



Food Manufacture

Management of Food Safety, Audits and Traceability

Lesson 4

This course is ideal for anyone working or has the potential to work in a quality auditor or technical job role. The course describes the management of food safety, audits and traceability.

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Different types of audits will be performed by appropriately trained people on the factory, product and its processes.

Internal audits will be performed by employees of the factory. External audits will be performed by appropriate people outside of the factory such as environmental health officers from the local authority, customer audits e.g. Asda or standard regulators e.g. British Retail Consortium Global Standard (BRCGS).





There will be a schedule of internal audits to include:

- HACPP/food safety plan
- Key areas which enable the production of safe and legal products
- Food defence and food fraud prevention plans





Some examples of specific internal audits with their usual occurrence:

- HACCP – annual
- Management review – annual
- Approved suppliers – annual
- Raw material specifications – 6 monthly
- Traceability – 6 monthly
- Complaints – as and when
- Pest control – 3 per year
- Production – 4 per year



Frequency of audits can be altered to suit processes, issues and level of production



Internal audits are performed by appropriately trained, competent auditors.

They will not audit their own work.



Audit training must include auditing skills and the relevant technical knowledge of the activity being audited.





An audit should include:

- Observing how activities are completed
- Asking relevant staff how an activity is completed
- Asking relevant staff why an activity is being completed in a specific way
- Reviewing procedures and records to ensure whether the activity was completed and recorded correctly



Results from an internal audit will be reported to the appropriate person with a corrective action, time scale and person responsible for the action.





The internal audit process contains a number of steps:

- Complete an internal audit
- Agree corrective actions
- Complete and sign off corrective actions
- Completion verified
- Root cause analysis used to identify any necessary preventative actions
- Complete and review any preventative actions
- Overall management review completed



As well as internal audits there should also be documented inspections





Inspections at a minimum will include:

- Hygiene inspections to check housekeeping and cleaning performance
- Fabrication inspections to check for any risks to product from equipment or the building





**At a minimum
inspections will be
one a month
especially in open
product areas but
depending on the
risk they could be
more frequent**



Revision Activity 4

Name three internal audits performed in a factory?