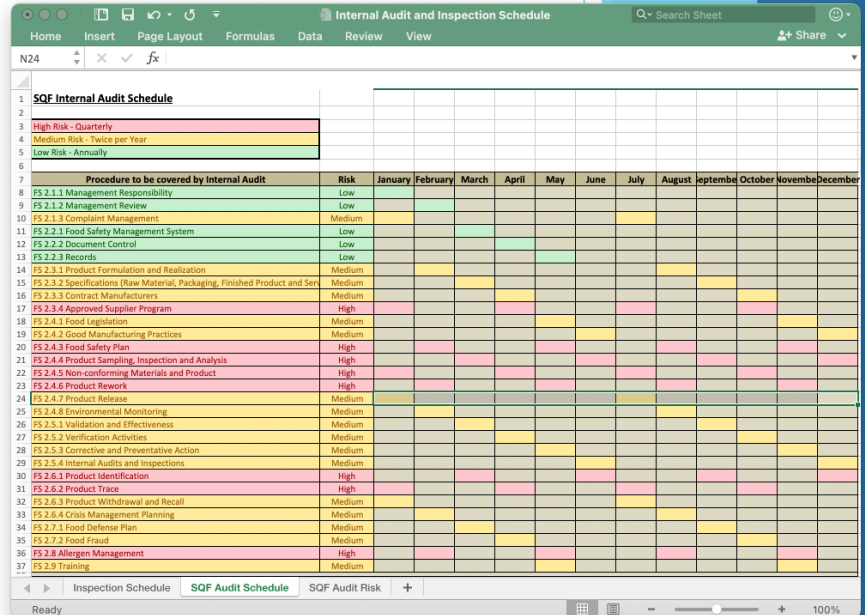
## Food Safety System Audit Form

Filling
Operator: Fred Flint Supervisor: Paul Prod
<b>Compliance</b> Filler operations were generally compliant. The correct current Filling Procedure was available and in use - QM 2 Ice Cream Filling Procedure Revision 0 1 <sup>st</sup> November 2023 The correct current record was in use QMR 2 Ice Cream Filling Log Revision 0 1 <sup>st</sup> November 2023 All products observed and records checked demonstrated compliance with minimum weight legislation (QMR 2 Ice Cream Filling Log 07/11/2023) <b>Non-Compliance 2 - Minor.</b> On review of Filler Records - QMR 2 Ice Cream Filling Log 07/11/2023 Dairy ice cream has a fat of 2.95% at 22:25Hrs. This is a legal non-compliance if sold. Dairy regulation 1/2015 requires that dairy ice cream contains a minimum of 3% dairy fat <b>Investigation:</b> Product was sent to customer on concession and product is not for sale but given to staff. Signed concession attached. Further investigation of records on 1 <sup>st</sup> , 3 <sup>rd</sup> , 10 <sup>th</sup> , 15 <sup>th</sup> , 18 <sup>th</sup> , 21 <sup>st</sup> , 24 <sup>th</sup> , and 28 <sup>th</sup> of October demonstrated that this is a regular occurrence. <b>Observation</b> Review water purge procedure and amend QM 2 Ice Cream Filling Procedure. <b>Observation</b> QM 2 Ice Cream Filling Log 07/11/2023 shows Retail 1kg ice cream tubs are 49g at start of run (19:00Hrs). Quality - Retail 1kg ice cream tubs are required to be a minimum of 50g <b>Investigation:</b> The first 50 pots were under 50g and were discarded. Review QM 2 Ice Cream Filling Procedure for product changeover

Document Reference Food Safety Quality System Audit Form QMR 010  
Revision 0 1<sup>st</sup> November 2023  
Owned by: Technical Manager  
Authorized by: General Manager



# The Internal Audit Module for Food Operations includes comprehensive Internal Audit documentation and tools

Internal Audit and Inspection Schedule

Home Insert Page Layout Formulas Data Review View

N24 X ✓ fx

Search Sheet

Share

1 SQF Internal Audit Schedule

2 High Risk - Quarterly

3 Medium Risk - Twice per Year

4 Low Risk - Annually

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7 Procedure to be covered by Internal Audit Risk January February March April May June July August September October November December

8 FS 2.1.1 Management Responsibility Low

9 FS 2.1.2 Management Review Low

10 FS 2.1.3 Complaint Management Medium

11 FS 2.2.1 Food Safety Management System Low

12 FS 2.2.2 Document Control Low

13 FS 2.2.3 Records Low

14 FS 2.3.1 Product Formulation and Realization Medium

15 FS 2.3.2 Specifications (Raw Material, Packaging, Finished Product and Services) Medium

16 FS 2.3.3 Contract Manufacturers High

17 FS 2.3.4 Approved Supplier Program High

18 FS 2.4.1 Food Legislation Medium

19 FS 2.4.2 Good Manufacturing Practices Medium

20 FS 2.4.3 Food Safety Plan High

21 FS 2.4.4 Product Sampling, Inspection and Analysis High

22 FS 2.4.5 Non-conforming Materials and Product High

23 FS 2.4.6 Product Rework High

24 FS 2.4.7 Product Release Medium

25 FS 2.4.8 Environmental Monitoring Medium

26 FS 2.5.1 Validation and Effectiveness Medium

27 FS 2.5.2 Verification Activities Medium

28 FS 2.5.3 Corrective and Preventative Action Medium

29 FS 2.5.4 Internal Audits and Inspections Medium

30 FS 2.6.1 Product Identification High

31 FS 2.6.2 Product Trace High

32 FS 2.6.3 Product Withdrawal and Recall Medium

33 FS 2.6.4 Crisis Management Planning Medium

34 FS 2.7.1 Food Defense Plan Medium

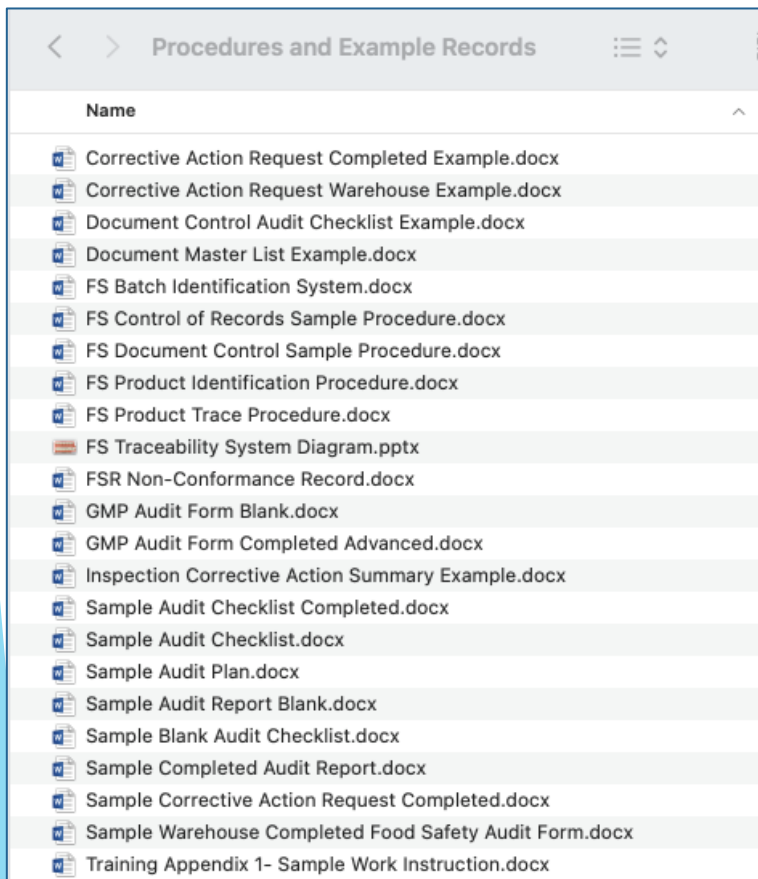
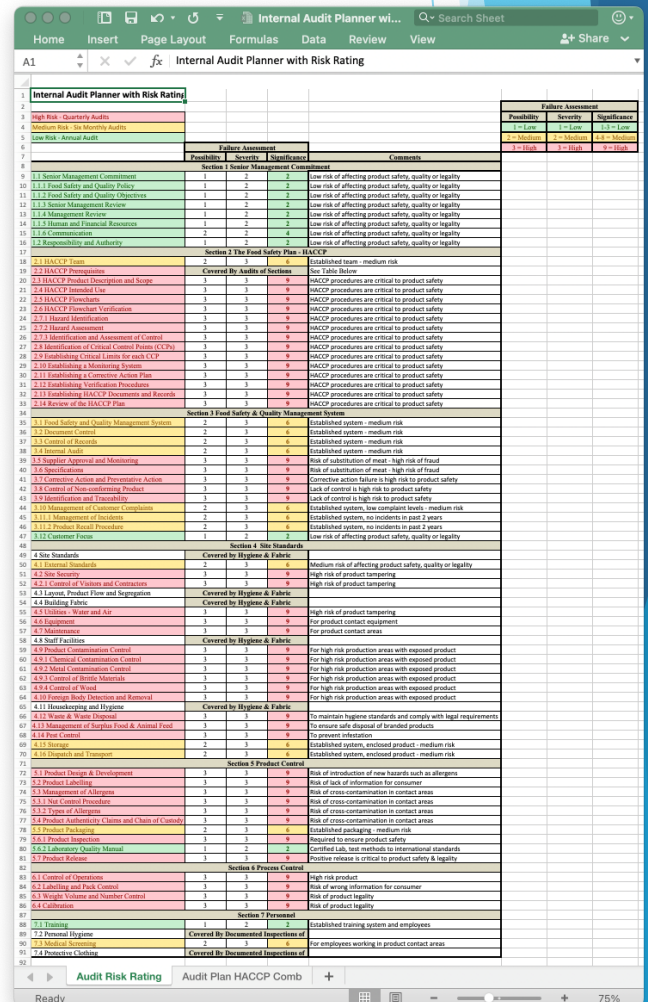
35 FS 2.7.2 Food Fraud Medium

36 FS 2.8 Allergen Management High

37 FS 2.9 Training Medium

Ready

100%

Internal Audit Planner with Risk Rating

Home Insert Page Layout Formulas Data Review View

A1 X ✓ fx

Search Sheet

Share

1 Internal Audit Planner with Risk Rating

2 High Risk - Quarterly Audits

3 Medium Risk - Six Monthly Audits

4 Low Risk - Annual Audit

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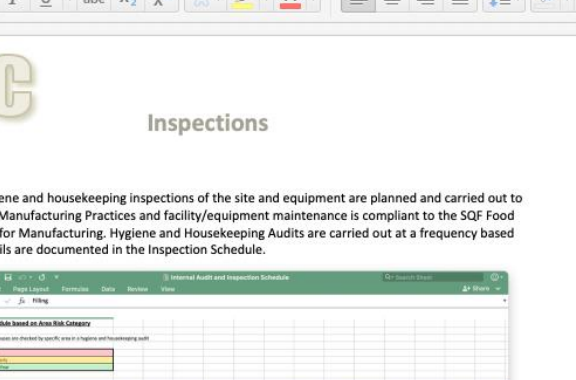
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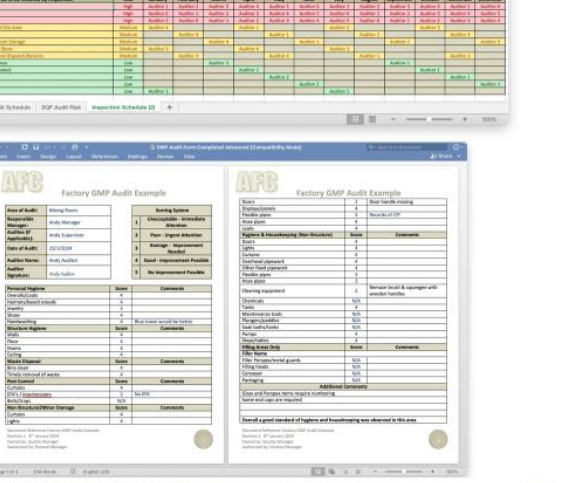
**Inspections**

Regular hygiene and housekeeping inspections of the site and equipment are planned and carried out to verify Good Manufacturing Practices and facility/equipment maintenance is compliant to the SQF Food Safety Code for Manufacturing. Hygiene and Housekeeping Audits are carried out at a frequency based on risk. Details are documented in the Inspection Schedule.



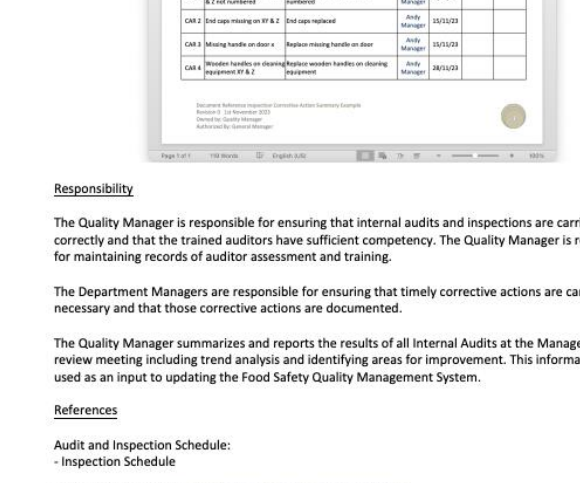
**Inspections**

Hygiene and Housekeeping Audits are recorded on the GMP Audit Form together with any non-conformances, corrections and any corrective action taken.



**Inspection Schedule**

Regular hygiene and housekeeping inspections of the site and equipment are planned and carried out to verify Good Manufacturing Practices and facility/equipment maintenance is compliant to the SQF Food Safety Code for Manufacturing. Hygiene and Housekeeping Audits are carried out at a frequency based on risk. Details are documented in the Inspection Schedule.



**Inspection Schedule**

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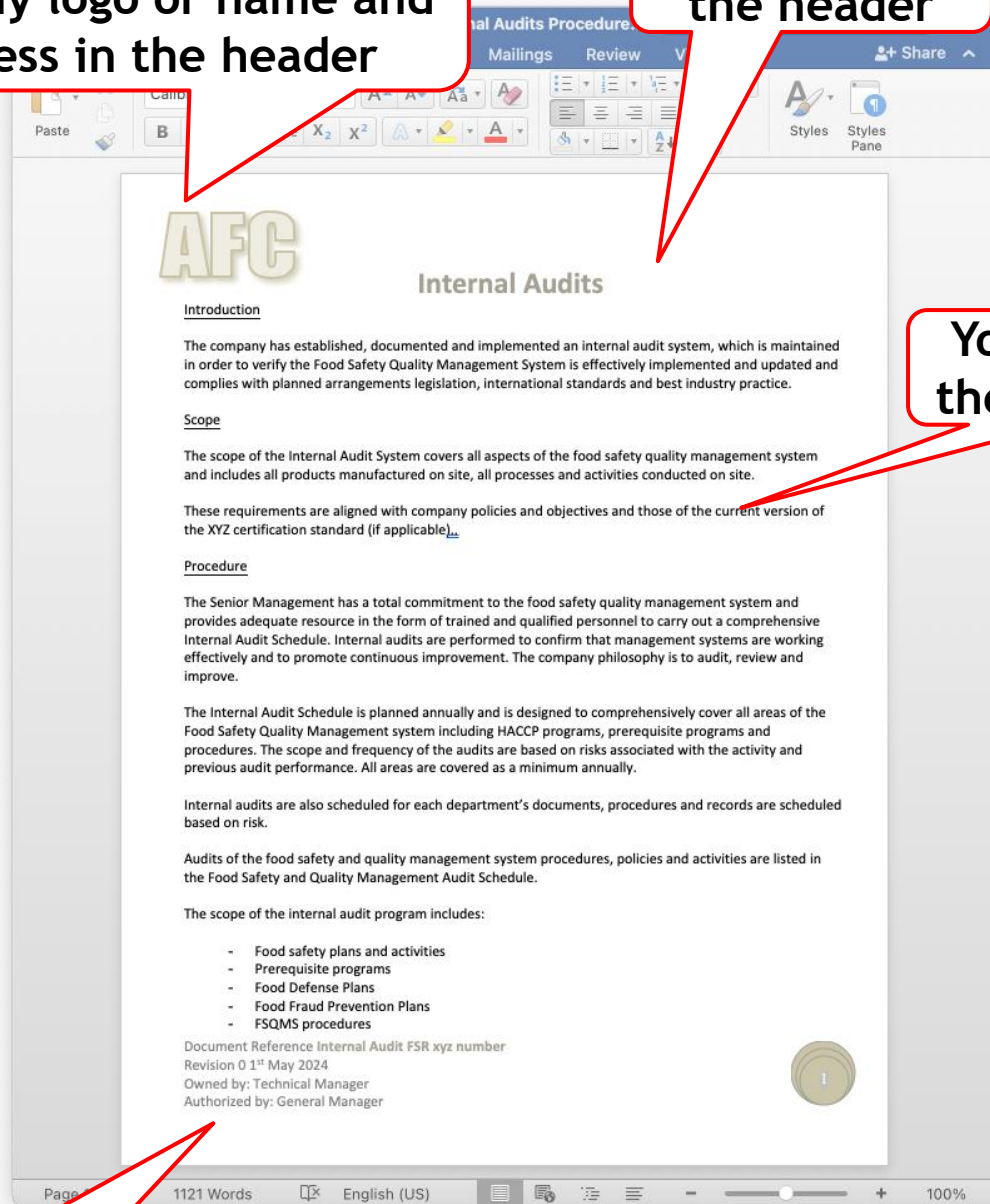


# Editable Internal Audit Procedures and Records in Microsoft Word format

For example put your company logo or name and address in the header

You can edit the header

You can edit the main text



You can edit the footer

These Internal Audit Templates give you the foundations to develop your Internal Audit documentation, saving you time and money getting your Internal Audit and Inspection System up to speed.

# The module includes useful additional Internal Audit and Inspection Forms

FSR Root Cause Analysis Form

**Root Cause Analysis**

Root Cause Analysis Number: \_\_\_\_\_

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Define the Non-Conformance

Why Number	Answer	Is this the root cause?	Action Required
1. Why did this occur?		Yes - Stop/ No - Go to 2	
2. Why did this occur?		Yes - Stop/ No - Go to 3	
3. Why did this occur?		Yes - Stop/ No - Go to 4	
4. Why did this occur?		Yes - Stop/ No - Go to 5	
5. Why did this occur?		Yes - Stop/ No - Continue	

Comments

Corrective Action Request(s) Raised

Preventive Action Request(s) Raised

Signed: \_\_\_\_\_ Department Manager

Date: \_\_\_\_\_

Document Reference FSR Root Cause Analysis Form  
Revision 0: 1<sup>st</sup> May 2024  
Owned by: Quality Manager  
Authorized by: General Manager

FSR Corrective Action Request [Compatibility Mode]

**Corrective Action Request**

Root Cause Analysis Number: \_\_\_\_\_ (If Applicable)

Corrective Action Report Number: \_\_\_\_\_

Issued to: \_\_\_\_\_

Date: \_\_\_\_\_

The following Non-compliance has been noted:

Reference Audit Report or Food Safety Quality System Area

Risk Assessment: \_\_\_\_\_  
High / Medium / Low

Corrective action required:

Person Responsible for corrective Action: \_\_\_\_\_

Target Date to be completed by: \_\_\_\_\_

Details of Action taken:

Sign to confirm action completed: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Document Reference FSR xyz Corrective Action Request  
Revision 0: 1<sup>st</sup> May 2024

Page 1 of 2 About 186 Words English (US)

**Completed Corrective Action Review**

Corrective Action Report Number: \_\_\_\_\_

Issued to: \_\_\_\_\_

Date: \_\_\_\_\_

Results of Audit to confirm corrective action is complete

Results of Quality Manager review of the effectiveness of the actions taken in eliminating or reducing the cause of the non-conformance

Corrective Action Status Closed or Incomplete?

Closed: \_\_\_\_\_

Incomplete - New Request Raised: \_\_\_\_\_

Quality Manager Closes Out the Corrective Action Below

Enter New Corrective Action Request Number Here

\* Corrective Action Request Closed / Corrective Action Incomplete  
New Corrective Action Request Number: \_\_\_\_\_ Raised

\* Delete as applicable

Signed: \_\_\_\_\_ Quality Manager

Date: \_\_\_\_\_

Document Reference FSR xyz Corrective Action Request  
Revision 0: 1<sup>st</sup> May 2024

FSR Preventative Action Request [Compatibility Mode]

**Preventative Action Request**

Root Cause Analysis Number: \_\_\_\_\_ (If Applicable)

Preventative Action Report Number: \_\_\_\_\_

Issued to: \_\_\_\_\_

Date: \_\_\_\_\_

The following potential Non-compliance has been noted:

Reference Audit Report or Quality System Area

Risk Assessment: \_\_\_\_\_  
High / Medium / Low

Preventative action required:

Person Responsible for preventative Action: \_\_\_\_\_

Target Date to be completed by: \_\_\_\_\_

Details of Action taken:

Sign to confirm action completed: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Document Reference FSR xyz Preventative Action Request  
Revision 0: 1<sup>st</sup> May 2024  
Owned by: Quality Manager  
Authorized by: General Manager

Page 1 of 2 About 191 Words English (US)

**Completed Preventative Action Review**

Preventative Action Report Number: \_\_\_\_\_

Issued to: \_\_\_\_\_

Date: \_\_\_\_\_

Results of Audit to confirm preventative action is complete

Results of Quality Manager review of the effectiveness of the actions taken in eliminating or reducing the potential cause of the non-conformance

Preventative Action Status Closed or Incomplete?

Closed: \_\_\_\_\_

Incomplete - New Request Raised: \_\_\_\_\_

Quality Manager Closes Out the Preventative Action Below

Enter New Preventative Action Request Number Here

\* Preventative Action Request Closed / Preventative Action Incomplete  
New Preventative Action Request Number: \_\_\_\_\_ Raised

\* Delete as applicable

Signed: \_\_\_\_\_ Quality Manager

Date: \_\_\_\_\_

Document Reference FSR xyz Preventative Action Request  
Revision 0: 1<sup>st</sup> May 2024  
Owned by: Quality Manager  
Authorized by: General Manager

Document Control Audit Checklist

**Document Control Audit Checklist**

Auditor Name	Date	Area Audited	Documents Audited	Requirement	Audit Findings
				Are all relevant Food Safety Management System documents controlled as per the document control procedure?	
				Is documentation reviewed for adequacy before approval by authorised personnel?	
				Do document amendments show evidence of change or modification?	
				Are deleted words denoted with a strikethrough?	
				Are changes highlighted?	
				Is there identification of reasons for changes and revision codes?	
				Are new or amended documents issued to point of use?	
				Are issued documents legible?	
				Are externally sourced documents controlled?	
				Is there identification and a record of the disposition of obsolete documentation?	
				Is there a periodic document review?	
				Are documents re-issued after a practical number of changes have been made?	
				Are only approved documents used in the Food Safety Management System?	
				Is there a master list of documents maintained to identify status of all documentation?	

Document Reference Document Control Audit Checklist FS xyz number  
Revision 0: 1<sup>st</sup> May 2024  
Owned by: Internal Auditor  
Authorized by: Audit Team Leader

GMP Audit Form Blank [Compatibility Mode]

**Factory GMP Audit**

Area of Audit: \_\_\_\_\_

Responsible Manager: \_\_\_\_\_

Audited (If Applicable): \_\_\_\_\_

Date of Audit: \_\_\_\_\_

Auditor Name: \_\_\_\_\_

Auditor Signature: \_\_\_\_\_

Scoring System

Score	Comments
1	Non-compliant Major
2	Non-compliant Minor
3	Compliant - Good

Personal Hygiene

Score	Comments
	Overall/Clothes
	Hair/metal beard mounds
	Jewellery
	Footwear
	Handwashing

Fabric Condition

Score	Comments
	Floor
	Drains
	Ceiling
	Lighting
	Windows
	Ventilation

Fabric Hygiene

Score	Comments
	Walls
	Floor
	Drains
	Ceiling
	Lighting
	Windows

Document Reference Factory GMP Audit  
Revision 0: 1<sup>st</sup> May 2024  
Owned by: Technical Manager  
Authorized by: General Manager

Page 1 of 3 169 Words English (US)

**Factory GMP Audit**

Score	Comments
	Ventilation
	Waste Disposal
	Bin clean
	Timely removal of waste
	Waste containers identified
	Pest Control
	Curtains
	EKF's / Inspectors
	Detectors/bugs
	Contamination Risks
	Hygiene & Housekeeping
	Equipment
	Pipe work
	Hose pipes
	Cleaning equipment
	Tanks
	Maintenance tools
	Filling Area Only
	Filler Name
	Filler Perspex/metal guards
	Filling heads
	Conveyor
	Packaging

Additional Comments

Document Reference Factory GMP Audit  
Revision 0: 1<sup>st</sup> May 2024  
Owned by: Technical Manager  
Authorized by: General Manager

# The module includes Example Completed Internal Audit and Inspection Forms

Sample Completed Audit Report

Search in Document

Home Insert Design Layout References Mailings Review View

International  
Food Safety & Quality

### Food Safety System Audit Form

**Completed Food Safety Quality System Audit Form Example**

Date of Audit: 7 <sup>th</sup> November 2023	Time of Audit: 14:00Hrs
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Area Audited: Manufacture, warehousing and transport of branded ice cream.

Audit Scope: Manufacture, warehousing and transport of branded ice cream (Food Safety, Legislation, Quality)

Auditor: Andy Auditor	Auditee Name: Oly Peraman Paul Prod	Auditee Job Title: Operations Manager Supervisor
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**Audit Summary**

Significant parts of the systems for the manufacture, warehousing and transport of branded ice cream were found to be compliant. A Major and a minor Non-compliance have been raised as well as 5 observations. The major non-compliance relates to inadequate pasteurization temperature control. A follow up audit is recommended to ensure adequate corrective action has been implemented.

**Document Review**

All the following documents were found to be current and compliant:  
SPEC 001 Ice Cream Specification Revision 0 7th November 2023  
CCP 1 Ice Cream Critical Control Plan Sample Revision 0 7th November 2023\*  
QM 1 Ice Cream Pasteurization Procedure Revision 0 7th November 2023  
QM 2 Ice Cream Filling Procedure Revision 0 7th November 2023  
QM 3 Ice Cream Warehousing Procedure Revision 0 7th November 2023  
Pasteurization Record in use - QMR 1 Pasteurization Record Blank Revision 0 7th November 2023

**Observation - Quality**  
CCP 1 Ice Cream Critical Control Plan Control Plan could include ice cream is stored and delivered at a maximum of -18 °C

Document Reference Food Safety Quality System Audit Form QMR 010  
Revision 0 1<sup>st</sup> November 2023  
Owned by: Technical Manager  
Authorized by: General Manager

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Sample Completed Audit Report

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### Food Safety System Audit Form

**Warehousing**

Operator: Wally Goode Supervisor: Paul Prod

**Compliant in All Areas**  
Warehousing Operation Compliant  
Procedure in use - QM 3 Ice Cream Warehousing Procedure Revision 0 1<sup>st</sup> November 2023 Compliant  
Record in use - QMR 3 Warehouse Vehicle Loading Record Revision 0 1<sup>st</sup> November 2023 Compliant  
QMR 3 Warehouse Record 07/11/2023 19:15 Ice Cream Vehicle D123 Loaded Vehicle Temperature -20 °C Product Temperature -20°C start -19 °C end of loading Compliant with Retail requirement that ice cream is stored and delivered at a maximum of -18 °C.

Document Reference Food Safety Quality System Audit Form QMR 010  
Revision 0 1<sup>st</sup> November 2023  
Owned by: Technical Manager  
Authorized by: General Manager

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### Food Safety System Audit Form

**Pasteurization**

Operator: Micky Taker Supervisor: Paul Prod

**Compliance**  
All records indicated that branded dairy ice cream contained a minimum of 3% dairy fat meeting legal composition requirements.

**Non-Compliance 1 - Major**  
Pasteurizer operations were observed and found to be non-compliant in one area: QMR 1 Pasteurization Record 07/11/2023 shows the Pasteurization Temperature at 12:20pm was 71 °C  
Operator: Micky Taker & Supervisor: Paul Prod confirmed this is correct  
This was a possible critical non-compliance with Food Safety Requirements - Dairy regulation xyz requires that products are pasteurized at a minimum of 71.7 °C for a minimum of 15 seconds or equivalent Following investigation:  
Whole day's production put on double hold by Supervisor Paul P after consultation. On review downgraded to Major Non-Compliance as product is within company control  
**Observation**  
QMR 1 Pasteurizer Log Sheet 07/11/2023 Pasteurizer Outlet Temperature is 8 °C at shutdown 18:10pm and outside of specification. Ice Cream Tank was a satisfactory temperature (5 °C) Recommend review next audit.

Document Reference Food Safety Quality System Audit Form QMR 010  
Revision 0 1<sup>st</sup> November 2023  
Owned by: Technical Manager  
Authorized by: General Manager

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### Food Safety System Audit Form

**Filling**

Operator: Fred Flint Supervisor: Paul Prod

**Compliance**  
Filler operations were generally compliant. The correct current Filling Procedure was available and in use - QM 2 Ice Cream Filling Procedure Revision 0 1<sup>st</sup> November 2023 The correct current record was in use QMR 2 Ice Cream Filling Log Revision 0 1<sup>st</sup> November 2023  
All products observed and records checked demonstrated compliance with minimum weight legislation (QMR 2 Ice Cream Filling Log 07/11/2023)  
**Non-Compliance 2 - Minor.**  
On review of Filler Records - QMR 2 Ice Cream Filling Log 07/11/2023 Dairy ice cream has a fat of 2.95% at 22:25Hrs.  
This is a legal non-compliance if sold. Dairy regulation 1/2015 requires that dairy ice cream contains a minimum of 3% dairy fat  
**Investigation:**  
Product was sent to customer on concession and product is not for sale but given to staff. Signed concession attached. Further investigation of records on 1<sup>st</sup>, 3<sup>rd</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 18<sup>th</sup>, 21<sup>st</sup>, 24<sup>th</sup>, and 28<sup>th</sup> of October demonstrated that this is a regular occurrence.  
Review water purge procedure and amend QM 2 Ice Cream Filling Procedure.  
**Observation**  
QMR 2 Ice Cream Filling Log 07/11/2023 shows Retail 1kg ice cream tubs are 49g at start of run (19:00Hrs). Quality - Retail 1kg ice cream tubs are required to be a minimum of 50g Investigation:  
The first 50 pots were under 50g and were discarded.  
Review QM 2 Ice Cream Filling Procedure for product changeover

Document Reference Food Safety Quality System Audit Form QMR 010  
Revision 0 1<sup>st</sup> November 2023  
Owned by: Technical Manager  
Authorized by: General Manager

## AFC Inspection Corrective Action Summary Example


Area of Audit:	Mixing Room	Date of Audit:	2/11/23
Responsible Manager:	Andy Manager	Auditor Name:	Andy Auditor
Auditee (If Applicable):	Andy Supervisor	Auditor Signature:	Andy Auditor

Summary of Corrective Actions Raised					
CAR No.	Non-Conformance	Corrective Action Details	Person Responsible for Action	Target Completion Date	Signed Off By
CAR 1	Glass and Perspex items XY & Z not numbered	Glass and Perspex items to be numbered	Andy Manager	8/11/23	
CAR 2	End caps missing on XY & Z	End caps replaced	Andy Manager	15/11/23	
CAR 3	Missing handle on door x	Replace missing handle on door	Andy Manager	15/11/23	
CAR 4	Wooden handles on cleaning equipment XY & Z	Replace wooden handles on cleaning equipment	Andy Manager	28/11/23	



## The module includes Example Completed Internal Audit and Inspection Forms

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## Sample Audit Checklist Completed Example

Audit Date	Auditor	Auditees
7 <sup>th</sup> November 2023	Andy Auditor	Operations Manager – Olly Peraman Supervisor – Paul Prod


Sample Checklist Completed Audit Checklist Example	
Review of Documents	
<p><u>SPEC 001 Ice Cream Specification</u></p> <p><u>CCP 1 Ice Cream Critical Control Plan</u></p> <p><u>QM 1 Ice Cream Pasteurization Procedure</u></p> <p><u>QM 2 Ice Cream Filling Procedure</u></p> <p><u>QM 3 Ice Cream Warehousing Procedure</u></p>	<p><b>Compliant – Details of Documents Checked</b></p>
<p><u>Food Safety</u> - Check as per Dairy regulation xyz that products are to be pasteurized at a minimum of 71.7 °C for a minimum of 15 seconds or equivalent</p>	<p>SPEC 001 Ice Cream Specification Revision 0 1st November 2023 Compliant*</p> <p>CCP 1 Ice Cream Critical Control Plan Sample Revision 0 1st November 2023 Compliant</p> <p>QM 1 Ice Cream Pasteurization Procedure Revision 0 1st November 2023 Compliant</p> <p>QM 2 Ice Cream Filling Procedure Revision 0 1st November 2023 Compliant</p> <p>QM 3 Ice Cream Warehousing Procedure Revision 0 1st November 2023</p>
<p><u>Legislation</u> - Check Dairy ice cream contains a minimum of 3% dairy fat</p>	
<p><u>Legislation</u> - Check Dairy ice cream should comply with minimum weight legislation (the minimum weight of a single package should be the declared weight plus the weight of the packaging)</p>	
<p><u>Quality</u> - Check Dave's Retail 1kg ice cream tubs are a minimum of 50g</p>	
<p><u>Quality</u> - Check Dave's Retail ice cream is stored and delivered at a maximum of -18 °C</p>	

Document Reference Sample Checklist Completed Audit Checklist Example

Revision 0 1st November 2023

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## Sample Audit Checklist Completed Example


Pasteurization		
Operator: Micky Taker Supervisor: Paul Prod	Compliant	Not Compliant
+ Interview & Observe Pasteurizer Operator	<b>Non-Compliance 1</b>	
Review Pasteurization Procedures - QM 1 Pasteurization Operation	<b>Compliant</b>	
Review Record in use - QMR 1 Pasteurization Record Blank Revision 0 1st November 2023	<b>Compliant</b>	
Reviewed Record completion – 07/11/2023	<b>Non-Compliance 1</b>	
<u>Food Safety</u> - Check as per Dairy regulation xyz that products are pasteurized at a minimum of 71.7 °C for a minimum of 15 seconds or equivalent	<b>Non-Compliance 1</b>  QMR 1 Pasteurization Record 07/11/2023 shows the Pasteurization Temperature at 12:20pm was 71 °C Operator: Micky Taker & Supervisor: Paul Prod confirmed this is correct <b>Possible Critical Non-compliance Food Safety</b> <u>Following Investigation</u> Whole day's production put on double hold by Supervisor Paul P after consultation. <b>On review downgraded to Major Non-Compliance as product is within company control</b>	
Legislation - Check Dairy ice cream contains a minimum of 3% dairy fat	<b>Compliant</b>	

Document Reference Sample Checklist Completed Audit Checklist Example

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# The module includes Example Completed Forms

GMP Audit Form Completed Advanced [Compatibility Mode]

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## AFC Factory GMP Audit Example

<b>Area of Audit:</b>	Mixing Room
<b>Responsible Manager:</b>	Andy Manager
<b>Auditee (If Applicable):</b>	Andy Supervisor
<b>Date of Audit:</b>	22/1/2024
<b>Auditor Name:</b>	Andy Auditor
<b>Auditor Signature:</b>	Andy Auditor

Scoring System	
1	Unacceptable - Immediate Attention
2	Poor - Urgent Attention
3	Average - Improvement Needed
4	Good - Improvement Possible
5	No Improvement Possible

Personal Hygiene	Score	Comments
Overalls/coats	4	
Hairnets/beard snoods	4	
Jewelry	5	
Shoes	4	
Handwashing	4	Blue towel would be better
Structure Hygiene	Score	Comments
Walls	4	
Floor	4	
Drains	4	
Ceiling	4	
Waste Disposal	Score	Comments
Bins clean	4	
Timely removal of waste	4	
Pest Control	Score	Comments
Curtains	4	
EFK's / insectocutors	3	No EFK
Baits/traps	N/A	
Non-Structural/Minor Damage	Score	Comments
Curtains	4	
Lights	4	

Document Reference Factory GMP Audit Example  
Revision 1 8<sup>th</sup> January 2024  
Owned by: Quality Manager  
Authorized by: General Manager

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## AFC Factory GMP Audit Example

Doors	2	Door handle missing
Displays/panels	4	
Flexible pipes	3	Records of CIP
Hose pipes	4	
Leaks	4	
Hygiene & Housekeeping (Non-Structure)	Score	Comments
Doors	4	
Lights	4	
Curtains	4	
Overhead pipework	4	
Other fixed pipework	4	
Flexible pipes	3	
Hose pipes	3	
Cleaning equipment	2	Remove brush & squeegee with wooden handles
Chemicals	N/A	
Tanks	4	
Maintenance tools	N/A	
Plungers/paddles	N/A	
Soak baths/tanks	N/A	
Pumps	4	
Steps/tables	4	
Filling Areas Only	Score	Comments
Filler Name		
Filler Perspex/metal guards	N/A	
Filling heads	N/A	
Conveyor	N/A	
Packaging	N/A	
Additional Comments		
Glass and Perspex items require numbering		
Some end caps are required		
Overall a good standard of hygiene and housekeeping was observed in this area		

Document Reference Factory GMP Audit Example  
Revision 1 8<sup>th</sup> January 2024  
Owned by: Quality Manager  
Authorized by: General Manager

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Sample Corrective Action Request Completed [Compatibility Mode]

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## AFC Corrective Action Request

Corrective Action Request	
Corrective Action Report Number:	0001
Issued to:	Warehouse Manager
Date:	1 <sup>st</sup> December 2023
The following Non-compliance has been noted:	Goods transferred to the factory were not covered. Where possible they should be on plastic pallets. Goods transferred were left in direct contact with the floor.
Reference Audit Report or Food Safety Quality System Area	GMP 11.6 Receipt, Storage & Transport
Risk Assessment : High / Medium / Low	High Risk – Major Non-Compliance
Corrective action required:	Goods transferred to the factory should be covered. Where possible they should be on plastic pallets. They should <u>never</u> be on the floor.
Person Responsible for corrective Action:	Warehouse Manager
Target Date to be completed by:	8 <sup>th</sup> December 2023
Details of Action taken:	All staff briefed that goods transferred to the factory should be covered. Where possible they should be on plastic pallets, and that they should <u>never</u> be on the floor.
Sign to confirm action completed:	<i>Warehouse Manager</i>
Date Completed:	8 <sup>th</sup> December 2023

Document Reference Corrective Action Request QMR 012  
Revision 1 1<sup>st</sup> December 2023  
Owned by: Quality Manager  
Authorized By: General Manager

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## AFC Corrective Action Request

Completed Corrective Action Review	
Corrective Action Report Number:	0001
Issued to:	Warehouse Manager
Date:	1 <sup>st</sup> December 2023
Results of Audit to confirm corrective action is complete	Training records complete. Checked and goods transferred to the factory were covered and on plastic pallets.
Results of Quality Manager review of the effectiveness of the actions taken in eliminating or reducing the cause of the non-conformance	Complete but follow up again on next audit.
Corrective Action Status Closed or Incomplete?	Closed
	Closed out by Quality Manager
	<del>Incomplete – New Request Raised</del> Enter New Corrective Action Request Number Here

\* Corrective Action Request Closed / Corrective Action Incomplete New Corrective Action Request Number..... Raised  
\* Delete as applicable

Signed: ... *Quality Manager*..... Quality Manager

Date: .... 15<sup>th</sup> December 2023.....

Document Reference Corrective Action Request QMR 012  
Revision 1 1<sup>st</sup> December 2023  
Owned by: Quality Manager  
Authorized By: General Manager

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## Internal Audit Training for one person is included in the module

Store → Online Food Safety Training → Practical Internal Auditor Training for Food Operations



### Practical Internal Auditor Training for Food Operations

★★★★★ (8 customer reviews)

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Friday, May 10, 2:00 PM - 06:00 PM (UK Time Zone). 9:00 AM - 1:00 PM (EST)

Alternatively purchase the previous recording (with 30 day access) to experience the full 4-hour training session along with the presentation slides, templates, end test and certificate of attendance. Make your choice for live or recording during checkout.

This interactive online training webinar will enable participants to develop practical knowledge of the principles of internal auditing enabling them to participate as part of your internal audit team. The webinar provides instruction on how to implement an Internal Audit system and how to prepare, conduct and report on an internal audit.

Instructor: Tony Connor, Chief Technical Advisor, IFSQN

Facilitator: Simon Timperley, Administrator, IFSQN

Cost per attendee: \$97.00 USD

#### Training Course Outline:

Internal auditing is included in Food Safety Management Requirements of the GFSI Guidance Document and as such is a compulsory element of GFSI benchmarked standards including BRC, SQF, IFS and FSSC 22000.

Internal auditing is a tool to verify the effectiveness of the food safety management system, identify and correct non-conformity and demonstrate continuous improvement.

This interactive IFSQN online webinar will enable participants to develop practical knowledge of the principles of internal auditing enabling them to participate as part of your internal audit team.

The webinar provides instruction on how to implement an Internal Audit system and how to prepare, conduct and report on an internal audit.

The course is suitable for all personnel working in food manufacturing, food handling, food storage or food distribution operations.

#### All attendees receive:

- Copy of the training material (PDF)
- Personalized IFSQN Training Academy Certificate awarded on successful completion of the course and end test
- 30 day access to the webinar recording

## Technical Support



### Free Online Technical Support

One of the unique features of our packages is that we provide technical support.

This package includes online technical support and expertise to answer your questions and assist you in using the module to develop your Internal Audit System.

**[Click here to order the Internal Audit Module for Food Operations](#)**