Food Manufacture

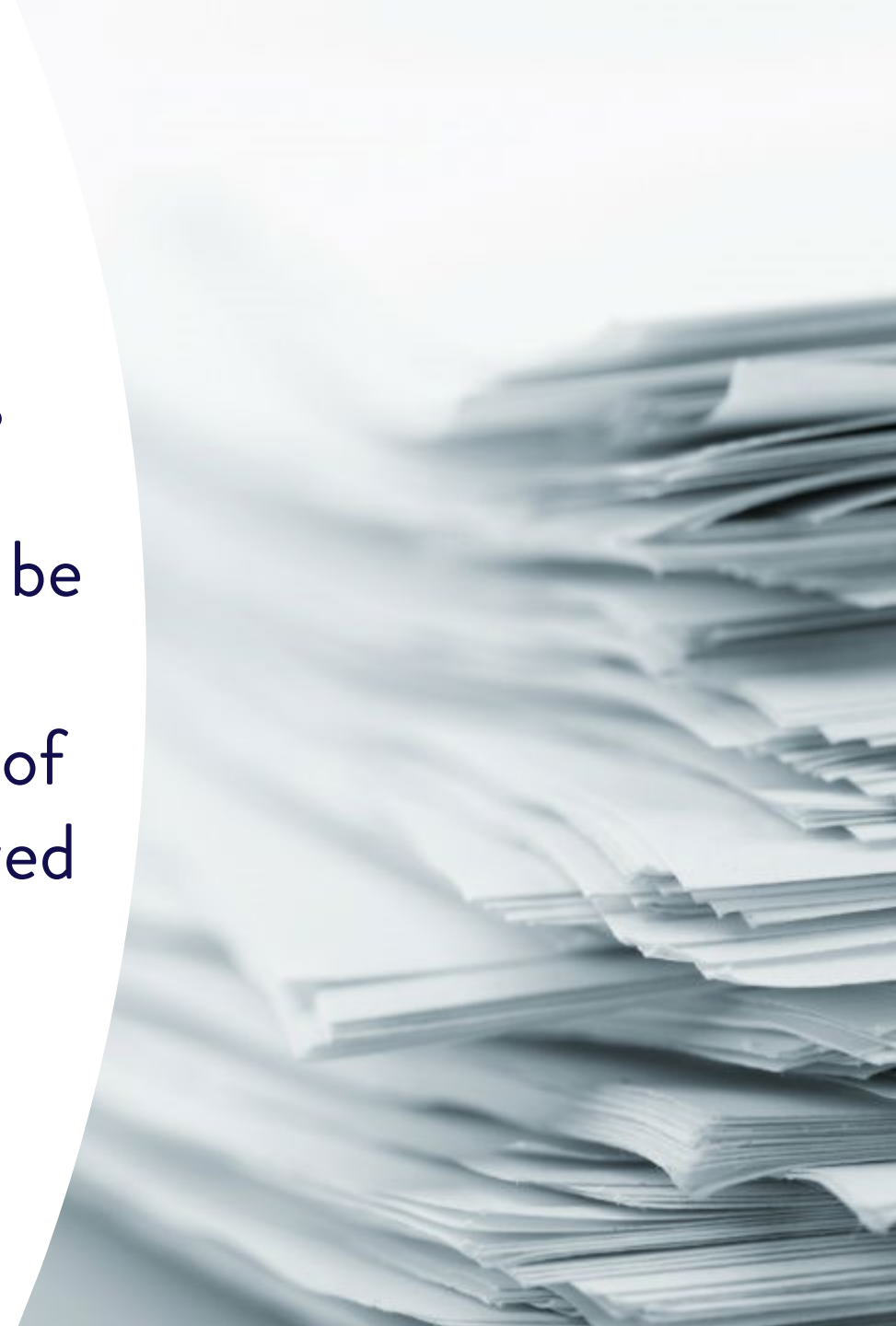
Internal Auditing

Lesson 4

Become competent in internal auditing in a food manufacturing environment.

foodsphere.co.uk

When an audit is being performed company audit documents must be completed. These will involve specific details of a schedule to be followed and analysed.



Audit documentation should always record dates, times, departments, auditor, products and any relevant staff involved.

An action plan should be developed from the outcomes of an audit.

An action plan should state the problem/issue, a corrective action, who is to perform the corrective action and by when. There should also be an area for a date and signature to be added once corrective actions are completed.

The risk rating of the problem will determine who is responsible for the corrective action and by when. For example a serious problem must be corrected immediately by management.

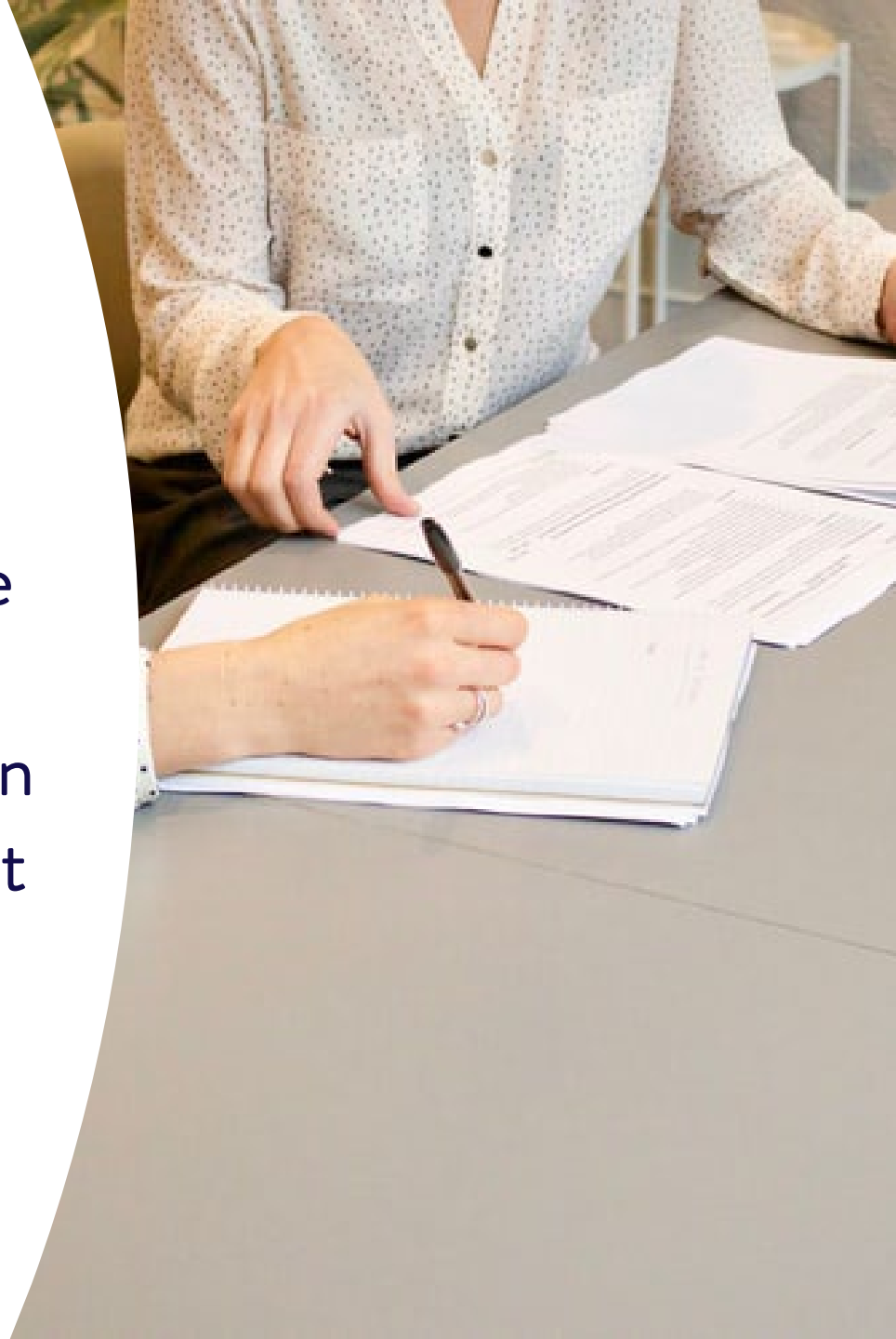
Advice can be given by relevant organisational bodies should it be required when creating an action plan.

If potential problems found during an audit are a risk to food safety then the product, ingredient, equipment or machinery can be quarantined to prevent further harm.

If a product is placed under quarantine then further analysis can be performed e.g. microbial tests to determine if it is safe to use.

A non-conformance is sometimes issued instead or alongside an action plan to correct a problem.

Non-conformances are similar to an action plan but usually focus on one issue. These are sometimes used when an issue has been found not during an audit.



Non-conformances can be issued to both company staff and suppliers.

Once an action plan has been completed a recheck must be performed to ensure no problems are reoccurring and the action has been effective.

Revision Activity 4

What should be recorded on an action plan?